

SIGN PLACEMENT PROCEDURES DOCUMENT

This document is intended to assist those departments that are placing their own directional sign and not using the services of the Conferences & Events office.

- Directional signs for University events or meeting should be posted only in the authorized sandwich board locations noted on map (see page 2.)
- Directional signs are not authorized in the roadways and/or sidewalks
- Place directional signs adjacent to sidewalks (towards the interior or a space where there is no foot traffic.)
- Remember not to obstruct the visibility of all University signage and traffic signs.
- Directional signage that is not posted in authorized locations will be repositioned by the Conferences & Events office. There will be a cost recovery charge*.
- If your signs are placed overnight and/or inclement weather is expected, we recommend that you laminate the sign(s).
- Traffic directional signage that is not picked up within two hours after an event or meeting will be removed by the Conferences & Events office. There will be a cost recovery charge*.

*** Please refer to the Facilities Rates and Service Fees Schedule for cost recovery fees.**

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