

TABLE TENT POLICY

Campus Dining & Shops (CDS) provides 6-sided table tents that are used as an advertising tool for student organizations and university departments. They are to advertise on-campus events, i.e. group meetings or recruitment, department or organization events, which are open to all students. They are not to be used to advertise non-university off-campus events.

Reservations are accepted from registered student organizations and departments through Campus Dining & Shops on a first come–first serve basis. Reservations are for one week, but multiple run dates may be reserved. Ads are distributed on Mondays and removed on Sundays. Campus Dining & Shops is responsible for the printing and distribution of the tents to the dining hall and restaurant tables.

Cost per panel is \$200/week.

Table Tent Criteria

- Panel artwork is 3.88”w x 6”h.
- Visible area - All text/images must within an 1/8 inch of all sides to ensure nothing is cut off.
- Layouts must be submitted in Adobe PDF or JPEG. (Design services available at additional cost)
- The sponsoring organization and contact information must be clearly stated on the table tent.
- Must advertise on-campus events, meetings, recruitment, etc. open to all students.
- CDS reserves the right to refuse any copy deemed inappropriate and/or suggest edits to any announcements to comply with space and other requirements.
- CDS does not allow commercial or political advertisements.
- Table tents that become worn, defaced or otherwise unattractive will be removed by the Dining Service staff and replaced with a new one as quantities permit.

Locations where table tents are displayed:

Crossroads Culinary Center

Governors Dining Center

Goodyear Dining Center

Ellicott Food Court

Bert’s Food Court

Putnam’s Food Court (Student Union)

Whispers at Capen

Pistachio’s

Baldy Walkway Café

The Cellar

Harriman Café

Capen Cafe

Kapoor Café

Total Table Tents printed weekly – 1,500

**Campus Dining & Shops does not support or condone the activities stated on the table tents.
Any table tent not approved Campus Dining & Shops will be discarded immediately.**

To reserve or if you have questions contact Campus Dining & Shops at (716) 645-2521 or by email rjkohl@buffalo.edu

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