

Market Day Reservation requests should be submitted through the Student Union website. Requests will be reviewed based on availability and confirmed via email. If you have any questions, please email us at unionres@ucf.edu.

RESERVATION POLICIES & INFORMATION

- Market Day Spaces include the following: 1 – 10'x10' Space with 1 - 6x30 Table, 2 – Standard Outdoor Chairs.
 - Vendors are reserving a 10'x10' space and may only solicit within that space. Vendors may not venture to any other areas, nor may they impede the traffic flow of the Student Union.
 - Tents are not included with your reservation and are not available for Market Day Vendors; you may provide your own. Vendors who choose to bring a tent to Market Day must also bring a copy of the NFPA 701 Flame Certificate for their tent with them on the day of the event.
- Certificate of Liability Insurance is required for participating vendors.
 - All Public and Affiliate clients must obtain a Certificate of Liability Insurance for \$1,000,000 that will be in effect during the dates of the event. The University of Central Florida Board of Trustees, University of Central Florida and the State of Florida must be listed as additionally insured during the time(s) of the event, including setup and breakdown. A copy of the certificate needs to be received by Student Union Event Services at least seven (7) days prior to the event.
- Full payment is due the Friday before the reserved Market Day. If payment is not received by close of business, the reservation will be cancelled and the space will not be held.
 - Acceptable forms of payment include Credit Card and Business Checks only. For more information regarding payment, please contact your Event Coordinator.

LOCATION

- Market Day is an outdoor event that occurs on the uncovered patio area of the Student Union. If you plan to bring a tent, please include that in your reservation request. The Student Union does not provide tents to vendors.
- Market Day spaces are first-come, first served, with the exception of Prime Locations. If you wish to secure a Prime Location, please consult with your Event Coordinator prior to Market Day to confirm availability and table placement.
 - Upon arrival to Market Day, please check in at the Student Union Patio Services Tent before claiming a vendor location.
 - Check-in begins at 8AM and you will receive a Parking Pass for the Student Union staff during check-in.
- Requests for electricity must be made in advance to your Event Coordinator; power sources on the patio are limited.
- Vendors are responsible for securing their property. UCF is not responsible for any loss, theft, or damage to the vendor's equipment or goods.

PARKING

- Vendors receive one (1) Parking Pass with each Market Day location reservation. Additional daily passes can be purchased through the Event Services office by contacting your Event Coordinator.
- Vendors may use the daily pass in any of the "green" student lots/garages on campus.
- Unloading: Vendors may temporarily park in our loading dock strictly for the purpose of loading/unloading their equipment and/or merchandise. Vehicles remaining in the loading area will be ticketed by University Police.
- Parking Tickets: The UCF Student Union is NOT responsible for any parking tickets a vendor may receive.

PROHIBITED ITEMS

- Credit Card Vendors
- UCF Logo Materials
- Eyeglasses/Sunglasses
- Books and Textbooks
- Restaurants that compete with Union Vendors
- Poster sales
- Bars and Night Clubs (Including Happy Hour Specials)
- Tobacco Products
- Housing
- Tanning Salons
- Gyms/Recreation Facilities
- Any other services that directly compete with Student Union vendors, including but not limited to; Eye Care and Ticket Sales