

Temporary Pedestrian Signage and A-frame Rental

Unit:	Campus Business Services – Auxiliary Design Services
Division:	Auxiliary Services
Origination Date:	3/20/2023
Updated:	4/20/2023
Scope:	SOP for managing pedestrian signage and a-frame rentals

Summary: To support campus’ requests for visitor/pedestrian signage, Auxiliary Design Services (ADS) designs and prints temporary pedestrian signage and rents a-frames.

Responsibilities:

- A. **Management Program Sponsor** - CBS Director - Management sponsor of program
- B. **A-Frame Rental Program Owner** - Shari Hunke - Point of contact for rental program and coordinator of temporary pedestrian signage (printrequest@ucr.edu).
- C. **ADS** - Design and print pedestrian signage
- D. **Campus Departments** - Submit request for pedestrian signage and A-frame rental
- E. **HSS Staff** - Check-out A-frame to requesting department

Poster & Frame Pick-Up Location

- Highlander Service Station (Location Map in Appendix A) between 9AM and 5PM

Program Overview

1. Department contacts ADS and submits request via <https://cbs.ucr.edu/large-format-posters-signs-banners>
2. ADS responds to request within 24 hours
3. ADS processes request within 3 business days and sends department the pick-up instructions
4. ADS submits Messenger pick-up request to Mail Services
5. Mail Services retrieves signage and delivers to HSS
6. HSS staff prepares and stores signage and A-frame until department pick-up
7. Department picks-up/returns signage from/to HSS
8. NOTE: Per [Campus Signage Policy](#), Department may place and display signage ON DAY(S) OF EVENT ONLY. All wayfinding signage should be removed immediately following the event. Visit brand.ucr.edu for additional guidance on wayfinding signage.

A-Frame Rental

1. A-frame rental is for five business days. In addition, they can be picked up no sooner than two business days prior to the event and must be returned within three business days of close of event. Consecutive rentals are allowed in five day increments.

Governing Principles & Best Practices

- Temporary signage will adhere to campus branding guidelines.

Pricing

- Signage pricing varies depending on the materials used
- Updated pricing is listed at https://brand.ucr.edu/signage/templates-and-production#wayfinding_signage
- Email printingrequest@ucr.edu for a custom quote