

TABLING

Bruin Walk is an ideal place to advertise your organization or event. Campus organizations may use the permanent tables on Bruin Walk on a first come, first served basis. During periods of high usage, priority will be given to UCLA campus organizations. Please note: Due to the limited space available on Bruin Walk, table usage will be limited to one table per organization, a max of 2 sign ups per week, and 5 per quarter. Campus organizations using tables for flyers or recruitment purposes do not require a permit and can be secured on a first come, first served basis.

Tables and chairs are not to be removed from the Kerckhoff/Ackerman patios. Student Organizations, Leadership & Engagement will take action against those organizations refusing to respect University property.

Display materials may not block any entrance or walkways, or otherwise restrict the free flow of traffic, and their placement is limited to the sides of walkways. Portable tables and canopies are not allowed.

SALES PERMIT

Campus organizations must sign up for tabling via the Bruin Walk calendar on the SOLE website. Due to limited space, table reservations will be first come, first served basis. A permit form must be filled after reserving a date on the Bruin Walk calendar, either the bake sales permit or other sales permit. The permit will be reviewed and signed by SOLE advisor. Note pie in the face is not permitted on Bruin Walk.

Steps to secure permit

1. Reserve date on Bruin Walk calendar.
2. Come to SOLE office, Kerckhoff 105, to fill out your sales permit.
3. Give completed form to front desk staff to have your advisor review and approve.
4. Retrieve signed permit from SOLE office before sale and display on table during event.

Non-registered organizations please visit the UCLA Event office website for tabling guidelines. (<https://events.ucla.edu/plan-an-event/student-event-planning>)

SIGNS, BANNERS, & DISPLAYS

When promoting your organization on Bruin Walk, the following must be adhered to:

1. The name of the sponsoring organization must be visible.
2. When using a table, your display area must be limited to your table and the area immediately behind it.
3. Signs, Banners, and Displays may not be larger than 4 feet wide by 6 feet high, and may not extend more than 8 feet in the air.
4. Displays on Bruin Walk must be staffed at all times.

5. No tents, canopies, or structures other than signboards may be placed on Bruin Walk.
6. Any other types of display, or those larger than noted here, must be approved by the Director of SOLE or his/her designate.