Event Planning Office
University Unions & Student Activities
Virginia Tech
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Sales/Solicitation Guidelines & Information

University-affiliated organizations are permitted to conduct fundraising activities in specific locations subject to the provisions of these guidelines and policies.

Sales and Solicitation Policies

- A *Public Space Request Form* should be submitted for fundraising events to be held in campus public space a minimum of 7 business days prior to the requested event date.
- Sales activities that are occasional, non-continuous and specific in purpose may be approved for designated areas. Regular, recurring activities are prohibited.
- Sales conducted by student organizations must be for the benefit of the organization or the benefit of a charitable group associated with the organization (such as a philanthropy). Provisions for proceeds from the sale must be noted on the request for approval. Organizations may be required to demonstrate or provide proof of the benefits to be received. Sales in which the proceeds result in personal gain to individuals are NOT permitted.
- A representative member of the sponsoring organization must be present at all times during sales activities involving a vendor outside of Virginia Tech.
- No sales or sales promotion shall be conducted in such a manner as to establish or to extend to the campus the appearance of a commercial activity. Commercial activity is defined as any sale or solicitation for the purpose of securing a profit or for the benefit of an individual or group not associated with the university.
- Event sponsors may arrange for vendor sales at an event scheduled in a UUSA facility.
- Salespersons may not engage in misrepresentation or fraudulent trade practices or other activities that are illegal or in violation of University policy. Such violations may result in the organization (and the vendor, if applicable) losing the privilege of conducting future sales on campus and subsequent judicial action.
- No sales (or student-affiliated events) may be scheduled 48 hours prior to or during exams.
- Authorization for sales and solicitations may be denied when they appear to conflict with another previously scheduled program or activity in the same general area.
- Decisions regarding requests will take into account any special circumstances relating to University activities and the burden such an activity may place on University security forces and administrative staff.
- Merchandise for sale with the Virginia Tech name or logo must be pre-approved by the Licensing and Trademark Office at Virginia Tech.
- If solicitation activities become obtrusive (loud noise, verbal solicitation, blocked walkways, etc), sponsors will be asked to stop. If the behavior continues, the event may be cancelled.
- Sales will be subject to such limitation (in regards to time, place and manner) as the approving office may proscribe.
- Reservations will be limited to three consecutive days.
- Door-to-door solicitation in residence halls is prohibited.
- All general advertising guidelines apply. Advertising guidelines are available in the Event Planning Office or online www.uusa.vt.edu (click Event Services, click Event Planning).
- The sponsoring organization is responsible for any damages or loss of property as a result of the sales activity.
- Book sales are only permitted if conducted by the University Bookstore.
- Food sales may not take place in or around dining facilities without special permission.

Bake Sales

Bake sales are held to all Sales and Solicitation policies listed above, as well as:

- Bake sales are permissible providing all products are baked and individually wrapped by members of the sponsoring organization or are purchased from a commercial entity for resale.
- Products must be sold by members of the sponsoring organization.
- Signs or other advertising of commercial producers, except for information incidental to packaging, are prohibited.
- Beverages are specifically prohibited in connection with bake sales.
- Bake sales, food sales or food promotions/give-a-ways in Squires Student Center are not permitted in Information Booth A. Such sales/promotions involving food are limited to Information Booth B (on the first floor near the ATMs), the Haymarket Ticket Booth (on the second floor) or on the Squires Porch.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Office for Equal Opportunity.

UNIVERSITY UNIONS & STUDENT ACTIVITIES