VENDOR GUIDELINES

Market Hours
UNF Market Days are held every Wednesday from 10:00 a.m. to 3:00 p.m., rain or shine, in Osprey Plaza at the Student Union. Check-in and set-up begin at 8:30 a.m. Check-in will end at 12 p.m. Vendor booths must be broken down by 5:00 p.m.

Booths
A Market Day reservation includes:
- 1 10’x10’ space on the outdoor Osprey Plaza
- 1 6’ table
- 2 folding chairs

Additional space and tables may be reserved at an additional fee. Vendors must provide their own tents, if desired, and the appropriate means to weight down tents. Access to power outlets is limited and available by request.

The Student Union does not provide extension cords to vendors. Vendors must supply their own extension cords.

Sales Restrictions
The following items may not be sold at UNF Market Days:
- Items that require a special state license (pets, etc.)
- Items that violate U.S. Copyright or patent laws (copied DVD’s, etc.)
- Drug or smoking paraphernalia, pornographic or illegal items
- Items bearing the UNF logo
- Items already sold on campus and violate the University’s existing contracts (textbooks, food & beverage unless previously approved)
- Credit Cards

Vendors must provide a list of items to be sold by completing the Market Days Application and are only allowed to sell items listed on that form. In order to provide a diverse selection of goods for the University community, the Student Union reserved the right to restrict the number of vendors selling similar items. Vendors may be placed on wait lists and will be contacted by the Event Services Office if a spot opens up.

The Student Union reserves the right to terminate any Market Day vendor contracts if they do not fit the programmatic needs of the Student Union. It is the obligation of each individual Market Day vendor to secure all materials, products and supplies while on site.

Vendors are also responsible for the removal and clean-up of all materials, products and supplies. Market Day vendors are restricted from using the University of North Florida’s logo, image, name, tagline and/or motto for the sale or advancement of goods, products and/or services.

Sales Tax
Each vendor is responsible for submitting sales tax to the Florida Department of Revenue.

Payment
Payment for each Market Day is due in full at least 48 hours prior to the event. The regular fee for one Market Day booth is $30 plus tax. The fee is $20 per additional 10’x10’ area. The fee for a student vendor is $15.00 and includes tax. The student vendor price only applies to students who are distributing or

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selling their own handmade products. There is no fee for Registered Student Organizations who are currently in good standing with Club Alliance. The Student Union accepts cash and checks only. All checks must be made out to the University of North Florida. A valid driver's license will be requested for payment by check. Receipts will be given to the vendor at the time of payment.

Payments may be made at the Student Union Event Services Office Monday through Friday from 8:00 a.m. to 5:00 p.m. Payments are not accepted after normal business hours or on weekends.

Payments may also be sent through the mail to:
Student Union
University of North Florida
1 UNF Drive
Jacksonville, Florida 32224
All payments received through the mail will be sent an email notice of receipt.

**Loading/Unloading**
Vendors may unload at the 20-minute loading/unloading zone in front of the Student Union or in one of the vendor loading parking spaces with their parking permit displayed. After unloading, vendors must move their vehicles to either the adjacent parking garage (garage 38) or Lot 5 (by the tennis courts) with their daily parking permit visible (received at check-in). Parking is limited and the Student Union is not responsible for any parking tickets the vendors receive.

Vehicles are not permitted inside Osprey Plaza without prior approval by the Student Union Administration office.

**Cancellations/Refunds**
All cancellations must be made at least 24 hours in advance to be entitled to a refund. All cancellations should be made via email to sumarketdays@unf.edu. Any vendor that does not show up for a paid date will not be entitled to a refund. Each vendor will be allowed one waiver for the no-call/no-show fee. Three no-call/no-shows in one semester will result in a ban from participating in the remaining Market Days during that semester.

**Music**
The Student Union provides ambient music for the event; therefore, individual vendors are discouraged from bringing their own music setup. All music volume levels will be at the discretion of the Student Union Administration.

**Pets/Smoking**
In accordance with University policy, pets are not permitted on campus. Exceptions are made for trained animals for persons with disabilities. Smoking is not permitted under the covered portion of the Student Union or within 50 of the building.