1. Solicitation shall be defined as any advertisement or promotional effort through any means of communication or sale of tickets, products, services and giveaways.

2. Any student, faculty/staff member or non-university affiliate promoting a business or selling items is required to obtain a solicitation permit. This includes, but is not limited to, businesses, as well as non-profit and religious organizations. An application for this permit should be submitted two working days in advance of the visit date. A copy of your picture identification is required with application. The solicitor must also provide a detailed description of items being sold, advertised or passed out. Items should be submitted to the Event Services office located on the second floor of the Thad Cochran Center, or mailed to 118 College Drive #5067, Hattiesburg, MS 39406-0001. This permit should remain with the solicitor at all times.

3. The cost for the permit in regard to any type of sale shall be 15 percent of the revenue collected per day or a minimum of $75. In addition, there will be seven percent sales tax if the solicitor does not pay his or her own tax. Please return to the Event Services office by 4 p.m. at the conclusion of your permit to pay all outstanding fees for your event.

4. Solicitors shall not be permitted to post printed advertisements on campus except on inside bulletin boards or reception areas, if approval is granted by the building managers.

5. Printed advertisement, materials or wearables shall not contain obscene material as defined by community standards, advertise the sale or use of alcohol, tobacco or illegal drugs, or contain libelous information. The university assumes no responsibility for the content, quality or delivery of any product. The university only acknowledges and records that this solicitor will be on campus during the requested dates.

6. Solicitation is not allowed during “Dead Days”, which begins nine days prior to graduation, or during home football game weekends (unless an approved, official sponsor of USM Athletics).

7. Storage is available upon arrival if permit is for consecutive days if requested in advance and space is available. Rental fees vary based on size of space requested. Event Services will not be responsible for goods stored in this space. For information or to reserve storage space, please refer to the Conference Storage/Shipping Agreement posted under the advertising and solicitation section of our web site http://www.usm.edu/event-services, or contact Event Services at 601.266.4399.

8. If reservations for solicitation are not cancelled within 24 hours of the date reserved, or if monies owed are not paid on the reservation date, a $75 fee will be assessed before any future reservations are allowed. Three no-shows in an academic year will result in revoked privileges for a solicitation permit.

9. Door-to-door or pedestrian solicitation is not allowed anywhere on campus. Solicitation will be allowed in the Cochran Center, Cook Union, Shoemaker Square, the Library Plazas and other areas designated by the director of the Union and Programs department. Equipment not provided for outdoor spaces.

10. Solicitor displays may not extend more than three feet onto plaza areas. If requested in advance, pop-up tents without stakes 10 x 10 or smaller may be approved. Solicitors must remain in assigned areas and not approach the public. No amplified sound allowed. Vehicles are not permitted on plaza area.

11. Solicitors wishing to sell/advertise similar products or services currently offered by The University of Southern Mississippi will NOT be permitted (i.e., apparel, food service, lodging, etc.)

12. Solicitors cannot ask for or receive advance deposits on any product that is to be mailed to the purchaser.

13. Credit card promotions will be denied with the exception of programs affiliated with the recognized university card sponsored by the Alumni Association.

14. Solicitors are subject to the rules and regulations of the university and the laws of the State of Mississippi. A permit may be suspended or canceled by the Union and Programs director for just cause. Noncompliance with any of the provisions of these guidelines shall constitute a violation. Appropriate legal action may be taken against individuals and non-university affiliates refusing to comply with regulations.