

MARKET DAY

Market Day at the Student Union is UCF's opportunity to invite businesses to the "Heart of Campus" to showcase their products and services to the student body. For vendors, this is the perfect event to promote their business or organization in a unique and interactive way and to connect with the 65,000+ members of the UCF community.

- **General Policies**

- Market Day reservations include 1- 10'x10' space, 1 - 6x30 table & 2 - standard outdoor chairs.
- Booking Timeline – The last day to book a Market Day space is the Thursday prior to the following Market Day.
- Daily parking passes can be purchased through the Market Day Coordinator for \$3 per pass. These can be used in any of the "green" visitor lots or garages on campus for the day of the event.
- Vendors are reserving a 10'x10' space and may only solicit within that space. Vendors may not solicit in any other areas, nor may they impede traffic flow of the Student Union.
- Tents are not included with the reservation and are not available for Market Day vendors. Vendors may provide their own 10"x10" tent. Any vendor reserving multiple spaces with the intention of setting up a tent larger than 10'x10' must adhere to the "Tent and Temporary Structure Permit Procedure" located under the Memory Mall/ Reflecting Pond Reservation section of this manual. **If vendor provides a tent, it must be secured by weights.**
- Market Day spaces are available on a first come, first served basis, with the exception of the Prime Locations. If the client is requesting a Prime Location, please consult with the Market Day event coordinator to secure a space.
- Market Day check-in begins at 8:15am on the Student Union patio. During check-in, the Market Day Coordinator will direct vendors where they may set up, as well as distribute the vendor parking passes, if applicable.
- Unloading: Vendors may temporarily park in Loading Dock 2 of the Student Union for the purpose of loading/unloading their equipment/merchandise. Vehicles parking along the curbside area may be ticketed by University Police.
- Generators are not permitted.

- **Insurance Requirements for Market Day Vendors**

Vendors may be subject to provide a Certificate of Liability Insurance with additional insured endorsement. The Market Day coordinator will inform you if this is required for your reservation. A copy of the certificate needs to be submitted to the Market Day coordinator, in addition to a completed agreement. Please refer to the sample copy located at <https://compliance.ucf.edu/files/2020/09/SampleCertificate-UCF-BOT.pdf>.

- **Non-Profit Vendors**

- There is only one Non-Profit Vendor space per Market Day.
- Only two reservations per semester by the same non-profit group are permitted.
- Proof of Organization Insurance as well as legitimacy of tax exempt status may be required, in addition to a COI, endorsement page and agreement.

- **Food Vendors**

Food sales generally not approved. Only certain food concepts will be accepted and must submit additional paperwork, in conjunction with the Certificate of Liability Insurance with additional insured endorsement, and agreement for approval prior to receiving a reservation. These documents must be submitted no later than 10 days prior to the event for approval. Once these documents are approved by the Student Union and the Health Department, the reservation request can be processed.

- Vendor must submit a Temporary Event Permit for Health Department approval. This document can be obtained from your SU event coordinator.

- Vendor must submit current Department of Agriculture or Department of Business licensing for Health Department approval.

- **Payment**

- Full payment is due 3 business days from receiving waitlist confirmation from the Market Day Coordinator.
- Acceptable forms of payment include credit card and business checks only. Credit card payments can be made over the phone at (407) 823- 2256 or in person in Suite 312 of the Student Union.

- **Inclement Weather Policy**

- In case of wind, vendors are required to either secure their tents with sandbags or take down their tent. Vendors are responsible for bringing their own sandbags, however, sandbags may be available for rent from the Student Union on a case by case basis. Rented sandbags are to be turned in to the Information Desk, on the first floor of the Student Union, upon vendor departure.
- In occurrence of heavy rain occurring before 12pm on Market Day, and if deemed disruptive of productive business by the Market Day Coordinator, a vendor may receive a complimentary Market Day scheduled through the Market Day Coordinator.
 - It is the vendor's responsibility to reach out to the Market Day Coordinator to book their reservation when offered a complimentary date.
 - Vendors must reach out to the Market Day Coordinator within three business days to rebook their reservation. Failure to request the credited date within this time frame will result in a forfeit of the reservation credit.

- **Cancellation and No Show Information**

- Spaces reserved and unutilized will result in a full forfeit of the Market Day payment.
- All Cancellation or rescheduling requests must be emailed to marketday@ucf.edu by 4:00pm the Wednesday prior to the Market Day reservation. Any requests received after 4:00pm the Wednesday prior to the Market Day reservation will result in the forfeit of the full payment, and you will not be able to reschedule or transfer payment to a new booking.