



University Department Rules & Regulations

Eligibility

All University Departments can participate. Departments must use their Chartfield number to purchase their table for Bull Market. If your department does not have a Chartfield number, you may register for Bull Market through our Vendor option and pay with a card (P-cards are not allowed to purchase Bull Market registrations).

Fee & Pricing Structure

Reservation charge:

	Single Day	Four Week Deal	Semester Deal
USF Department	\$20.00	\$72.00	\$204.00

Canopy Rental charge:

	Single Day	Four-Week Deal	Semester Deal
Canopy	\$25.00	\$90.00	\$255.00

- Refer to page number 7 to view canopy rental procedure and related policies

Multi-Week Deals

- These discounts are applied to consecutive bookings at Bull Market. For example, if you register for a September 6th Bull Market date, your four-week deal will cover September 6th, 13th, 20th, and 27th Bull Markets. You will be asked to re-register if you would like to return to the future Bull Markets.

Semester Discount

- The first and last Market dates for the semester are planned in accordance with the University of South Florida academic calendar.
- The full semester deal price will not be adjusted for those who choose to purchase it after the first Bull Market of the semester.

Rules & Regulations

Bull Market staff reserves the right to prohibit the selling of any items or services, as well as the distribution of promotional materials. University departments, associated visitors, and affiliated personnel are subject to the University of South Florida's Code of Conduct.

All decisions made by Bull Market management are final.

Participation in Bull Market admits an understanding and compliance by all parties present of all items listed in this document.

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 all items bearing a USF emblem, logo, insignia, or other identifying mark.
- Please contact the Bull Market office five business days in advance of the Market you plan to attend if you feel your product may fall under the prohibited list.
- University Departments who violate Market rules and procedures may lose Market privileges at the discretion of Bull Market staff.

Food Guidelines:

- University Departments are **NOT** allowed to sell food in any capacity at Bull Market.
- **Food prepared at home is never allowed** (e.g., homemade baked goods, crock pot items, etc.).
- University Departments planning to have food must make their intentions known to Bull Market staff, in writing, at least five business days in advance of the Market date they intend to have food.
- Usage, promotion, sampling, and give-away of beverages are restricted to Coca-Cola products
 - This includes Water (Dasani/Evian), Sports drinks (PowerAde), Juices (Minute Maid), Energy drinks (Rock Star/Full Throttle), Soda (Coca-Cola Brand Beverages).
 - Navigate to the following link for an updated listing of all Coke [Brands & Products](#).
- Any sample or giveaway foods must not compete with Aramark listed [HERE](#) (Publix is allowed.)
- Departments must complete and submit a [Food Release form](#) for **each** Bull Market they intend to have food.
- Departments are responsible for adhering to the "General Food Hygiene Rules" found in the Event Safety Manual provided by USF's Environmental Health & Safety department. More information can be found [HERE](#).
- If you are unsure whether the activity you wish to do is permissible, do not hesitate to contact the Bull Market office via phone at (813) 974-5309 or email us at bullmarket@usf.edu. Please contact at least five business days before the market you wish to attend. Response and decisions are not guaranteed past that point.

Animals

- If a department brings an animal to Bull Market, said animal must be part of a specialized entity to which the organization has collaborated 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, contained, and supervised by an individual from said professional facility.
- University department employees and affiliated personnel are not allowed to bring personal pets to Bull Market. Service animals are permitted, per USF Policy 6-033 “Animals on Campus” linked [HERE](#).
- Any animal that is not a service animal, nor affiliated with an approved professional organization, will not be permitted at Bull Market. Owners who violate this rule will be asked to remove the animal. The owner will be permitted to continue participating in the Market once the animal has been removed.

Cash

- In Accordance with MSC Policy, for the safety of all present at Bull Market, no cash is allowed at Bull Market.
- All sales and rendering of legal tender must be done electronically. Again, **NO CASH ALLOWED.**
- Bull Market staff and management are not accountable for the handling, watching, securing, or depositing of cash.
- For more information on security and other MSC Policies, navigate [HERE](#).

