



<b>SUBJECT:</b> Business Advertising	<b>POLICY NO:</b> ADMIN-2	<b>LAST REVISED:</b> November 3, 2017
<b>APPROVED BY:</b> Executive Council	<b>NO. OF PAGES:</b> 1	<b>DATE ORIGINATED:</b> January 3, 2013

**Policy**

The Saskatchewan Polytechnic Students' Association Inc. appreciates the importance of cooperation and communication with other agencies and groups within and outside of Saskatchewan Polytechnic Campuses.

**Procedure:**  
**Businesses**

1. Any vendors, commercial entities and public service organizations wishing to advertise their goods and services to students must do so through the SPSA and its publications.
2. The Marketing & Events Coordinator, in conjunction with the Retail Services & Operations Manager will determine rate sheets for all available SPSA publications.
3. Vendors, commercial entities and public service organizations may not distribute or post any form of advertisements within the Campus, including on bulletin boards and in student lounges unless a minimum of \$500.00 is spent advertising in SPSA publications, thereby becoming a "Preferred Advertiser".
4. Preferred Advertisers may post information in each Campus accordingly with the following conditions:
  - a. That no event be held during the same time slot in which the SPSA is holding a similar function;
  - b. Advertising on cafeteria tent cards by external food service establishments will be restricted to an acknowledgment of their donations to programs and/or activities, but will not include marketing or promotional information for their establishment's food service;
  - c. That all postings be deemed in compliance of SPSA and Saskatchewan Polytechnic policies by the Marketing & Events Coordinator.
5. Service Clubs and Registered Not-for-Profit Organizations may post material on campus at no charge provided:
  - a. That no event be held during the same time slot in which the SPSA is holding a similar function;
  - b. That all postings be deemed in compliance of SPSA and Saskatchewan Polytechnic policies by the Marketing & Events Coordinator.
6. Items approved for posting will be granted a maximum of a two week placement period.
7. Advertising space on Campus will be allocated on a first come, first serve basis. No one organization will receive preference over another.

**Student Clubs**

Student groups wishing to post information on campus must do so through the SPSA's "CLUBS" Policy series.