**Sales in the Student Union**

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

1. Reservations are made through the Department of Campus Programming, where the reservation agreement must be completed.
2. Available space for vendors is limited to the Student Union Vendor Lobby and the covered Mall on the southeast corner of the Union.
3. Space is limited to **1 vendor per day**.
4. Vendors will not be allowed to sell merchandise on the Student Union Plaza.
5. There is a $25 fee per day to reserve space in the Student Union Vendor Lobby. For vendors that request the Vendor Lobby for 3 - 5 days, there will be a flat fee of $50 per week.
6. Vendors may request space outside on the Union Mall for a fee of $25 per day per booth space. For vendors that need a larger area, 3 booth spaces may be reserved for a fee of $50 per day.
7. All fees MUST be paid prior to set-up. All payments must be in the form of cash or check.
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 or check.
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 ($25 daily or $50 flat for Vendor Lobby; $25 or $50 for each day cancelled on the Mall).
11. Vendors cannot sell merchandise that will conflict with the exclusive sales agreement that the University has with contracted businesses and/or corporations.
12. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Department of Campus Programming.
   **The Department of Campus Programming 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 and/or rental fees. These commissions and/or fees MUST be paid before leaving the location.**
13. Failure to abide by these guidelines will result in loss of privileges.