Housing Fair
Spring 2020
Vendor Rules & Regulations

Date: Tuesday, March 24th, 2020
Check-In/Set Up: 10:00 a.m. – 10:40 a.m.
Event: 11:00 a.m. – 1:00 p.m.
Clean-Up: 1:00 – 1:30 p.m.
Location: UNT Library Mall

Theme: Solve the Off-Campus Housing Mystery

Registration Information:
The cost of registration includes entry into the Housing Fair, an 8’x 8’ space, one 6’ table, and one parking pass.

Regular Registration (through March 10) $250
Late Registration (March 11-17) $300
Additional Table (limit 1) $10
Additional Parking Pass (limit 2) $10 each

Register at:

Check-In/Unloading:
Check in for off-campus vendors will begin at 10 a.m. Due to the set up that we need to complete that morning, we will not be able to accept check-ins or unloading prior to 10 a.m.! Vendors should be checked in by 10:40 a.m. to ensure set up by 11 a.m.

The fair will take place at the Library Mall, circled in red on the map below. If you need to unload materials from your car, pull up to the loading/unloading area (circled in yellow on the map below), accessed by Highland Street. Please unload all materials and check in as quickly as possible.

After you have unloaded your materials, you will go park your car. When you return, you will then take your materials to your designated table. Do not begin set up while your vehicle is in the loading/unloading area! Note that if you park in any of the lots around the loading/unloading area, you are subject to a $125 citation (eek!).

Parking:
Vendors will park in the Highland Street Parking Garage, which is accessed via Highland Street and Central Ave (circled in blue on the map below). You will only receive one vehicle parking voucher unless you paid for an additional voucher when you registered. This voucher can only be used in the Highland Street Parking Garage. If you are bringing additional cars other than recorded on your registration form, you will be responsible for the payment of additional parking.

Upon the completion of a Vendor Evaluation Form at the conclusion of the fair, your parking voucher(s) will be given to you. This voucher will allow you to leave the Highland Street Parking Garage one time, free of charge. If you Exit the Highland Street Parking Garage and return; you will have to pay for your second parking tenure.

When leaving the parking garage, please have your parking voucher ready. If you fail to show your parking voucher to the clerk working at the garage exit, you will have to pay for your parking tenure.

Set Up:
After parking, please pick up your items from the unloading/check-in area and report to your assigned table(s). Tables are NOT allowed to be moved or relocated due to a floor plan designed to allow students to see every vendor. If there is a problem with your location or you were not accommodated with your previously requested needs, please find an Off-Campus Student Services staff member to assist you with your concern.

Restrictions:
Each physical location/apartment complex must register individually, which includes paying the registration fee. Management Companies representing multiple complexes must pay the individual price per complex.
We ask that all vendors be professional, which includes not speaking poorly about other vendors. Vendors are asked to bring materials that will not only promote this year’s theme, but also showcase your property or housing resource.

Regardless of the amount of decorations or props, each registered vendor and their representatives must stay within their assigned 8’ x 8’ area. No person affiliated with a management company, property, or other entity may roam around the Housing Fair or campus.

All representatives must remain behind or beside their table during the entire event. The only exception is if you expect to have a line for giveaways at your table, please ensure you have means for orderly line control (staff members, stanchions, etc.). Lines should never impede another vendor’s table!

Vendors may bring signs, banners, display boards, table cloths, and goodies. To assist you in providing information, please bring floor plans, pricing information, brochures, etc. Last Spring’s Housing Fair saw approximately 500 students, so please plan accordingly!

Vendors will NOT be allowed to hang anything off of walls, light poles, or any other structures, so be sure that you are able to set up all items on your table.

Below please find guidelines for the distribution of food on campus:

- Vendors may only give away professionally pre-packaged food and drink items (e.g., individually wrapped Snickers bars, Crustables, Moon Pies; bottled water, Powerade). In line with campus catering guidelines, no other food (e.g., pizza, tacos, burgers) can be distributed unless purchased through UNT Dining. Beverages must be Coca-Cola brand products. Any beverage that conflicts with our Coca-Cola contract will not be allowed to be distributed.
- No food or drink can be sold.
- If you would like to bring non-pre-packaged food or drink items for yourself or your employees only, that is allowed.

Finally, vendors are not allowed to provide amplified sound or music. OCSS will provide music for the event.

Vendors are NOT ALLOWED to bring the following items. Failure to adhere to these rules may result in suspension of participation in future Housing Fairs:
1. Alcohol or alcohol related items, including items that promote alcohol or alcohol use
2. Homemade or unpackaged food
3. Live animals

Clean Up:
We are promoting this event to end at 1:00 pm and ask that vendors DO NOT pack up prior to that time. Failure to stay until the end may result in suspension of participation in future Housing Fairs.

At 1:00 pm we ask that you break down all displays and banners. You will have 30 minutes to remove all items on your table, clean up the surrounding area, and have your space clean. Vendors must dispose of all trash in a trash receptacle. Cardboard recycling will be available; however, you must break down all boxes. Failure to remove all items and/or exceeding the allowed time may result in suspension of participation in future Housing Fairs.

Rain Plan:
In the event of rain, our rescheduled date will be March 31st. Please note that due to space, we may not be able to accommodate a second table for those vendors who purchased one. A rain decision will be made by 9 a.m. on March 24th, and all registered vendors will be notified by email at that time. You will receive additional information in that email.

Off-Campus Student Services thanks you for your participation. Without your commitment and support, this semester’s Housing Fair cannot be successful. If you have any questions, please do not hesitate to contact Andie Jackson at ocss@unt.edu.