

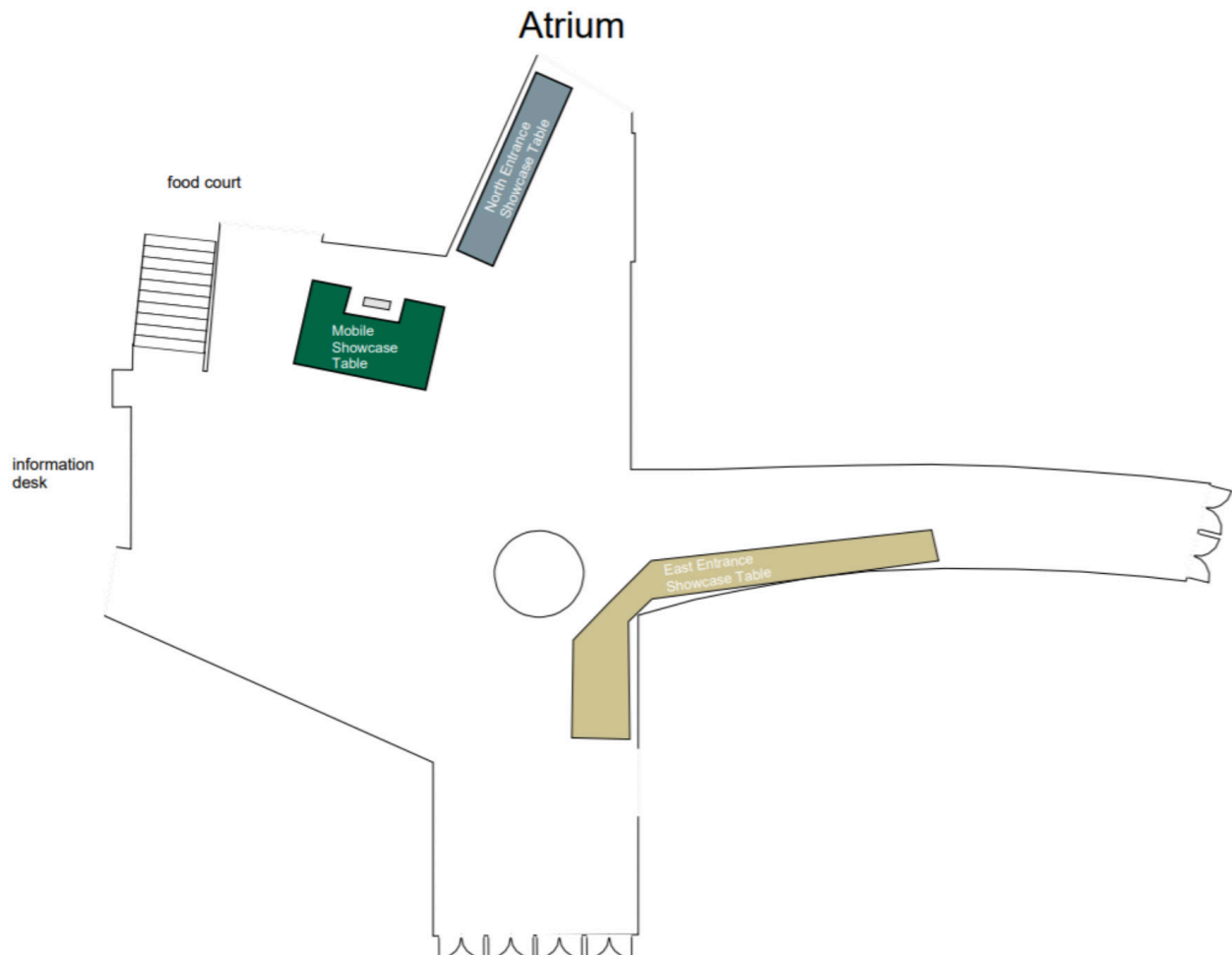
MSC Atrium Tabling

The MSC has three showcase tables in the atrium that can be reserved. These are mobile tables (on wheels) that can be placed in different locations throughout the Atrium. These tables are intended for organizations to stand behind when tabling, the MSC does not provide chairs/stools at these tables.

Registered Student Organizations and University Departments are able to reserve these tables for promotional purposes. If you will need additional tables or a 6ft banquet table please contact your MSC Event Planner when making your reservation. The use of 6ft banquet tables may incur an additional cost. Atrium tabling is not available to Non University Organizations. Tabling space must be booked no less than ten (10) days in advance.

- Mobile Showcase Table (Dimensions: 5ft x 2ft)
- North Entrance Showcase Table (Dimensions: 6ft x 2ft)
- East Entrance Showcase Table (Dimensions: 3ft x 2ft)

See the map below for placement of these tables. When you arrive, your table will be placed in the designated area and can be moved within the areas mapped out but is not to be moved outside of these areas. If your table is not placed out at the start time of your reservation or you have any questions on the day of your reservation, please visit the Information Desk.



Please see second page for tabling policies and reasonable requests.

MSC Atrium Tabling Policies and Reasonable Requests

Failure to comply with the following tabling policies and/or the reasonable requests of MSC Administration may result in cancellation of the current and/or future tabling reservations.

- Groups may not sell items in or around the MSC Atrium. This includes the tabling space outside the entrance doors.
- Groups cannot give away food in or around the MSC Atrium unless the food is provided by USF Dining. If your group wishes to give away food that USF Dining cannot provide, you must email your MSC Event Planner at least three (3) business days prior to your reservation for approval by the Associate Director.
- Tri-folds and displays may be setup on the table. Any signage and displays can only be posted during your reservation time. Posting any material on walls, columns, and windows is not permitted.
- If you plan on having any additional items or displays around your table this must be discussed with your MSC Event Planner 72 business hours prior to your reservation.
- At least one member of the reserving organization/department must be present at the table for the duration of the reservation. Representatives must stay behind the table or within a two-foot radius of the table.
- Solicitation is prohibited. Meaning, those participating in a tabling reservation are not allowed to shout, yell, or physically approach individuals as a means to attract attention to their table. Additionally, the interference or interruption of the free flow of pedestrian traffic inside or outside of the MSC is prohibited. Commercial literature (e.g. fliers and advertisements) may not be distributed without approval from the MSC Marketing Team.
- All literature distributed must clearly identify the organization or department. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
- Credit card solicitation is not permitted.
- The use of any audio/visual equipment must be approved in advance by the MSC Administration.
- The table must remain in the designated area.
- Also, please read the USF Distribution of Material and Solicitation on Campus Regulation [here](#).

If you have questions or concerns, please contact your Event Planner or the Event and Meeting Services team at sa-ems@usf.edu or 813-974-5213.

Last edited 6/17/20

