

DISPLAY AND SALE OF SUPPLIES, TOOLS AND EQUIPMENT

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	
Effective:	November 21, 2019
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to regulate commercial sales on the SAIT campus, for the benefit of SAIT, its employees, and its students.

PROCEDURE**DEFINITIONS**

Equipment	Capital equipment and accountable supplies, including machinery, data processing equipment, audiovisual equipment, office equipment, furniture and SAIT vehicles.
Facilities	Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors.
SAIT campus	SAIT's main campus and all satellite campuses.
SAIT community	SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors
Tools	A non-consumable device used to facilitate mechanical operations, including but not limited to a hammer, saw, plane, wrench, file and power tools. For the purpose of this

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procedure, a tool does not include books, audiovisual software or computer software.

GOVERNING PRINCIPLES

1. This procedure regulates the display and sale of supplies, tools and equipment on the SAIT campus. Its intent is to permit such display or sale if it benefits SAIT's employees and students and does not interfere or compete with SAIT's functions and services.
2. This procedure applies to displays intended for the SAIT community, and to sales to SAIT employees, students, or the general public.
3. This procedure does not apply to:
 - a) Vendor samples or test packages left for evaluation in divisions or schools/departments.
 - b) Sales to SAIT, as the Commercial Services department manages those sales.

PROCEDURE

1. A duly authorized officer of the firm or organization setting up the display or selling the items in question must sign the comprehensive Waiver and Indemnity set out in Schedule A, an Associated Document to this procedure, before being authorized to display or sell those items on the SAIT campus .
2. Subject to the availability of SAIT's facilities, a commercial display or sale on the SAIT campus shall be considered for approval only if the display or sale:
 - a) Does not conflict with any of SAIT's existing contractual obligations, as determined by the CFO and vice president, corporate services, and the directors of the Commercial Services and Facilities Management departments.
 - b) Does not constitute unwarranted competition with SAIT's services or approved services, such as the bookstore and the SAIT Students' Association stores, as determined by the director of Commercial Services in consultation with the CFO and vice president, corporate services and the affected area.

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- c) Has potential value or interest to SAIT's employees or students, as determined by the director of Commercial Services in consultation with the CFO and vice president, corporate services, and any affected school/department.
3. Charges for any special set-up, clean-up, custodial or other SAIT-provided services shall be governed by the terms and conditions of a standard Facility Rental Agreement. The CFO and vice president, corporate services has the discretion to waive fees or charges.
4. An employee who receives a written request for such a display or sale shall forward the request, together with the completed Waiver and Indemnity form, to that individual's dean, director or designate. The director, commercial services or designate shall make a preliminary assessment of the potential value of the display or sale and forward this, together with recommendations, to the dean or director for action.
5. The CFO and vice president, corporate services or designate, shall:
 - a) Consult with affected SAIT or SAIT-approved services to ensure there is no unwarranted competition.
 - b) Consult with the directors of the Commercial Services and Facilities Management departments to ensure there is no conflict with SAIT's existing contractual obligations.
 - c) Consult with the Office of the Registrar and with the Conference Services unit of Commercial Services to determine if facilities are available, and tentatively reserve this space.
 - d) Notify the applicable dean, director or designate as to whether or not the display may proceed, within 10 business days of the date of request.
6. The director, commercial services, shall:
 - a) Confirm or cancel the tentative facility reservation as applicable, including arranging for any required Facility Rental Agreement.
 - b) Notify the displaying or selling firm of the final arrangements. This notification shall stipulate that a permitted display in no way represents SAIT's endorsement of the product or service involved.
7. The Finance department shall invoice for and collect any fees applying under the Facility Rental Agreement unless the CFO and vice president, corporate services has approved a waiver of fees.

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ASSOCIATED DOCUMENTS

Schedule A Waiver and Indemnity form

POLICY/PROCEDURE REFERENCE

AD.2.14 Commercial Sales on Campus
AD.2.14.2 Foodstuffs
AD.2.14.3 SAIT Commercial Services Exclusivity

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PROCEDURE