This document is intended to assist those departments that are placing their own A-frame(s)/sandwich board(s) and not using the services of the Police and Parking

- 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 Police and Parking Services. 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).

- We suggest that you use sandbags for directional signs placed overnight and/or inclement weather is expected.

- Traffic directional signage that is not picked up within two hours after an event or meeting will be removed by Police and Parking Services. There will be a cost recovery charge*.

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