

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 once a week.

-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 for 30 days. Posters must be submitted by 5:00PM on Thursday to be posted the following week. **Posters advertising events should be submitted at least two weeks prior to the event date.**

No posters will be saved upon expiration.

VII Poster Submission, Application Form and Deadlines

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 by 5PM on Thursday to be installed the following week.

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"

07/11

