

Sales in the Student Union

Summary/Purpose: This policy is for reserving space for vendors to sell merchandise in the Student Union.

In order to ensure that sales and solicitations conducted in the Student Union are in accordance with established policies and procedures, the Ole Miss Student Union retains the authorization to supervise and direct any sales or solicitations by vendors inside and outside the Student Union.

The following is the policy for reserving space for vendors to sell merchandise in the Student Union:

1. Reservations are made through the Ole Miss Student Union, where the reservation agreement must be completed.
2. Available space for vendors is limited to the Vendor/Solicitor Lobby, the covered Porch and the covered Mall on the southeast corner of the Union from 9:00 a.m.-4:00 p.m.
3. Space is limited to two (2) vendors per day.
4. Vendors will not be allowed to sell merchandise on the Student Union Plaza.
5. Due to fire code and building regulations, tables may not be moved from assigned spaces.
6. There is a \$100 fee per day to reserve space in the Student Union vendor locations. Vendors requesting space for one week (five consecutive days), will be assessed a flat fee of \$450. For vendors that need a larger area, up to 3 booth spaces may be reserved for a fee of \$50 per additional space each day.
7. All fees must be paid at time of reservation. All payments must be in the form of cash, check, or Visa/MasterCard. If the check is not properly processed by the bank, the reservation will be cancelled and the vendor will not be allowed to reserve space in the future unless cash is paid for reservation fee and commission.
8. Vendors MUST pay 10% of all sales at the end of the day(s). This is in addition to the fee(s) for rental. All payments must be in the form of cash, check, or Visa/MasterCard.
9. The collection and reporting of any and all applicable sales tax is the responsibility of the vendor. The University does not have or assume any liability for the collection and reporting of sales tax. The Vendor is required by law to be registered with the Mississippi State Tax Commission. The vendor must furnish a copy of the Mississippi State Sales Tax Permit before setting up to sell merchandise.
10. Cancellations must be made 24 hours in advance or fees will be assessed.

The University of Mississippi

11. Vendors will not be allowed to block book consecutive weeks. Reservations may only be made for up to one week at a time.
12. At the discretion of the Ole Miss Student Union, penalty fees (\$50 daily or \$250 weekly) may be assessed for vendors failing to appear on the date(s) reserved.
13. Vendors cannot sell merchandise that will conflict with the exclusive sales agreement that the University has with contracted businesses and/or corporations.
14. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Ole Miss Student Union.
15. The Ole Miss Student Union reserves the right to cancel the signed contract made with the Vendor. If the Vendor has items on display, the vendor must promptly remove all items and immediately leave the location. Rental fees received will NOT be reimbursed. The vendor will still be responsible for paying the 10% commission from sales. These commissions must be paid before leaving the location.
16. Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violator's will have their reservation privileges revoked.
17. In the event that the university suspends campus activities or closes, the table reservation will be cancelled, and the user will have the opportunity to reschedule.
18. Failure to abide by these guidelines will result in loss of privileges.