Retail Sales & Fund Raising Guidelines

In general, the sale of merchandise or food & drink in the Holmes Student Center is reserved for HSC operations or contracted retail tenants. It is the policy of the Holmes Student Center not to compete with these operations. Some exceptions are made as follows:

- **Student fund raisers**
  - Recognized student organizations can sell non-competing products and items at designated student tables with permission from the Bookstore manager or the HSC Director.
  - Recognized student organizations can sell limited food items such as *homemade baked goods or ethnic foods* at designated student tables by permission.
    - Items should be wrapped and not perishable
    - Items for sale cannot be purchased packaged candy or donated product from a national brand or from a local food vendor.
    - Items for sale cannot require electrical appliances to keep warm
    - No beverages are allowed
- **Speakers:** NIU department or NIU student sponsored speakers may sell books written by a guest speaker with permission from the Bookstore Manager or HSC Director.
- **Conference Activity**
  - Conferences may sell limited non-competing merchandise associated with the purpose of the conference with permission of the HSC Director. The sale of such items may affect the rent charged for the space.
  - Silent auctions as fund raisers are allowed at conferences and special events where the auctioned items are appropriate to the event with permission of the HSC Director.

Applicant’s Signature: _________________________________

Date: _________________________________

Revised 3/8/11