

Date of Request: _____

Book & Merchandise Sales Exception Form

Form must be completed TWO WEEKS in advance to be eligible for review & exception

Weber State University Campus Stores provides the Weber State campus community with educational and convenience merchandise including but not limited to art supplies (drafting, engineering, general art, interior design, photography, etc), Apparel & gifts (clothing, memorabilia, WSU insignia items, etc), Technology (computers, electronics, software, gaming systems, accessories, etc), Office and School Supplies (break room supplies, paper products, writing and organizational materials, etc), General Books & gifts (non-textbook related reading material, reference material, seasonal & holiday gift items, greeting cards, etc), Textbooks and course materials (WSU faculty and staff adopted required/optional textbooks and course materials, etc), Specialty and customized products (banners, signage, apparel, plaques and other engravable products, etc).

**Campus Stores can order items (ie. books for book signings, etc.) for special events.
Please contact Campus Stores direct for ordering information at (801) 626-8680.**

EVENT INFO	Name of Event:	Sponsoring Group:	
	Date of Event:	Person Reserving:	Phone:
	Location of Event:		
	List of specific merchandise items to be sold:		
	Are Books or Merchandise Donated?		
	Reason for Book & Merchandise Exemption Request:		

RESPONSIBILITY	By signing this form you are acknowledging that you have completed this form accurately and completely and agree to abide by WSU Policies and Procedures. You also agree to hold harmless and indemnify Weber State University regarding any problems arising from the above stated event. Failure to follow these policies may result in charges equaling potential revenue lost.	
	Person Responsible for Event - PRINT:	WSU Entities must provide advisor information. Advisor must have authorization for the listed cost code - signing this form allows event-associated costs to be charged to this cost code.
	Person Responsible for Event - SIGNATURE & DATE:	Advisor Responsible for Event - PRINT:
	Person Responsible for Event - PHONE:	Advisor Responsible for Event - SIGNATURE:
	Person Responsible for Event - ADDRESS:	Advisor Responsible for Event - PHONE:
	WSU Campus Stores Director - SIGNATURE & DATE:	WSU Union Building Director - SIGNATURE & DATE: