

University of South Florida
Bull Market
Department Rules and Regulations

MARKET REGISTRATION

* All forms mentioned herein may be obtained by either coming to the Bull Market office in the Marshall Student Center (located on the first floor), our website (<http://msc.usf.edu/bullmarket.htm>) or via email (bullmarket@admin.usf.edu). If your group has any questions, please contact our office via phone (813) 974-5309 or email (bullmarket@admin.usf.edu).

- Before your first Market Date, the President/Department Head of or contact person for your Departments must:
 - Fill out a Department Contact Card.
 - Present the Market staff with a signed copy of the Department Agreement Form (last page of this packet).
- Please ensure that the contact information given for your group is accurate. This means that the email addresses and phone numbers listed on your department's information card must be kept up to date.
- The Department contact person is responsible for informing all members of the Bull Market Rules and Regulations. All department members are expected to comply with Bull Market Rules and Regulations or loss of Market privileges may result.
- **Fees (tax free)** for Departments wishing to attend the Bull Market are \$14.02/week for pre-pays and \$23.36/week for walk-ins.
 - Departments wishing to reserve multiple Market Dates may take advantage of our four week deal (\$42.06 for 3 consecutive weeks with 4th consecutive week free) or our semester plan (one time \$112.15 available first week of classes only)
 - Departments wishing to claim Non-Profit-Organization (NPO) status, please see NPO regulations in the Vendor Rules and Regulations packet.
 - Contact Market Staff if you have any questions concerning payments.
- **All** payments must be made through USF's online store at <http://shop.usf.edu>
 - Select Bull Market from the list of stores
 - Select Department Registration
 - Provide required information
 - Your department will not be charged until your order has been verified by Market Staff
 - You will receive a receipt via e-mail
 - Please contact us with any questions: e-mail BullMarket@admin.usf.edu or phone (813) 974-5309
- Individual Market Day reservations are made by use of USF's store (shop.usf.edu) or in person at our office.
 - Before requesting a market reservation, please ensure that all required paperwork and payments have been turned in to our office.
 - Reservations and Payment must be submitted before 1:00 pm on the Tuesday before the desired Market Date.
 - In the event that your submission is received after 1:00 pm 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 a confirmation notice from our office.
- Walk-ins are accepted based on space availability.

- Walk-ins must provide their own tables and chairs.
- Walk-ins who do not provide their own table and chair must see “Set-up”

SET UP (aka Day of the Market)

- 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 Vendors, Departments, and NPOs that have pre-registered with the Market Staff.
 - Returning Departments who have not pre-paid will be treated as walk-ins.
 - If you have scheduling conflicts with these times, please have your Department Head call **(813) 974-5309** and ask to speak with either the Market Manager or the Vendor Coordinator
- 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 assigned a space approximately 10’ x 10’. We appreciate your cooperation in limiting yourselves to your assigned space.
 - 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 are provided 1 table and 4 chairs as 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 on the Department Contact Card
 - Tents must be free-standing and or weighted. No staking is allowed.
- 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.
- Departments may not set up unless directed by the Market Staff.
- The Bull Market Staff reserves the authority to ask a department to move if the department has not verified his or her reservation 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, Vendor, or NPO.
- 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 are allowed to use the Bull Market for the following:

- Information distribution this includes
 - 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.
 - Exceptions: A department such as Campus Rec, Student Affairs, etc. may advertise for services offered by departments that fall under their jurisdiction.
 - Example: Student Affairs may advertise for Student Health Services and Campus Rec. Student Health Services may not advertise for Campus Rec unless both departments are co-hosting the same event.
- Fund raising and garage sales are permitted provided that all proceeds benefit the Department in question.
 - Individuals affiliated with the University of South Florida must ask Market Staff for other options available for personal sales.
- Food distribution is limited to Bake Sales.
 - Please request a copy of the Market Food Policy before reserving space for a bake sale.
 - Bake sales involving pre-packaged, pre-approved foods require one week advance notice.
 - Beverages are restricted to Coca-Cola products only and includes:
 - water (Dasani/Evian)
 - sports drinks (PoweraDe)
 - juices (Minute Maid)
 - energy drinks (Rock Star/Full Throttle)
 - Departments bake sales must comply with Hillsborough County Health Regulations.
 - Food requiring refrigeration or heating is not allowed unless your Group has been given express permission by the Market Management.
 - Any other forms of food will be subjected to the University's food, beverage & health regulations. Ask Market staff for details.
- 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 (bullmarket@admin.usf.edu).
- Please contact the Bull Market office at least five business days in advance. The Bull Market cannot guarantee permission for a request lobbied 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 notify Departments as to whether or not the weather is considered severe enough to warrant cancellation
- In some cases, weather may be such that, while not pleasant, would 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 (rental payments will be rolled over to the next reserved Market Date) or to stay
 - Only those departments who leave before noon and who have notified Market Management will have the rental fee transferred to the following week or to the next unpaid market (selected by Department when requesting a rain check)
 - In order to receive a rain check, a Departments goods must be completely off the Market *BEFORE* noon. Any Departments still on the premises after 12:00 p.m. will be charged as usual
- Please note that the "threat of rain" does not constitute an automatic rain check on our behalf

