Banner Posting Guidelines

Only University or student organization-sponsored events will be approved for banner space in the Union Building and/or Union Plaza. Major University-wide events such as homecoming, special events, and University-wide programs will be given priority for use of banner space. All other organizations or departments may apply for banner space on a “first come, first served” basis*. There is no available banner space at The El Paso Natural Gas Conference Center.

Banners may not be placed on either side of the breezeway/walkway crossing the Union Plaza (see photos below). Additionally, banners may not be placed on the east entrance of Union East facing the Hilton Garden Inn or on Union West facing Centennial Plaza.

There are areas inside the Union Building where students and/or organizations may hang banners. Banners may be placed only in designated areas as determined by Union Services staff.

Exterior Spaces:

1. 5-7 spaces on the Union Building East overhang in the South Plaza facing the Union Building West.

2. 3 spaces on the Union Building West overhang in the South Plaza facing the Union Building East.

3. 5-7 spaces on the Union Building East overhang in the North Plaza facing the Union Building West.

4. 4-5 spaces on the Union Building West overhang in the North Plaza facing the Union Building East.

Banners may no longer be placed on the railing along University Avenue in front of the Union Building facing Liberal Arts Building due to new landscaping.

Interior Spaces:

1. 6-8 spaces in the Union Building East 3rd floor overhang into the 2nd floor lounge area.

2. Other indoor spaces will be determined and considered for approval by the Union Services Office.

Banners may not be secured with duct tape, stripping tape, packing tape, or any other form of tape or adhesive. Banners may only be hung with rope. See pictures below for correct placement of banners.

If a banner is in a foreign language, there must be an English translation accompanying the banner.

Requests for banner space must be made at least 48 hours in advance*. Banners must be removed by the sponsoring organization the day after the event or when approval time has expired, whichever comes first. Banners may be hung two weeks prior to the event date. Cancellation of banner space must be made at least 24 hours in advance.
For more information, visit the Union Services Office, Union East, Room 307, 747-5711, www.utep.edu/union.

*All spaces are available for campaign banners during Student Government Association elections on a first-come basis. Candidates should refer to the SGA Election Code for permissible posting dates/times.

Correct Placement of Banners

South Plaza – Facing Liberal Arts

North Plaza – Facing Education

No Banners on this side

No Banners on this side
5-7 spaces on the Southeast walkway of the Union East facing the Union West.

Banner should not cover windows, signs, or anything other than the wall.

3 spaces on the Southwest walkway of the Union West facing the Union East.

Correct Placement
5-7 spaces on the Union East overhang in the North Plaza facing the Union West.

4-5 spaces on the Union West overhang in the North Plaza facing the Union East.

Banner should not hang past the overhang.

Banner should not cover windows, signs, or anything other than the wall.