



TABLING RULES, REGULATIONS AND SAFETY GUIDELINES

Rules and Regulations for Tabling within the Student Centre

- On-campus tables are to be used for promoting organization-related, non-commercial events and activities.
- You must book your table a minimum of three (3) days before the requested date.
- Must check-in with the InfoBooth desk in order to receive your table, chair and plexiglass barrier. T-cards required.
- Based on COVID protocols, only 1 member behind each table at a time. Rented tables should never be left unattended.
- NO** selling or distribution of products from external vendors, without prior approval from [Campus Group Coordinator](#).
- Selling or distribution of food/beverages at your station is **NOT** permitted.
- Tables must remain within the Great Hall of the Student Centre.
- Wipedown plexiglass and table every 30 minutes. Cleaning supplies are provided to you by the InfoBooth.
- Masks are required to be worn at **all times**.
- Users are responsible for removing all materials from their table and returning all materials at the conclusion of their booking.
- Failing to comply with the rules and regulations above may result in booking privileges being revoked

Procedures of Tabling in the Student Centre:

Check-in

1. Approach the Student Centre InfoBooth with your online [tabling confirmation](#).
2. InfoBooth staff will require a T-Card from the representative in charge of tabling.
3. InfoBooth staff will provide you with a 1 foldable table, 1 chair, a plexiglass, sanitizer bottle and wipes.
4. InfoBooth staff will direct you to your designated tabling locations.

Check-out

1. Please wipe down your table and discard any waste. All personal materials and items must be taken back with you. Anything left behind will be trashed.
2. Please return table, chair, plexiglass, and all cleaning supplies to the InfoBooth. A staff member will guide you through the return process.
3. Once all items have been removed and cleared you will retrieve your T-card from the InfoBooth.