

UNT Union Market Days Policies

Market Days are designed to showcase local vendors who wish to sell products or services onsite. The event occurs the first Tuesday and Wednesday of each month from 8:30 a.m. – 4:30 p.m. during long semesters only. Load in begins as early as 8:00 a.m. and vendors must be packed up no later than 5:00 p.m.

1. All Market Day reservations must be arranged through the Event Planning and Scheduling Services office. Located in the University Union RM 418. Office hours are 8 a.m. to 5 p.m. Monday through Friday. (940)565-3804.
2. Market Days will take place the first Tuesday and Wednesday of each month, during long semesters only.
3. Market Day fees:
 - Table (6-ft x 2-ft): \$125/day + Plus Tax **Outdoors**
 - Table (6-ft x 2-ft): \$150/day + Plus Tax - **5 Spaces Indoors Only. 1st come basis**
 - 10x10 space (with table 6-ft x 2-ft): \$175/day + Plus Tax
Client may bring 10-foot x 10-foot tent (No Larger)
 - One additional table (6-ft x 2-ft): \$50/day + Plus Tax
4. Clients must confirm or release a tentative reservation no later than ten (10) business days before the event date. **Vendor rental fee is non-refundable.**
5. Reservations remain tentative pending receipt of rental fee, and the completed, signed, and dated Vendor Agreement. A payment in the amount of the full rental fee is required to confirm a reservation no later than ten (10) business days before the event date. Clients may pay rental fee using cash, check or credit card. Vendor rental fees are Non-Refundable.
6. Vendor is responsible for any damage or theft of Union equipment occurring during the use of the same. The user will be assessed repair or replacement costs.
7. In the event of inclement weather (University Union representative will notify client if event is canceled.) vendor will be given the option to re-schedule for a future Market Day. **Vendor rental fee is non-refundable.**
8. All Market Days reservations can take place indoors on Union Floor 2: in the designated area near the Lyceum, or outdoors: in the Grassy Area between Sage Hall and Sycamore Hall (north of the Union) **unless otherwise indicated by Union scheduling representative.**

9. In order to accommodate as many users as possible, the Union reserves the right to adjust space assignments according to the number of vendors expected.
10. The Union will provide two chairs per rental space and one 6-foot x 2-foot table. **Outside vendor is not permitted to bring any outside tables or chairs.** The Union allows a maximum of two chairs per table in accordance with the University's solicitation policy. Persons staffing the table are to remain behind it. Activity shall not disrupt flow of traffic. All materials belonging to the persons staffing the table must be placed on or under the table. For safety reasons, the Union restricts the number of tables in public areas and hallways. Vendors are not permitted to approach people, or walk throughout the areas distributing flyers.
11. Free dispensing or sale of food and beverages (prepared or prepackaged) is prohibited without prior approval of the University Union. Vendors must comply with the Food and Beverage policy.

Food and Beverage Policy:

- No food or drink can be sold.
 - Only Coca-Cola products can be given away. (i.e. DASANI water)
 - Any other food item that is not pre-packaged (i.e. pizza) can be given away (not sold) outside of the Union under the following guidelines:
 - All items that are not pre-packaged must be purchased through UNT Dining Services.
 - All food items that are not pre-packaged & not available through UNT Dining Services must be pre-approved by Risk Management.
12. University policy provides that no item can be sold that is offered for sale by any University agency or contractual agency, unless approval is given by that agency. All products and services offered by vendor must be pre-approved by Union representative.
 13. Students that reside in University Housing are not permitted to burn candles or use candle warmers.
 14. **The University does not guarantee any sales expectation on behalf of the Client.**
 15. All materials written in a foreign language must be translated into English, approved by the International Studies & Programs, and filed with the Event Planning and Scheduling Services office a minimum of five (5) business days in advance of distribution.
 16. Any signs or banners used at the table may be hung from the front of the table. Large floor displays may be approved through Event Planning and Scheduling Services.
 17. Credit card payments cannot be processed through the University Wi-Fi for any product sales.
 18. Market Days vendors are required by the State of Texas to collect sales tax on the items, and to report the tax collected to the State of Texas.

Vendor and State Tax Number Information:

If you are engaged in business in Texas, and sell tangible personal property, you are required to hold a Texas sale and use permit.

You are considered engaged in business if any of the following are met:

- maintains, occupies, or uses an office, place of distribution, sales or sample room, warehouse or storage place, or other place of business;
- has any representative, agent, salesperson, canvasser, or solicitor who operates in this state under the authority of the seller to sell, deliver, or take orders for any taxable items;
- promotes a flea market, trade day, or other event that involves sales of taxable items;
- uses independent salespersons in direct sales of taxable items;
- derives receipts from a rental or lease of tangible property that is located in this state;
- allows a franchisee or licensee to operate under its trade name if the franchisee or licensee is required to collect Texas sales or use tax; or
- conducts business in this state through employees, agents, or independent contractors.

Tangible personal property is defined as “personal property that can be seen, weighed, measured felt, or touched that is perceptible to the senses.

Application to obtain a sales tax permit can be completed on-line at www.window.state.tx.us/taxinfo/sales/