Off-campus Group Tabling

All off-campus groups may reserve a tabling space, outside of the Student Union.

Requirements

All groups are required submit the following prior to the reservation date:

- Certificate of Liability according to the following requirements:
  (Minimum Limits), Each Occurrence $1,000,000, Products/Completed Operations, Aggregate $1,000,000, Personal and Advertising Injury $1,000,000, and General Aggregate $1,000,000.
- The certificate should show Certificate Holder as: Board of Regents, on behalf of NSHE; Attn: Event Management; Joe Crowley Student Union MS056; University of Nevada, Reno; Reno, NV 89557-0056; Phone: 775.784.6505; Fax: 775.784.1859.
- Certificate Holder shown above must be named as an Additional Insured for all liability arising from the contract.
- Indicate the name of organization, date(s) and event covered on the certificate. Faxed copy to the Joe Crowley Student Union Scheduling Department is acceptable.
- Questions regarding the insurance requirements should be directed to the BCN, Risk Management

- Completed CSU Tabling Agreement.
- Pre-payment of Tabling Fee, $125 per table, per day.
  - Cancelled reservations may be rescheduled to a later date, Tabling Fee is non-refundable.
- Vendors should check in each day at the CSU Information Center on the located on the 1st floor of the Student Union, to request the table and chairs.

Limitations

- Off-campus groups may not reserve Tabling space during the first two weeks of each semester or during University event weeks (Homecoming, Mackay Week, etc.).
- Table spaces 8-13, if available, are designated for off-campus groups.
- Groups may provide own 10’ X 10’ pop-up tent.
  - Pop-up tents must be secured with weights, sand bags or water. Stakes may not be used at any time.
- Off-campus groups are limited to provide information regarding good or services only. Any transactions or collection of personal data are not allowed.
- All materials, equipment, signage and coverings should be confined to the reserved space.
- Off-campus vendors may not wander from the reserved space and/or actively solicit.
- Any breach of policies and procedures by off-campus groups will be considered grounds for removal and forfeiture of any charges associated with the reservation.

Payment Instructions

Check – make payable to the “Board of Regents” and mail to Joe Crowley Student Union, 1664 N. Virginia Street MS-0056, University of Nevada Reno, Reno, NV 89557, Attn: Office Manager.
Credit card - payments may be made in person on the 4th floor in the Student Union Administration office or by calling 784-6505 and asking for the Office Manager.