

## **UCC ELECTION CAMPAIGNING INFORMATION**

### **Tables/Posters/Banners**

#### **Atrium Campaign Tables**

Election Campaign Space has been reserved in the UCC Monday to Friday from 9 a.m. to 4:30 p.m. starting on the first day of the campaign period until the end.

Each Presidential Candidate will be assigned a number which will correspond to a number placed on a table in the assigned Election campaigning spot. USC Reservations will rotate these numbers on a daily basis to give each candidate the same level of exposure.

These tables are primarily scheduled to be located in the Atrium. However, operational requirements may require us to move them to the Lower Level or some other location in the Atrium. We ask that you occupy your daily assigned space and do not switch tables. If candidates or their team members have any questions or need to find the table location for the day, please go see USC Reservations located in the USC Infosource or email USC Reservations at [reservations@westernusc.ca](mailto:reservations@westernusc.ca).

If a candidate or team will not be occupying an assigned table on any given day, we ask that USC Reservations be notified by email or a phone call so that we can remove the tables from the area and not leave it empty for the day.

Tables will be set up by 9:00 a.m. with black skirting along the front and 2 chairs and are available until 4:30 p.m.

#### **Signs/Displays/Decorations**

- Standing displays should not be more than 3 ft. wide and 8 ft. tall and must be placed behind the table so as not to impede the traffic flow or the view of any candidate table behind.
- Banners can be placed and attached along the front of the table.
- No posters or other material may be taped or otherwise fastened to walls, floors, columns, glass, or other property of the UCC Building.
- Due to on-campus exclusivities, distribution or sale of any type of food and/or beverages are not permitted at any promotional table in the UCC, with the exception of small, prewrapped, commercial candies.
- NO HELIUM BALLOONS ARE PERMITTED in any area of the UCC.
- We ask that all displays and material must be removed by 4:30 p.m. so that our crew may clear the Atrium.
- No decorations with a diameter smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc. A clean-up fee may be assessed if these items are used.
- All decorations must be flame retardant. Candles, incense, fire are not permitted in the UCC. No open flames.
- The UCC is a scent-free zone. To ensure the health and safety of all students, staff, faculty, and visitors, the University requests your cooperation in maintaining

a scent-free workplace. Please do not wear strong perfume, cologne, aftershave, and other fragrances or use anything with strong scents at your display.

- We ask that you refrain from playing music at your table as it interferes with other groups in the Atrium and is subject to SOCAN Fees (rights to play music in a public space).

### **Soliciting Students**

USC Reservations enforces a passive marketing approach to soliciting students on Campus.

Candidates and their campaign teams are asked to remain within 2 ft. or a reasonable distance of their assigned table and must not attempt to aggressively solicit any passerby. Please do not canvass any line up in the Atrium.

Campaign teams are asked not to shout or call to any passerby.

No PA, megaphone, etc. can be used for shout-outs or calls to any passerby. All activities at the table must be vetted through the CRO and USC Reservations.

We would be happy to discuss and assist you with any campaigning activities that you plan to have at your campaign table ahead of time in order to ensure they can be accommodated and/or to provide alternatives. Please email Shilpa Kadam at [shilpa.kadam@westernusc.ca](mailto:shilpa.kadam@westernusc.ca) with any campaign activities you wish to do that are beyond handing out campaign material.

Any deviation from approved activities may result in a request for its removal from the table.

### **Banners – UCC Atrium Railing**

The second-floor railings in the UCC are available for campaign banners.

Please complete a USC Election Banner Request Form if you wish to have a banner placed on the UCC railings.

WHEN YOUR BANNER HAS BEEN APPROVED BY THE CRO, please bring it to the USC InfoSource to be hung from the railings.

USC Reservations will place the banner in the next available most visible position in the Atrium. The catwalk across the Atrium will be reserved for Presidential Candidates and the railing directly above the Atrium Stage is not available. Specific areas may be requested but not guaranteed as we hang banners in the order they are received at the USC InfoSource. We ask that you do not hang your own banner as we must ensure that it is properly affixed to the railing for safety reasons.

Please allow 24 hours for our team to hang the banner.

The USC is not responsible for the theft or damage to banners while displayed in the Atrium.

USC InfoSource is open from 9 a.m. to 4:30 p.m. Monday to Friday

If you have any questions, please email [infosource@westernusc.ca](mailto:infosource@westernusc.ca) or call at 519-661-3722.

### **BANNER GUIDELINES:**

- Banners must be no bigger than 10' across the top x 4' along the side.
- Banners will be hung during the campaigning period and will be removed by our staff at the end of the campaign period.
- Banners must clearly show the Candidate's name.
- No third-party advertising or logos can appear on the banner.
- No third-party websites can be listed on the website.
- If indicated, banners will be held until February 14th for pick-up. After which time they will be disposed of. Banners not indicated to be kept will be disposed of directly after the campaign period ends.

### **Posters – UCC Glass Cases/Campus Boards**

There are glass cases available in the UCC and poster boards around Campus designated for USC Election campaigning.

Please complete a USC Election Poster Patrol Request if you wish to have posters in the UCC cases or on poster boards around Campus.

WHEN YOUR POSTER HAS BEEN APPROVED BY THE CRO, please bring it to the USC InfoSource to be hung from the railings.

Posters may be brought to USC InfoSource for stamping any time Monday to Friday from 9:00 a.m. to 4:30 p.m. once they have been approved for posting.

USC InfoSource will stamp the poster with a USC Poster Patrol Stamp. The stamp size is 5 cm diameter, so please leave this much space blank in the bottom right corner of the posters for proper visibility.

### **POSTER GUIDELINES:**

- All posters MUST have the USC Poster Patrol stamp on them to be posted.
- Posters must be a maximum of 8.5" x 11".
- Maximum quantity for posting on designated boards in the UCC is 24. They will be posted on a first-come, first-served basis based on when we receive the physical poster at the USC InfoSource.
- Glass cases in UCC – up to one poster per case.
- Candidates are responsible for posting their own posters on the designated boards outside of the UCC on the buildings listed below.
- Campus Boards – up to one poster per board.
- Election boards are marked with orange signs; this is the only place to post.
- BOG's & Senate candidates are not allowed to post on any USC Election boards indicated with orange signs.

### **USC ELECTION BOARD CAMPUS LOCATIONS:**

- SSC - Tunnel (By Map Library)
- HSB - By Tim Hortons
- Somerville House – Main Hallway
- Thames Hall – By Locker Rooms (By Exit to Somerville)
- Middlesex College – Lower Level Hallway
- Physics Building – Inside S/W Doors (By Rm 34, 138 & 205)

- Natural Science – Outside the Library (Outside Rm 24 & 113)
- Kresge Building – Main Hall