



ASU Memorial Union - Mall Sales/Promotion Program

https://eoss.asu.edu/mu/plan_event/sales

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 solicit 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

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)
- A certificate of insurance including endorsement Contractor/vendor shall indemnify, defend, save and hold harmless the **"State of Arizona, Arizona Board of Regents, Arizona State University shall be named as additional insureds with respect to liability arising out of insureds activity or event by or at Arizona State University or any location leased by, licensed by or within control of ASU."**

For questions regarding ASU insurance requirements, please visit the ASU Insurance Services website at <https://cfo.asu.edu/ehs-insuranceservices> Applicable information can be found within the Liability and Property Loss Insurance Program document, under "Certificates Issued to ASU by a Non-State Entity".

- 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.

Step 3. Booking a space:

Your sponsoring RSO will complete an Outdoor Event Request Form to request space on your behalf. You will need to work directly with your sponsoring RSO to inform them of the dates that you are interested in coming to campus. NUOs are limited to a maximum of 5 dates per semester.

Please note - Mall Vendors are permitted when school is in session. Vendor spaces are 15'x10' 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.

**For the forms and a complete list of the mall policies, fees and restrictions,
please read through our Terms & Conditions**

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