

Utah State University Off-Campus Vendors 2023 Day on the Quad Policies and Guidelines

The following information contains important policies and guidelines related to Day on the Quad, including check-in, payment, set-up, and contractual agreements. Failure to comply could result in removal from the Utah State University Day on the Quad event.

Registration

To register please visit <http://involvement.usu.edu/day-on-the-quad/>

Payment

Your space will be assured by paying the \$300.00 booth fee by August 28, 2023. The booth size is 10' x 10', **anything** which exceeds the space, will cost an additional booth fee. If you wish to register an additional space for your club or organization the cost of the space will be \$300.00 on or before the August 28 deadline. Additional spaces will not be available on the day of the event. All fees are non-refundable.

We accept PayPal and checks as viable forms of payment. You have the option to submit your payment online via PayPal at the time of registration.

Please make checks payable to USU and return them with the attached contract to the following address:

Student Involvement & Leadership Office
c/o Spencer Bitner
0105 Old Main Hill
Logan, UT 84322-0105

Parking

You will be responsible for all parking expenses. Parking is located in the Aggie Terrace (west of the Quad) or the Parking Terrace north of the Taggart Student Center. The cost per terrace is approximately \$2.00 per hour or \$10.00 per day in the structure. **Parking on sidewalks is not allowed.** For all questions related to parking, please www.parking.usu.edu or stop by the Visitor Information Center at 600 North 700 East.

Check-in

Check-in is on Wednesday, August 30, 2023. You will be assigned a check-in time based on the location of your booth. If you have not checked in by 10:00 a.m., your table will be given away.

Set-up

Day on the Quad begins at 10:00 a.m. You will be assigned a specific space for your business' booth including one table and two chairs. You will not be allowed to relocate. **No electricity is available, and you are not allowed to bring a generator.** Day on the Quad will happen rain or shine.

Load-In, Load-Out

Because of time and space restrictions surrounding the Quad we encourage all vendors to plan their load-in and load-out accordingly to limit congestion surrounding the Quad. If possible, please park in designated visitor areas and walk your supplies to your booth location. If you require additional assistance, the load-in/out location will be in the Quad drop-off area (400 North) on the East side of the Quad, by the Agriculture building. When you arrive, your needs will be assessed at which time a USU employee may allow you to be on the sidewalk if they see a need. **There is a one-load limit. Plan on at least two individuals in your party helping with check-in since someone must always remain in your vehicle.**

You cannot park your car and leave it, so plan accordingly. Please visit <http://parking.usu.edu/htm/maps> for a downloadable map.

Contracts

Students may not sign any contracts with your business. Also, no credit card solicitation is allowed on campus.

Selling Food/Merchandise

If you plan on selling food or merchandise at Day on the Quad we will provide you with a Special Event Permit tax form that you will be responsible for filling out and turning in to the state. Food trucks are the exception as they are considered a licensed business and will not need a Special Event Permit.

Clean Up

Day on the Quad ends at 3:00 p.m. You will be responsible to remove any items and garbage from your booth area, as well as folding up your table and returning it to the designated area. Please leave the space as clean as you found it.

Food and Drink Regulations

Failure to abide by these regulations will result in an immediate removal of your booth.

Food

If you plan on serving food at your booth, a temporary food permit is required. Permits are available through the Bear River Health Department. You can contact them at 435-792-6570.

Drink

Utah State University is a PepsiCo only institution. Only Pepsi beverages (including water, energy drinks, & juice) will be sold, distributed, sampled, advertised, or promoted on campus. Absolutely NO Red Bull or generic soda or water brands will be permitted. Below you will find a list of approved and commonly used PepsiCo drinks:

Pepsi	Tropicana Juices
Diet Pepsi	RockStar Energy
Pepsi Max	Mug Rootbeer
Wild Cherry Pepsi	Propel Water
7Up	Pure Leaf Ice Tea
Mountain Dew	Brisk
Diet Mountain Dew	SunnyD
Sobe	*Dr. Pepper is only allowed via fountain drink
Sobe Life Water	

If you have additional questions regarding PepsiCo products or to approve other products, please contact Dining and Food Services at 435-797-1707.

Failure to comply could result in removal from the Utah State University Day on the Quad event. If you have any questions please contact the Student Involvement office at 435-797-2912 or email spencer.bitner@usu.edu. We appreciate your support and participation in Day on the Quad, and we look forward to seeing you on Wednesday, August 30, 2023.

GO AGGIES!