



Phone: (813) 974-5309  
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University of South Florida

## Student Organization 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. Student organizations 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 to be 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.**
- Student organizations who violate Market and procedures may lose Market privileges at the Bull Market staff's discretion.

#### Sale and/or Distribution of Products

- Student Organization bake sales or giveaways are limited to items that are pre-packaged and must adhere to our food rules and regulations as well as comply with Hillsborough County Health 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).
- 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.

- Student organizations 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 Policy

- 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 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 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.

### Registration

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 "Student Organization 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, you will receive a *second* e-mail to confirm that your reservation request has been approved and your space is reserved.
- Please keep any receipts received, as this is your proof of a confirmed reservation.

### Cancellation

- Student Organization must notify the Bull Market Staff of any plan of cancellation to avoid being issued a STRIKE on the Bull Market day. For student organizations who register, but fail to attend the Bull Market and properly sign-in, a STRIKE will be issued. If an organization reaches TWO strikes within a semester, their Bull Market privileges will be revoked for the remainder of that semester.

## 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 have to re-register for the next Bull Market.
- Market Management has full authority to cancel the Market for any reason, at any time (e.g. inclement weather, security reasons).

## Day of Market Information

- Student organizations 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 student organizations is 8:30am.
- All student organizations must check-in with the Bull Market staff before setting up.
- If your organization does not sign-in and set-up by 10:00am, you are no longer guaranteed a spot. For student organizations who register, but fail to attend the Bull Market and properly sign-in, a STRIKE will be issued. If an organization reaches TWO strikes within a semester, their Bull Market privileges will be revoked for the remainder of that semester.
- Each organization registered is provided one table and up to two chairs as part of their reservation.
- The spaces provided are assigned on a first come, first served basis, so please come on-time to secure a desirable space.
- After 10:30 A.M., walk-ins may report to the sign-in table and ask to use a space, table, and chairs that were being held in reserve for a group that did not show up.
- Student organizations may only use the walk-in method ONCE per semester. It is the desire of the Bull Market staff to be accommodating and ensure that the Bull Market reflects a diversity of organizations. However, it is important that all who wish to attend adhere to the proper procedures for registering for the market, as outlined in the "Registration" section of this document.
- Student organizations 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)
- Student organizations 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 student organization to move if the student organization has not verified his or her Market space with the staff.
- All student organizations are asked to keep their spaces neat and clean at all times. Student organizations 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.

- Student organizations 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.

