



**For Student Clubs & Organizations:
Request for Gallery Tabling, Collection Bins, and External Vendor Sales**

Club/Organization: _____ Date: _____
Representative: _____ Phone: _____
E-mail Address: _____

Please complete appropriate section(s) listed below.

Section 1: Table Request

___D-Wing ___G-Wing ___I-Wing ___Campus Ctr. Food Crt ___Campus Ctr. Coffee House ___AC Academic Complex
Please rank your preference (EXAMPLE: 1 D-Wing 3 G-Wing)

Date(s): _____ (Maximum of 3 consecutive days) Times: _____ to _____

Purpose: _____ # Tables: ___ # Chairs: 2 per table

Is this a fundraiser? ___Yes ___No Describe donations/sales: _____

Charity/Beneficiary: _____
(Return form to Event Services and Campus Center Operations, Campus Center Suite 241)

Section 2: Collection Drive

___Lower A-Wing Gallery ___Lower D-Wing Gallery ___Lower H-Wing Gallery
Please rank your preference (EXAMPLE: 1 Lower A-Wing 3 Lower D-Wing 2 Lower H-Wing)

Date(s): _____ (Maximum of 10 consecutive days) # Bins Requested: _____

Item(s) to be collected: _____

Charity/Beneficiary: _____ Phone: _____
**Stockton prefers organizations utilize bins provided by the University; other bins must be approved by Student Development.*

(Return form to the Student Development Resource Rm, Campus Center, Upper Level)

Section 3: Permission for Student Club/Org to Host an External Vendor

(See conditions listed on page 2.)

Date(s): _____ Time(s): _____ to _____

Purpose/Item(s): _____

Vendor Name: _____ Phone: _____

E-Mail: _____ # Tables: ___1 Table ___ 2 Tables

(Return form to Event Services and Campus Center Operations, Campus Center Suite 241)

For Office Use Only

Student Development, Resource Room Approval _____
Director of Student Development Approval Exception _____
Event Services & Campus Center Operations Approval _____

Guidelines for Gallery Tabling, Collection Bins and Outside Vendor

Tabling Requests:

The *Request for Gallery Tables* form must be approved by the Office of Student Development through their Resource Room and submitted to the Office of Event Services & Campus Center Operations, Campus Center Suite 241, at least two business days before the planned tabling activity. The Office of Student Development will provide confirmation of the scheduled tabling activity by notifying the club/organization representative. A schedule of approved tabling activities can also be viewed on the University's Calendar of Events under the "tabling" filter.

Table locations for information/recruitment purposes for internal groups are designated to Lower D, G and I-Wing Galleries, as well as the Campus Center Coffee House, Campus Center Food Court and Lobby of the AC Academic Complex. Table locations for information/recruitment purposes for external organizations is limited to Lower D, G and I-Wing Galleries.

Collection Drives:

The *Request for Collection Drive Bins* form must be submitted to the Office of Student Development through their Resource Room, at least 5 business days before the planned collection.

It is preferred that organizations utilize bins provided by the University; use of other bins must be approved by the Office of Student Development. Bins must contain a label that provides the following information: items solicited, charity/beneficiary, dates, and contact information of the hosting organization.

Hosing and External Vendor:

The *Request to Host an External Vendor* section must be reviewed by the Office of Student Development through their Resource Room and then submitted to the Office of Event Services and Campus Center Operations, Campus Center Suite 241, at least 5 business days before the planned vending activity.

1. A club/organization is permitted to host two tabling fundraisers per month with an outside vendor. (Up to three consecutive days will be considered as one fundraiser). A hosted vendor is limited to a maximum of two tables each day, provided by the institution. Vendors may not bring additional tables. The University reserves the right to limit the number and type of auxiliary displays used by a vendor.
2. The vendor is responsible for complying with the following conditions:
 - Tabling hours are Monday-Friday from 9am-5pm during the academic year (September-May). Tabling is not recommended during winter or spring breaks or during academic advising days.
 - Tabling activities are assigned based on availability to the Lower D-Wing Gallery in the Academic Complex on the Galloway Campus.
 - The University will supply the table(s) and chairs. No additional equipment is permitted without prior approval.
 - Tabling activities are confined to the table space(s) assigned. Setup must be contained within that designated area. Tables may not be moved. Access to electrical outlets is not available.
 - Placing items against or affixing them to the walls/windows is prohibited. Pedestrian walkways must be kept clear.
 - Aggressive solicitation methods or solicitation outside of the assigned area is prohibited.
 - Activities are not to interfere with the normal operations of the University.
 - There is no parking adjacent to the building. Parking is available in Lots 0-7. A guest [parking pass](#) is required. Special accommodations can be made by request for the 10 minute unload/load zone along Lakeside Lane. A gate code is required. If Lots 0-7 are filled, shuttles are available from the North Lot and Lot 8 located on Pomona Rd. Parking instructions subject to change.
 - Sales or distribution of consumable products are not permitted.
 - External vendors will be charged \$30.00 per table per day or \$50.00 for a maximum of 2 tables per day. (Not for Profit organizations may reserve a maximum of 2 tables per day at no charge to disseminate information.) The Office of Event Services & Campus Center Operations will make reservations, collect fees and make deposits directly to the appropriate club/organization account. The vendor is responsible for paying the fee at the Office of Event Services & Campus Center Operations, Suite 241, before setting up for the day. Students are not permitted to accept payments from vendors.
 - Failure to comply with these conditions may result in cancelation of reservation(s) without refund.