

Student Union Market Day Policies

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 [UCF Parking Services](#). 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. Vendors who provide their own tents are required to secure them with appropriate weights. The Student Union is not liable for any damage to tents or equipment.
- Market Day spaces are available on a first come, first served basis, with the exception of the Prime Locations. If the vendor is requesting a Prime Location, the Market Day Coordinator will assign a spot accordingly. Vendors who reserve a Prime location may submit a preference for a specific location, however, specific requests cannot always be accommodated.
- 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.
- All vendors must be checked in by 12:00 p.m. Vendors who do not show up for their reservation by 12:00 p.m. will be charged a \$50 no-show fee. Due to high demand and limited space, we want to ensure that every reserved spot is actively used.
- 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. 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 [Documents\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 FL tax exempt status.

- **Food Vendors**

- Food sales are generally not approved. Homemade goods are not permitted to be sold or distributed. All food vendors must go through an approval process handled on a case-by-case basis.
 - If you're interested in giving out free samples or selling prepackaged or prepared food, please note the following requirements:
 - Vendors must provide at least 30 days' notice prior to the event.
 - Vendors are required to submit all necessary documentation, which may include:
 - Valid operating food permit (DBPR or DACS)
 - Manager-level food handling certification for the on-site representative
 - Temporary Event Permit approved by the Department of Health
 - Certificate of liability insurance with appropriate endorsement
 - SAFE form
 - Proof of proper food storage and temperature control methods
 - Other documentation as required by Risk Management and Environmental Health & Safety
- Products must also not conflict with exclusive University contracts (e.g., Coca-Cola). The Student Union reserves the right to deny any food vendor if appropriate notice is not given or if the required paperwork is incomplete or not approved.
- Please contact the Market Day Coordinator for further guidance and to begin the approval process.

- **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. The Market Day Coordinator reserves the right to request the removal of any unsecured tents.
- 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.