

Wagner College Tabling Policy

1. **You must book a tabling slot on the Ad Astra system. Ad Astra can be accessed by the designated space requester for each student organization.**
 - a. There are a total of 5 tabling locations, and they are labelled as Atrium Table 1, Atrium Table 2, Info Table 1, Info Table 2, and Info Table 3. The two Atrium table slots are located in the Union Atrium just inside the doors, while the Info table slots are located at the bottom of the stairs by the CCP and SGA main offices. **Please be sure you are requesting the correct table slot.**
 - b. There is also a generic “Atrium” option – this should only be selected if you want to reserve the entire Atrium room for an event. **It should not be used for tabling requests.**
 - c. If the “Atruim” option is already reserved by another group, you should not reserve tabling space in the atrium. Please use one of the info tables in that case.

2. **When you receive approval for your tabling event, you must submit a Facilities Job Request to have a table set up at the time of your event.**
 - a. This can be accomplished by going to <http://wagner.edu/campus-services/shipping-receiving/job-request/>, and filling out the form. You must include the date, time, and location of the event (including the specific tabling slot that you were approved for).
 - b. In your request, you must detail the number of tables you require. If you are requesting a table in the Atrium, you must also request a Wagner College tablecloth.
 - c. **You may not set up your own table in the Union. No tables should be brought from other locations to the union for tabling purposes.**

3. **In the case that your tabling event goes past 4:30pm, you must break down and put away your table.**
 - a. Shipping and Receiving closes for the day at 4:30pm, and thus cannot break down tables after that time.
 - b. Tables should be collapsed at the conclusion of the tabling event and stored under the stairs that lead to the president’s office suite. **No tables should be left unattended in the Union.**

4. **In the case that your tabling event ends early, you must call Shipping and Receiving at (718) 390-3128 to have them break down the table early.**
 - a. You must wait until they arrive before departing. **No tables should be left unattended in the Union.**

5. **If you do not properly request your tabling slot and/or table setup, your event will not be allowed to occur. Please be sure to correctly adhere to this policy in order to ensure a successful event, and continued positive relationships between your organization, CCP, and Shipping and Receiving.**

If you have any questions or concerns regarding this policy, please contact Maggie Cross (Marjorie.cross@wagner.edu or x3277), or Desiree Braithwaite (dbraithw@wagner.edu or x3102)