Tabling reservations are permitted for S.A. chartered organizations, University recognized student & Greek groups, and Faculty/Staff. Tabling requests can be submitted by visiting the R25 website at r25union.binghamton.edu

**TABLING RESERVATIONS AND GUIDELINES**

- Tables may be reserved in the MarketPlace & Tillman Lobby from the hours of noon – 4 p.m., Monday through Friday. There is no tabling outside those hours or any tabling on the weekends. Only one (1) table is permitted per group per week in the MarketPlace, two in the Tillman Lobby. Groups are not allowed to table in the Library or Lecture Hall without approval from the building administrator of that building.

- Tabling sessions must be properly identified in the “Title” section of the R25 request, using one of these descriptive terms: 1. Information Tabling, 2. Bake Sale Tabling, 3. Item Sale Tabling, or 4. Ticket Sale Tabling. Failure to specify this information may result in a denied request and groups that misrepresent their tabling event (by reserving an information table and attempting to sell something during the session) will be given a warning with a second violation resulting in a loss of tabling privileges.

- For each day in both the MarketPlace and Tillman Lobby, there may only be 1 bake sale table, 1 item sale table and 1 ticket sale table per area.

- Item Pre-Sales (Krispy Kreme for example) must be listed as item sales (unless food is actually being sold when it must be listed as a bake sale). When requesting for the second tabling session to distribute the pre-sales, groups must wait until the date of the pre-sale has passed, and have the request labeled as a bake sale if the group is selling more food items at the table.

- Acceptable items for bake sales include granola bars, brownies, cookies, cakes, breads, fruit pies, doughnuts, etc. Some food items that are not permitted are cream-filled pastries, éclairs, cream pies, etc. or any beverages including coffee and bubble tea. Food cannot be given away for free from any table.

- Item sales can include things like hats, mugs, water bottles, keychains, etc. Ticket sales are for student events only. On R25, when filling in the request, you must clearly state in the event description box what you are selling.

- If a table is reserved in the MarketPlace in a given week, the group must wait until that “active” table is completed before reserving another table for a future date. For example, if a group has a tabling session scheduled for the first Monday in October, they cannot have any tabling sessions in the MarketPlace before that date, and they cannot request any future tables in the MarketPlace until that first Monday has passed.

- Outside groups/vendors may only table on campus if they are sponsored by a student group, campus department or on campus office. They are required to pay a $75.00 vendor charge for use in the MarketPlace and/ or Tillman Lobby. The vendor charge can be given to Carl Darling in UUW 205, payable to Foundation Account 50521. A receipt will be given for any payments received.