

VENDOR REGULATIONS and TERMS

Vendor must comply with the following Vendor Regulations:

- A. Display Restrictions:** Nothing can be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Signs, banners and other display items will not be permitted to intrude into or over aisles or walkways. Each Vendor is entitled to a reasonable sight line from the aisle regardless of the size of their display.
- B. Space Restrictions:** Aisles and other non-assigned spaces shall not be used by Vendor. Vendor's display shall not extend into such spaces. All displays, interviews, lectures, demonstrations, or any other type of activity shall be conducted inside the space assigned to Vendor unless otherwise approved by the University. All University of Denver buildings are smoke-free. Only animals trained to assist the disabled are allowed in University facilities. Bicycles, inline skates, skateboards, skates or scooters are not allowed in University facilities.
- C. Signs:** Signs, banners or other display items are the responsibility of the Vendor; but are subject to the approval of the University with respect to content and placement. Vendor shall not use any materials with a message that contains an endorsement by the University of any service or product of Vendor or any third party.
- D. Electrical Needs:** Electrical needs for items such as VCRs and monitors must be approved by the University.
- E. Sound Volume:** Vendors will be expected to keep any sound equipment at a reasonable volume. Headsets with videos are acceptable. Showing of videos, slides, transparencies, opaque materials, etc., will only be permitted within the confines of the Vendor's space.
- F. Character of Displays:** The University reserves the right to determine the suitability and appropriateness of all displays, and the attire and conduct of all Vendor personnel.
- G. Food and Beverages:** Vendor may serve food and/or beverages only if pre-approved by the University. No alcoholic beverages shall be served at any time. **If Vendor plans to sell food or beverages, Vendor must comply with the requirements of the City and County of Denver posted at: <http://www.denvergov.org/PHI/FoodFacilities/FoodFacilities14/tabid/391982/Default.aspx>. A copy of any required permit must be provided to the University prior to the Reservation start date and the permit must be prominently displayed at your table.** Cooking is not allowed on site. Food brought in must be completely cooked, following guidelines for sanitary food preparation, including, but not limited to, hot food shall arrive hot (ideally 165 degrees but no less than 140), time tagged and should not be served past 4 hours after arrival, and as outlined in <http://www.denvergov.org/Portals/260/documents/English%20SYK04.pdf>. Those serving food MUST wear protective gloves. Vendors are also responsible for bringing any silverware, plates and serving spoons needed.
- H. Cleanliness of Display –** Vendors must keep their areas clean, neat and orderly. It is the responsibility of the Vendor to pick up after the event and to leave the facility in the condition in which it was found. Failure to do so may result in fees being assessed for clean up.
- I. Security:** Protection of Vendor's property and insurance are the Vendor's sole responsibility. Vendor agrees that the University makes no representation whatsoever with respect to the security of Vendor's property while on the premises.
- J. Set-up/Tear Down Times –** Set-up Time shall be approved by the University. All displays must be removed from the DU Campus no later than 6:00pm each day unless otherwise agreed to by University. Vendor may not leave or store any products or materials at the Facility.
- K. Advertising.** Vendor shall provide copies of all written advertising, media releases, tapes of audio advertising and/or televised tapes at least one week in advance of the release of the materials. The advertising cannot be used without the written consent of the University, which will not be unreasonably withheld. User agrees to immediately discontinue or correct any advertising if the University determines, in its sole discretion, that such advertising is unacceptable. User agrees that

all advertising of any kind, including, but not limited to, on site or off, in print, verbal, televised or online, shall be factually correct and true and will in no way mislead the public or damage the reputation of the University. All advertising space inside the Facility and on the University premises is the exclusive property of the University and subject to its control. If User desires to use such space, User must pay the applicable fees and expenses. In no event, shall User advertise in the Facility or on the University premises without the prior written consent of University.

- L. Parking.** The University of Denver is an urban campus. Street parking surrounding the University campus is limited to one hour by the City of Denver. Visitor lots are available on a first come first served basis. There may or may not be a fee to pay for parking dependent upon the location of the space. All posted rules and regulations must be followed.
- M. Access.** All portions of the sidewalks, parking lots, entrances, passages, vestibules, halls, and all ways of access to public utilities of the premises shall be kept unobstructed and shall not be used for any other purpose other than ingress or egress to and from the premises. Vehicular traffic is prohibited on University sidewalks, greenbelts, or other non-paved designated driveways.