



TABLE TOPPER POLICY

1. Table Topper advertising in any Arizona Student Unions managed space is approved, distributed, reserved and printed only through Fast Copy at the Student Union Memorial Center. Any materials placed on tables within the Student Unions outside of this process are subject to immediate removal and disposal.
2. Table Topper advertising in the Student Unions is reserved primarily for University of Arizona recognized student organizations. If space is available, departments and other campus groups may also reserve space on Table Toppers to promote campus events intended for UA students.
3. The sponsoring organization and contact information must be clearly stated on the Table Topper.
4. Fundraising and/or the advertising of any election is not permitted.
5. The Arizona Student Unions do not support or condone the activities displayed in the ads.
6. The Arizona Student Unions reserve the right to deny any reservation request.

ORDER APPROVAL & PLACEMENT

Submit your design for approval and place your order with David Mitchell, Fast Copy Supervisor.

Phone: (520) 621-5306

Email: fastcopy@email.arizona.edu

RESERVATIONS AND CANCELLATIONS

Space is limited. It is recommended that you reserve your space in advance. Reservations are accepted for the current UA fiscal year only (exception being June). Full Payment is due at time of reservation. Reservations cancelled 7 calendar days prior to reserved display date may receive a full refund and are not subject to penalty. Reservations cancelled after this time are subject to a \$25 cancellation fee, and reservations cancelled once toppers have been printed will incur an additional \$85 reprinting fee.

DISTRIBUTION

Fast Copy will distribute the Table Toppers, setting them out on tables in the Student Union Memorial Center and in the Park Student Union on Mondays by 10:00 a.m. There are approximately 460 tables throughout the two buildings, and a Table Topper will be placed on each. Leftover toppers (approx 40) will be used to replenish empty tables throughout the week. Toppers will be removed after 1 week by Fast Copy staff.

PRICING & PAYMENT

Full-panel Ads are \$150. Discounts are available for multiple ads, and there's the option to run multiple ads for one week or to run one ad multiple weeks. See store for more details. Payment is required to secure reservation, and priority will be given to ads paid in full. Consideration will be given to clubs who need time to secure funding. Please add applicable sales tax. We accept cash, credit card, checks made payable to the University of Arizona, and UA department account numbers. A copy of the invoice will be sent to customer email addresses.

MULTIPLE ADS

Customers may run multiple ads during a week, provided they secure a reservation for each ad space. Discounts are given for purchasing multiple ads. 1 ad for \$150, 2 for \$275, 5 for \$555, and 10 for \$1000. Ads must be run during academic year, and at customers choice may be run during the same week, on consecutive weeks, or on non-consecutive weeks.

WAITING LIST

Advertising space is limited. Once booking is full, a waiting list will be made. If an ad spot becomes available, it will be offered to those on the waiting list in a first-come-first-served manner.

ARTWORK

Customers must provide their own Table Topper artwork, and PDF is the preferred format. We recommend providing artwork early so that changes can be made prior to final printing. ***Final, signed artwork is due to Fast Copy by 5 p.m. on the Wednesday prior to the display date.*** Artwork submitted late will delay the process, resulting in toppers being put on display late, incurring potential fees or administrative cancellation. Please email your artwork to fastcopy@mail.arizona.edu and include "Table Topper" in the subject line. Proofs are available on request and must be made in advance. Ad dimensions = 4" wide by 5.5" tall.

Graphic Design services are available at Fast Design, (520)621-5305.