

Washburn® Market Daze Policies, **Procedures & Event Information**

September 1, 2021, 10am-1pm

The Memorial Union is offering an incredible opportunity for vendors and to showcase their products or events to the hundreds of Washburn University students, faculty, and staff.

From 10:00 a.m. – 1:00 p.m. (9:00 a.m.-10:00 a.m. set-up) on Wednesday September 1st, 2021, organizations and vendors can reserve a ten-by-ten space on the Union's outdoor patio, along with a 6'x30' table and 2 chairs from which to promote their products or events. The Washburn® Market Daze will be held on an uncovered portion of the north patio, vendors may bring their own tents by obtaining advance permission from the University Scheduling office.

Registration and Costs:

Registration must be made by August 11, 2021 for vendors outside Washburn University. Organizations part of Washburn University must register by August 18, 2021. Any further questions should be directed to the University Scheduling office at universitiescheduling@washburn.edu or 785-670-1725.

When making Washburn® Market Daze reservations, please be prepared to provide your organization's name, address, email, and phone contact information as well as the nature of your company or group and what you will be providing as a sample or giveaway. You will also need to specify if you require electricity as there are limited spaces available for power needs, which will be dealt with on a first come, first serve basis.

Washburn® Market Daze is a free event to the vendor if a product or service is provided to the attendees. Samples for 400 and marketing materials for 500 should be the minimum product provided. We anticipate attendance to exceed pre-covid years. (Our history has shown 400-800 have attended past events. 2019, over 1,000 students attended.)

Washburn® Market Daze Policies & Procedures:

Tabling:

- Vendors/Organizations must show a confirmation email from the University Scheduling office in order to table
- Waivers must be received before vendors/organizations are allowed to table (link on website)
- Vendors must check in with the Memorial Union's Start Tent before tabling
- On the event day tables are assigned. The Memorial Union reserves the right to move vendors to ensure distribution of concepts
- Tables are not to be moved
- Vendors/Organizations must stay within their space while promoting

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Prohibited Items and Services

- Housing vendors
- Credit Card vendors
- WU Logo materials that are not provided as a give-a-way
- Books and Textbooks
- Bars and Night clubs or any Happy Hour specials
- Tobacco Products
- Any services deemed in direct competition with Memorial Union vendors by University Scheduling office
- Political campaigning

Prohibited Activities when Tabling

- Petitions cannot be signed or distributed during tabling
- Advertising for bars or alcohol is strictly prohibited
- Student groups shall not partner with any outside business when tabling unless there is a direct connection to the organization's mission and vision
- Music is prohibited apart from the patio stage area (entertainment provided by the Memorial Union)