



Highlander Union  
**DisplayCaseReservations**



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# Reservable Locations

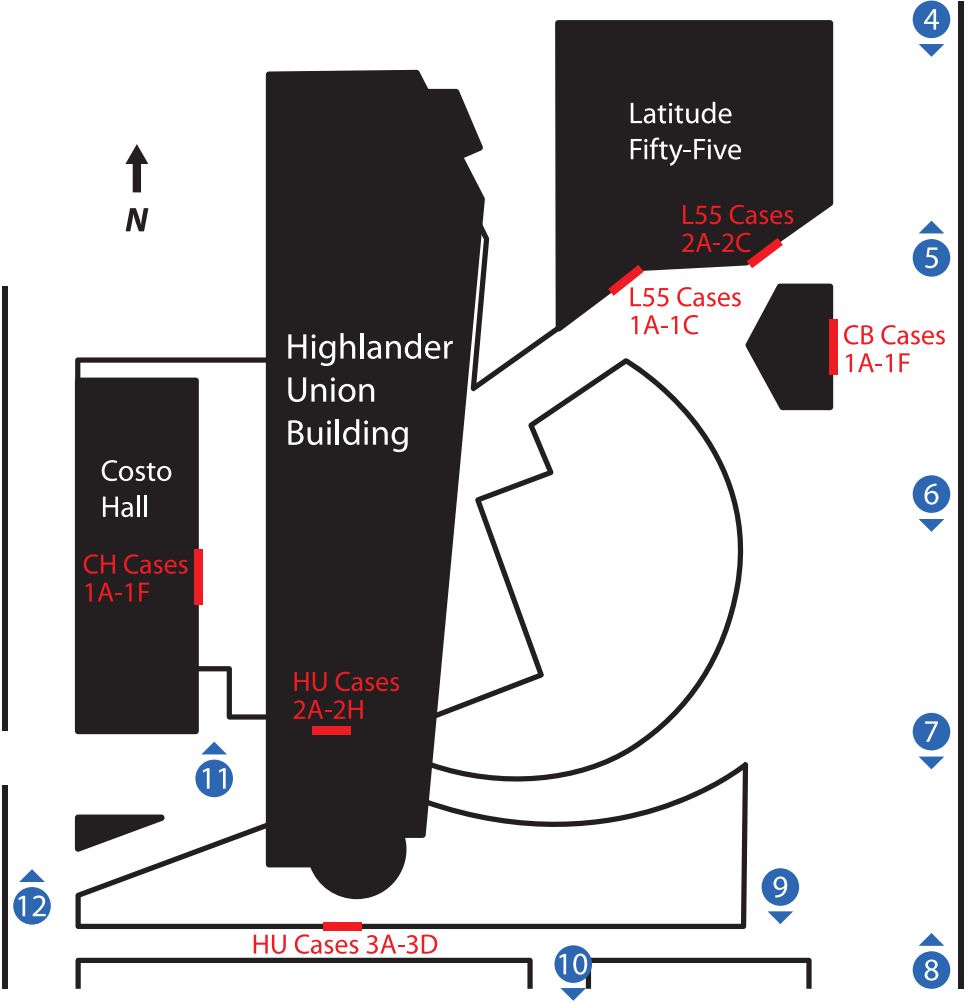
The Highlander Union display cases (seen attached to buildings around the HUB) and the black bulletin board sides of the freestanding Illuminated Display Beacons are reservable! Reservable display cases and display beacons can be located by referencing the map on page 4.

All Display Cases and Illuminated Display Beacons use the following alphanumeric IDs for easy identification: [CH 1A = Costo Hall, Location 1, Case A] or [ID 6 = Illuminated Display Beacon, Case 6]


The alphanumeric IDs can be found on each reservable display case and beacon.



# Reservable Locations



 Highlander Union Display Cases

 # Illuminated Display Beacons (Arrows Indicate Poster Direction)

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# Reserving

All Campus departments and registered student orgs can reserve advertising space.

Reservations begin on Mondays and can last one or two weeks. No back-to-back or consecutive reservations are allowed. There must be at least one week between two separate reservations.

Reservations are available online at [reservation.ucr.edu](http://reservation.ucr.edu), and must be made at least one week in advance. Space is limited to the pre-allocated number of display locations.

Student orgs and campus departments are allowed a maximum of two (2) advertising locations at a time. If desired, departments and student orgs can deliver one (1) additional poster to the Highlander Union. The additional poster will only be posted if there is extra space available, at the sole discretion of Highlander Union Staff.





# Reserving

All locations are reservable at [reserve.ucr.edu](http://reserve.ucr.edu) and are available on a first-come, first-served basis.

When submitting your reservation online, you will only be able to reserve the Monday of your desired week(s) of promotion. A Monday reservation will reserve that location for the entire week.

