

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4094

PAGE 1 of 2

PROCEDURE TITLE: Exhibit Table

STATUTORY REFERENCE: Fla. Stat. 1001.64

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College Policy Manual Approval

EFFECTIVE DATE: May 8, 2007

LAST REVISION DATE:

LAST REVIEW DATE:

I. **PURPOSE**

To define the process by which individuals, groups or organizations not affiliated with or sponsored by the College, may request table exhibit space at Miami Dade College.

II. **PROCEDURE**

A. Exhibitors include the following categories:


Campus Visitors: Organizations or individuals may visit the College for non-commercial activities such as recruiting or general dissemination of information

Organizations/Companies: These entities may offer information regarding the goods or services they provide. No sales or commercial transactions are allowed. Organizations/companies must comply with all Miami Dade College Policies and Procedures, federal, state, and local laws and regulations. Organizations/companies must file a copy of any applicable tax certificates and/or vendor licenses with the Student Life Office.

Individuals, groups or organizations not affiliated with or sponsored by the College are defined as individuals, groups or organizations whose intended purpose at the College is not sponsored by the College for organizational or educational purposes nor is the visit request a result of an invitation by the College.

B. All exhibitors shall comply with the following guidelines

1. *Advance Approval:* All individuals and organizations/companies shall request permission from the Student Life Office by submitting the required approval form(s) no later than 15 days prior to the planned visit. There will be a \$100 per day fee per table to be paid by check or money order. The College reserves the right to limit each campus visit to one (1) calendar day per month or deny request depending on space availability.
2. *No interference with passersby:* All representatives must refrain from approaching or harassing passersby.
3. *Distribution of printed materials:* Posters, flyers, and/or literature distribution must comply with Procedure 4095.
4. *Food, drinks, or giveaways:* These items may be distributed only after approval from the Student Life Office has been granted in writing.
5. *Cleaning:* All debris must be removed from College premises immediately following the exhibit closure.

	May 8, 2007
PRESIDENT	DATE