Harbor Market

Not for Profit Rules & Regulations

Registration / Payment

- Only groups which possess a 501(c)(3) letter will be allowed to register as a not-for-profit organization. All others must register as a normal vendor to participate.
- Not-for-Profit organizations receive their first Harbor Market free of charge, but thereafter will be charged a flat fee of $20.00.
- All reservations must be made through USFSP’s store at shop.usf.edu. To register:
  - Select USFSP Harbor Market from the list of stores.
  - Select Not-For-Profit Registration
  - Provide required information
  - You will receive a receipt via email.
- Reservations must be submitted before 12:00pm on the Tuesday before the desired market date.
- In the event that your submission is received at 12:00pm, your request will be cancelled and your credit card will not be charged. You may resubmit your reservation at the walk-in price or schedule for the following Harbor Market.
- When your reservation is complete, you will receive a confirmation notice from our office.
- Please contact us with any questions: email cdjaeger@mail.usf.edu or call (727)873-5179.

Day of the Market Setup and Policies

- Harbor Market operates from 10:00am to 3:00pm.
- If you have any scheduling issues with your reservation, please have your contact person call 727-873-5180 and speak with the staff.
- All not-for-profit organizations must check in with the Harbor Market staff before setting up.
- Each organization registered for the market will be assigned a space approximately 10’x’10’. We appreciate your cooperation in limiting yourselves to your assigned space.
- Organizations are provided one table and two chairs as a part of their reservation.
- Organizations are permitted to bring additional tables but must remain within their assigned 10’x10’ space.
- If your organization intends to bring a tent, you must specify during your registration.
- Tents must be free-standing and/or weighted. No staking is allowed.
- Organizations should not set up unless directed by the market staff and all proper documentation and payment has been processed.
- The Harbor Market staff has the authority to ask an organization to move or leave if the organization has not verified his or her market space with the staff.
- We ask that all organizations make an effort to keep their spaces neat and clean at all times.
- Organizations are not allowed to share their table, chairs, or spaces with another organization, department, or vendor even if they are members of both groups.
- The market space reserved by an organization must be occupied by members of that department at all times.
- Amplified sound and the use of generators must be approved by the Harbor Market staff. Acceptable volume levels will be determined by market staff.
Sale and/or Distribution of Products

*Not-for-Profit Organizations can utilize the Harbor Market for the following:*

- Information distribution
  - Information packets
  - Pamphlets advertising your organization's activities
  - Flyers for upcoming events within your specific organization, etc.
- Food distribution is limited to give-aways.
- Please request a copy of the market food policy before distributing any food.
- Giveaway beverages are restricted to Coca-Cola products only and include:
  - Water (Dasani/Evian)
  - Sports drinks (Powerade)
  - Juices (Minute Maid)
  - Energy drinks (Rock Star/Full Throttle)
  - Soda (Coca-Cola Brand Beverages)
- Food requiring refrigeration or heating is not allowed unless your group has been given express permission by the market staff.
- Not for Profit organizations are not permitted to sell any items.
- If your organization is unsure whether or not the activity they wish to do is permissible, do not hesitate to contact our office via phone (727) 873-5179 or email (cdjaeger@mail.usf.edu). Please contact the University Student Center’s Harbor Market staff at least five business days in advance. The Harbor Market cannot guarantee permission for a request made the day before a market date.

Rain/Severe Weather/Market Cancelation Policy

- Call the office (727) 873-5179 for verification of rain cancellation.
- In the event of rain, the market staff will decide at the market as to whether or not the weather is considered severe enough to warrant cancellation.
- Market management has full authority to cancel the market for any reason (e.g. inclement weather, security reasons).