

Market Wednesdays Policy

To participate in Union Market Wednesdays, RSOs must follow the guidelines below. For more information on Market Wednesdays, please visit us online at www.union.fsu.edu/market.

- Market Wednesday tables on the east side of the courtyard are only open to recognized student organizations. If you are not sure whether or not your organization is recognized, please contact Cindy Christopher at (850) 644-6673 or cchristopher@admin.fsu.edu or Kelly McDowell at kmcdowell@admin.fsu.edu.
- All tables will be distributed on a first come first served basis. Organizations must sign up for a table by registering the day of at the RSO sign up table located in the courtyard near the ticket office beginning at **9:30 am**. Once all tables are claimed, any groups still waiting to reserve a table will be placed on a waiting list and notified if any tables become available, still on a first-come first-serve basis.
- Any member of the organization may register for a table on behalf of the organization on Wednesday morning. A reservation card will be distributed and will reserve the table prior to setup. This reservation card must be displayed in a visible area at all times. Non – members may not sign up for other organizations. The member will need to present their FSU ID card to validate their identity. No exceptions.
- Each person may only reserve ONE table, regardless of how many organizations they are a part of. (For example: If I am a member of organization A, B, and C, I could register for a table for any of them [A, B or C] but not more than 1.)
- Tables that do not have a representative at their table by **10:30 am** will have the potential to have their table released. A member of the organization must be at the table from 10:30 through the duration of Market Wednesday, or until the table is no longer wanted. Tables will be re-distributed and assigned through the SAC table. Only SAC staff and appointed representatives may remove other organizations items from a table. Items may be reclaimed at the SAC table until 1 pm.
- If you need additional chairs or tables, please see the sign up table. *Only* the staff person sitting at the **RSO sign up table** will be allowed to ask the Union facility workers to bring more chairs and tables. Unless requested for special needs there will be a maximum of **2** chairs per table.
- Only one table per organization and sponsorship. However, an organization may sponsor/host another organization, activity, or event (i.e., Women’s Center hosts Breast Cancer Awareness Month activities). In order to be considered a co-sponsorship, **BOTH** the host organization and the organization being sponsored **MUST** be present at the table.
- Only baked goods and pre-packaged food may be sold at your table during Market Wednesdays. To sell baked goods, you must submit an Event Permit and a Food Permit at least 72 hrs in advance, and receive approval (these are both found at

<http://union.fsu.edu/eventplanning>). If your organization is selling ornaments, tickets for drawings, or other objects you must have special approval from Kelly McDowell in the Union, room A305K, or contact her at kmcowell@admin.fsu.edu or 644-6673. Organizations may not distribute or sell any products that conflict with University Contracts. This includes food, beverages, water, and many other products.

- Please make sure all trash is discarded into trash cans during Wednesdays and especially before leaving your table for the day. Consistent violators will be asked not distribute flyers to promote their organization, event, activity, etc.
- If you request and are approved to use the amplification hour on Moore Porch, remember all amplified music can only be played from **12:00-1:00 pm** so not to disturb classrooms in nearby buildings. If music is not end promptly at 1:00 pm, you will be considered in violation of the hour. If your organization is found in consistent violation, Market Wednesday privileges may be suspended.

How to register for a table Wednesday morning:

- 1) Register for a table between 9:30-10:30 am on Wednesdays by visiting the Student Activities Center staff member at the RSO sign up table located near the Union Ticket Office. Remember, tables are distributed on a first-come, first-serve basis and once all tables are claimed you will not be able to reserve a table and will be placed on the waiting list.
- 2) Remember: only one table per person, per organization. Once you have provided your contact information (e-mail address, phone number, etc.), shown your FSU ID, and signed your name agreeing to abide by these policies and procedures, the staff member will give you a card that says, "Reserved Table." This reservation card must remain **visible at the table at all times**, and not with the person who registered for the table. Tape will be provided at the RSO sign up table if you chose to tape the card to your table.
- 3) On Wednesday morning, please make sure you are set up by 10:30 am and someone is at the table for the duration of Market Wednesday, or the table you chose will be redistributed to other organizations.

***If you are interested in reserving the 12:00-1:00 pm hour on the Moore Porch in the Union Courtyard, please complete the **Market Wednesday Amplified Sound Hour Request Form** at <http://union.fsu.edu/market>. If you wish to reserve the amphitheater or the Union Green, please complete an **Event Permit** at <http://union.fsu.edu/eventplanning>.*