

ATTACHMENT E
DIVISION OF RECREATIONAL SPORTS
CONCESSION AND VENDING GUIDELINES

The following concession and vending guidelines must be followed for all special events being conducted in Division of Recreational Sports facilities or on the outdoor fields. Please note that these facilities do not have an area which can be solely dedicated as a concession or vending stand or that can meet the applicable health standards for vending food or drinks.

General Guidelines

1. Organizations wishing to operate concession and/or novelty/equipment sales in conjunction with their approved special event must submit a drink, food, and novelty/equipment list to the Director of Programs and Facilities in the Division of Recreational Sports for approval prior to the date of the facility use. The Division of Recreational Sports Program maintains the right to exclude any item from being sold, distributed, or advertised.
2. Prior approval must be granted by the Director of Programs and Facilities for pre-packaged concession items not mentioned in these guidelines.
3. All novelty/equipment sales must comply with all University licensing policies when applicable and be approved through the appropriate University offices.
4. The sponsoring organization will be responsible for cleaning all areas of the facility used for concession as detailed in the Facility Reservation Form or other related documents.
5. In the event that facilities are not cleaned or are damaged as a result of an event, cleaning or maintenance fees will be charged to all groups holding special events.
6. A Vending Agreement must be completed and signed by the requesting party and the Director of Programs and Facilities.
7. Vendors must maintain a Sales and Reconciliation Form (Attachment A) and submit the completed form to the Director of Recreational Programs and Facilities after the completion of the event.
8. The Division of Recreational Sports will receive a negotiated percent, beginning at a minimum of 20 percent, of the gross sales.

Concession Sales

1. All concession items must be approved by the Director of Recreational Programs and Facilities prior to the opening of the concession stand.
3. Only professionally prepared, pre-packaged food items that do not require refrigeration can be sold or given away. Ice chests cannot be used as a food refrigeration device.
4. Candy and food with staining color agents or that create a maintenance problem such as M & M's, Skittles, Frito Pies, etc. cannot be sold and/or distributed in Division of Recreational Sports facilities.
5. Most professionally pre-packaged candy bars will be acceptable.
6. Homemade food items cannot be sold or given away.
7. The concession stand must be operated under all applicable State Health Department Codes and Standards.

Novelty/equipment Sales

1. All novelty/equipment items must be approved by Director of Recreational Programs and Facilities prior to the opening of the vending stand.
3. All items displaying University of Wisconsin marks or logos must meet the standards and regulations of the University of Wisconsin Trademark Licensing policy.
3. All items sold must pertain to the event being conducted.

This certifies that I have read and agreed to the above-listed items.

Signature of Approved Representative

Date