

Registration / Payment

- Before requesting a market reservation, please ensure that all required paperwork has have been turned in to our office.
- All payments must be made through USF's online store at msc.usf.edu/bullmarket
- Select register at shop.usf.edu.
- Select Department Registration.
- Provide required information.
- You will receive a receipt via email.
- Reservations must be submitted before 1:00 p.m. on the Tuesday before the desired market date.
- In the event that your submission is received after 1:00 p.m. your request will be cancelled and your credit card will not be charged. You may resubmit your reservation at the walk-in price or schedule for the following week.
- When your reservation is complete, you will receive an email confirmation.
- Please contact us with any questions: email sa-bullmarket@usf.edu or call (813) 974-5309.



Rental Fees are as follows:	Prepaid	Walk-In	4 Week Deal (25% Savings)	Entire Semester (Available Before 1st Week Only)
USF Departments	\$17	\$27	\$51	\$170

Day of the Market Setup and Policies

- The Bull Market operates from 8:00 a.m. to 4:00 p.m.
- The official set-up time for pre-paid departments is between 7:30a.m. and 9:00a.m.
- This applies only to departments that have pre-registered with the market staff.
- Returning departments who have not pre-registered will be treated as walk-ins.
- Late check-in stops at noon (12:00 p.m.).
- After 12:00 p.m., walk-ins may ask to rent spaces, tables, and chairs that were being held in reserve.
- All departments, must check-in with the Bull Market staff before setting up.
- Each department registered for the market will be provided a space approximately 10' x 10'. We appreciate your cooperation in limiting yourselves to your assigned space.
- Departments are provided one table and four chairs as a part of their reservation fee.
- Departments are permitted to bring additional tables, but must remain within their assigned 10' x 10' space.
- If your department intends to bring a tent, you must specify during registration.
- Tents must be free-standing and or weighted. No staking is allowed.
- Departments who set up without the knowledge or consent of the market staff or occupy a space not assigned to them will be asked to move.
- Departments should not set up unless directed by the market staff and all proper documentation and payment has been processed.
- The Bull Market staff has the authority to ask a department to move if the department has not verified his or her market space with the staff.
- We ask that all departments make an effort to keep their spaces neat and clean at all times.
- Departments are not allowed to share their table, chairs, or spaces with another department, student organization, or vendor.
- The market space reserved by a department must be manned by members of that department at all times.
- Amplified sound and the use of electricity must be approved by the Bull Market staff. Acceptable volume levels will be determined by market staff.

SALE and/or DISTRIBUTION OF PRODUCTS***Departments can utilize the Bull Market for the following:***

- Information distribution
 - Information packets
 - Pamphlets advertising your department's activities
 - Flyers for upcoming events within your specific department, etc.
- Departments may not advertise for other departments unless both groups are co-hosting the same event. (Exception: A department such as Campus Recreation, Student Affairs, etc. may advertise for services offered by departments that fall under their jurisdiction.)
- Fund raising and garage sales are permitted provided that all proceeds benefit the department in question.
- Give-away beverages are restricted to Coca-Cola products only and include:
 - Water (Dasani/Evian)
 - Sports drinks (PoweraDe)
 - Juices (Minute Maid)
 - Energy drinks (Rock Star/Full Throttle)
 - Soda (Coca-Cola Brand Beverages)
- Departments bake sales or give-aways must comply with Hillsborough County Health Regulations.
- All baked goods and other food sold at the market must be store bought. No homemade goods allowed.
- Food requiring refrigeration or heating is not allowed unless your group has been given express permission by the market staff.
- If your department is unsure whether or not the activity they wish to do is permissible, do not hesitate to contact our office via phone (813-974-5309) or email (sa-bullmarket@usf.edu). Please contact the Bull Market office at least five business days in advance. The Bull Market cannot guarantee permission for a request made the day before a market date.

**Rain/Severe Weather/Market Cancellation Policy & Rain Checks**

- Call the office (813) 974-5309 for verification of rain cancellation.
- In the event of rain, the market staff will decide at the market as to whether or not the weather is considered severe enough to warrant cancellation.
- In some cases, weather may be unpleasant, but would still allow for the market to continue for the rest of its duration. At that time, departments will have the choice to request a rain check or to stay.
- Only those who leave before noon and who have notified the market staff will have the option for a rain check.
- In order to receive a rain check, all goods must be removed from the market BEFORE noon (12p.m.).
- Please note that the "threat of rain" does not constitute an automatic rain check on our behalf.
- You must still call or email for a rain check on the same day before 12:00 p.m. or personally come to the market site and ask for a rain check.
- Personal (non-rain) rain checks are available on a case by case basis if the department notifies market staff of the cancellation by 12:00 p.m. on the market date in question.
- Market Management has full authority to cancel the market for any reason. (e.g. inclement weather, security reasons).

