



**WEBER STATE
UNIVERSITY**

Shepherd Union



ADVERTISING OPTIONS

For student groups, campus departments
and outside organizations.

www.weber.edu/union | 801.626.7285

A-Frame

A-frames must be reserved in advance of the actual event in the scheduling system. It is recommended that a-frames be reserved two to three weeks prior to the event. All materials must be printed by the individual requesting the a-frame. The individual requesting the a-frame also is responsible for setting up the a-frames in the designated areas around the Union. For more information on designated a-frame areas, please contact the Scheduling, Events, and Conference Services (SEC) office. The Shepherd Union cannot be responsible for missing or stolen materials. The Union also reserves the authority to remove any material posted in violation of the Student Code of Conduct per Weber State University (WSU) policy (PPM 7-10).

Length of time: *10 days, including weekends*

SPECS: *2ft wide by 3ft tall - please print two copies, one for each side of the a-frame.*



Indoor Atrium Banner

Indoor banners are hung in high traffic areas of the Shepherd Union atrium. All materials must be printed by the individual and brought to the Scheduling, Events, and Conference Services (SEC) office (SU 302). Banners must be brought to the SEC office by the Friday prior to the time the individual wishes to have the banner advertised at 5 p.m. Banners will be displayed for 14 days, including weekends. After the 14 day period, you have three days to pick up your banner from the SEC office. Unclaimed banners will be disposed of.

Length of time: *14 days, including weekends. Banners must be brought to the SEC office by Fridays at 5 p.m.*

SPECS: *No larger than 8ft x 4ft*



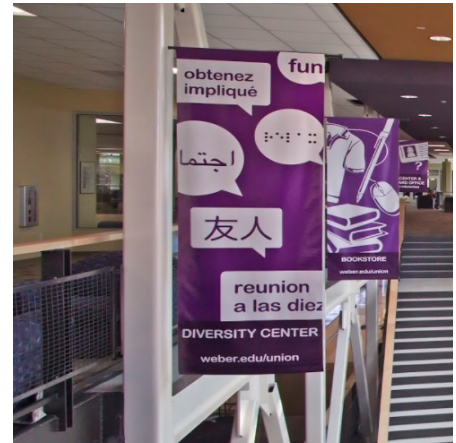
Indoor Atrium Pole Banner

Advertisement will be displayed on all 14 banners. All banners must meet the specifications detailed below in order to be hung. The individual wishing to advertise **must** reserve all 14 banners. It is recommended that pole banners be reserved two to three weeks prior to the event. All materials must be printed by the individual and brought to the Scheduling, Events, and Conference Services (SEC) office (SU 302). Homemade banners are **not** permitted for this advertising option. To check availability, please contact the SEC office.

Length of time: *10 days, including weekends.*

SPECS:

- *28" wide x 55" long*
- *Must have a 4" loop on the top*
- *Must be double-sided*



Display Monitors (TVs)

There are 10 display monitors throughout the Shepherd Union building. Still images will be displayed on the monitors for no more than 15 seconds. Videos will be displayed for no more than 30 seconds and do **not** include audio. Please send all advertisements to unionscheduling@weber.edu.

Length of time: *15 second loop per still image*
30 second loop per video, no audio

Image SPECS:

- *JPEG format*
- *1920 x 1080 pixels*
- *72 dpi*

Video SPECS:

- *MP4 format*
- *No audio*



Small & Large Floor Decals

This advertising option is NOT available yet. More details coming soon.

Floor decals will be displayed in high traffic areas of the Shepherd Union atrium. Decals will be displayed for 10 days, including weekends. All decals must be created and printed by the individual wishing to advertise. The Shepherd Union staff will be responsible for installing decals. Student groups and campus departments are allowed one floor decal per year. This advertising option is not available for outside organizations. Please contact the Scheduling, Events, and Conference Services (SEC) office for more information.

Length of time: *10 days, including weekends*

Small Decal SPECS:

- *48" x 48"*
- *Submit in PDF format*

Large Decal SPECS:

- *Anything larger than 48" x 48" (please contact the SEC office to discuss sizing).*
- *Submit in PDF format*

Tabling

Vendor tables are located in the atrium on the second floor of the Shepherd Union Building. Union staff will provide an 8 foot table with a skirt and two chairs. To reserve a table, please visit <https://www.weber.edu/ConferenceServices/request-space.html>. If you are reserving four or more tables at a time, please contact the Scheduling, Events, and Conference Services (SEC) office to make an event reservation.

SEC Office, SU 302

(801)-626-7285

unionscheduling@weber.edu

Posters & Flyers

There are bulletin boards throughout the Shepherd Union that student groups, campus departments and outside organizations can advertise on. Bulletin boards are clearly designated for a variety of categories (i.e. job announcements, campus or community events, ads, etc.). When hanging posters and flyers, please properly place them in their respective category. Posters and flyers inappropriately placed will be subject to removal. Off-campus groups wishing to advertise on union bulletin boards **must** have their posters and flyers stamped in the Scheduling, Events, and Conference Services (SEC) office.

SEC Office, SU 302

(801)-626-7285

unionscheduling@weber.edu

Printing Services

All materials must be created and printed by the individual wishing to advertise. Below you will find contact information for printers we frequently work with. You are more than welcome to seek alternative options.

Copy Center, SU 201

(801)-626-6738

copycenter@weber.edu

Wildcat Design & Print, Receiving and Distribution 104

(801)-626-7579

printing@weber.edu

3730 Skyline Parkway Dept 3604
Ogden, UT 84408-3604

Contact Information

Please make all advertising arrangements through the Scheduling, Events, and Conference Services (SEC) office in the Shepherd Union. When making advertising arrangements, the SEC office will provide you with the necessary policies, procedures and contracts.

SEC Office, SU 302

(801)-626-7285

unionscheduling@weber.edu