

**Conference & Event Services:
BOOKEMU Lobby Tables Procedures**

Your signed confirmation or use of this facility serves as your statement of compliance with event and building regulations and as your agreement to the procedures listed below in this reservation confirmation. Please sign and return the confirmation and signed signature page to Conference & Event Services at fax #734.487.6514.

Customer Signature

Customer Name (please print)

Sponsoring Organization or Department Name (please print)

Date

Customer agrees to abide by all federal, state and local laws, as well as all Eastern Michigan University regulations and policies on pages to follow. The Student Center at EMU reserves the right to cancel any reservation for room or lobby table at any time.

Thank you for choosing Eastern Michigan University for your event. The following procedures have been created to protect the integrity and success of your event. Please review these guidelines in their entirety. Please address any questions to your Event Coordinator. We look forward to serving you.

PROCEDURES

No more than two representatives are allowed at any time. The name of the sponsoring organization must be displayed. Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic.

DEPOSITS/PAYMENTS

Lobby Tables can be reserved by external customers at a price of \$50.00 per day, per table. All lobby tables MUST be prepaid at the time of the reservation. This includes multiple dates. Unpaid lobby tables can be re-booked.

CANCELLATIONS

Cancellation MUST be received in writing or (fax) within 48 hours of the event date or no refund will be returned. Our fax number is 734.487.6514

SIGNS/DECORATIONS

Lobby Table reservations are for one (1) six-foot table and two (2) chairs. It does not include the use of walls, windows or doors for posting of any materials. If the posting of signs is needed for your event, please request easels from the Conference & Event Services office. Lobby tables are limited to one easel or e-clip.

MERCHANDISING

Merchandising is permitted at the lobby tables in The Student Center only. No credit cards solicitation is permitted (except by EMU affiliated banks). NO food items may be sold or given away at lobby tables. Items must be approved Conference & Event Services and items that conflict with vendors located within the EMU Student Center will not be permitted. Vendors may not aggressively solicit their product or services and/or block the flow of building patrons. The vendor must stay behind the lobby table. Campus grounds or parking lot solicitation is not permitted.

TRASH/DAMAGE

The sponsoring organization is responsible for all trash/litter incurred.

Last Updated: 2016