- You must still call 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
 - The Market Manager or next in command are the only ones allowed to call a rain day
 - Personal (non-rain) rain checks are available if the Department notifies Market staff of the cancellation by 12:00 p.m. on the Market Date in question
 - Reservations will be transferred to the next unpaid market date
 - Departments who have not checked in or are absent must notify Market Management of their request for a rain check
 - An original reservation may be transferred only one time. If not used on the transfer date, the reservation is forfeited. Four personal rain checks for “non-rain” reasons are allowed per semester
 - Rain Checks (*personal or non-personal*) cannot be extended or used beyond the semester in which they were issued. No rain checks will be issued on the last Market day of any semester or term
- Personal rain checks cannot be applied to the 4-week reservation rate since one week is free each month
 - Failure to notify Market Staff of intended, incidental, medical, or accidental personal rain checks will result in loss of reserved space after two consecutive absences
 - This includes failure to notify the Market Staff of intentions to leave or return to the Market following first missed market date
 - Market Management has full authority to cancel the Market for any reason. (e.g. inclement weather, security reasons)

DEFINITIONS

- **Department** refers to any organization affiliated with the University of South Florida that is not a student organization, Greek organization, outside vendor, outside Non-Profit-Organization (NPO), or individual student.
- **Department Head** refers to the person in charge of the group in question. For example: The Department Head for Dining Services would refer to the Head of Dining Services, not the head of Campus Business Services.
- **Contact Person** refers to the person designated by the head of your department to coordinate your involvement with the Bull Market including sign—up, scheduling issues, breaches of policy, and correspondence. This may be your Department Chair/Head, a Student Assistant, or another person within the Department. This person must be a member of your department and chosen by the Department Head.
- **Representative** refers to a person affiliated with your department (who is neither the Contact Person nor the Department Head) that staffs your Department’s table for the duration of Bull Market.
- **Walk-in** refers to a group that does not have a prior reservation. This includes groups that have not pre-paid.
- **Market Date** refers to any Wednesday (Bull Market Date) for which a Student Org has filed a Space Request form.
- **Market Site** refers to the physical location at which the market is held on Wednesdays.
- **Harsh Weather/Official Rain Day:** Any time that the Market Staff cancels a Market Date in light of weather forecasts that predicts weather conditions unfavorable to the running of the Market be it for the health, safety, or general well-being of the attendees.

Department Agreement Form

I, _____, Head of _____ have read and understand the Department Rules and Regulations for the Bull Market. I have designated _____ to act as the Contact Person for our Department and in signing this confirm that both parties have read, comprehend, and acknowledge that in signing this document, we agree to the following:

- ❖ That our Department must turn in a completed Department Contact and Information Card before we will be permitted to reserve a space on the Bull Market
- ❖ That our contact information is current, correct, and in use.
- ❖ That we are responsible for ensuring that all representatives from our department are aware of the Bull Market Rules and Regulations.
- ❖ That we will notify the Bull Market Staff of any changes to our staff or contact information
- ❖ That we must gain permission from the Market Management before we will be permitted to bring food onto the Market.
- ❖ That check-in for Departments is between 7:30 a.m. and 9:00 a.m.
- ❖ That the deadline for setting up at the Market Site is 12:00 p.m. (Noon)
- ❖ That only one Department may occupy a given space per Market Date
- ❖ That Departments must begin packing up at 4:00 p.m. at the latest.
- ❖ That Departments must have packed up and vacated the Market Site by 4:30 p.m.
- ❖ Lack of cooperation in any request made by Market Staff will result in a warning. Future incidents will result in restricted reservations.
- ❖ That unless otherwise specified, the Head of our Department will only be contacted if attempts to settle matters through the Contact Person have failed.
- ❖ That breaking any of the rules not mentioned on this sheet, but still mentioned in the Rules and Regulations packet can and will result in loss of Market privileges including probation from the Market.
- ❖ That if a rule is verbally passed on to me by Market staff, but does not appear in these rules and regulations, it is still a valid rule to be followed.

I understand that failure to comply with these rules will result in the loss of present and future market privileges for my department.

Department Head _____ **Signature** _____

Contact Person _____ **Signature** _____

Department _____ **Date** _____