

# Employer Tabling Policy



**career services**  
at Saint Paul College

Information tables at Saint Paul College is a benefit offered to local employers who are seeking to hire Saint Paul College students. Table booking is coordinated by the Career Services Department and must be submitted a minimum of five (5) business days in advance.

- Tables are to be used for promoting jobs/internships that comply with the college's [Guidelines for Posting & Recruiting](#)
- Tables are located in the 1200 Hallway leading to the City View Cafeteria. One (1) table and two (2) chairs are provided between 11:00am to 1:00pm unless arranged otherwise
- To maximize opportunities for different groups, we reserve the right to limit the number of tabling events per employer.
- Users will receive a confirmation e-mail when their booking is scheduled. If you do not receive a confirmation email, contact Career Services (651-846-1384 / [Career.Services@saintpaul.edu](mailto:Career.Services@saintpaul.edu))

## Conditions / Requirements

- Attendees must agree to comply with the College's [COVID policies](#)
- Failure to show up for your booking penalizes other groups who could have used these limited spaces. If you need to cancel your booking, please do so by notifying Career Services as soon as possible
- Classroom visits and meetings with instructors must be coordinated in advance between the recruiter and instructor. Please be respectful of their time by refraining from unannounced visits to classrooms.
- Users must use the table assigned at the time of their booking. Assignments are posted at each table.
- The table must be attended at all times during your booking time(s)
- No amplified sound is allowed, regardless of volume, including speakers, megaphones, bullhorns, and audio/visual sound
- No selling of products (i.e. books, credit cards/banking, etc.)
- Distribution of items such as individually wrapped candies and "swag" such as pens without sale is permitted. Vending or distribution of food and drinks, such as home-baked goods, is not allowed.
- No displays, materials, or activities can interfere with pedestrian passage or the normal activities of the College
- Users are responsible for removing all materials from their table at the conclusion of their booking
- Users may not move tables from their designated areas of set up
- Distribution of flyers around campus such as on tables, bulletin boards, walls or cars is not allowed. If you wish to post a flyer, please drop it off at the Career Services office (Room 1320)
- Violation of any of these conditions may result in authorization for promotional tables being immediately withdrawn. A verbal warning will be issued after the first violation. A written warning will be issued after the second violation. After a third violation an organization's table booking privileges will be revoked for one (1) semester. Further violations will result in revocation of table booking privileges for an extended period (e.g. remainder of academic year, indefinitely, etc.)