



Phone: (813) 974-5309
E-mail: bullmarket@usf.edu
University of South Florida

Vendor Rules & Regulations

Eligibility

In accordance with the law, all vendors must submit up-to-date copies of appropriate licenses. All new and returning vendors must keep licensing renewed and up-to-date. It is the responsibility of the vendor to ensure the Bull Market staff has received copies of license renewals in order to continue to participate in Bull Market.

Vendors who wish to reserve 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, must first submit one of the following:

- County Business License (issued by a county within the State of Florida) or
- Applicable Service License (e.g. legal assistance, car dealership)

Vendors who do not possess a county-issued business license are encouraged to obtain their license from Hillsborough County or their home county in Florida.

Vendor Categories

Student Vendors

- Must present a valid USF ID to the Bull Market staff before registering for a market date
- County Business License, City of Tampa Flea Market Vendor License, and/or Applicable Service License must be submitted
- The business must be the student's own business (subcontracting for a commercial company does not constitute a student business)

Food Vendors

- The Bull Market staff must approve any food sales.
- Vendors 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.)

- Must provide proof of taxes paid by home company only if they are selling their products at Bull Market
- Must provide proof of their affiliation with the parent company
- County Business License, City of Tampa Flea Market Vendor License, and/or Applicable Service License may also be required

Bull Market Rules & Regulations

The Bull Market staff reserves the right to prohibit the selling of any items or services, as well as the distribution of promotional materials. Vendors and visitors are subject to the codes of conduct as outlined in the University of South Florida’s Student Handbook. Decisions made by the market management are final.

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, and pornographic items.
- The promotion or sale of alcoholic beverages, tobacco products, and 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, 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, stationery, desk and room accessories, gift items, class/alumni rings and jewelry, and clothing, including any and all 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 Bull Market office a week in advance if you feel your product may fall under the prohibited list.**
- Vendors who violate Market and procedures may lose Market privileges at the Bull Market staff’s discretion.

Sale and/or Distribution of Products

- Food sales are limited to certain items and must adhere to our food rules and regulations.
- 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 giveaways must comply with Hillsborough County Health Regulations.
- If you are unsure whether or not the activity you 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 within five days of the Market date.

Animals

- If an organization brings an animal to the Bull Market, said animal must be part of a specialized entity to which the organization has collaborated up with. Said entities would be organizations whose members are professionally trained to handle the animals, such as a local shelter or the Humane Society. Bull Market staff must be made aware of this collaboration in advance. Additionally, each entity must register for the Market separately. Animals must be leashed or contained at all times, and supervised by an individual from said professional facility.
- Vendors are not allowed to bring personal pets to the Bull Market. Service animals are permitted.
- Any animal that is not a service animal, nor affiliated with an approved professional organization, will not be permitted at the Bull Market. Owners will be asked to remove the animal. The owner will be permitted to remain after the animal has been removed.

Fee & Pricing Structure

	Single Day	4-Week Deal	Semester Deal
Vendors	\$50	\$172	\$540
Student Vendors	\$30	\$60	\$200

4-Week Deal

- This plan constitutes a discount on the price of the rental.
- The discount only applies to four consecutive bookings for Bull Market.

Semester Discount

- The first and last Market dates for the semester are planned in accordance with the University of South Florida academic calendar.
- Those who choose to purchase a semester deal after the first Bull Market of the semester will not be refunded for the Bull Markets already missed.

Reservation Timeline

Bull Market reservations open 13 days prior to the Market date. So, for example:

If your desired date for participation in Bull Market were on Wednesday, October 2nd, you would need to be prepared to register as early as Thursday, September 19 when the reservation portal opens for that date.

The deadline for registration and payment is 1:00pm on the Monday of the week of the desired Bull Market date. So, for example:

- For the desired Bull Market date of Wednesday, August 28, you would need to register and make payment no later than 1:00pm on Monday, August 26.
- Registering by the aforementioned deadline does not guarantee you will receive a space, as Bull Market frequently sells out. The earlier you register and submit payment, the better.
- In the event that we are not able to accommodate your reservation request, you will receive notification that your request has been denied and your credit card will not be charged.

