Commercial Vendor Hosting Policies

University of Minnesota Law School

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Law School Disclaimer

The University of Minnesota Law School permits authorized commercial vendors of legal education and bar preparation products to maintain a presence on campus as a service to students who may wish to evaluate their offerings. However, the Law School does not endorse or recommend any product marketed to students and advises students to carefully research options before paying for or committing to commercial products or services. Students are also cautioned that course outlines, case briefs, and other educational materials are not a substitute for reading and analyzing assigned course materials. Students experiencing academic difficulty should instead consult the instructor, attend Structured Study Group (SSG) sessions for 1L courses, or seek support through the Dean of Students Office (lawdos@umn.edu).

Vendors are not permitted to market to students outside of the avenues outlined herein. The Law School reserves the right to immediately suspend access of any vendor that does not comply with these and other applicable University of Minnesota policies.

Commercial vendors and their agents, including paid staff, student employees, volunteers, or other subcontractors, are expected to at all times conduct themselves in a professional and respectful manner and to avoid engaging in behavior that interferes with the educational environment or which infringes on student organizations or other vendors.
Commercial Vendor Authorization and Fees

Registration of Authorized Representatives/Agents
Before commercial vendors can access the Law School, a primary representative for the company must complete the Commercial Vendor Registration Form. The online form requires information about the company and all individuals (including law students) authorized as representatives or agents, whether as an employee, contractor, or volunteer. Only individuals listed through this form are eligible to request or access Law School space or resources. This form should be completed at the start of the academic year (by September 20th) or as appropriate if new agents are added.

Bar preparation vendors are further required to provide bar passage data to the Law School before their authorization will be approved. Required data for the preceding three years (if available) includes the names of University of Minnesota Law School graduates enrolled in the vendor's course(s); the state(s) for which they applied; the type of course completed (online, live lecture, etc.); the amount of coursework completed prior to the bar exam; and exam results, if known. Contact the Dean of Students office at lawdos@umn.edu to coordinate transfer of data.

Access Fee for Authorized Vendors
Authorized vendors will be charged an annual fee of $1,000 for access to Mondale Hall¹. Payment is due by check before reservation requests will be considered. Checks should be made out to “University of Minnesota Law School” and should be routed to:

Facilities and Events
University of Minnesota Law School
Mondale Hall Room 474
229 19th Ave South
Minneapolis, MN  55455

Confirmation of Authorization
The Law School Facilities and Events office will provide a written confirmation via email to the primary vendor agent when the vendor has been authorized and is eligible to request access to Mondale Hall.

¹ The annual fee may be reduced or waived only upon approval of a written fee waiver request. A fee waiver request must be submitted in writing to the Dean of Students Office (lawdos@umn.edu) and should include an itemized statement of the fair market value of materials or services made available free of charge to all University of Minnesota Law School students as an essential part of credited academic exercises at the Law School. General study materials are not eligible for fee waivers.
Vendor Access

Access to Mondale Hall
Authorized vendors who have paid the annual access fee are entitled to the following access to Mondale Hall, subject to the Appropriate Use policies included herein:

- 1 Subplaza table (34” wide x 34” deep x 27” high) reservation during the academic year, in the vendor tabling section, outside the Bookstore, excluding Orientation week, Study Days, and the Final Exam period;
- One 8½ x 11 inch acrylic signholder for use on the table top;
- Up to 3 classroom reservations during approved lunch hours each semester, which must be scheduled at least 2 weeks in advance and approved by lawdos@umn.edu to avoid conflicts with priority law student scheduling;
- Assignment of a locker on the Subplaza for storage of vendor materials;
- Use of designated Subplaza bulletin boards for posting of materials and information.

How to Request Access
To request access to the above amenities, submit requests as follows:

- For a table on Subplaza outside the Bookstore: email tableetc@umn.edu
  - Include the start date, name of organization, and full contact information including name, email address and phone number.
- To reserve a locker on the Subplaza, contact tableetc@umn.edu with your organization name, your name, email address and phone number.
- To reserve a classroom, see instructions on our website on how to Reserve a Room.

Appropriate Use

Advertising-Free Period
No commercial vendor may engage in any advertising activities in Mondale hall until the third week of class each semester. In addition, all activity must stop after the twelfth week of class each semester. For the purpose of these rules, “activities” include tabling, e-mailing, and any other form of written or oral communication with students.

Vendor Tables

1. All vendor tables will be situated in the designated vendor table section of the Law School Subplaza, outside the Bookstore, as determined by the Law School Facilities Department.
2. Vendor agents may not move their reserved tables or interfere with the placement of other vendor or student organization tables.
3. If you wish to leave a permanent tablecloth or table covering on a table in the vendor tabling section, the tablecloth must fit the table size and cannot hang on the floor. Covers that exceed table specifications will be removed without notice. No exceptions. The size of
the tables are 34" wide x 34" deep x 27" high. (A fairly standard card table size).

4. Space underneath the tables may not be used for storage space of materials. The floor space must be free of materials for custodial services to clean the floor. Lockers are available for storage of materials. Any items found underneath tables outside of active tabling will be removed and discarded. No exceptions.

Classrooms
1. Classrooms must be reserved at least two weeks in advance. See instructions on our website on how to [Reserve a Room](#).
2. Classrooms are in use throughout the day; set-up and any necessary clean-up should be done within the registration period.
3. All garbage, recycling, and other materials must be cleared from the room before the end of the reservation. If classroom access is delayed for a subsequent class or meeting, room reservation privileges will be suspended for the remainder of the semester.

Communicating with Students

Email communications
Student email listservs are reserved for use by University of Minnesota Law School faculty, staff, and departments. The listservs may not be used to solicit or disseminate information about a vendor product or event, except by a Law School department as part of an approved curricular activity. Messages sent from vendors or their representatives will not be approved for distribution to students. Authorized vendors may use University email to communicate with specific students who have requested information from the vendor.

Posting
1. Only authorized vendors are eligible to post signs in Mondale Hall. Signs may only be affixed to designated Subplaza bulletin boards near and in the student locker room.
2. Signs may not be placed in a manner that interferes with other posted materials.
3. Non-compliant signs will be immediately removed and discarded.