



Memorial Union Display Case Reservation Request

The Memorial Union has display cases located at the north staircases of the building on the first and second levels. Display cases are open on two sides, and all displays must advertise out to both sides. Display cases may be reserved by the campus community to showcase and promote ASU departments, student organizations and their programs and services. Display cases are separated into east and west for each floor. Each space measures 3 feet wide, 2 feet deep and 8 feet high; shelves are located in each case. Groups are limited to one case at a time. Banners cannot exceed 3 ft. x 6 ft. tall and must have grommets on the top and bottom for hanging.

1. Complete and return the Display Case Application form to the ASU Student Media offices located in the Matthews Center basement, Tempe campus, or fax form to 602-496-2170.
2. Include a drawing or outline of the proposed display.
3. Upon approval, confirmation and payment, installation may begin the first day of the month in which the reservation is confirmed. Installation dates for semester cases will depend on monthly case reservations and will need to be scheduled with ASU Student Media.
4. For access to the assigned display case, go to the MU Information Desk. A Building Manager will be contacted to unlock the reserved display case. The case will be locked upon completion of the installation.
5. All supplies/tools are to be provided by the group/individual installing the display.
6. Reservation ends on the last day of the month at 5 pm. Displays must be taken down by that time or a \$25 storage fee will be assessed. Each additional day a \$10 fee will be accrued.
7. ASU Student Media reserves the right to refuse any displays which violate the Student Code of Conduct or any University Policy.

If you have any questions, please contact your ad rep or call 602-496-2170.

Organization/Department: _____			Today's Date: _____		
Contact Person: (Please print) _____			Signature: _____		
Phone: _____		Fax: _____		Email: _____	
Month Requested:		Year:			
Rate: Commercial		<input type="checkbox"/> \$600 (1mo.)	<input type="checkbox"/> \$500 (3mo.)	<input type="checkbox"/> \$375 (6mo.)	<input type="checkbox"/> \$300 (12mo.)
Campus		<input type="checkbox"/> \$100			
<input type="checkbox"/> First Floor			<input type="checkbox"/> Second Floor (circle requested section below)		
1	2	3	4	5	6

Describe the purpose of the display: _____

FOR OFFICE USE ONLY

Accepted by: _____ Date: _____



602-496-2166 www.asuadvertising.com