

USF Bull Market

Vendor Rules and Regulations

MARKET REGISTRATION	1
LICENSE AND TAXES	2
FEES AND PRICING STRUCTURE	4
SET-UP (aka the day of the Market)	5
PARKING	5
MARKET POLICIES.....	6

MARKET REGISTRATION

- Vendors may request to reserve Market space by:
 - E-mailing us at **bullmarket@admin.usf.edu**
 - Calling the office at **(813) 974-5309**
 - Visiting the Bull Market office located in the Marshall Student Center, first floor, behind the Information Desk.
 - Please call for Office Hours
 - If all paperwork is turned in, you can request a space at <http://shop.usf.edu>
- In all cases please note which Staff Member you speak to in the event that a different person is in the office the next time you visit.
- First time vendors and Not for Profit Organizations (NPOs) must provide the following:
 - Completed Bull Market Vendor Card
 - Signed copy of Vendor Agreement Form (last page of this packet)
 - Applicable Licenses (See 'Licenses')
- Student vendors:
 - Must present a valid USF ID at the time of reservation
 - The business must be the student's own business - subcontracting for a commercial company does not constitute a student business.
 - Individual students, who are not business owners but wish to register for a garage sale see Student Garage Sales under 'Other Vendor Categories' (page 2)
- Traveling and Out of State Vendors
 - Out of State and Traveling Vendors must provide documentation that establish them as a legitimate business
 - See 'Licenses' for details
- All other vendors please refer to 'Licenses'.
- A Business or NPO will only be asked to fill out a new Vendor Card form in the event of
 - Change in contact information
 - Return from long-term absence
 - Market Staff revision of Vendor Registration forms
- Once a potential vendor has submitted all paperwork and fees, the vendor will be asked to confirm his/her start date with the staff.
 - Submitting paperwork and fees does not constitute as confirmation. Please confirm start date with Market staff.
 - Paperwork can be submitted at the Information Desk in the event that our office is not open.
- Vendors wishing to give out food or drink products must adhere to the rules outlined in the food policy

LICENSE AND TAXES

- In accordance with the law, all vendors must submit up-to-date copies of their licenses.
- Vendors who wish to set-up a booth for the purpose of selling a product must first obtain the following:
 - Florida Sales Tax Certificate
 - County Business License (issued by a county within the State of Florida)
 - City of Tampa Flea Market Vendor License
- Vendors who wish to advertise for their business, but are not selling a product, must submit:
 - Completed Bull Market Vendor Card
 - Signed copy of Vendor Agreement Form (last page of this packet)
 - Their county-issued business license (must be for county within the state of Florida).
 - Vendors who do not possess a county-issued business license are encouraged to obtain their license from either Hillsborough or their home county in Florida.
 - Applicable service licenses where required (i.e. legal assistance, car dealership,)
- Not-For-Profit Organizations (hereafter referred to as NPOs) must provide the following:
 - Completed Bull Market Vendor Card
 - Signed copy of Vendor Agreement Form (last page of this packet)
 - A copy of their IRS 501(c) 3 letter

Other Vendor Categories

- Walk Ins
 - Walk-ins who wish to attend the Bull Market will be required to provide the necessary licenses on the Market Date they wish to attend.
- Student Garage Sales (SGS)
 - Only open to current USF students who wish to have a garage sale
 - Must present valid USF Student ID card at registration
 - Restricted to two per semester
 - After second Market Date, SGS will be categorized as Student Vendor
 - Will then be required to obtain proper licenses (See ‘Student Vendors’)
- Food Vendors
 - May not sell food, but may give out samples after submitting the following:
 - Hotel and Restaurant License for restaurants, bars, etc.
 - Department of Agriculture license for prepared food vendors
 - Must adhere to the Bull Market Food Policy
- Direct Marketing /Independent Consultants (e.g. Avon, Mary Kay, etc) must provide:
 - Proof of taxes paid by home company only if they are selling their products at the Market
 - Proof of their affiliation with the parent company
- Apartment complexes must provide:
 - Non-Transient Apartment license issued by the Department of Business and Professional Regulation
- Businesses that deal in services (e.g. Banks, Barbers, Beauticians, LMTs, etc.) must provide:
 - Proper service licenses
- If your business does not possess the licenses mentioned in the Registration section, they may contact the offices listed below in order to obtain them:

<p><input type="checkbox"/> <u>Florida Sales Tax:</u> Contact: Brenda Olge or Rolinda R. Smoak Address: Tampa Service Center 6302 East Martin Luther King Blvd. Suite #100 Tampa, Florida 33619 Phone # (General): 800-352-3071/(850) 488-6800 Phone #(Tampa): (813)-744-6344/(813) 664-4061(Olge)/ (813)744-6571(Smoak) Website: http://www.myflorida.com/dor Email: Ogleb@dor.state.fl.us / SmoakR@dor.state.fl.us</p>
<p><input type="checkbox"/> <u>Hillsborough County Retail License =</u> Suggested Office: 9309 North Florida Avenue Tampa, Florida 33612 Mailing Address: Doug Belden Tax Collector P.O. Box 172920. Tampa, Florida 33602 Phone #: (813) 635-5200 Email: businesstax@hillstax.org Website: http://www.hillstax.org</p>
<p><input type="checkbox"/> <u>City of Tampa Flea Market Merchant License =</u> Contact: Lucia Mederos Address: City of Tampa Business Tax Division 2105 North Nebraska Ave., Ground Floor Tampa, Florida 33602 Phone #: (813) 274-8768/(813) 610-9126 Fax: (813) 274-8723 Website: http://www.tampagov.net and http://www.tampagov.net/dept_Business_Tax/ Email: lucia.mederos@tampagov.net Mailing Address: P.O. Box 2200 Tampa, Florida 33601-2200</p>
<p><input type="checkbox"/> <u>Florida Department of Business and Professional Regulation</u> Address: Department of Business and Professional Regulation 1940 North Monroe Street Tallahassee, FL 32399-1027 Phone #: (850)487-1395 Website: http://www.myflorida.com/dbpr/index.html and http://www.myflorida.com/dbpr/services.html Email: all.center@dbpr.state.fl.us</p>
<p><input type="checkbox"/> <u>Miscellaneous/Other Agencies to Know</u></p> <ul style="list-style-type: none"> • Department of Financial Services: www.fldfs.com • Department of Agriculture and Consumer Affairs: www.doacs.state.fl.us • Department of Health: www.doh.state.fl.us • Federal Trade Commission: http://www.ftc.gov/ • The Florida Bar: http://www.floridabar.org/tfb/flabarwe.nsf • Federal Communications Commission (FCC): http://www.fcc.gov/

Due to penalties associated with allowing delinquent businesses onto the Market, we ask that all new and returning vendors present photocopies of their renewed licenses starting July 1st. After October 1st, vendors who do not present renewed licenses will be asked to leave the Market.

FEES AND PRICING STRUCTURE

- Please keep payment receipts.
- Pre-payments refer to payments received by the reservation deadline designated by the Market Staff.
- Walk-in refers to payments received the day of the Market

- Spaces may be reserved either on a week-to-week, 4-week, or semester basis.
 - To secure the same space each week, reservations and payment must be completed in advance.
 - Space assignment will be issued upon arrival on Market day and is subject to change should an unforeseen situation occur.
 - Space with electricity will be issued *on a need basis only*, as determined by Market Management.

- “Walk-ins” (no prior reservation) are accepted on a space available basis starting at 9AM.
 - Walk-ins must provide their own tables and chairs.

- **All** payments/space reservations must be made through USF’s online store at <http://shop.usf.edu>
 - Select Bull Market from the list of stores
 - Select Vendor Registration
 - Provide required information
 - Your card will not be charged until your order has been verified by Market Staff
 - You will receive a receipt via e-mail
 - Questions? e-mail BullMarket@admin.usf.edu or phone (813) 974-5309

- Payment deadlines are as follows:
 - Pre payment must be received before 1:00 p.m. on the Tuesday before the Market
 - Payments received after 1:00 p.m. will be charged the Walk-In rate
 - Payments on the day of the Market must be received before 10:00 a.m.