Dunk Tanks

- Prior to registration for your Bull Market date, you must obtain approval from Environmental Health and Safety and share with the Bull Market Staff
- Please email Environmental Health and Safety the following information:
 - Name and contact information for the rental company providing the dunk tank
 - A copy of the company’s Certificate of Liability Insurance with USF listed as an Insured Entity
 - Specifications of the Dunk Tank or a “cut” sheet from the Rental Company (measurements, amount of water it holds, height/weight requirements, etc.)
 - Photo of the Dunk Tank (if possible)
- Requests must be approved by Environmental Health and Safety and submitted to Bull Market no later than a week prior to your Bull Market Date
- Upon approval, organizations must adhere to the following:
 - Bull Market staff will designate exactly where the dunk tank must be placed to avoid potential injury to passersby at the Market.
 - Bull Market staff will **NOT** help with the movement, configuration, or surveillance of the dunk tank.
 - A representative from the organization must be present and always accounted for at the dunk tank.
 - The MSC team requests that a member of organization is stationed near the walkway behind the Dunk Tank to alert people walking in the dunk tank and of potential balls that may miss the target.
 - Organizations that will be having a Dunk Tank at Bull Market will also have a table that is close to the Dunk Tank location to encourage participation at the Dunk Tank.
 - The organization **MUST** bring their own hose to fill their tank. The Marshall Student Center can provide a water spigot but will **NOT** provide a hose.

- People entering the Dunk Tank must sign a liability waiver.
- For a copy of USF's Liability Waiver Form, follow this [link](#).

Fundraising

- University Departments wishing to fundraise at Bull Market must make their intentions known, in writing, at least 3 business days prior to the Bull Market they wish to attend.
- Departments fundraising for a not-for-profit or philanthropy must publicize: (1) the name of the organization and (2) what portion of proceeds are to be donated to said organization.
- In accordance with MSC Policy, Fundraisers must be conducted **WITHOUT** physical legal tender
 - Penny drives, garage sales, vintage sales, coupon book purchases, pledges/pledging challenges, etc., all must occur through electronic means
- University Departments should consult Legal Counsel and USF Regulation 6.026 listed [HERE](#) for more content on fundraising procedures.

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 at 12:00pm when the reservation portal opens for that date.
- Registration closes on the following Monday at 1pm.
 - Registering by the deadline does not guarantee you will receive a space, as Bull Market frequently sells out.
 - If we are not able to accommodate your reservation request, you will receive notification that your request has been denied. You will not be charged.

Registration

- Before or shortly after completing a reservation request, please ensure that all required paperwork has been turned into the Bull Market team. Scanned, e-mailed, or faxed copies of required paperwork is acceptable. Documentation is due no later than 12:00pm on the Tuesday after registration. Please give advance notice to Bull Market staff if you intend to fax copies of paperwork.
- Please note, we only accept payment via chartfield. Please have this information ready upon attempt of registration. For departments that do not have a chartfield, please register as a Vendor, where you may use a credit or debit card for registration (P-Cards are not approved to register for Bull Market).
- E-Mail – bullmarket@usf.edu | Fax Number – 813-974-4180
- To complete your reservation request:
 1. Visit <http://shop.usf.edu>
 2. Select “Bull Market” from the list of available stores.
 3. Select “University Department Registration” and provide the required information.
 4. 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.
 5. Once the Bull Market team has verified that your information is correct and that required paperwork has been submitted, you will receive a second e-mail confirming your reservation request has been approved and your space is reserved.

Cancellation

- If you need to cancel your reservation, please be courteous and notify the Bull Market staff as soon as possible. Prior notice is preferred by 7:30am the day of your Bull Market registration.
- Bull Market does not provide date changes for any cancelled registrations.

Waitlist

- Bull market does not keep nor honor a waitlist system. This is extended to email reservation requests as well.

Indemnification

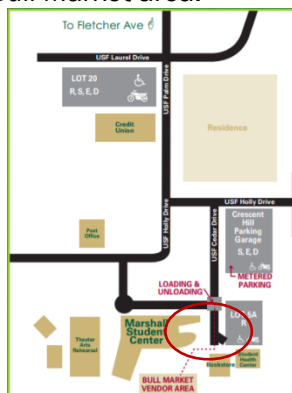
- University Departments agree to indemnify and hold harmless, assume liability for and defend, the State of Florida, the Florida Board of Education, the University of South Florida, the University of South Florida Board of Trustees and their officers, employees, and agents, from and against any and 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 by 7:45 AM EST if the weather is severe enough to warrant cancellation. In cases of extreme, imminent unfavorable/inclement weather (such as a hurricane), the Market will be cancelled in advance.
- Please note that the "threat of rain" does not constitute an automatic cancellation of Bull Market on our part.
- In the event of a Bull Market cancellation, every effort will be made to notify those who have registered ahead of time via e-mail. You should also plan to call the Bull Market office at (813) 974-5309 to confirm if the Market will take place or not.
- Bull Market Management has **full authority** to cancel the Market for any reason, at any time without prior notification (e.g., inclement weather, security reasons).

