

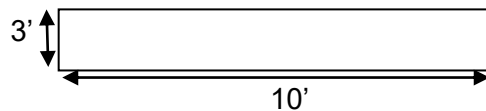
## Banner Posting Guidelines

---

Only university or student organization sponsored events will be approved for banner space in the Union Building and Union Plaza. Major university related events such as homecoming, special events, or university-wide programs will be given priority for use of banner space. All other organizations or departments may apply for banner space on a first come first serve basis. There is no available banner space at The El Paso Natural Gas Conference Center.

Banners may not be placed on the Breezeway/walkway overlooking the North Plaza – towards Education Building or South Plaza – towards Liberal Arts Building. See pictures below. In addition, banners may not be placed on the East entrance of the Union Building East facing the arroyo and the Union Building West facing Centennial Plaza.

Banners should be no **wider** than 3' and **no longer** than 10'. **Banners may be shorter.**



There are areas, in the Union Building, where students and/or organizations may hang banners. Banners may be placed only in designated areas as determined by Union Services Office.

### Exterior Spaces:

1. 5-7 spaces on the Union Building East overhang in the South Plaza facing the Union Building West.
2. 3 spaces on the Union Building West overhang in the South Plaza facing the Union Building East.
3. 5-7 spaces on the Union Building East overhang in the North Plaza facing the Union Building West.
4. 4-5 spaces on the Union Building West overhang in the North Plaza facing the Union Building East.

Banners may not be placed on the railing along University Avenue in front of the Union Building facing Liberal Arts Building due to landscaping.

### Interior Spaces:

1. 6-8 spaces in the Union Building East 3rd floor overhang into the 2<sup>nd</sup> floor lounge area.
2. Other indoor spaces will be determined and considered for approval by the Union Services Office.



**Banners may not be secured with duct tape, stripping tape, packing tape, or any other form of tape. Banners can only be hung with rope.**

*See pictures below for correct placement of banners.*

If a banner is in a foreign language, there must be an English translation accompanying the banner.

Request for banner space must be made at least 48 hours in advance. **Banners must be removed by the sponsoring organization the day after the event or approval time has expired, whichever comes first.** Banners may be hung two weeks prior to the event date. Cancellation of banner space must be made at least 24 hours in advance.

Student Government elections must adhere to the Student Government Association Election Code.

For more information, visit the Union Services Office, Union Bldg. East, Room 307, 747-5711, [www.utep.edu/union](http://www.utep.edu/union).

## Correct Placement of Banners

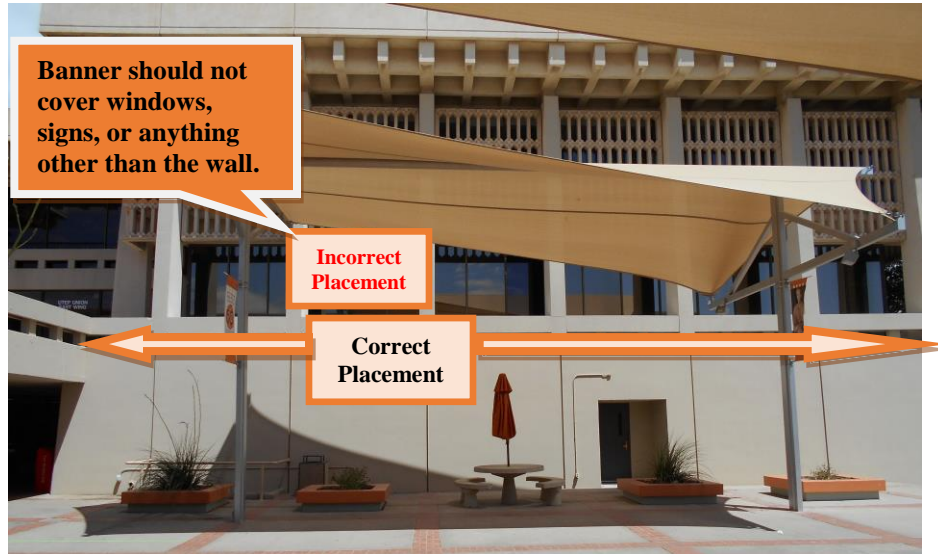
Banners cannot be placed on the Breezeway/walkway overlooking the North Plaza – towards Education Building or South Plaza – towards Liberal Arts Building. In addition, banners may not be placed on the East entrance of the Union Building East facing the arroyo and the Union Building West facing Centennial Plaza.

### South Plaza – Facing Liberal Arts



## South Plaza

5-7 spaces on the Southeast walkway of the Union Bldg. East facing the Union Bldg. West.



3 spaces on the Southwest walkway of the Union Bldg. West facing the Union Bldg. East.

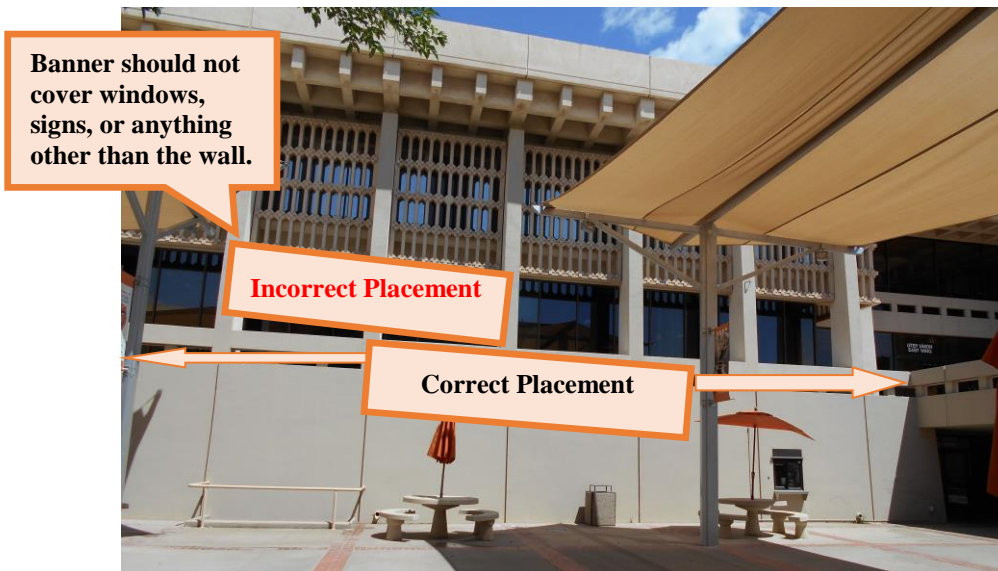


## North Plaza – Facing Education



## North Plaza

5-7 spaces on the Union Bldg. East overhang in the North Plaza facing the Union Bldg. West.



## North Plaza

4-5 spaces on the Union Bldg. West overhang in the North Plaza facing the Union Bldg. East.

