

ASU Memorial Union - Mall Sales/Promotion Program (12-18)

Arizona Board of Regents Policy 5-107 states: *"Solicitors, salespersons, and vendors are prohibited from conducting their business on the campus of any institution except under contract with the University."* All vendors wishing to sell or promote on the Tempe campus of Arizona State University in the zones facilitated by the Memorial Union (MU) as part of a vendor booking or as part of an event on one of the larger spaces must register with the Event and Meeting Services office in the MU.

Non-Arizona State University Organizations (NUOs) are required to register each semester with the Event & Meeting Services office. NUO's must be sponsored by a Registered Student Organization and must pay that organization a minimum of \$125 per day to set up on the mall. Certain dates, locations and/or events have higher daily fees; please see Terms & Conditions for a complete list.

Steps to becoming a Mall NUO

Step 1. Complete a Sales/Promotion Agreement, filled out by both you and the Registered Student Organization (RSO) that will be sponsoring you. https://eoss.asu.edu/mu/plan_event/sales. NUO's are limited to a maximum of 5 days per semester.

List of active RSOs: <http://asu.orgsync.com/search>

If you do not have a specific RSO that you would like to work with and would like to be placed with a student group, please fill out your portion of the form and fax both sides to the EMS office. EMS will then place you with a RSO that is looking to sponsor a vendor and will have that student group fill out their portion of the form. A copy of the completed form will be given to all parties.

Step 2. Register with Event & Meeting Services (EMS) by submitting the following documentation:

- \$200 (per semester) NUO Registration Fee – (\$100 per semester for Non-profits)
- AZ State Revenue License – see Terms & Conditions for instructions on how to obtain.
- Tempe City Sales Tax License – see Terms & Conditions for instructions on how to obtain
- **Certificate of Insurance with the following standards and naming:**

The State of AZ, its Departments, Agencies, Board, Commissions, Universities, Officers, Agents, Employees will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Vendor". – 1551 S. Rural Road, Tempe, AZ 85281

Commercial General Liability - Bodily Injury, Death, and Property Damage, Combined Single Limit: \$1,000,000 per occurrence.

Business Automobile Liability - Bodily Injury, Death and Property Damage, Combined Single Limit: \$1,000,000 per occurrence (if vehicles are used for services provided).

Workers' Compensation Insurance to cover obligations imposed by federal and state statutes having jurisdiction of its employees engaged in the performance of services, and Employer's Liability Insurance with limits of \$500,000 each accident; \$500,000 each employee/disease; and \$1,000,000 policy limit/disease.

Under certain circumstances where a potential risk exposure is identified placing the contractor, vendor, and/or the university at higher risk, ASU may require specific coverage's to be increased to a higher limit. Other types of coverage's may be required depending on the risks presented to the university.

Policy will contain a **waiver of subrogation** against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Vendor.

Please note - Mall Vendors are permitted when school is in session. Vendor spaces vary by location and do not have ready access to electricity. Vendors must supply own table and chairs. Vehicles cannot be parked or driven to the location. All items must be hand trucked from a designated loading zone or appropriate parking lot. One 10 x 10 canopy is permitted but must have a minimum of 25# of weight attached to each vertical pole. Larger canopies, multiple canopies or tents with side walls will require a permit from the ASU Fire Marshal. ASU is a tobacco free campus.

For the forms and a complete list of the mall policies, fees and restrictions, please read through our Terms & Conditions https://eoss.asu.edu/mu/plan_event/sales