Access to the Market

- Bull 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 8:00 AM and 10:00 AM. All vehicular traffic MUST vacate the unloading area by 10:00 AM.
- After unloading, University Departments must relocate to a visitor lot. See "Parking" below.
- To reduce congestion, participants are asked to unload, park in a designated visitor lot, and THEN set up their assigned Bull Market area.



Parking

- Representatives of university departments must obtain a parking permit at either the Campus Information Center, located at the main USF entrance on Leroy Collins Blvd., or at a metered parking machine located in parking garages or other campus parking lots (MasterCard or Visa only).
- Vendors can also purchase a daily parking permit through USF's Parking and Transportation Services website
- It is the responsibility of the University Department's representative to review and abide by parking rules, regulations, and rates found here: www.usf.edu/parking.

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

- While University Department representatives may use the northeast side of the MSC to load/unload zone between 8:00 AM and 10:00 AM, we ask that Bull Market participants be courteous to others and keep their time in the area limited to fifteen minutes.
- Parking permits must always be properly displayed in 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.
- University Departments with trailers must park in Lot 43.
- We recommend University Departments with high-top vehicles should park in Lot 3 as opposed to the Crescent Hill Garage.
- Parking in any area that is not designated for visitor parking may result in a fine. Bull Market is not responsible for parking fees/fines.
- To view the USF Parking map, click [HERE](#).

Market Day Information

****NOTE** ALL decisions made by the Bull Market staff and management are *FINAL*.**

General

- Bull Market operates from 9:00 AM to 2:00 PM.
- The check-in and setup time for registered University Departments is as early as 8:00 AM.
- Each organization registered for the Market will be provided one table and up to two chairs.
- University Departments are not allowed to share their table, chairs, or spaces with another Student Organization, USF Department, Not-for-Profit Organization, or Vendor even if they are members of both groups. *Exceptions will be made on a case-by-case basis (e.g., co-sponsoring events).*

Placements and No-Shows

- All University Departments **MUST** sign-in, and will be assigned a space within the appropriate zone upon sign-in.
- Bull Market is first come first serve and will be assigned as such. Departments are not allowed to pick their own spaces.
- If a University Department does not sign-in and set-up by 10:00 AM, they are no longer guaranteed a spot.
- Bull Market does not provide refunds or date changes for missed reservations.

Unauthorized Use of Space

- Bull Market staff has the authority to ask an organization to move or leave if the organization has not verified their Market space with the Bull Market staff.
- Solicitation, surveying, and sampling as efforts not a part of Bull Market tabling is **NOT** permitted, and all offenders will be asked to leave immediately.
- Any group that willfully continues to disregard Bull Market rules and regulations (e.g., repeatedly setting up without the authorization of the Bull Market staff) will have their Bull Market privileges revoked for the remainder of the SEMESTER.

Canopies & Other Equipment

- You can bring your own canopy, or You can rent a canopy from the Bull market depending on your reservation. Refer to the next section for canopy rental rules and regulations.
- Only canopies less than 10' x 10' are allowed at Bull Market.
- Organizations are permitted to bring additional tables but must remain within their assigned space. The MSC does not rent extra tables.
- Amplified sound and the use of generators/electricity must be approved by the Bull Market staff. Acceptable volume levels will be determined by market staff
- We recommend the use of weights for your canopy, as the use of staking is not permitted at Bull Market. In the event of excessive wind, groups may be asked to take canopies down for the safety of all at Bull Market.
- No marketing signs or materials may be staked into the ground. All materials must have a weighted base to stand on their own.

➤ For a copy of USF's Event Safety Manual, follow this [link](#).

Canopy Rental regulations:

- The Pricing structure for renting the canopies can be found on Page number 1.
- If you rent a canopy from us, the Bull Market Staff would set it up before the check – in begins. This means that you would have a reserved spot decided by the staff.
- We would provide you with sandbags to hold down the canopies in case the weather is windy.
- You will have to return the sandbags to us at the check-in table before you leave.
- You are responsible for any damage caused to the canopy at the time of your reservation.
- In case of damage, you will be charged a \$145 fine.
- In case of extreme weather conditions, the Bull market staff can ask you to take down the canopy for safety purposes.

Breakdown

- University Departments 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 notify the Bull Market staff, in writing, at least five business days ahead of time for approval. These items must be used within the grassy area, and a tarp must be laid out to protect the grass and make for an easier clean-up.
- There is a one warning policy for failing to clean your space before leaving the Market. Further infractions will result in no-tabling for the semester.