

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: (1) complimentary access to their bar preparation course and materials to the Director of Bar Support; (2) access to any bar preparation course monitoring tool(s); (3) bar preparation course data to the Law School before their authorization will be approved. Required bar preparation course data for the preceding three years (if available) includes, but is not limited to, 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; practice question score(s); percentile ranking(s); practice exam score(s); practice essay score(s); class attendance; and practice exam results, if known. Contact the Director of Bar Support, Professor Randall Ryder (ryde0022@umn.edu) or 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. The Law School will generate and provide an invoice with payment instructions, based on your responses to the [Commercial Vendor Registration Form](#).

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 and the first two weeks of classes, 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. If the reservation relates to bar preparation, it must also be scheduled and approved at least two weeks in advance least two weeks in advance by the [Director of Bar Support](#).
- 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](#).
 - For presentations relating to academic support, exam preparation, educational loans, or related topics, submit a proposed event description, number of attendees, and preferred dates to the [Dean of Students office](#) for pre-approval.
 - For presentations relating to bar preparation, submit a proposed event description, number of attendees, and preferred dates to the [Director of Bar Support](#) for pre-approval. Once the event and date is approved, The Director of Bar Support will reserve the room.

Appropriate Use

Contracting with Students

Vendor contracts with students must include clear and concise terms regarding the services to be provided, the total cost to the student, and relevant payment deadlines. Vendors must provide students a copy of any contract or agreement they have entered with a commercial vendor at the time the contract or agreement is entered into. Vendors must also provide a copy of a student's contract or agreement upon a student's request.

Student Data Privacy

The Law School is bound by the [Family Education Right to Privacy Act \(FERPA\)](#), which does not permit it to share private data with third parties, and enables students to restrict provision of otherwise public “directory” data. Students may provide their own contact information and data directly to Commercial vendors. Commercial vendors may not share any student-related data, including student names, contact information, or other data with third parties unless there is clear written consent by the student to such disclosures. Absent clear consent, Commercial Vendors may not share student data with third party entities for any purpose. Even if a student has provided written consent to allow a commercial vendor to share personal data with a third party, the commercial vendor must ensure the student has a clear and accessible mechanism to “opt out” of any data sharing on the student’s written request.

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

Law School Student Email Listservs

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. Vendors may not advertise in any classroom in Mondale Hall. That includes posting messages on the chalkboards/whiteboards in classrooms.
3. Signs may not be placed in a manner that interferes with other posted materials.
4. Non-compliant signs will be immediately removed and discarded.