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University of South Florida

## Non-Profit Rules & Regulations

### 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. Non-Profits 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.**
- Non-Profits 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).
- Non-profit 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](mailto: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.
- Non-Profits 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.

## Dunk Tank Rules and Regulations

You must submit the following information to Bull Market Staff:

***(Must be submitted no later than 10 business days before the event)***

- Name and contact information for the company you are renting the Dunk Tank from.
- Copy of the company's Certificate of Liability Insurance.
- Tank dimensions
- The organization must bring their own hose in order to fill their tank.
- The dunk tank itself must be oriented so that the ball is being thrown from East to West. This allows for a "throw lane", which must be oriented in a matter to eliminate potential injuries.
- People entering the Dunk Tank must sign a liability waiver: The approved liability waiver can be found at: <http://generalcounsel.usf.edu/client-resouces/pdfs/release-liability-waiver.pdf>
- You can find more information at [usf.edu/bullmarket](http://usf.edu/bullmarket)

## Reservation Timeline

Bull Market reservations open two weeks prior to the Market date. So, for example:

- If your desired date for participation in Bull Market were on Wednesday, August 28, you would need to be prepared to register as early as Wednesday, August 14 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 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, 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.

## 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.
- 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, Non-Profits must relocate to a visitor lot. See "Parking" below.
- To reduce the congestion, Non-Profits 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

- Non-Profits 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](http://www.usf.edu/parking)

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

- While Non-Profits may use the northeast side of the MSC to load/unload zone between 8:00a.m. and 10:00 a.m., we ask that Non-Profits 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-students 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.
- Non-Profits with trailers must park in Lot 43.
- We recommend that Non-Profits 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

- Non-Profits 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 is 8:30am.
- All Non-Profits 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
- Non-Profits 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)
- Non-Profits 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 Non-Profit to move if the Non-Profit has not verified his or her Market space with the staff.
- All Non-Profits are asked to keep their spaces neat and clean at all times. Non-Profits 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.
- Non-Profits 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.

