

# **ASU Memorial Union - Mall Sales/Promotion Program (4-20)**

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/\$175 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) sponsoring you: [https://eoss.asu.edu/mu/plan\\_event/sales](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 e-mail to [MUreservations@asu.edu](mailto:MUreservations@asu.edu). 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)
- **Certificate of Insurance with the following standards and naming:** NUO, at its expense, will procure and maintain, during the term, a policy of commercial general liability insurance in an amount of not less than one million dollars, (\$1,000,000) single limit, against claims for bodily injury, death and property damage occurring in connection with the NUO's use of the space. This insurance must name the Arizona Board of Regents, Arizona State University and the State of Arizona as additional insureds.

**Step 3.** Obtain and Maintain as required for type of business

- 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

Please note - Mall Vendors are permitted when school is in session. All paperwork must be submitted at least two weeks prior to the desired tabling/event date. Any requests sent within that time frame will be required to move their tabling/event table to a later time. 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 sidewalls 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](https://eoss.asu.edu/mu/plan_event/sales)