



Registered Student Organizations

Gator Market Information

- Gator Market operates from 10:00am to 3:00pm during Fall and Spring semesters.
- Check-in for RSOs begins at 9am.

ALL decisions made by Gator Market management are *FINAL*.

General Policies

- Each Gator Market reservation includes one 6' table, and two standard outdoor chairs in the reserved location. No additional tables permitted.
- Equipment will be inspected after each Gator Market. Damage to the facility, grounds, or equipment will result in charges to the vendor or organization.
- Upon check-in, RSOs will be directed to their area. RSOs may not begin setting up until they have completed the check-in process.
- RSOs must be signed in and set up by 10am. Failure to do so will result in being classified as a "no-show."
- All participants are subject to the University of Florida's Code of Conduct (<https://policy.ufl.edu/regulation/4-040/>).
- All University of Florida policies are enforced at Gator Markets. For detailed information and access to the full range of policies, please refer to the [UF Policy Hub](#).

Eligibility

All student organizations must be in good standing with the University of Florida, Student Engagement, and the Reitz Union. The organization must be a Registered Student Organization (RSO) and visible on Gator Connect to register.

Access to Gator Market

RSOs will be able to access their selected table in the Reitz Union tabling area after checking in.

Parking

Parking will not be provided for Registered Student Organizations.

Check-in

Upon arrival, RSOs will proceed to their designated area. All tables will be equipped with a laminated number and chosen on a first come, first served basis. To designate a table, choose an open table with a laminated number. Take this laminated number to the check-in station to ensure you have selected a table within your reservation area. After your selection is confirmed, you will be allowed



to set up in your given space. RSOs are not allowed to move tables, switch tables, or encroach on other booths after check-in.

All students tabling must present a valid and active GatorOne Student ID. RSOs may be asked to provide a list of students participating in advance.

Vendor Application & Registration

The vendor application can be accessed on the Gator Market website.

Vendor Applications must be submitted by **4pm on the Thursday prior**. Once we approve your application, you will be contacted via email with payment information. Your space is not confirmed until we have approved your application and received your payment in full.

Gator Market Date	Registration Closes (4pm)
Wednesday, 08/27/2025	Thursday, 08/21/2025
Wednesday, 09/17/2025	Thursday, 09/11/2025
Wednesday, 10/15/2025	Thursday, 10/09/2025
Wednesday, 11/19/2025	Thursday, 11/13/2025

Vendor spots are limited and filled on a first come, first serve basis.

Placements and No-Shows

- After two instances of not showing up without prior cancellation, RSOs will not be invited back to participate in Gator Markets the rest of the semester. For the following semester, these groups will be placed on probation and only allowed one no-show before losing the opportunity to attend.
- Table selection in designated areas is based on a first-come, first-served basis.
- If a group does not sign-in and set up by 10am, they will be considered a no-show, and their table will be forfeited to a waitlisted group. Gator Market does not offer refunds or date changes for missed reservations.

Cancellation

- To cancel your reservation, please notify Gator Market staff as soon as possible. *Cancellation or rescheduling requests must be emailed to gatormarket@ufsa.ufl.edu by **4pm the Wednesday prior to the reservation date**. Requests received after this time will be classified as a “no show.”*



- Gator Market Management reserves the right to cancel the Market at any time and for any reason, including inclement weather, campus closures, or security concerns, without prior notification.

Waitlist

RSOs without a reservation who wish to secure a booth can visit the check-in table on the day of the event between 8am and 10am to be added to a waitlist. If any booths remain unoccupied by 9:45am, the RSO will be notified by email and given the opportunity to claim a Gator Market spot.

Unauthorized Use of Space

- Groups may only solicit at their table. They are not permitted to solicit in any other indoor or outdoor areas or impede traffic flow around the Reitz Union.
- Soliciting, surveying, and sampling without a reservation is strictly prohibited. Offenders will be asked to leave immediately.
- Any group that willfully continues to disregard Gator Market rules and regulations will have their Gator Market privileges revoked.

Tents

No tents are permitted in the RSO tabling area.

Breakdown

- Groups must clean up their space after the Market has concluded.
- Eco-friendly items and decorations are permitted but must be cleaned up at event end time.
- Groups will receive one warning for failing to clean up their space. Further infractions will lead to suspension from Gator Market.
- All booths must be broken down and cleared by 4pm.

Inclement Weather

- The possibility of rain does not automatically result in the cancellation of Gator Market.
- In the event of heavy rain or severe weather conditions, Gator Market staff will assess conditions by 7:45am on the day of the Market to determine if cancellation is necessary.
- In cases of extreme weather such as a hurricane, Gator Market will be cancelled in advance.
- If Gator Market is cancelled, notifications will be sent to all registered attendees. You should also plan to call the Gator Market office to confirm if the Market will take place.
- In case of severe wind, Gator Market staff reserves the right to remove tents.

Acts of God

If Gator Market is canceled due to an act of God, including but not limited to natural disasters, severe weather, or other unforeseeable circumstances beyond our control, we will offer a refund or



provide the option to reschedule to another Gator Market Day. All participants will be notified as soon as possible, and we will work to accommodate new arrangements in a timely manner.

Sales & Giveaways

University Departments are not permitted to conduct sales. If planning to host an activity or offering a giveaway, they must include this information in their application or notify the Gator Market team in advance.

Fundraising

RSOs will be permitted to table at Gator Market and display information about their organization, upcoming events, and volunteer opportunities. This is an opportunity for RSOs to engage with students, answer questions and build connections with potential members or collaborators.

Fundraising activities, including the sale of goods, services, or the collection of monetary donations, will not be allowed during the Gator Market. The primary focus of this event is to encourage idea sharing, awareness, and recruitment. RSOs are encouraged to promote their activities and missions without the expectation of raising funds on-site.

Prohibited Items

Items prohibited at Gator Markets ***include homemade foods, alcohol, drug or smoking paraphernalia, tobacco products, diet aids, nutritional/health supplements, weight loss plans or products, energy drinks, CBD items, credit cards, pornographic materials, fireworks, explosives, drones, mechanical or inflatable amusement devices, dangerous chemicals, ammunition, weapons, animals or animal feed, items violating copyright or patent laws, and those bearing official University of Florida symbols/logos or breaching existing campus contracts.*** Attendees found in possession of these prohibited items will be asked to remove them from the premises. Violation of this policy may result in removal from the event and cancellation of future reservations.