**Registration & Payment**

- Before requesting a market reservation, please ensure that all required licenses and paperwork have been turned in to our office.
- All payments 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.
- You will receive a receipt via email.
- Reservations and payment must be submitted before 1:00 p.m. on the Monday 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 a confirmation notice from our office.
- Please contact us with any questions: email bullmarket@usf.edu or call (813) 974-5309.

**Day of the Market Setup and Policies**

- The Bull Market operates from 9:00 a.m. to 4:00 p.m.
- The official set-up time for pre-paid vendors is 8:30 a.m.
- Returning vendors who have not pre-registered will be treated as walk-ins.
- All vendors must check-in with the Bull Market staff before setting up.
- Vendors are provided one table and up to four chairs as part of their reservation fee.
- The spaces provided are on a first come first serve basis, please come early to secure a desirable space.
- Vendors are permitted to bring additional tables, but must remain within their assigned 10’x 10’ space.
- After 12:00 p.m., any customer of the market may move to any table they please.
- If you intend to bring a tent you must specify during registration.
- Tents must be free-standing and or weighted. No staking is allowed.
- Vendors 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 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.
- We ask that all vendors make an effort to keep their spaces neat and clean at all times.
- Vendors are not allowed to share their table, chairs, or spaces with another vendor, student organization, or department.
- Market spaces must be supervised at all times during market hours.
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, 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) 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, give-away, or advertisement 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 or advertisements promoting alcohol sales at an establishment

University Contract 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, 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 not be a competitor of 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, not-for-profit organization, 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 polices and procedures may lose market privileges at the market staff’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.

SALE and/or DISTRIBUTION OF PRODUCTS

- Food sales are limited to certain items and must adhere to our food policy.
- Give-away beverages are restricted to Coca-Cola where applicable, which include:
  - Water (Dasani/Evian)
  - Sports drinks (Powerade)
  - Juices (Minute Maid)
  - Energy drinks (Rock Star/Full Throttle)
  - Soda (Coca-Cola Brand Beverages)
- Vendor give-aways 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 staff.
- If you are 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@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.
Licenses & Other Information

• In accordance with the law, all vendors must submit up-to-date copies of their licenses.
• Due to penalties associated with allowing delinquent businesses onto the market, we ask that all new and returning vendors keep their licensing information renewed and up to date with us.

Vendors who wish to set-up a booth for the purpose of selling a product must first submit one of the following:

• County Business License (issued by a county within the State of Florida)
  or
• City of Tampa Flea Market Vendor License

Vendors who wish to advertise for their business, but are not selling a product, one of the following:

• Their county-issued business license (must be for county within the state of Florida) or
• Applicable service licenses where required (i.e. legal assistance, car dealership,)

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.

Other Vendor Categories

Walk Ins

• A vendor who registers after 1:00 pm on the Tuesday prior to the desired market date
• 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

• 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

Student Vendors

• Must present a valid USF ID to the Bull Market office before registering for a market date
• The business must be the student’s own business (subcontracting for a commercial company does not constitute a student business)

Food Vendors

• Food sales must first be approved by Market Staff. However, participants may give food away to students for free as long as the food items adhere to health and safety regulations set by the university.

Direct Marketing /Independent Consultants (e.g. Avon, Mary Kay, etc)

• 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
Not-For-Profit Organizations

Only those groups which possess a 501(c)(3) letter will be allowed to register as a not-for-profit organization. All others must register as a normal vendor in order to participate. 501(c)(3) exemptions apply to corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational purposes, to foster national or international amateur sports competition, promote the arts, or for the prevention of cruelty to children or animals.

If your business does not possess the license required for registration, they may contact the offices listed below to obtain them:

