



# Memorial Union Poster Case Reservation Request

The Memorial Union (MU) has poster cases located on the first level. Poster locations may be reserved by the campus community to showcase and promote ASU departments, registered student organizations, and MU business partners. MU Business partners are defined as any business renting or leasing space from the Memorial Union.

1. Complete and return the Poster Case reservation request form to the Student Media offices located in the Matthews Center basement, Tempe campus, or fax form to 602-496-2170.
2. Include a copy of final artwork or the poster to be displayed or e-mail artwork to [display.advertising@asu.edu](mailto:display.advertising@asu.edu).
3. Upon approval, please submit the actual poster to be displayed to the MU information desk no later than two business days before the reserved period is to begin. Posters will be hung by Student Media staff. At the end of the period, posters will be removed and stored for 10 business days in the Student Media offices, Tempe campus.
4. Posters scheduled to come down before the end of the month period will be removed by MU staff and stored through the end of the month, plus 10 business days.
5. Reservation ends on the last weekday of the month by 5 pm. Displays will be taken down within 24-hours of that time.
6. 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 602-496-2166.

Name of Business/Department: _____		Today's Date: _____	
Contact Person: (Please print) _____		Signature: _____	
Phone: _____	Fax: _____	Email: _____	
<b>Month Requested:</b> _____		<b>Year:</b> _____	
<b>Campus rates</b>	<input type="checkbox"/> 1 month \$200	<input type="checkbox"/> 3 months \$150/mo.	<input type="checkbox"/> 6 months \$100/mo.
<b>Commercial rates</b>	<input type="checkbox"/> 1 month \$250	<input type="checkbox"/> 3 months \$190/mo.	<input type="checkbox"/> 6 months \$150/mo.
Locations Available: Main Level (ML) or Lower Level (LL) [Please confirm availability prior to submitting request]			
<input type="checkbox"/> Northwest 1 (ML)	<input type="checkbox"/> Northwest 2 (ML)	<input type="checkbox"/> Devil's Market 1 (ML)	
<input type="checkbox"/> Devil's Market 2 (ML)	<input type="checkbox"/> Sparky's Den (LL)	<input type="checkbox"/> Jamba Juice Stairwell 1 (ML)	
<input type="checkbox"/> Jamba Juice Stairwell 2 (ML)			

**All cases fit a 22" wide x 28" tall poster. (Portrait layouts only)**

Describe the purpose of the display: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR OFFICE USE ONLY

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**602-496-2166** [www.asuadvertising.com](http://www.asuadvertising.com)