- 4 Week Discount
 - Purchasing three (3) consecutive market dates entitles the vendor to the fourth consecutive market free of charge.
 - This plan constitutes a 25% discount on the price of the rental (as indicated below)

- Due to the payment drop structure of this institution, **Semester and 4 week plans may not be rolled over to the next semester.**
 - Please plan your payments accordingly.
 - The first and last market dates of the semester are planned in advance in accordance to the University of South Florida Academic Calendar

Spaces at the Bull Market are 10 feet by 10 feet				
Rental Fees are as Follows:	Prepaid	Walk-In	4 Week Deal (25% Saving)	Entire Fall 2009 Semester (Available 1st Week Only)
USF Student Organizations	FREE	N/A	N/A	N/A
Non-Profit Organizations	FREE	FREE	N/A	N/A
<i>Non-Student Vendors</i>	\$25	\$40	\$75	\$200
Student Vendors / Student Garage Sales	\$15	\$25	\$45	\$120
Departments	\$14.02	\$23.36	\$42.06	\$112.15
Cell Phone/Credit Card Companies	\$75	\$100	\$225	\$600
Electricity	\$5	\$5	N/A	N/A

SET-UP (aka the day of the Market)

- The Bull Market operates from 8 a.m. to 4 p.m. If you have scheduling conflicts with these times, please call **(813) 974-5309** and ask to speak with either the Market Manager or the Vendor Coordinator
- The official set-up time for Pre-Paid Vendors is *between 7:30a.m. and 9:00a.m.*
 - This applies only to vendors and NPOs that have pre-registered with the Market Staff.
 - Returning vendors who have not pre-paid 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** vendors and NPOs must check-in with the Bull Market Staff before setting up.
- Each Vendor and NPO registered for the Market will be assigned a space.
 - Vendors or NPOs 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.
 - Vendors are provided 1 table and 4 chairs as part of their reservation fee
 - Vendors are permitted to bring additional tables, but must remain within their assigned 10'x 10' space
 - Tents must be free-standing and/or weighted. No staking is allowed
- Vendors 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 vendor to move if the vendor has not verified his or her market space with the staff.

Access to Market

- The Market takes place on the patio area on the South side of the Marshall Student Center
 - The Load/Unload area at the end of Cedar Drive (North East side of the Marshall Center) can be utilized by market participants.
 - This area can only be utilized for unloading during set-up time: 7:30a.m.-9:00a.m.
 - After unloading vendors must relocate to a Visitor Lot, See 'Parking' below
 - To reduce the congestion, vendors are asked to unload, park in the designated lot, THEN, set up merchandise
 - All vehicular traffic MUST vacate the unloading area by 9:00 a.m.

PARKING

- Parking at the University of South Florida campus is by permit only
- Vendors may obtain a parking permit at either the Campus Information Center, located at the main USF entrance on Leroy Collins Blvd. or at a Permit Vending machine (MasterCard or Visa only).
- The daily pass is \$5.00
- Vendors who intend to set-up at the Market for more than a month may also consider:
 - Semester pass (\$128)
 - Annual pass (\$255)
- When Parking your car for the day, please be aware of the following policies:
 - While vendors may use the Northeast Load/Unload Zone between 7:30 am and 9:00 a.m., we ask that vendors be courteous to others and keep their time in the area limited to fifteen minutes.
 - Though there are Permit Vending Machines near the Market's location, they are subject to change. It is better to have your parking permit before coming to the Market location
 - Passes must be properly displayed on your vehicle
 - All non-student vendors must park in designated Visitor parking lots. Locations near the Marshall Center include: Lot 3 (please pay attention to signs as **Lot 3A** is a staff lot) or the Crescent Hill Garage (Levels: 1-4)

- Vendors with trailers must park in Lot 43
- We recommend that Vendors with high-top vehicles park in Lot 3 as opposed to the Crescent Hill Garage
- Parking in a staff, resident, or commuter parking lot by any non-student vendor may result in a fine
- Parking passes do not include metered spaces
- Student vendors may park wherever student parking has been designated by Parking Services
- The Bull Market is not responsible for parking fees/fines
- Vendors who need to leave before 4:00 p.m. must coordinate with Market Staff

