



Dudley H. Davis Center Signage Guidelines

These guidelines apply to posted and freestanding signage in the Davis Center space managed by the Davis Center Operations and Events team, as well as exterior entryway spaces and the exterior of the Davis Center structure. All signage must adhere to UVMs [Code of Conduct](#), [Our Common Ground](#), and [University Posting & Solicitation Policy](#).

General Signage

- Signage and posters may not be placed on the windows, doors, walls, or other non-approved public area of the Davis Center using any method unless prior approval is obtained from Davis Center Operations and Events.
- Directional signage is posted by the Davis Center Operations and Events team in elevators, sign displays on each floor, room card holders, and freestanding signs when necessary.
 - Davis Center directional signage may occasionally utilize the Davis Center space in ways not outlined or permitted in these guidelines in order to deliver clear directions and important information to those passing through the building.
 - Additional directional and freestanding event signage may be requested through the Davis Center Operations and Events team for approval and printing. This signage will be posted utilizing Davis Center templates. Applicable logos may be added on request pending approval.

Posters

- Posters may be placed on the Community-use bulletin boards located on the first, second, and third floors of the Davis Center.
 - Posters may not be placed on tenant owned bulletin boards (UPB, SGA, Living Well, WRUV, or Vermont Cynic boards) unless prior approval is obtained from the owning group.
 - Community-Use Bulletin boards in the Davis Center are regularly cleared to allow for new postings.
 - Posters may not be placed on the windows, doors, walls, or other non-approved public area of the Davis Center using any method unless prior approval is obtained from Davis Center Operations and Events.
 - Posting groups should adhere to bulletin board policies, including:
 - All materials must clearly identify the sponsor.
 - If the posting promotes a specific event, the event must be identified by title, date, time, location, and sponsor.
 - All content must adhere to community guidelines.
 - Use provided pushpins (not staples or tape) and avoid covering other posters as much as possible.



Sandwich Boards & A-Frame Signs

Please note: “**Tenants**” refers to the offices and businesses in the Davis center that utilize dedicated office space.

- Tenants of the Davis Center are permitted **one** freestanding sign/sandwich board immediately outside their entryway in the Davis Center given they adhere to the following rules:
 - Signs must not block/obstruct public walkways or egress points.
 - Signs should be placed within a reasonably short distance from entryways so as to be clearly identified as owned by the tenant and should identify the responsible group.
 - Signs used in this way should be displayed only during the hours of operation of the associated tenant.
- Events hosted in the Davis Center may utilize one A-frame/sandwich board style sign **inside their reserved event space** on the 1st, 2nd, or 3rd floor.
 - This signage must not block/obstruct public walkways or egress points.
 - Signage should be directly related to the event or organization hosting said event and may only be utilized during an active event. Signage used in this manner may not be used as promotional material prior to the event.
 - Events must notify the Davis Center Operations and Events team of signage utilized in this manner.
 - Additional freestanding or directional signage must be requested via the Davis Center Operations and Events team.

Banners and Exterior Signage

- Banners for display in the Davis Center Atrium must be requested via the [Davis Center Marketing Opportunities](#) page. Please note:
 - Banners may not be hung without prior request and approval from the Davis Center Marketing Team.
 - All banners must follow the guidelines laid out by the Student Life Marketing Team.
 - Only UVM recognized groups (SGA RSOs, departments, or academic units) may utilize Davis Center Atrium banner space.
- The only groups permitted to place signage outside of the entrances to the Davis Center are Davis Center Operations and University Event Services. **It is never acceptable for other groups (including building tenants) to place any kind of signage around entrances or other areas on the exterior of the building.** Any unauthorized signage placed in these areas will be removed promptly by building staff and disposed of.