



Highlander Union
DisplayCaseReservations



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Reservable Locations

The Highlander Union display cases (seen attached to buildings around the HUB) and 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:

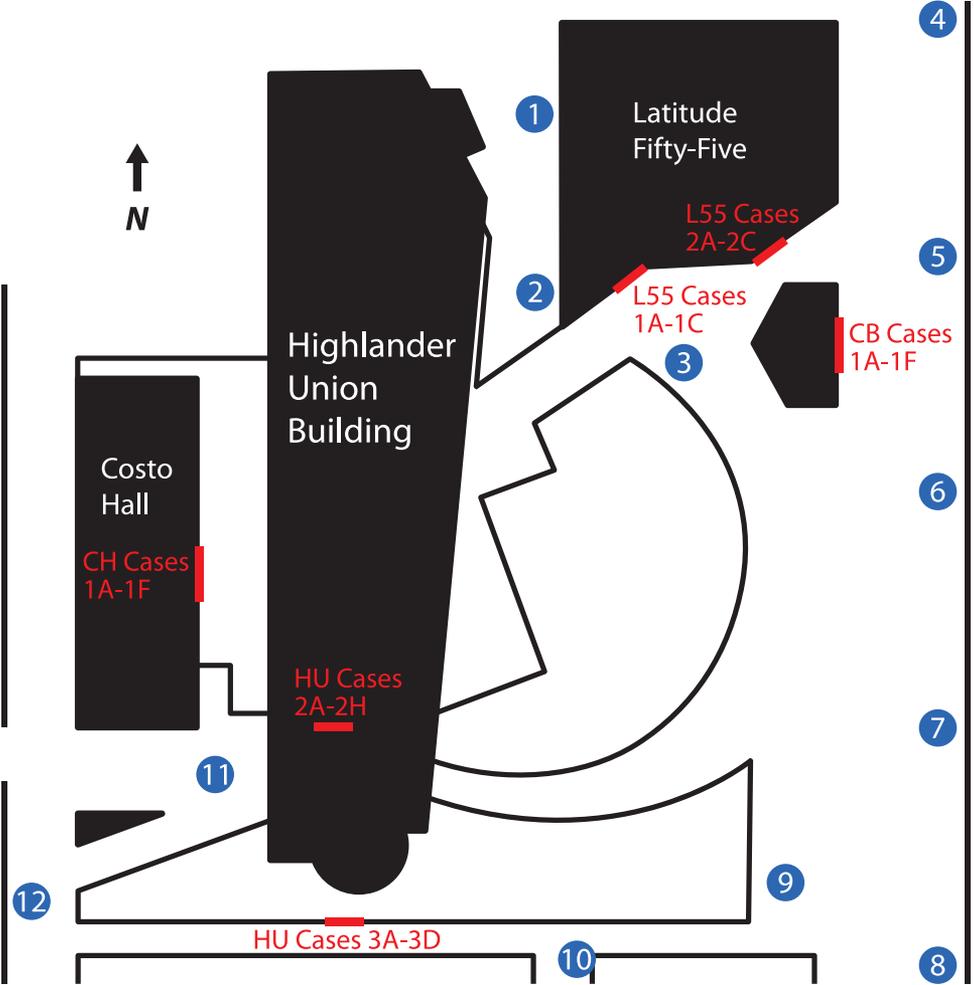
[CH 1A = Costo Hall, Location 1, Case A] or

[ID 6N = Illuminated Display Beacon, Case 6 North]

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



Reservable Locations



Highlander Union Display Cases

Illuminated Display Beacons

Reserving

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

Reservations begin on Mondays and can last one or two weeks. Additional weeks may be approved if space permits. All posters will be removed at the end of their relevancy, regardless of reservation dates.

Reservations are available online at reserve.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 three (3) advertising locations at one time. If desired, departments and student orgs can deliver up to 2 additional posters to the Highlander Union. The additional posters 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 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. Next, select “Highlander Union Cases and Banners” from the Facilities dropdown. 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. To book a second week, click the “Recurrence” button next to the Date field.

The screenshot displays the EMS reservation interface. At the top, the EMS logo is visible. Below it, a navigation bar includes 'Browse', 'Reservations', 'My Account', 'Event Resources', 'Admin', and 'Help'. The main content area is titled 'Room Request' and is divided into several sections:

- When and Where:** Includes fields for Date (7/8/2013 Mon), Start Time (7:00 AM), End Time (10:00 PM), and a 'Recurrence' button.
- Facilities:** A dropdown menu showing 'Highlander Union Cases and Banners'.
- Setup Information:** Includes 'Attendance' (set to 1), 'Setup Type' (set to 'HU Advertisements'), and a 'Find Space' button.
- Availability Filters:** Includes 'Room Type' (set to 'HU Display Case') and 'Features'.

The 'Selected Locations' table is shown below the form:

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	

Below the table, a calendar view for 'Monday, July 08, 2013' shows a 16-hour reservation slot. The calendar lists various rooms with their respective capacities and reservation counts:

- 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)
- Highlander Union Case 2B (1)

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



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.

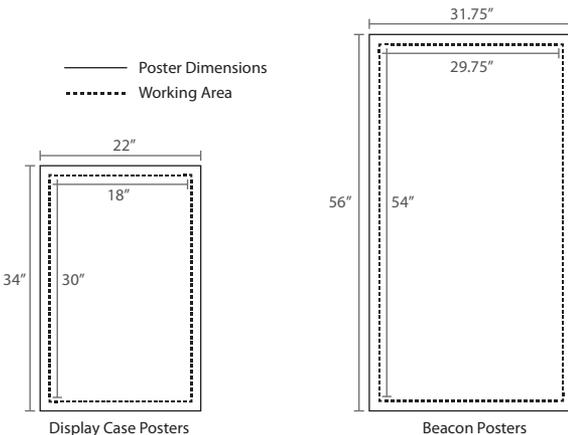
Illuminated Display Beacon Posters

Print at 31.75 inches wide by 56 inches tall, with a 1 inch, no-text margin on all sides. This will create a 29.75" x 54" 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.

Submitting Posters

All posters must be pre-approved for compliance by the Highlander Union. After making your reservation, but before printing, send the proof(s) of your poster(s) to 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.





Highlander Union

For questions regarding reservations,
please contact Kent Endsley at:

kent.endsley@ucr.edu

