



UK Lex-Mart

Introducing UK's New Students to All that Lexington Has to Offer

The University of Kentucky's Office of New Student & Parent Programs is proud to announce the arrival of UK Lex-Mart, a new community vendor fair, to the K Week Schedule of Events! K Week is the University's welcome week program and will take place August 21-29, 2009. **UK Lex-Mart will occur Tuesday, August 25, from 11 a.m. – 2 p.m. in the Botanical Gardens adjacent to the Student Center.**

GUIDELINES

UK Lex-Mart's purpose is to allow local vendors to hand out free information or "giveaways" to UK students. **The event is NOT for the purpose of selling items or collecting information from students.** Failure to abide by the following conditions may result in the participant(s) being asked to leave campus and being restricted from future participation.

1. The Office of New Student & Parent Programs (NSPP) will provide one 6' table and two chairs for those who sign up to participate. The table placement will be at the discretion of the NSPP. Participation will be confined to the designated sidewalk location in the Botanical Gardens near the Student Center. All skirting, decorations, or table dressings must be provided by the participant(s). **Tables must be set and ready by 10:45 a.m.**
2. UK Lex-Mart is designated ONLY for information sharing. There are to be NO sales, solicitations, or on-site signups for services. This service is for promotion, community good will, and "giveaways" to students. Participants are NOT to collect information from students (including but not limited to names, phone numbers, and e-mail addresses).
3. Any "giveaways" must be available to any or all students.
4. There is to be NO amplified sound.
5. Participants must stay at their designated table at all times. Pedestrian traffic is NOT to be stopped or interfered with.
6. Access to electricity will NOT be provided to participants.
7. Businesses wishing to give away food products may ONLY give away a sample, or tasting, to each student; NOT a full meal. As electricity will NOT be provided, each business will be responsible for supplying proper energy to meet "serve safe recommendations" and must follow proper food handling procedures. NSPP will require a waiver to be signed before food can be served.
8. Businesses partaking in the sale of tobacco, alcohol, firearms, and adult entertainment are prohibited from participation per University policy. Additionally, other businesses may not give away tobacco, alcohol, firearms, adult entertainment, or products related to such.
9. Parking will be available. Directions and instructions will be provided to all who register to participate in UK Lex-Mart.
10. **Space is available on a first-come, first-serve basis and will be reserved at the discretion of the NSPP office. Please call before submitting payment to see if space is available.**

To participate, vendors must agree to these terms, return the attached application, and pay the UK Office of New Student and Parent Programs a participation fee of \$100 by Friday, August 7, 2009.



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VENDOR APPLICATION

K Week is the University of Kentucky's fall welcome week for new students and is an opportunity for the entire UK community to celebrate the start of a new school year.

Vendor Name:		Vendor Phone:	
Vendor Address:			
Contact Person:		Contact Phone:	
Email Address:			

Vendors may NOT sell items NOR collect student information at this event. (See UK Lex-Mart guidelines.) However, we do encourage vendors to disseminate information about the resources they provide to students, pass out "giveaways" to students, and/or host an interactive activity at their table.

Please place a check next to the resources and/or giveaways you plan to offer to students at UK Lex-Mart (check all that apply) and provide additional information when necessary.

- | | |
|--|--|
| <input type="checkbox"/> Clothing / Jewelry (i.e., free t-shirts or rally bands) | <input type="checkbox"/> Food Samples (See guideline #7.) |
| <input type="checkbox"/> Flyers / Brochures / Informational Resources | <input type="checkbox"/> Other Giveaways (Please specify.) |
| <input type="checkbox"/> Gift Certificates / Coupons / Discounts | _____ |

Passport Program Prize Drawing

All new students will receive a K Week Passport at the start of K Week encouraging them to participate in events. Those who complete a Passport will be entered in a drawing for prizes donated by YOU, a participating UK Lex-Mart vendor. Prize winners will be announced at the conclusion of K Week.

Prize Drawing Requirements and Benefits:

- A prize must be valued at **\$150 or more**. Example prizes include: a futon, free burrito each week for one year, semester of free textbooks, TV/DVD combo, digital camera, iPod, bike, free cell phone and service for 6 months ... the possibilities are endless!
- The registration fee for UK Lex-Mart will be waived for businesses that donate prizes
- Vendors who donate prizes will be listed on the K Week website and will receive verbal recognition at the prize drawing

- I am interested in donating a Passport Program Prize and therefore have not paid the registration fee.** (Please include a brief explanation of the prize and its value. Your table space will not be officially reserved until the prize or a certificate to redeem the prize is received by the Office of New Student & Parent Programs.)
- _____
- _____

- I accept and agree to abide by the guidelines set forth by the Office of New Student & Parent Programs regarding my participation in UK Lex-Mart. I understand that in failing to do so, the representatives of my business and/or I may be asked to leave the event and may be restricted from future participation in UK Lex-Mart.**

Signed: _____ Date: _____

Questions regarding UK Lex-Mart may be directed to KWeek@lsv.uky.edu or 859.257.6597. Checks should be made payable to UK Office of New Student & Parent Programs and mailed with this application to 518 Patterson Office Tower, Lexington, KY 40506-0027 NO LATER THAN Friday, August 7, 2009.