



Tabling at UVU

Any external or internal group is welcome to table at UVU provided they follow the proper procedures. Tabling requests in UVU Hallways or other designated tabling locations on campus first need approval from the Event Services Office and comply with university policies and state fire code standards.

Tabling requests can be submitted through the Event Services website (www.uvu.edu/eventservices). There, follow the appropriate instructions to submit an event requests. UVU employees will submit through our scheduling system, 25 Live; external groups will submit a request through our External Event Request Form.

On-Campus Groups

University organizations may reserve a table through Event Services to promote their departmental resources and events. Tables are available for scheduling through 25Live and must be received 3 business days in advance

External Groups

Commercial organizations may reserve a table to pass out fliers/handbills or promote their organizations. Tables are scheduled via the External Event Request Form at www.uvu.edu/eventservices and must be received 10 business days before the requested date(s).

Upon arrival, a table card will be provided with your reservation information. This card must be visible at all times during the tabling event. Tabling requests that are unable to provide this card if asked by an Event Services employee will be asked to leave campus.

For more information, refer the the back of this handout.

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	On-campus Groups	External Groups
Tables	A single rectangular table will be provided with up to 4 chairs and a tablecloth. Departments and groups cannot provide their own cloths, chairs, or tables, but can decorate the tables any way they like.	
Locations	For an updated list of tabling locations, refer to 25Live. Note that the LA and WB Concourse are for use by Academic Departments only.	External groups can indicate their preference of building in the External Event Request form and an Event Coordinator will work with them to find a suitable location.
Food	If you wish to use food as part of your promotion, you will need to work with UVU Catering Services and comply with all related policies.	
Fees	Campus departments will be charged for the use of tablecloths at their event.	A cost of \$75/day for any business or non-UVU entity will be charged for each reservation. For government and certified non-profit groups, the cost is \$35.00/day
Recruiting	Departments are welcome to recruit students for on-campus organizations as a part of their tabling request.	Businesses cannot recruit potential employees as part of their promotion. Any business wishing to recruit employees must contact the Career Development Center and do so as a part of a job fair.
Clubs	UVU Clubs need to schedule their events through the Clubs Office. Student requests for tabling requests will be denied.	N/A