

## Display Table (Self-Service) Booking

### **Available Spaces & Booking Criteria**

**Display Tables are for students, faculty, and staff to display information about university programs, activities, or clubs to the MacEwan University community in high traffic areas.**

**These display tables are **not** for the sale of items or products.**

Contact SAMU at 780-497-5631 or Griffins Landing at [griffinslanding@macewan.ca](mailto:griffinslanding@macewan.ca) for sale inquiries.

Bookings can only be made between 8:30 am – 4:30 pm Monday to Friday for a minimum of 1 hour.

Bookings must be made at least 24 hours in advance.

*All spaces can accommodate a maximum of 2 tables and 4 chairs; **except 5-148** which can fit up to 10 tables and 20 chairs.*

### **Display Tables on Campus:**

<b>Display Table</b>	<b>Description</b>	<b>Space</b>
5-148	Building 5 First Floor Foyer	<i>10 tables maximum</i>
5-258	Second floor near Building 5 map & world clocks	2 tables maximum
6-200	Second floor of Building 6 near Library window	2 tables maximum
7-268A	In front of window into classroom 7-269	2 tables maximum
8-208	Nook across from Tim Hortons	2 tables maximum
9-200	Wall near the Atrium	2 tables maximum
9-200Z	Wall near the Pedway	2 tables maximum
11-262A	Second floor near metal artwork and 11-262	2 tables maximum

*You will find all Display Tables on the “[Book a specific room](#)” page. Pictures of these spaces are available on the portal when you go to the “Detail” section of that space. You can also see pictures on the pages below.*

Should you require a display table near Starbucks, please contact Griffins Landing ([griffinslanding@macewan.ca](mailto:griffinslanding@macewan.ca)) or the Students Association ([saadmin@macewan.ca](mailto:saadmin@macewan.ca)) to request their tables.

To view a display table's availability, look up that room in the [Calendar](#).

**Please remember to cancel your booking if it is no longer needed as space is in high demand.**

5-148



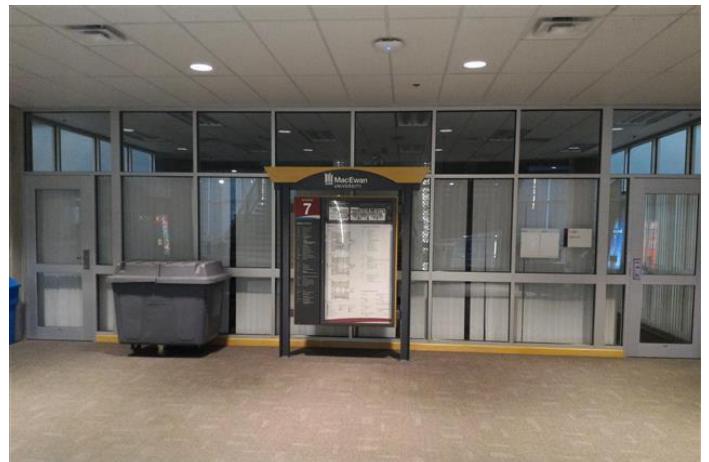
5-258



6-200



7-268A



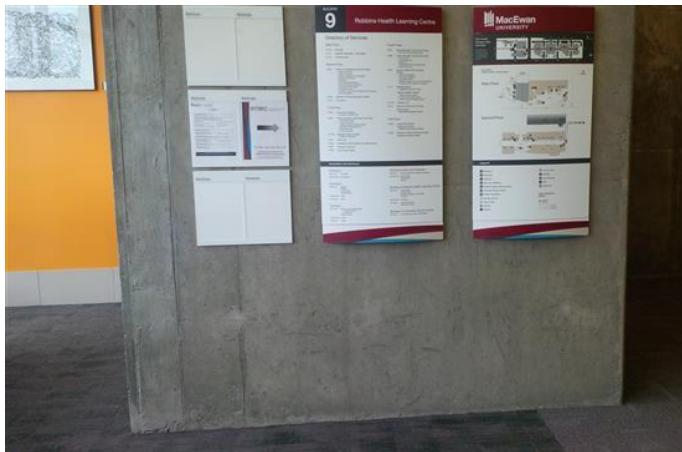
8-208



9-200



9-200Z



11-262A



## How to Book Space

You will find Display Tables on the “[Book a specific room](#)” page in the “Booking Type” dropdown menu.

BOOK A SPECIFIC ROOM

Booking Criteria

**Booking Type:** [Display Tables](#) ▾

**Location:** 06 - City Centre Campus ▾  Use additional criteria

Rooms: Display Tables

**Click on a row to select a room**

Campus	Building	Room	Room Description
City Centre Campus	Building 5	5-130	Display Table Bookings

Availability:

**Choose one of these options:**

**Check a specific date and time**

Date: 2016/08/12

Start Time: 11:00 AM ▾

End Time: 12:00 PM ▾

**Find a date**

Between: 8:00 AM ▾ and 10:00 PM ▾

Duration: 00:30 ▾

Complete the availability field by filling in your date & time.

*If you wish to book multiple dates each date must be entered individually.*

When the “Book” button appears, click it.

You will be redirected to the “Booking Confirmation” Page (seen on the right).

There you will be asked to complete the “Other Information” form. This information will tell Facilities the number of tables you will need and anything else that may be pertinent.

After hitting ‘confirm’, you will receive an email confirming your self-service booking. Your table(s) are now booked.

*Still having troubles?*

Contact Conference and Event Services:  
[conferenceoffice@macewan.ca](mailto:conferenceoffice@macewan.ca)

BOOKING CONFIRMATION

**Booking information**

**Booking Type:** Display Tables

**Time Information**

Date: 2016/08/19 Start Time: 11:00 AM End Time: 12:00 PM Duration: 01:00

**Location Information**

Campus: 06 Building: 0006 Room: 6-200 (Detail) Room Type: CASE

**Other Information**

Department:

Reason for Display:

Number of Tables Needed (Max. 2):

Notes: