

### **Sales on University Property**

The selling of merchandise including food, beverages, and service on Illinois State University property is restricted to University operated sites, and pre-approved lessees. In addition, the Bone Student Center/Braden Auditorium (BSC/BA) and Redbird Arena shall allow for the sale of merchandise approved by the management of each facility for specific events, i.e., antique shows, flea markets, home shows, concert event souvenir tables, etc. Such activities must not compete directly with University operated or leased sites.

Merchandise may also be sold through approved University departments and registered student organizations provided that the sales are conducted for the sole purpose of raising funds to support the operation of the sponsoring organization. Fund raising activities must be approved a minimum of ten working days in advance of the activity by the appropriate personnel listed below.

1. Sales events in the BSC/BA are approved by the Activities/Programs Coordinator, Bone Student Center, Room 144 (438-2222).
2. Sales events held in athletic facilities shall be approved by Illinois State University Athletics, Room 220 (438-2000).
3. Sales events in a Residence Hall shall be approved by the Hall or Area Coordinator in that facility.
4. A college dean or major area administrator may certify a sales event in their own departmental facilities as being in compliance with this policy and not in need of additional approval. However, the dean/administrator will notify the Non-Academic Scheduling Coordinator, Campus Box 8650 (438-2403), in writing of any such activity involving outside vendors.
5. Sales events on the University Quad shall be limited to special events such as Festival ISU and Spring Festival as approved by the Student Affairs Office and Non-Academic Scheduling Coordinator.
6. Sales events in other high traffic areas such as College and Main Underpass, and Turner East Lawn shall be approved by the Non Academic Scheduling Coordinator, 205 S. Main (438-2403).
7. Sales events in the Milner Plaza shall be approved by the Non Academic Scheduling Coordinator and the Dean of University Libraries. Events on the Milner Plaza will be limited to 300 people or less and no vehicles will be permitted on the Plaza at any time.

### **Sales Must Also Meet the Following Criteria:**

**Sales efforts shall be defined as arrangements by registered student organizations or University departments for the sole purpose of generating revenue for the sponsoring group. The sponsoring group must be present at the point of sale.**

Each sponsoring group must sign a sales activity agreement with the appropriate approval agency as listed above, specifying the following: what is to be sold, where merchandise will come from, what arrangements have been made for payment of merchandise to vendor, proof that sponsor will receive a minimum of 20% of gross merchandise sold. In addition, the organization must state the activity it is seeking to support with such funding.

It is the responsibility of the vendor to see that all sales efforts are consistent with state, local, and University regulations, including payment of any taxes or licensing fees, commonly accepted standards of decency and taste, and do not present any potential danger to the consumer or to the University community. Merchandise sold should not directly compete with University operated sites and lessees. All local vendors will be given priority on dates and sites over all other off-campus vendors if requested within a minimum of ten working days in advance. Illinois State University and the sponsoring organization will not be held liable in any way for the suitability, quality or safety of merchandise sold.

Any and all uses of the University's name, symbols or other indicia require the prior approval of the University and the grant of a specific license. Proposals to use the University's trademarks should be directed to the office of University Communications, Nelson Smith Building, Room 201 (438-8404).

Off-campus vendors without sponsorship shall not be allowed to sell or promote merchandise on campus except for in the Bone Student Center, Braden Auditorium and Red Bird Arena, or during special University events, where sales are generally open to the public, provided the vendor pays appropriate fees and meets all event requirements. Contact the non-academic scheduling coordinator for information on any special University events.

Vendors looking for sponsorship by a registered student organization may contact the Office of Student Life, Registered Student Organization Support (438-2151).

**APPLICATION FOR SALES ACTIVITY ON  
ILLINOIS STATE UNIVERSITY PROPERTY**

The applicant is responsible for providing the information required per the Illinois State University policy regarding sales activities. Signatures on this form constitute an agreement to the terms specified. Sales activities must be approved at least ten (10) working days in advance of the activity by the appropriate personnel (see policy on back).

**This form must be submitted with the appropriate Facility Request Form. PLEASE PRINT OR TYPE.**

Date of Application\_\_\_\_\_

Name of Sponsoring Organization/Department\_\_\_\_\_

Sponsor Name (Applicant)\_\_\_\_\_

Signature of Sponsor\_\_\_\_\_ Phone\_\_\_\_\_

Signature of Fiscal Agent/Advisor\_\_\_\_\_ Phone\_\_\_\_\_

Dates Requested\_\_\_\_\_ Location Requested\_\_\_\_\_

Vendor Name\_\_\_\_\_ Contact Person\_\_\_\_\_

Phone\_\_\_\_\_

Signature of Vendor\_\_\_\_\_ Retail Certificate # \_\_\_\_\_

Provide a complete listing/description of items to be sold (use separate sheet if necessary). Indicate source of merchandise. If not local merchant, explain why not:

What arrangements have been made with vendor for payment of merchandise:

Describe arrangements for sponsor to receive an equitable percentage (20%) of gross merchandise sold or a specific amount for each item processed:

Anticipated use of funds for registered student organization/university department:

Approved by\_\_\_\_\_ Date\_\_\_\_\_