Set the start time to 7:00am, and the end time to 10:00pm. This will block the whole day for your reservation. Next, select “Highlander Union Cases and Banners” for the Facilities. Set the attendance to 1, Setup Type to “HU Advertisements” and Room Type to “HU Display Case”. Finally, select which display case(s) or display beacon(s) you would like to reserve. Once you finish, your room request should look like this:

ems  
Event Management Systems  
Schedules Clarity

Browse Reservations My Account Event Resources Admin Help

Room Request

Info Location Details

Selected Locations

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
7/8/2013 Mon		7:00 AM	10:00 PM	Costo Hall Case 1D	Reserve	1	

List Grid

Monday, July 08, 2013 16 Hours

Room	Cap	7	8	9	10	11	12	P	1	2	3	4	5	6	7	8	9	10
Highlander Union Cases and Banners																		
Coffee Bean Case 1A	1																	
Coffee Bean Case 1B	1																	
Coffee Bean Case 1C	1																	
Coffee Bean Case 1D	1																	
Coffee Bean Case 1E	1																	
Coffee Bean Case 1F	1																	
Costo Hall Case 1A	1																	
Costo Hall Case 1B	1																	
Costo Hall Case 1C	1																	
Costo Hall Case 1D	1																	
Costo Hall Case 1E	1																	
Costo Hall Case 1F	1																	
Highlander Union Case 2A	1																	

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# Eligible Advertisements

Only event specific advertisements are eligible to be posted.

All advertised events must be open to all UCR students.

No general information advertisements or displays will be posted.

All advertisements must comply with the Highlander Union Posting Policy:

([http://hub.ucr.edu/SiteCollectionDocuments/hub\\_posting\\_final\\_approved.pdf](http://hub.ucr.edu/SiteCollectionDocuments/hub_posting_final_approved.pdf))



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# Designing and Printing Posters

## Highlander Union Display Case Posters

Print at 22 inches wide by 34 inches tall, with a 2 inch, no-text margin on all sides. This will create a 18" x 30" working, or viewing, area.

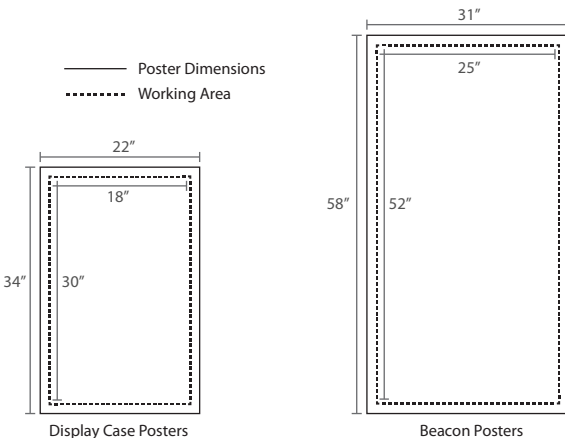
## Illuminated Display Beacon Posters

Print at 31 inches wide by 58 inches tall, with a 3 inch, no-text margin on all sides. This will create a 25" x 52" working, or viewing, area.

Correct sizing is extremely important. Posters that do not meet the sizing criteria will not be installed.

All posters should be printed on paper-like material. Please do not mount or laminate posters.

Once your design is completed, please allow at least 3 working days for printing. UCR's Printing and Reprographics is an excellent choice for all of your printing needs. There are also several local off-campus vendors that can provide exceptional prints.



\* Many printing vendors will print posters with an extra 1/4 to 1/2 inch white border. Please ensure that you trim the white border off of your posters before submitting.



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# Submitting Posters

All posters must be pre-approved for compliance by the Highlander Union. After making your reservation, but before printing, send all proof(s) of your poster(s) to [kent.endsley@ucr.edu](mailto:kent.endsley@ucr.edu).

When your approved posters are printed, deliver them to Kent Endsley in room 353 of the HUB.

All posters **must** be pre-trimmed to the proper size. Incorrectly sized posters will not be installed. Many posters require additional trimming after they are printed. Please roll and leave a note on the outside of the poster(s) designating the group name the reservation is under, and the start and end date of the reservation.

All posters must be received by 5:00PM on the Wednesday before the reservation date. Late posters will not be accepted and will cause the reservation to be canceled. In the event of a University observed holiday occurring on a Wednesday, all posters will be due on the Tuesday before the reservation date by 5:00PM.



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# Poster Removal

All posters will be removed and posted on Fridays after 4:00PM. In the event of a holiday, posters will be removed and posted after 4:00PM on the last day of the work week. All out of date posters will be removed, regardless of reservation duration.

All posters submitted for posting become the sole property of the Highlander Union.

Due to the vast number of posters being removed and installed every week, posters will not be saved or returned.





Highlander Union

For questions regarding reservations,  
please contact Kent Endsley at:

[kent.endsley@ucr.edu](mailto:kent.endsley@ucr.edu)

