



Presentation & Signage Guidelines Vendors, Room Rentals, & Partners

INTERNAL REFERENCE

Overview

In order to ensure a positive patron experience and clear communication to visitors, all partners and vendors are required to follow the following presentation guidelines when renting rooms or tabling within library spaces.

Partners and vendors are required to follow our signage guidelines. Signage may be subject to removal by GRPL staff if not in compliance.

Definitions

- **Short-Term Rental**
A short-term rental refers to a room reservation lasting up to 1 day.
 - **Long-Term Rental**
A long-term rental refers to a room reservation lasting over 1 day.
 - **Office Hours & Tabling Partners**
A tabling partner is an organization or group that sets up a table at the library to share information, promote services, or engage with attendees for one day.
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Short-Term & Long-Term Rental Signage Guidelines

GRPL does not provide signage, signage holders, or wayfinding support to vendors and partners. Partners and vendors are welcome to present signage in any size, format, or signage holder within rented rooms but must follow the guidelines below for signage outside rented rooms. Signage cannot be attached to walls in any way.

- Wayfinding signage presented outside rented rooms may not exceed 18x44 inches.
 - Wayfinding signage presented outside rented rooms should be limited to 3 signs total.
 - Wayfinding signage presented outside rented rooms must be placed within 5 feet of the reserved room.
 - Wayfinding signage must be presented using the following:
 - Easel (not provided by GRPL)
 - A-Frame (not provided by GRPL)
 - Acrylic Suction Cup Signage Holder (not provided by GRPL)
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Office Hours & Tabling Signage Guidelines

Partners and vendors must follow the guidelines below for signage:




- Signage must be placed within 3 feet of the provided table.
- Signage is limited to 2 signs total (not including table signage)
- Signage is limited to 2x8 feet maximum (not including table signage)
- Signage (not including table signage) must be presented using the following:
 - Easel (not provided by GRPL)
 - A-Frame (not provided by GRPL)
 - Acrylic Suction Cup Signage Holder (not provided by GRPL)

Questions?

If you have questions about the information within this document, please contact rooms@grpl.org

Library Support

GRPL provides the following to partners tabling in our library spaces. Should you be interested in any of these items, please contact Sabrina Slenk <sslenk@grpl.org> .

	<p>FOLDING TABLE 6 foot</p>	<p>GRPL will provide a folding table and 2 chairs.</p>
	<p>COMING SOON! PROMOTIONAL SIGN HOLDER 14x22" vertical</p>	<p>GRPL will provide a generic sign to help patrons with wayfinding.</p>
	<p>LITERATURE RACK 6 display layer pockets, each hold 2 x A4 magazine</p>	<p>GRPL will provide a mobile literature rack for partners to place their promotional and informational materials while visiting.</p>

Questions?

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