

CAMBUS “Public Service” POSTER DISPLAY

~ POLICIES AND REQUIREMENTS ~

I General

1. As a service to the University community, Cambus makes space available on the interior panels of its transit buses for the display of public service posters. This service is provided for no fee.
2. University of Iowa associated entities receive priority for space. Non-University entities are eligible on a space available basis.
3. Space is limited. Cambus cannot guarantee that all posters submitted will be displayed. Posters are limited to a 30 day display period. The number displayed, for each submission, is limited to 10 or 5 (depending on size). Posters will be returned (via campus mail) or saved, upon request, if space is not available.
4. Poster display. Posters cannot be specified for display on specific routes as buses are randomly assigned each day. Cambus is not responsible for damage, wear or loss of posters displayed.
5. Policy intent. These policies are intended to maximize the opportunity for display of posters, provide fair opportunity, promote effective display, and reasonably manage the demand and processes.

II Eligibility Requirement Policy

Those eligible to have posters displayed, for no fee, shall meet one of the following requirements:

1. A University recognized student organization.
2. A University affiliated department, organization, or group.
3. Organizations/groups whose services or activities are non-fee based and are intended to be of benefit for University students, faculty, or staff.

III Poster Content Policy

Cambus services are public and utilized by all segments of the population. This policy is intended to be respectful of all who use or may use the services. Content shall meet the following requirements to be eligible for display:

1. Shall contain the name of the sponsoring organization.
2. Shall contain specific information about the activity or event (i.e. time, date, location).
3. Shall contain the ADA Accessibility Statement for all University sponsored events (<http://www.uiowa.edu/~eod/policies/accessibility-statemt.html>)
4. Shall not proselytize a particular point of view.
5. Shall not contain injurious, offensive, discriminatory, or sexually explicit language or graphics.

IV Determination of Eligibility for Display

The Cambus Manager and appropriate Supervisor will determine if a poster qualifies for display. If determined to be ineligible, an attempt will be made to contact the indicated representative. The representative may, if possible, modify the poster to meet the eligibility requirements. If there is uncertainty of eligibility for those wishing to submit posters, it is recommended that they contact the Cambus Manager (335-8632).

V Poster Number, Size and Type

-Posters are installed and removed on approximately the 15th of each month (on the nearest weekend).

-The number of posters eligible for display is limited to 1/3 of the transit fleet and will be displayed for a 30 day period.

Size and Number of Posters: All posters **must be 11 inches tall** in order to be displayed. It is recommended that posters be 8.5 x 11 in. (printed vertically). This will allow the maximum number of posters to be displayed.

Standard Size: 8.5 in. wide x 11 in. tall, **Number: 10 (ten)** posters should be provided.

Over-Sized: 17 in. wide x 11 in. tall, **Number: 5 (five)** posters should be provided.

Poster Type: Posters must be printed on **card stock** or be laminated. Posters printed on common weight paper tend to slip out of the panels and deteriorate quickly. **To improve effectiveness**, poster design should account for the fact that they are viewed from a few feet away. Text should be large and minimized, and less can be better

VI Poster Display Period

Display Period: Display of each poster will be limited to **30 days**.

Posters are displayed from the middle of one month to the middle of the next month (approx. the 15th to the 15th). Posters are installed/removed on a weekend in order to avoid disruption of service. No posters will be saved upon expiration.

VII Poster Submission, Application Form and Deadlines

-Posters are displayed from the middle of a month to the middle of the next month (approx. the 15th to 15th).

-Posters should be submitted no later than the 7th of the month they are to be installed.

Poster Submission: All posters must be submitted with a completed “POSTER APPLICATION FORM”. This is to facilitate processing of the posters as well as provide a contact. Posters may be sent via campus mail (100 Cambus Office) or dropped off with the Dispatcher at the Cambus Office. The Poster Application Form is available on the Cambus website or at the Cambus Office.

Submission Deadlines: To be displayed for the desired 30 day period, the posters and the application form should be submitted no earlier than the 15th of the prior month, and no later than the 7th of the month that the posters are to be installed (e.g. For posters to be installed in the middle of April, the posters should be submitted between March 15th and April 7th).

Submitters should determine the most appropriate 30 day period to display their posters. Example: If an event is scheduled for October 20th, it would be more effective to display the ad from September 15th to October 15th (rather than start display on October 15th).

VIII Policy Questions, Concerns or Requests

Please contact cambus.assistant@gmail.com or the

Cambus Manager: (319)335-8632, brian-mcclatchey@uiowa.edu

Note: Cambus also provides a **fee based poster display service**. For those not meeting the above eligibility, desiring priority, longer display periods, etc. – this may be an option. For options and costs, please contact the Cambus Manager at the phone number or email indicated above.

Cambus 335-8633, www.uiowa.edu/~cambus

SEE ATTACHED, “POSTER APPLICATION FORM”



CAMBUS "Public Service" POSTER DISPLAY

"POSTER APPLICATION FORM"

Must be included with the posters when submitted.

Posters may be dropped off at the Cambus Office (on Stadium Dr.) or sent via Campus Mail:
Administrative Assistant - Cambus – 100 Cambus Office

If Cambus has questions about your submission or is unable to process it for display, you will be contacted via e-mail. If your posters are not able to be displayed, they will be returned to you ASAP via campus mail.

All posters will be disposed of after the one (1) month display period. No posters will be returned or extended into the next month.

Inquiries may be directed to: cambus.assistant@gmail.com

Date Submitted: _____

Note: These posters will be installed on the next available date (approx. the 15th of the month) and be displayed for a period of approximately 30 days.

Posters Submitted (check one): _____ **10 standard size (8.5 x 11)**
_____ **5 over-sized (17 x 11)**

Organization/Dept.: _____

Contact Person: _____

Email: _____

Phone Number: _____

Cambus 335-8633 www.uiowa.edu/~cambus

For Cambus Use:

Is Poster Eligible for Display? Yes____ No____ Date processed: _____

If YES, period for display: _____

If NO, reason: _____

If NO, date contact person informed: _____

Signature _____