



## University Departments

### Gator Market Information

- Gator Market operates from 10:00am to 3:00pm during Fall and Spring semesters.
- Check-in for university departments 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 department.
- Upon check-in, vendors will be directed to their area. Groups may not begin setting up until they have completed the check in process.
- Groups must be signed in and set up by 10am. Failure to do so will result in being classified as a “no-show” with no refund or opportunity to reschedule.
- 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 University Departments can participate in Gator Market. Departments must use their Chartfield number to purchase their table for Gator Market. Payment with P-cards is not permitted.

### Access to Gator Market

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

### Parking

Parking will not be provided for University Departments.

### Check-in

Upon arrival, departments 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. University departments are not allowed to move tables, switch tables, or encroach on other booths after check-in.

### 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

- Failure to utilize reserved space will result in full forfeiture of Gator Market payment. After two instances of not showing up without prior cancellation, participants 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 a probation and only allowed one no-show before losing the opportunity to attend.
- Table selection in designated area is based on a first come, first served basis.
- If a department does not sign-in and set-up by 10am, they will be considered a no-show. 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](mailto: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

Gator Market does not keep nor honor a waitlist for university departments. This is extended to email reservation requests as well.



## **Insurance**

All vendors and groups participating in the Gator Market will be required to comply with the Event Services Insurance Policy as outlined by the University of Florida. University departments are covered under the university's general liability insurance policy.

## **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.

## **Additional Equipment**

Access to power must be requested with reservation and will be provided in a case-by-case basis.

## **Tents**

No tents are permitted in the university department tabling area.

## **Breakdown**

- Participants 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 emailed 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 vendors will be notified as soon as possible, and we will work to accommodate new arrangements in a timely manner.

### **Food**

University Departments may not sell home-made, potluck style food items at Gator Market. All other food items will be considered on a case-by-case basis via the vendor application process.

### **Sales & Giveaways**

If planning to conduct sales, host an activity, or offering a giveaway, they must include this information in their application or notify the Gator Market team in advance.

### **Cash Sales**

Cash sales are allowed, but UF is a cashless campus. We recommend using alternative payment methods such as Square, Venmo, or CashApp.

Vendors are solely responsible for any cash collected during transactions. The Gator Market staff, the Reitz Union, and the University of Florida assume no liability for cash, cash registers, or merchandise.

### **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.