Registration & Payment

Before requesting a Bull Market reservation, please ensure that all required licenses and paperwork have been turned into our office. Scanned/e-mailed and faxed copies of required licenses are acceptable.

- Visit <http://shop.usf.edu>
- Select "Bull Market" from the list of available stores.
- Select "Vendor Registration" and provide the required information.
- You will receive an *initial* e-mail acknowledging your request at the time of sign-up. **Please note that the first e-mail is not a confirmation e-mail that reflects you have a reserved space at the requested Bull Market.**
- Once your request has been processed and the Bull Market team has verified your information is correct and required licenses have been provided, you will receive a *second* e-mail to confirm that your reservation request has been approved and your space is reserved.
- Your card will not be charged until your request has been verified and processed by the Bull Market staff.
- Please keep any payment receipts received, as this is your proof of a confirmed reservation.

Cancellation

- Vendors who cancel after 1:00pm on the Monday of the week of their scheduled Bull Market reservation will not receive a refund for that Bull Market. Payment cannot be used as credit for another week.

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.

Rain/Severe Weather

- In the event of rain or inclement weather, the Bull Market staff will decide the morning of the Market in question if the weather is severe enough to warrant cancellation.
- Please note that the “threat of rain” does not constitute an automatic rain check / Market cancellation on our behalf.
- In the event of a Bull Market cancellation, every effort will be made to notify those who have registered ahead of time. You should also plan to call the Bull Market office at (813) 974-5309 to confirm if the Market will take place or not.
- If a Bull Market is cancelled before it ever starts due to rain or severe weather, you will be given the opportunity to reschedule for a future date, and payment that has already been received will be applied to that future date.
- In the event that it begins to rain during a Bull Market that has already started, day of rainchecks will be issued to those who choose to leave the market before 12:00 PM and who have notified the Bull Market staff of their plans. In order to receive a raincheck, all goods must be removed from the market BEFORE noon (12 PM).
- Market Management has full authority to cancel the Market for any reason, at any time (e.g. inclement weather, security reasons).

Access to the 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 (northeast side of the Marshall Center) can be utilized by market participants.
- This area can only be utilized for unloading between 8:00a.m.-10:00a.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 10:00 a.m.

Parking

- Vendors must 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).
- Please check with USF parking regarding daily rates: www.usf.edu/parking

When parking your car for the day, please be aware of the following rules and regulations:

- While vendors may use the northeast side of the MSC to load/unload zone between 8:00a.m. and 10:00 a.m., we ask that vendors be courteous to others and keep their time in the area limited to fifteen minutes.
- Parking permits 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.

Day of Market Information

- Vendors and visitors are subject to the codes of conduct as outlined in the University of South Florida’s Student Handbook.
- Decisions made by the Bull Market staff and management are final.
- The Bull Market operates from 9:00 AM to 2:00pm.
- The official set-up time for pre-paid vendors is 8:30am.
- All vendors must check-in with the Bull Market staff before setting up.

- If your business does not sign-in and set-up by 10:00am, you are no longer guaranteed a spot.
- Each vendor registered is provided one table and up to two chairs as part of their reservation fee.
- The spaces provided are assigned on a first come, first served basis, so please come on-time to secure a desirable space
- **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 permitted to bring additional tables, but must remain within their assigned space.
- If you intend to bring a tent, you must specify during registration. Tents must be weighted down. Staking is not allowed.
- Nothing may be hung from trees or placed inside planters. (Nothing can be staked into the ground)
- Vendors who set up without the knowledge or consent of the Bull Market staff or occupy a space not assigned to them will be asked to leave.
- 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.
- All vendors are asked to keep their spaces neat and clean at all times. Vendors must clean up their space after the Market has concluded.
- If your space requires any items that will create a mess (e.g. paint, shaving cream, colored liquids) you must perform the event within the grassy area and have a tarp laid out. If you plan to do an event that may fall under this, you must contact the Bull Market staff ahead of time for approval first.
- Vendors are not allowed to share their table, chairs, or spaces with another vendor, student organization, or department. *Exceptions will be made on a case-by-case basis (e.g. co-sponsoring events). Please contact the Bull Market staff for more information.*
- The Bull Market staff must approve amplified sound and the use of generators/electricity. Acceptable volume levels will be determined by the Bull Market staff.

