Vendor Table Policies

Revised 3.16

The University of Puget Sound has the duty and responsibility to maintain a safe and healthy environment conducive to its principle mission of education.

Any group using vending space in the Wheelock Student Center (WSC) will be held responsible for following these policies.

Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that result in sales;
2. Distributing advertising or other material;
3. Compiling data for surveys, programs, or other purposes;
4. Recruitment of members or support for an organization or cause;
5. Providing educational information sessions (i.e. graduate school recruitment)

Vendors shall not come forward from their tables with the intent of soliciting passers-by. All solicitation and related activities shall be confined to the designated display space only. Respectful and non-intrusive includes, but is not limited to: vendors remaining with their tables, approaching passers-by only once, and using respectful language (no swearing, provocation, or hate speech of any kind).

An event that places an undue burden on campus facilities by other persons, disrupts normal operations, infringes on the protected rights of others, and/or has as a principle goal to incite a riot, cause violence, or to disrupt other activities may be denied the privilege of using University facilities (or ground) for solicitation. Organizations identified by the Southern Poverty Law Center as ‘hate groups’ cannot reserve or rent tables, or use any of the “free” tables.

Vendors shall not create any loud noises (i.e. stereos, etc.) which would disrupt or disturb other patrons of the WSC.

At the discretion of the Director of Student Life Operations, any vendor may receive one (1) warning or be asked to leave, or both, without a refund of vending table deposits. Breaking a policy shall be deemed as a “breech of contract”.

Puget Sound will not accept advertising or corporate sponsorship that reflects in a negative manner on the university, does not align with its mission statement, or is not in the best interest of the health and safety of the university community as determined by decision making parties.

Puget Sound does not accept advertising or corporate sponsorship for certain categories of products and services, including:

- alcohol products
- illegal drugs
- drug paraphernalia
- weapons
- tobacco products or establishments, and sexual escort services
- gambling opportunities or casinos, medical testing opportunities, weight loss products or plans
- check cashing services and credit cards

**Vending Table Reservations & Locations**

Unless special arrangements have been made, vending spaces available in the Wheelock Student Center (WSC) are along the west wall of the student center running against the windows and brick wall. No tables are allowed in front of the Rotunda area. A total of five six-foot tables are available for use by registered student organizations, departments, or off campus vendors. Reservations for these tables must be made through the Student Life Operations Office. Three tables are available on a first come first serve basis to any person or group.

The five priority tables will be reserved on a first-come, first-serve basis. We reserve the right to refuse vending space to any individual, group, or organization; unless such refusal is unlawful (see Vendor Row Policy for more information). In case of scheduling conflicts, determination of use will be made in the following order:

A) ASUPS groups

B) University departments

C) University related organizations

D) Other—outside vendors whose goods cannot be bought elsewhere on campus

Priorities C & D are subject to change by first priority, if merited. Any group whose reservation is changed will be given two weeks’ notice, where possible.

In order to reserve one of the five priority tables in the WSC, a group or individual must contact the Student Life Operations Office via phone (253) 879-3236 or by submitting a venue reservation request form. Reservations for the spring semester start on October 1 and reservations for the fall semester may be made beginning on March 1.

Vending space is available to University and student groups at no charge. University personnel or students who intend to sell goods or services must pay the daily rental fee. Space for University-related and student groups includes enough room for one six-foot table or 8 feet of space.

Advertising signs are permitted in the table area; however, signs cannot be attached to wooden surfaces. Masking tape is permitted on brick walls and table surfaces, only. The WSC is not responsible for signs that are left on the tables, as all signage should be removed at the end of the day.
Tables are not to be moved from location unless special arrangements have been made in advance and upon the approval of the Director of Student Life Operations.

When a group or vendor has finished using a vending space, it is to be returned to the same or better condition than it was in before use. Neither the WSC nor Student Life Operations are responsible for storage of materials or merchandise that has been left behind.

**Non-University Vendors**

Outside vendors will be charged a minimum of $40.00 per day per space.

Outside vendors’ space includes enough room for one six-foot table or 8 feet of space. Space is also limited to approximately 8 feet from the brick wall. Total space is an area of 12 feet long by 8 feet deep. Vendors are not allowed to bring their own tables or display units without the approval of the Director of Student Life Operations. If more tables are needed, you may reserve an additional six-foot table at a charge of $25.00, upon approval of the Director of Student Life Operations.

Non-University Vendors are allowed no more than three (3) spaces per week.

**Fundraising**

If tables are to be used for fundraising activities, please refer to the University’s policy governing student fundraising activity available in the Student Life Operations Office, the Dean of Students Office, or through the Director of Development.

Puget Sound Vendors are allowed no more than three (3) spaces per week. Organizations may not fundraise on major event days such as but not limited to: Homecoming, Discover Puget Sound Days, Fall/Spring Family Weekends, or Luau Weekend.