

HUB ADVERTISING

LITERATURE TABLES

The HUB has designated Literature Table space on the **HUB Street** under the south atria staircase and in **HUB Games Foyer** for distribution of materials or event promotion.

Reservations: Must be submitted at least 3 business days in advance via HUB Event Services reservation system. HUB EMS may be accessed at hubres.uw.edu/hubres

Limits: Organizations may reserve 1 table per day and are limited to 2 days per week.

Identification: Organizations must clearly display their name or campus department.

Display Area: All activities and displays must be confined to the designated table space.

Sales: RSOs may conduct sales or fundraising while tabling only with a valid fundraising permit issued by SAO. Off-campus entities are restricted from conducting any types of sales.

Recruiting: Literature tables CANNOT be used for employee or intern recruitment. All recruiting activities should be coordinated through the *UW Career Center, MGH 134, careers@uw.edu*.

Taping: Materials may not be mounted to HUB walls, woodwork, marble pillars, or casings.

Amplification: Requires pre-approval and must be disclosed when submitting request.

Clean Up: Clients are responsible for removing and storing all materials and cleaning up their assigned table/area.

Advertising Policy & Reservations: Policy details and the request forms are available on the HUB website.

bit.ly/hubAdvLT

As the community center for the UW Seattle campus, the HUB is committed to promoting campus events, programs, & activities.

HUSKY UNION BUILDING
UNIVERSITY of WASHINGTON



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