

Union House Guidelines

VENDORS

Number: 6.8.1.11

Use of Information/Vendor Tables

University departments and student organizations are responsible for any activity at their sponsored table(s) including vendor sales and/or conduct. Failure to adhere to policy may result in department/student organization being blocked from future scheduling of vendor/information tables.

The Union recognizes three types of table uses in the facility:

1. Information Tables: Literature available for passers-by to pick up from table
2. Vendor Tables: Sales by outside groups that are sponsored by a University organization or department for fund-raising purposes
3. Conference Vendor Tables: Vendors attached to conferences that target specific audiences

UNIVERSITY VENDOR/SOLICITATION REGULATIONS:

- The Union assesses a standard fee based on table usage.
- Fees for table space must be paid at time of reservation, unless otherwise arranged by Union Programs Office.
- Requests by student organizations for table space must include a completed solicitation form available from the Student Activities & Organizations office.
- Student organizations and University departments may request the use of a table in the Union. All requests must be submitted to the Union Programs office for approval. Table reservations can be turned in to the Union Programs office beginning ten (10) business days prior to the first day of class.
- A maximum of two chairs per table is allowed.
- In accordance with the University's solicitation policy, persons manning the table are to remain behind it.
- For safety reasons, the Union restricts the number of tables in public areas and hallways. Activity shall not disrupt flow of traffic.
- Literature may be placed on the table for passersby to take at their discretion; it cannot be handed directly to the individual unless the individual requests the literature.
- All materials belonging to the organization or persons manning the table must be placed on or under the table.
- Tables are not available to student organizations during dead week and finals week.
- Each student organization/university department is responsible for any damage or theft of Union equipment occurring during the use of the same. The user will be assessed repair or replacement costs.
- Any signs or banners used at the table may be hung from the front of the table or placed behind the table. Large floor displays are not appropriate for use at a solicitation table. For additional space, other locations are available through Scheduling Services for a fee. No signs or banners may be affixed to walls or other surfaces
- All material written in a foreign language must first be translated into English, approved by International Studies & Programs and filed with the Student Activities & Organization's office in advance of distribution
- An information table can be reserved for a maximum of five (5) three-day periods per semester. Any additional requests for table space should be submitted for approval five (5) business days in advance and are contingent upon space availability.
- All sales and/or solicitations must be in compliance with the University solicitation policy.
- Sales and/or solicitations by student organizations or outside vendors may not exceed three (3) sales per semester for a maximum of three (3) consecutive days. Any additional requests for table space should be submitted for approval by the Union Programs office at least five (5) business days in advance and are contingent upon space availability.
- No student organization or department may sponsor more than three (3) sales per semester in the Union. Student organizations may sponsor or conduct a sale for a maximum of three (3) consecutive business days.
- The Student Government Association is guaranteed a table at any time at the southeast corner of the One O'Clock Lounge (Syndicate Table #3) at priority over other vendors or student organizations. The Student

Government Association will follow house guidelines in order to reserve use of their permanent table or any additional tables. The request for table space must be made at least 48 hours in advance of the requested date.

- Tables for political candidates are not allowed unless sponsored by a campus organization or department.
- Direct sale of food products and beverages by individuals, groups or companies not affiliated with the University of North Texas or such groups sponsored by a recognized University organization, without prior approval, is prohibited
- University policy provides that no item can be sold that is offered for sale by any University agency or contractual agency unless approval is given by that agency; including university logoed gear, food or beverages.
- No apparel sold by outside vendors may have other university's logos, especially UNT logos.
- Soliciting and vending of beauty products (e.g. Makeup or perfume products) is allowed in closed, sealed packages only. No sampling or open products allowed.
- The use of audio equipment or amplified sound must be approved by the Union Programs office prior to use. Designated areas with electrical outlets are available. Sound may not exceed 80 decibels
- A table fee will be assessed to departments and organizations sponsoring, or co-sponsoring an outside vendor, for the purpose of fund raising (Example: T-shirt sales, phone companies, jewelry sales, etc.). No fee will be assessed for information tables or fund raising activities in which the organization or department has created the item or service for sale.

For more information on vending and solicitation policies, please see:

- House Guidelines: http://www.unt.edu/union/about_us/house_guidelines.html
- University Solicitation Policies: http://www.unt.edu/policy/UNT_Policy/volume2/10_13.html

LEVEL 1

