

**University of West Florida  
University Commons and Student Activities  
The Big Book: Policy and Procedure Manual**

**Topic: UCSA Vendor Table Policy and Procedure  
Updated: January 6, 2006**

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Commercial Vendors in the University Commons are governed by the following policies and procedures.

To enhance the consistency of billing and collections, to ensure equitable and consistent access for vendors, to provide for adequate control and appropriate limits on vendor activities and to reduce the incidence of double booking, UCSA and the University Bookstore share exclusive rights to the rental of vendor tables in and around the University Commons, including all perimeter and approach walks. Vendors are defined as any non-University entity that sells or promotes any product or service.

Vendors wishing to work with student organizations (for staffing tables or general promotional value) may do so, but must follow all vending guidelines including the space rental fee. A company representative must also be on site at all times.

A. Reservations for vendor tables should be made at least ten (10) working days in advance. Reservations are made by contacting the UCSA Office.

B. Vendors must sign a Sponsored Vendors Contract. Vendors are responsible for having the proper business license. Any fines incurred are the sole responsibility of the vendor.

C. Tables may not be reserved for more than one consecutive week by the same vendor, unless special permission granted by the Director of UCSA.

D. In the event of cancellation, a Vendor reserving multiple dates must provide written notification (fax acceptable) of cancellation two weeks prior to rental period. Vendors contracting for a single date must provide written notification (fax acceptable) of cancellation 24 hours prior to rental period. Failure to do so will result in Vendor being fully responsible for payment of non-canceled dates.

E. UCSA Vendor Table Rental Schedule (price includes 1 table and 2 chairs)(note that since Concourse 1 is intrinsically and extrinsically more valuable than other Concourse spaces, a differential rate applies):

Individual Vendors (small business/local): Concourse 1: \$75 per day; \$260 for four (4) consecutive days. Concourses 2 – 8 & Patio: \$65 per day; \$220 for 4 consecutive days.

Corporate Vendors (other than credit cards): Concourse 1: \$200 per day ; \$760 for four (4) consecutive days. Concourses 2 – 8 & Patio: \$175 per day; \$660 for 4 consecutive days.

Credit Card Vendors: \$300 per day in Concourse 1; Concourses 2 – 8 & Patio: day; \$250 per day.

Special rates may be negotiated with the approval of the Manager, Reservations and Conference Services.

F. Vendors or sponsors must submit payment no later than ten (10) working days before the first day of the reservation.

G. Material taped or affixed in any way to the walls or windows of the University Commons must adhere to applicable regulations. The vendor may bring a display, an easel, or panels, provided those props fall within the area allocated for tables.

H. Vendor representatives must remain behind the designated table unless an exception is approved by the Director. Vendor may not move additional chairs from other tables or from any surrounding area. Additional chairs may be requested in advance of the designated rental date. Vendor may not block any part of the hallway or any doorways.

I. Vendor representatives may not utilize audio-visual equipment, including radios and cd players, without authorization. No sound reinforcement is allowed.

J. Credit card vendors will be limited as follows:

1. No more than one vendor at any time.
2. No more than eight (8) days per calendar month total will be authorized for credit card vendors.
3. No credit card vendors shall be booked for the first or last week of any full term.
4. Must furnish and distribute appropriate material to educate consumer about the potential hazards of credit card abuse and misuse. Failure to provide suitable material will result in the immediate cancellation of this and any future agreements. A specimen copy of the material must be returned with payment. A fax copy is acceptable.
5. Must furnish a list of all cards being represented during any given reservation period.
6. May not require or suggest that students complete more than one credit application per contact. Any promotional giveaway item must be awarded to any student with no additional requirements beyond completing a single application.
7. May have their reservation summarily terminated without refund or other recourse due to sufficient student complaints about the conduct of any representative.
8. All representatives must be notified of UWF's rules and restrictions.
9. UWF reserves the right to eject or reject any promotional representative not complying with the requirements of this contract or any specific request or direction of authorized University personnel.

K. Lack of storage space prevents the University Commons from offering overnight storage space to vendors. Vendors leaving materials in lobby space overnight assume responsibility for any items that may be lost or stolen as a result of leaving items unsecured.

L. Vendors are responsible for any parking violations received while marketing/soliciting on campus.

M. The following products are prohibited: any food product available through University Dining Services; textbooks, trade books, or any emblematic items available in the UWF Bookstore; calling cards or other long distance services; alcoholic beverages, firearms, fireworks, candles or other restricted or hazardous materials; pornographic materials or products; materials or products that create a clear and present danger to the University community; illegal items, bootleg materials, items made through copyright infringement. UWF reserves the right to review the type of products or services offered before the event.

N. Vendor representatives violating any part of this policy may result in the cancellation of the reservation without any refund. In order to protect UWF's students and guests to inappropriate personal or commercial contact, the University reserves the right to reject any individual representative due to inappropriate conduct at the University, past or present.