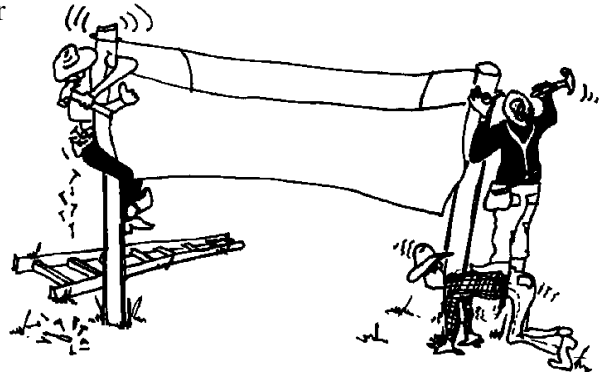




BANNERS

These guidelines outline how a banner is hung, where a banner can be placed, and what type and size of banner you should have.

- ✓ For safety reasons, your banner can **only** be hung and taken down by HUB Event Services Staff.
- ✓ Banners can take quite some time to hang. The banner must be turned in to the Event Services office at least one full working day prior to your event.
- ✓ The banner should be made of canvas or vinyl material. Grommets (metal rim) should be placed at the corners and middle of the banner as necessary. Since taping and tacking are not permitted on building surfaces, paper banners are *not advised* as they rarely can be hung correctly.
- ✓ Labor charges for hanging and removing a banner vary with size and location of the banner. The appropriate fee will be added to your estimate (approximately \$25.00).
- ✓ It may not be possible to remove your banner immediately after your event. Banners can be picked up the following working day after your event. If you need your banner back immediately after your event please make advance arrangements with our office.
- ✓ Banners are hung in the following areas; listed widths and lengths are the *maximum sizes*:



EAST BALLROOM

East wall above windows: 35' x 6'

North wall (high) from duct: 40' x 5'

South wall (high) from duct: 40' x 5'

NOTE: banners CANNOT be hung on the West wall.

East wall in front of windows: 10' x 6'

North wall (low) from panel: 32' x 6'

Carpeted area from ceiling panel: varied widths x 2'

WEST BALLROOM

West wall (high): 50' x 6'

North wall: 50' x 10'

NOTE: banners CANNOT be hung on the East wall or on the South end.

AUDITORIUM

Foyer: Southeast wall: 14' 10" x 3' 6"

Stage: 15' x 8'

University regulations prohibit hanging on the outside of all buildings including the HUB. More information on banners is available through our Event Services Office at 543-8191.