MARKET POLICIES

- In order to promote variety, the Market staff reserves the right to limit the number of vendors that sell/promote similar products (e.g. T-shirts, jewelry, hats, sunglasses, financial advisors, banks, shoes, etc.) regardless of type
 - Example:** Regardless of whether one vendor sells urban wear and another sells semi-formal wear, if both sell T-shirts and we have reached our quota, no more vendors selling T-shirts will be allowed
 - Vendors who wish to change the nature/merchandise of their business (i.e. a T-shirt vendor now wishes to sell sunglasses or a bank that now wishes to open credit card accounts) must notify the Market staff
- The Market Staff reserves the right to prohibit the selling of any items or services or distribution of promotional materials
- USF Policy Prohibits:
 - The sale of: weapons, fireworks, animals, diet aid products, nutritional supplements, natural or artificial stimulants, drug paraphernalia, counterfeit items, all burned CD's, DVDs, and games, or pornographic items
 - The promotion or sale of alcoholic beverages or tobacco products. This includes promotions of free alcoholic beverages
- University contracts restrictions:
 - The USF Bookstore is the exclusive seller of all required, recommended or suggested course materials and tools, including books, course packs, computer software, and materials published or distributed electronically, or sold over the internet.
 - The USF Bookstore is USF's exclusive "on campus" and internet seller of other items typically sold in college bookstores, such as books in addition to those described above, educational supplies, notebooks, stationary, desk and room accessories, gift items, class and alumni rings and jewelry, and clothing, including any and all such items bearing a USF emblem, logo, insignia or other identifying mark.
 - All beverages, whether sold or otherwise distributed, must be Coca-Cola products
 - Please contact the office a week in advance if you feel your product may fall under the prohibited list
- Vendors are required to have a refund/exchange policy displayed within their space at all times. The sign is to clearly state the refund or exchange policy
- Vendors are responsible for cleaning up their own spaces, leaving their areas free of all trash
- Please do not share spaces with another vendor, NPOs, Student Organization, or Department. Doing so may result in loss of market privileges
- Nothing may be hung from trees or placed inside planters
- Amplified sound is allowed on the Market only with prior approval by the Market Staff. Acceptable volume levels will be determined by Market Staff. Compliance with a request to lower volume is mandatory
- Vendors who violate Market Policies and Procedures may lose Market privileges at the Market Management's discretion

- Vendors and visitors are subject to the codes of conduct as outlined in the University of South Florida's Student Handbook
- The decisions made by the Market Management are final

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 vendors and NPOs as to whether or not the weather is considered severe enough to warrant cancellation.
- Rain checks are only issued if the market is cancelled by Market staff.
- Rain checks are not issued after 12:00 p.m. as this is beyond the half way point of the Market day.
- 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, groups 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 vendors leaving 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 vendor when requesting a rain check)
 - In order to receive a rain check, a vendor's vehicle(s) and all goods must be completely off the Market **BEFORE** noon. Any vendors 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 9AM 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 vendor notifies Market staff of the cancellation by 9 a.m. on the day of the Market
 - Reservations will be transferred to the next unpaid market (As specified by the Vendor when the rain check is made)
 - Vendors 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 rental is forfeited. Two 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 rental 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

- **Vendor** refers to any person or group that is not affiliated with the University (see Student Organization and Department) who wishes to reserve a space on the Market for the purpose of promoting or selling their product/service.
- **Student Vendor** refers to any USF student who falls under the Vendor category. Must be the owner of the business in question.
- **Not – For – Profit Organization (NPO)** refers to 501(c) 3 tax exempt organizations.
- **Contact Person:** The contact person is the business owner or individual appointed by the business owner to handle the business/NPO's Bull Market registration process

