

2024-2025  
**UVSS Info Booth  
Vendor Guidelines**



## BOOKING A TABLE

The UVSS typically offers spaces for vendors throughout the regular school term (September to April – while classes are in session), during exam period, and over the summer from 9am to 6pm Monday to Friday. There is no weekend booking available.

Vendor spots are booked on a first-come, first-serve basis at the SUB Info Booth, [uvssinfo@uvss.ca](mailto:uvssinfo@uvss.ca). Only exception is for Campus Kick-off book through [uvssgm@uvss.ca](mailto:uvssgm@uvss.ca).

**NOTE:** Bookings for the September semester begin August 1st (or the next business day). Bookings for the January semester begin December 1st (or the next business day).

**!** Please be aware that there are no restrictions limiting vendors selling similar items.



## RATES & PAYMENT

REGULAR RATES (STARTING SEPT 16TH)	
1. UVSS Members <i>(10:30 am onwards based on availability; no reservations permitted; valid UVic ID; not avail in Sept)</i>	\$30.00 per day + GST \$1.50 = \$31.50
2. Crafty/Home Business <i>(spots #1, 2, 3 &amp; 4)</i>	\$60.00 per day + GST \$3.00 = \$63.00
3. Crafty/Home Business Weekly Bookings M-F <i>(spots #1, 2 or 3)</i>	\$175.00 per week + GST \$8.75 = \$183.75
4. Medium Business <i>(only 1 storefront)</i>	\$80.00 per day + GST \$4.00 = \$84.00
5. Medium Business Weekly <i>(only 1 storefront)</i>	\$350.00 per week + GST \$17.50 = \$367.50
6. Large Business/Recruitment <i>(&gt;1 storefront in BC)</i>	\$175.00 per day + GST \$8.75 = \$183.75
7. Large Business/Recruitment Weekly <i>(&gt;1 storefront in BC)</i>	\$725.00 per week + GST \$36.25 = \$761.25
8. National Businesses	\$400.00 per day + GST \$20.00 = \$420.00
9. National Businesses Weekly	\$1500.00 per week + GST \$75.00 = \$1575.00

## RATES & PAYMENT CONT'D

<b>*PREMIUM PERIOD RATES (WEEK AFTER LABOUR DAY)</b>	
1. All Businesses - Outdoor during CKO <i>- weekly bookings priority.</i>	\$1,975.00 per week + GST \$98.75 = \$2073.75
2. All Businesses - Outdoor during CKO <i>- if space available after Aug 18th.</i>	\$625.00 per day + GST \$31.25 = \$656.25

<b>READING BREAK (NOV 12-15 &amp; FEB 18-21), AND SUMMER 2024 RATES</b>	
1. Crafty/Home Business	\$16.00 per day + GST \$0.80 = \$16.80
2. Medium Business <i>(1 storefront)</i>	\$45.00 per day + GST \$2.25 = \$47.25
3. Large Business/Recruitment <i>(&gt;1 storefront in BC)</i>	\$90.00 per day + GST \$4.50 = \$94.50
4. National Businesses	\$175.00 per day + GST \$8.75 = \$183.75



Payment in full is due upon booking. Payments may be made by debit, Visa or MC at the UVSS Info Booth in the Main Hallway of the Student Union Building. Until payment has been received in full, the booking is not confirmed.

## CANCELLATION/REFUND POLICY

You are responsible for your attendance on the days you are booked regardless of weather conditions. If you wish to cancel, you must give **AT LEAST TWO WEEK'S NOTICE** to receive a refund or credit.

**NOTE:** Only one refund cancellation permitted per semester to a maximum of five days in total. A vending credit must be redeemed by the end of the current semester subject to availability. A \$10.00 fee is charged for each day credited or cancelled. No credits are given for September bookings.



## UPON ARRIVAL

If you are unsure of your exact location prior to setting up, please check at the SUB Info Booth. Vendors are expected to be set-up by 10 am. If you anticipate a late arrival (after 10 am), please contact the Info Booth at [uvssinfo@uvss.ca](mailto:uvssinfo@uvss.ca) so they are aware of this. Failure to do so could result in your table being utilized by another vendor and no refund.

**Unloading:** Before 10 am, you may park 20 feet away from the main entrance of the SUB and unload on the cement pad - please do not block the entrance while unloading. Any vendors parked on the cement pad after 10 am will be ticketed by Campus Security Services. After 10 am, you have to park on Ring Road against the curb in a parking spot and carry your product to the front door. If there is no space available, you can unload by parking in the Loading Zone out front of the Cinecenta entrance to the SUB. You are responsible to provide your own handcart to transport your product.

You must not tape anything to any painted surfaces. We ask you to please refrain from posting signs, advertisements, or actual products on walls, over bulletin boards, or hanging from tents. Please keep everything on your tables or racks.

If you are inside, your display CANNOT go beyond the pillars into the hallway of the SUB (Saanich Fire Safety Regulations). A 3rd side table is not permissible on spot #2 or #3 in the event of a conference being held in the MPR room. **The UVSS reserves the right to substitute vending spots if Catering requests the use of table locations #2 and #3.**

## OUTDOOR VENDORS

If you are outside, please do not block doors into/out of the SUB Building. You must also keep thoroughfares free for emergency vehicle access.

Based on availability and no earlier than 9am, outdoor vendors may be able to pick up 2 tables from the SUB General Office. Vendors are responsible to return the tables when they are finished, and ensuring the cleanliness of their area.

