

**Outside Vendor Access Rules**  
**Lewis & Clark Law School**  
**Academic Year 2015-2016**

Definition: An Outside Vendor includes, but is not limited to, bar review providers, research providers, perspective employers, etc.

1. Tabling may only be done in the *student lounge* of the Legal Research Center and begin the 2<sup>nd</sup> week of each semester. Each vendor may table for a maximum of two days, per month, in the months of September, October, November, January, February, and March. These days (8:00am to 8:00pm) may be devoted to sales, provision of information, etc. at the discretion of the individual vendor. Days may be consecutive. Unused days may not be carried forward. No tabling during the months of April, May or December or after Thanksgiving or Spring Break. Offensive material will not be permitted.
2. The law school reserves the right to amend/cancel a vendor being on campus when there would be a conflict with a law school sponsored event. In the event of a cancelation, all reasonable efforts will be made to accommodate a makeup day at the discretion of the Director of Financial & Administrative Services.
3. All sales, contracting, distribution of materials will be done in the student lounge. Space (tabling) in the student lounge, as well as training sessions in classrooms, needs to be reserved. Vendors can reserve space through the law school Events Office (503-768-6899). The vendor is responsible for making sure that any classroom used for an informational meeting is cleaned up at the end of use.
4. Vendors shall schedule with the Events Office no less than 7 days in advance.
5. No tables, exhibits or other displays can be set up at the law school other than under the rules of paragraphs 1-3. No fliers or other printed material will be placed in student mailboxes.
6. Each vendor is entitled to equal access to bulletin boards. Vendors may post up to six total items. Items for posting must be stamped at the law school reception desk in the LRC. Items may be posted for up to 30 days after which a student representative should remove them at the end of the timeframe).
7. Vendors intending to conduct business at the law school must inform the Events Office of the identity of any student representative(s) at the law school (name and contact information) prior to scheduling space.
8. Violation of the above rules by a vendor may result in the suspension or elimination of access at the law school. Reports of violations should be made to Linda Lopeman ([lopeman@lclark.edu](mailto:lopeman@lclark.edu) or 503-768-6899).