

## Distribution Center Publication Application

Date \_\_\_\_\_ Time \_\_\_\_\_

Approved \_\_\_\_\_

All distributors, whether University related or unrelated, wishing to distribute publications for free on East Carolina University must enter into an agreement with the University Distribution Center.

Agreement will establish the time, location, and method of permitted distribution.

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Publication

\_\_\_\_\_  
Size

\_\_\_\_\_  
Quantity

Brief Description of Publication:

\_\_\_\_\_  
Signed By: (Authorized Media Buyer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### Applicable Definitions

University Publications: Official publications of the University and its recognized student groups or student organizations that are directly supported in part or in full through University and/or Student Fee Funding; or University-generated and financed publications that convey policies, regulations, rules, procedures, official statements of the University and/or any other University-sanctioned content.

Non-University Publications: Those Publications that do not meet the definition of University Publications.

Distribution Rack: A wire container used for distribution of a publication. For Non-University Publications, these are located at the five University-approved distribution sites and are supplied by the University.

### Distribution of non-University publications

The distribution by any group, business or individual ("Publisher") of free Non-University Publications on or in Facilities or Outdoor Facilities through the use of non-University supplied distribution racks or distribution boxes is prohibited. The distribution by any Publisher of Non-University Publications on or in Indoor Facilities through the use of approved distribution racks is allowed only in compliance with the provisions of this regulation.

Campus distribution privileges for free Non University Publications covered by this regulation may be granted only for the following Facilities:

East Campus #1: Mendenhall Student Center

East Campus #2: Dowdy Bookstore

East Campus #3: West End Dining Hall

Health Sciences Campus: Brody School of Medicine

A Publisher seeking to distribute its Publications in the above Facilities may submit an application for campus distribution privileges to the Associate Vice Chancellor for Student Affairs at 205 Spilman Building, East Carolina University, Greenville, NC 27858.

Publishers must complete a separate application for each Publication they wish to distribute on campus. Applications will cover one fiscal year, beginning July 1 and ending June 30. Annual renewal is possible through the submission of an application.

Distribution racks will be supplied by the University to all approved applicants on a first-come, first-served basis.

Publishers of Non-University Publications receiving approval to distribute on campus are not permitted to relocate their assigned distribution rack elsewhere in the assigned Facility or any other Outdoor Facility.

As long as there is shelf space available at a given distribution site, a Publisher with more than one Non-University Publication may occupy more than one shelf therein, pending application and approval for each publication.

It shall be the duty of the Publisher to maintain their assigned distribution site at all times, in compliance with this Regulation and any other applicable University Policies or Regulations. Failure to comply with this Regulation may lead to reduction or revocation of campus distribution privileges. Copies of any Publication found in violation of this regulation shall be subject to removal and disposal if the infraction is not rectified within 7 days after the Publisher receives written notice setting forth the violation and the action required to remedy the violation. Publications may be removed from assigned distribution racks or moved without prior notice if the infraction poses a health or safety danger.

Applications that are otherwise lawful, and that satisfy the requirements of this regulation, will be approved, space permitting, where the Publisher is not currently subject to revocation of distribution privileges.