



# TABLE SPACES POLICY

## For John Lewis Student Center, Exhibition Hall, West Village Dining Commons, and the Experiential Pathway

All table spaces must be reserved through GT Events for all Registered Student Organizations and Institute Departments. Each table space comes with a 6ft table, table skirt and two chairs. Each group is limited to one table space per day.

Off Campus Vendors must request space within (3) three business days prior to their request date and cannot promote anything at their table that could compete with Campus Services. Table spaces for Off Campus Vendors is not confirmed until the user agreement and payment have been received.

Table space is only available Monday - Friday, 9am -5pm. Occupants of the table space must keep the items they are displaying confined to the table. No added props/signs are to be used around the table space. No painting, glitter, or crafts are to be used at the table space.

The sale/distribution of food and/or beverages is strictly prohibited. The sale of baked goods (cookies, cupcakes, brownies, etc.) is allowed by Registered Student Organizations ONLY. All items for bake sale must be individually wrapped with ingredients noted. No items that require refrigeration are permitted (including crème filled items). No resale items are allowed such as Krispy Kreme doughnuts and other fundraiser items.

Occupants of the table space should not “call out” to people passing by and are not permitted to walk around the building/buildings passing out information. Music/videos are allowed at a low level.

## Exhibition Hall

Exhibition Hall has two indoor table spaces for Registered Student Organizations, GT Departments, and Off Campus Vendors to use. The table space is located on the 1st floor past the Information Desk and are listed in GT Events as:

- Expo Hall Indoor Table Space 1
- Expo Hall Indoor Table Space 2

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# STUDENT AND CAMPUS EVENT CENTERS TABLE SPACES POLICY

## Experiential Pathway

The Experiential Pathway is the walkway connecting Exhibition Hall and John Lewis Student Center. There are no tents allowed except for the noted spaces; a 10x10 tent may be allowed in those spaces only. The table spaces are listed in GT Events as:

### *Exhibition Hall Area:*

- **Outdoor Experiential Table spaces 1-3** are located to the east of the Exhibition Hall. Power is available here.
- **Outdoor Experiential Table spaces 4-6** are located to the west of the Exhibition Hall.
- **Outdoor Experiential Table space 7** is located in front of the Exhibition Hall. A 10x10 tent is allowed in this space. Power is available here.

### *Pavilion West Area:*

- One (1) table space is available at the bottom of the stairs of Paper and Clay.
- Two (2) spaces are available to the west of Rising Roll Cafe. A 10x10 tent is allowed here if both spaces are reserved. Power is also available here.

## John Lewis Student Center

Eight (8) indoor table spaces are located on the first and second floor and each table has access to power.

- **Student Center Media table space:** Two spaces, located on the 2nd floor past Blue Donkey.
- **Student Center DePoe/ Information Desk:** One space, located on the 2nd floor between Depoe Eye Center and the Information Desk.
- **Student Center Dining Hub Left and Dining Hub Right:** Two spaces located on the second floor entrance of the Dining area.
- **Student Center John Lewis Quote Wall:** Two spaces located on the second floor against the John Lewis quote wall.
- **First Floor Stairs:** Located at the bottom of the stairs on the first floor, to the left.

## West Village

- One (1) indoor table space is on first floor entrance. Three (3) outdoor table spaces are located near the 1st floor entrance. Note: This space does not provide a parking option for Off Campus Vendors.

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