

POLICY FOR THE SALE OF NON-FOOD ITEMS ON CAMPUS

I. General Guidelines

- A. Five non-food items of a different type may be sold on a one time basis on campus (ie., silver or gold jewelry, posters, craft items, etc.). No merchandise, according to University policy (210.4), may be in conflict with items sold in the Bronco Bookstore or have the University logo imprinted on the items.
- B. Each campus organization/department may sell goods up to one week per quarter.
- C. Campus sales may be held in the Quad (south side) or in the University Park. Requests for sales in other areas of campus will be considered as exceptions to this policy and may be made with the Director of Student Life at least five days prior to the sale.

II. Vendor Sales with Chartered Student Organizations

- A. Off-campus vendors may sell goods and services on campus through the sponsorship of a chartered student organization.
 - 1. The student organization must receive a minimum of 15% of the profit.
 - 2. A member of the student organization must be present while the sale is taking place.
 - 3. Vendor/student sale may take place one week per quarter per student organization.
 - 4. A vendor contract must be included and returned with the completed copy of the Scheduled Event form.
- B. All contracts with vendors are subject to approval of the Director of Student Life and the Vice President for Administrative Affairs and should include the following:
 - 1. Dates and times of sales
 - 2. Percentage of profits received by student group
 - 3. Name, address, telephone number of vendor
 - 4. Name, address, telephone number of principle student contact
 - 5. Specific item(s) to be sold

6. Statement of no conflict with Bronco Bookstore
7. Cancellation and "Act of God" clauses
8. Agreement that all publicity will include name of student organization
9. Specific number of times vendor may be on campus
10. Student organization responsibilities
11. Vendor responsibilities
12. Signature of vendor, student organization officer and advisor