<table>
<thead>
<tr>
<th>Florida Sales Tax</th>
<th>Hillsborough County Retail License</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td><strong>Suggested Office</strong></td>
</tr>
<tr>
<td>Tampa Service Center</td>
<td>2506 N. Faulkenburg Rd.</td>
</tr>
<tr>
<td>6302 East Martin Luther King Blvd.</td>
<td>Tampa, Florida 33619</td>
</tr>
<tr>
<td>Suite #100 Tampa, Florida 33619</td>
<td><strong>Mailing Address</strong></td>
</tr>
<tr>
<td><strong>Phone #</strong> (General): 800-352-3671</td>
<td>Doug Belden</td>
</tr>
<tr>
<td><strong>Phone #</strong> (Tampa): (813)-744-6590</td>
<td>Tax Collector</td>
</tr>
<tr>
<td><strong>Website</strong> <a href="http://www.myflorida.com/dor">http://www.myflorida.com/dor</a></td>
<td>P.O. Box 172920.</td>
</tr>
<tr>
<td></td>
<td>Tampa, Florida 33602</td>
</tr>
<tr>
<td></td>
<td><strong>Phone #</strong> (813) 635-5200</td>
</tr>
<tr>
<td></td>
<td><strong>Email</strong> <a href="mailto:businesses@hillstax.org">businesses@hillstax.org</a></td>
</tr>
<tr>
<td></td>
<td><strong>Website</strong> <a href="http://www.hillstax.org">http://www.hillstax.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Tampa Flea Market Merchant License</th>
<th>Florida Department of Business and Professional Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong> Jake Slater</td>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Department of Business and Professional Regulation</td>
</tr>
<tr>
<td>City of Tampa Business Tax Division</td>
<td>1940 North Monroe Street</td>
</tr>
<tr>
<td>2105 N Nebraska Ave</td>
<td>Tallahassee, FL 32399-1027</td>
</tr>
<tr>
<td>Tampa, Florida 33602</td>
<td><strong>Phone #</strong> 866-532-1440 or 850-487-1395</td>
</tr>
<tr>
<td><strong>Phone #</strong> (813) 274-8751</td>
<td><strong>Website</strong> <a href="http://www.myfloridalicense.com">http://www.myfloridalicense.com</a></td>
</tr>
<tr>
<td><strong>Fax</strong> (813) 274-8723</td>
<td><strong>Email</strong> <a href="mailto:call.center@dbpr.state.fl.us">call.center@dbpr.state.fl.us</a></td>
</tr>
<tr>
<td><strong>Website:</strong> <a href="http://www.tampagov.net/dept_business_tax/">http://www.tampagov.net/dept_business_tax/</a></td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous/Other Agencies to Know**

- Department of Financial Services [www.myfloridacfo.com](http://www.myfloridacfo.com)
- Department of Agriculture and Consumer Affairs [www.freshfromflorida.com](http://www.freshfromflorida.com)
- Department of Health [www.doh.state.fl.us](http://www.doh.state.fl.us)
- Federal Trade Commission [www.ftc.gov](http://www.ftc.gov)
- The Florida Bar [www.floridabar.org/tfb/flabarwe.nsf](http://www.floridabar.org/tfb/flabarwe.nsf)
- Federal Communications Commission [www.fcc.gov](http://www.fcc.gov)
Access to Market
- The market takes place on the plaza 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 between 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 also 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 located in parking garages or other campus parking lots (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 the options from USF Parking and Transportation Services:
- Semester pass
- Annual pass
- Vendor pass

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 a.m. and 9:00 a.m., we ask that vendors be courteous to others and keep their time in the area limited to fifteen minutes.
- 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 Parking Garage.
- 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.
- The Bull Market is not responsible for parking fees/fines.

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 the 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.
FEES AND PRICING STRUCTURE
• Please keep any payment receipts received, this is your proof of registration.
• 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 purchased for either on a week-to-week, 4-week, or semester basis.
• “Walk-ins” (no prior reservation) are accepted on a space available basis
• All payments/space reservations must be made through USF’s online store at msc.usf.edu/bullmarket
• 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 email.
• Questions? Email bullmarket@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 the deadline will be charged the walk-in rate.

4 Week Discount
• This plan constitutes a 25% discount on the price of the rental (as indicated below).

Semester Discount
• Semester discount purchases may only be made before the first market date of the semester.
• The first and last market dates of the semester are planned in advance in accordance to the University of South Florida Academic Calendar.

<table>
<thead>
<tr>
<th>Rental Fees are as follows:</th>
<th>Prepaid</th>
<th>Walk-In</th>
<th>4 Week Deal (25% Savings)</th>
<th>Entire Semester (Available Before 1st Week Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Student Vendors</td>
<td>$27</td>
<td>$37</td>
<td>$81</td>
<td>$297</td>
</tr>
<tr>
<td>Student Vendors /</td>
<td>$17</td>
<td>$27</td>
<td>$51</td>
<td>$170</td>
</tr>
<tr>
<td>Student Garage Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 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, vendors 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 qualify 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 vendor 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).