

Angell College Center Tabling

Available Only from 11a-1pm & 7p-9p M-F

Book in:

-EMS WebApp: <https://ems.plattsburgh.edu/EmsWebApp/Default.aspx>

***Use this portal to register for a table and a time slot**

Be sure to fill out:

-Student Group Event Registration Form: <https://forms.gle/cqdPFs9vE3jG7ZcD7>

***Use this form to register your tabling event**

General Guidelines & Restrictions

- Requests are limited to a maximum of 5 days per event/exhibit/fundraiser per semester.
- Table locations are limited to those pre-approved by the College Center.
- Must not interfere with the general flow of traffic in on-campus facilities nor block access to any rooms.
- If A/V Equipment, banners, or displays are required, they must be discussed at the time of your reservation.
- Distribution of anything “free”, such as snacks or beverages, must also be discussed at the time of your reservation.

General Guidelines & Restrictions

Use of space that will be encouraged and approved:

- a. That which furthers the collegiate atmosphere (e.g. the sale of class rings).
- b. That which offers a community service (e.g. soliciting volunteers for community agency work.)
- c. Recruitment efforts (e.g. Marine Corps.)
- d. Charitable efforts (e.g. Center For Service Learning Centers fundraisers for Alternative Breaks)
- e. That which furthers the cultural and academic development of students (e.g. a display table for Canada Day.)
- f. Fundraisers, which adhere to the guidelines governing fundraising on this campus.

General Guidelines & Restrictions

Use of space that will be discouraged and disapproved:

- a. The sale or distribution of alcoholic beverages.
- b. The sale of food, both homemade and store purchased.
- c. Raffles, as they are illegal on State property.
- d. The sale of goods where individuals or groups act as agents for commercial enterprise which does not meet any category defined in #3 above.
- e. The direct sale of goods.
- f. Tabling where food is given out in request of a donation.
- g. Tabling where food is prepared on site as facilities are not adequate to meet health and safety guidelines.