## GENERAL INFORMATION

Power is only available at inside vendor spots and limited exterior locations. Wifi is not provided by the university to non-students.

If you are here more than 1 day, your vending area must be tidied and free from materials for the evening. The UVSS is not responsible for storing your products, nor are they responsible for products that are left overnight and go missing.

### Parking:

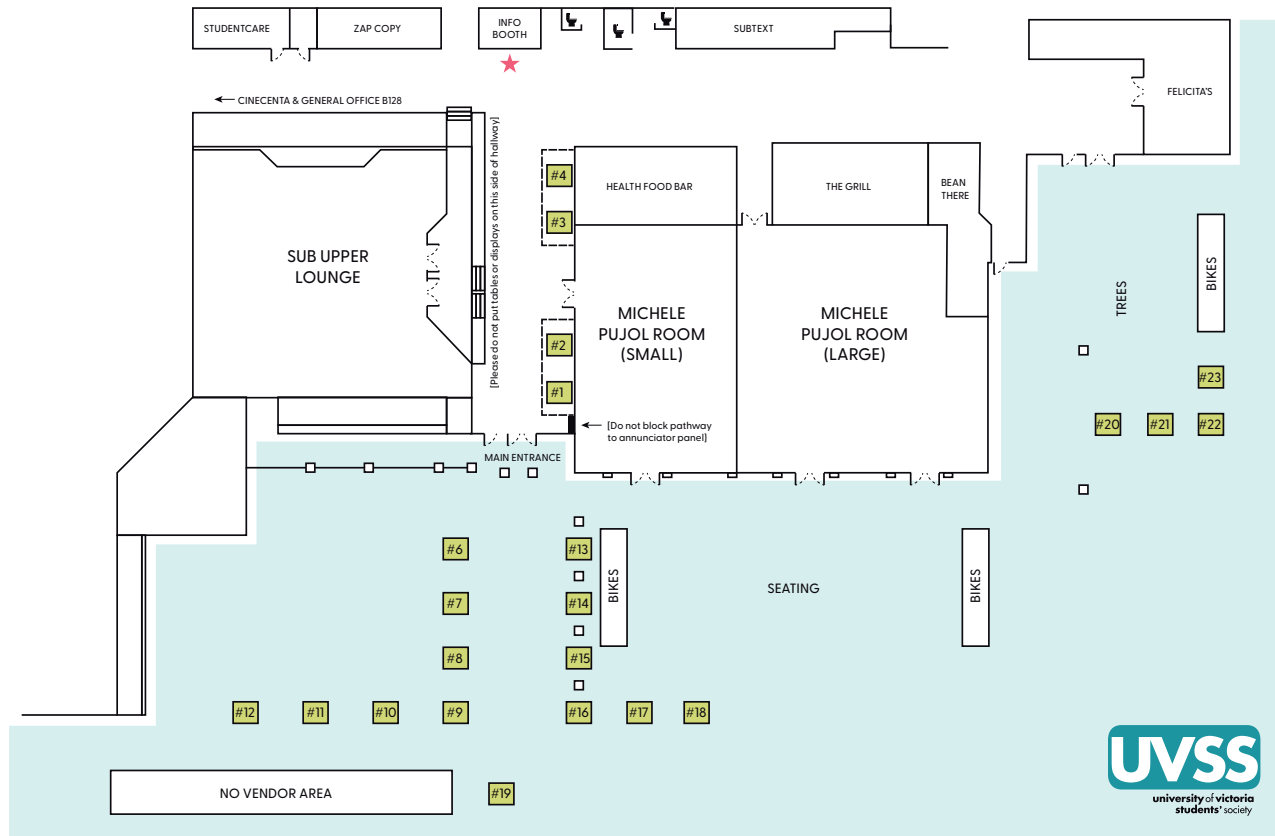
Information about Parking may be obtained by calling 250-721-7600. There are loading and unloading areas in front and side of the SUB. If you park there all day YOU WILL BE TICKETED by Campus Security Services.





# VENDING TABLE LOCATIONS

- # Assigned Location
- Display Area
  1. Your display must not go beyond display area.
  2. Please do not tape anything to the pillars.
- Outdoors



## RESTRICTIONS ON ITEMS VENDORS MAY SELL

Because the UVSS provides a wide range of services by students for students, there are restrictions on items vendors may sell. Generally, any service/item already offered by a business in the SUB may not be offered by the vendor. Items include:

- books (new or used)
- CDs (new or used)
- food & beverages
- get rich quick companies
- posters/art prints
- credit cards
- phone cards
- post/greeting cards
- incense or any scented items

Please keep in mind that the UVSS is a politically active environment. There are often student gatherings in and around the Student Union Building. Please be respectful of our members and environment during your visit with us.

Failure to comply with the guidelines listed above will result in revoking of table vending privileges. This will include cancellation of any future bookings that have already been made.

We hope you enjoy vending in the Student Union Building and look forward to your continuing visits!



## CONTACT INFORMATION

### UVSS Info Booth

Student Union Building  
email: [uvssinfo@uvss.ca](mailto:uvssinfo@uvss.ca)  
P.O. Box 3035  
University of Victoria  
Victoria, B.C.  
V8W 3P3

**Phone:** 250-721-8355

**Email:** [uvssinfo@uvss.ca](mailto:uvssinfo@uvss.ca)

### Hours of Operation:

Monday - Friday 10:00 am - 3:00 pm  
closed weekends and holidays