- **Employees and Representatives:** An employee/representative is any person other than the Contact Person appointed to staff the business/NPO's booth. In the event that an employee is sent to staff a business/NPO's booth:
 - The Contact Person is responsible for notifying the Market Staff with regards to who will be physically present at the booth
 - The Contact Person is also responsible for ensuring that all employees/representatives are aware of the Market Rules and Regulations.
- **Student Organization** (also referred to as Student Orgs or Groups) refers to any organization affiliated and in good standing with the University of South Florida that can be found on the Student Organization or Office of Sororities and Fraternities roster, receives funding from SGA, and is not a Department, outside vendor, outside Non-Profit (NPO), or individual student.
- **Department** refers to any organization affiliated with the University of South Florida that either holds the designation of department and is *not* a Student Organization, sorority, fraternity, outside vendor, outside Not-for-Profit (NPO), or individual student.
 - Includes areas of the University designated as "School of" or "College of".
- **Student Garage Sale** refers to an individual, legitimate USF Student who wishes to reserve a space on the Market in order to have a garage sale (i.e. cleaning out closet/garage/storage). Students who are starting up a business fall under the Student Vendor category.
- **USF Student** refers to a person who is currently enrolled at least part-time at the University of South Florida.
- **Market Date** refers to any Wednesday during which the Bull Market is held
- **Market Staff** refers to those who handle the day to day operation of the Bull Market including registration, payments, and regulation making.
- **Market Site** refers to the physical location of the Market
- **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.
 - May also be called in the event of weather conditions the Staff feel would result in little to no business for attending groups.
- **Personal Rain Check:** Anytime a group cancels their Market reservation due to weather conditions, but in the absence of an officially declared Partial or Inclement Weather Day. A maximum of 4 per semester may be used to roll over to another Market Date.
- **Partial Weather Day:** Any time where weather conditions are such that the Market goes on as planned, but the Staff can understand that individuals may not be able to set up.

Indemnification

Vendor agrees to indemnify and hold harmless, assume liability for and defend, the State of Florida, the Florida Board of Education, the University of South Florida, the University of South Florida Board of Trustees and their officers, employees, and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of Licensee or Licensee's officers, employees, agents, guests, patrons, licensees, invitees or contractors in connection with or related to their operations, activities, occupancy or use of the premises.

Vendor Agreement Form

I, _____, by signing this document do agree to the rules and regulations set forth by the Bull Market and understand the following:

- My reservation will not be considered complete until I turn in a filled out Vendor Card form and photo copies of my business licenses. My space will not be assigned to me until I pay for it.
- My space is not permanent unless I pay for it in advance
- I must provide an IRS issued 501 (c) letter in order to qualify as a Not for Profit Organization.
- I must arrive to the Market before 9am in order to have my reserved Space
- My space is mine only so long as I consistently attend the Market. I will lose my spot if I am absent for more than two (2) Market Dates and do not inform the Staff of when/if I will return.
- My reservation is null and void if it is handed in to anyone other than a Bull Market staff member or Denise Darby
- If I, the above signed, fill out the registration forms to set-up a booth at the Bull Market, but send another person to act as representative of my business/organization, I am responsible for ensuring that my representative knows and follows all Market Rules and Regulations
- If I am going to be absent, I must notify the Market staff in order to avoid loss of Market privileges.
- If I am absent for more than two markets and then return, I must ask the Market Staff if the space I occupied prior to my absence is still available.
- Space location is based on what product I sell, whether or not I require electricity, and availability—the Staff will not change my space just because I do not like it.
- I am not allowed to hand out food items unless they have been approved by the Market Staff
- I am not allowed to sell food, only hand out samples.
- Any food items I bring to hand out must be prepared and packaged at my shop prior to being brought to the Market.
- All beverages must be Coca-Cola products; this includes Dasani or Evian water, Rock Star or Full-Throttle energy drinks, PowerAde, Minute Maid juices, and Nestea products.
- Payments do not roll over from one semester to the next
- The Bull Market cannot help in the event that I am ticketed by USF Parking and Transportation Services
- Breaking any of the rules not mentioned on this sheet, but mentioned in the Rules and Regulations packet can and will result in loss of Market privileges including expulsion from the Market.
- If a rule is orally issued or written and passed on to me by Market staff, but does not appear in these rules and regulations, it is still a valid rule to follow.

Signature _____ Print Name _____

Name of Company or Organization _____

Date _____