

Marquette University Law School (MULS) Bar Preparation and Study Aid Vendor Policies and Procedures

Amended November 2016

Each year, certain vendors, including BarBri, Kaplan Bar Review, Themis, and Wolters Kluwer Law and Business, hire Marquette law students to promote their products to our student body. The following policies are designed to increase collaboration between MULS, the vendors, and vendor student representatives and to clarify the resources available to the vendors in Eckstein Hall and the procedures for accessing such resources.

The policies below generally apply during the academic school year (i.e., fall and spring semesters). MULS and some vendors have made alternative arrangements during the summer sessions. MULS administrators and employees may amend or add to these policies as necessary to address specific situations, issues, or violations of these policies, as they arise.

1. Identification of Student Representatives.

- a. The Building Supervisor will maintain a list of the contact person(s) for each vendor (i.e., full-time employees) and will contact these full-time employees, prior to the beginning of the school year, to inquire which students the vendors have hired.

2. Locker Rentals for Storing Products and Promotional Materials.

- a. A vendor student representative may request a locker rental in Eckstein Hall to store vendor products and promotional materials during the school year. Only one locker may be assigned to any vendor during the academic school year. Lockers will be assigned subject to availability, after individual law students have had sufficient opportunity to reserve lockers for the school year. If assigned a locker, the vendor will be charged a non-refundable fee of \$50.00 to rent the locker for the school year. This amount must be paid by cash or check, made payable to "Marquette University," to the Building Supervisor in Room 244B.
- b. The vendor student representative must clean out the locker at the end of the school year, in accordance with the deadline set by the Building Supervisor for all locker rentals. If the vendor student representative does not clean out the locker before the deadline, MULS may refuse to offer a locker to the vendor during the following school year. All items left in the locker following the deadline will be disposed of.

3. Promotion of Products and Services at Tables in the Zilber Forum.

- a. Vendor student representatives may reserve a table in the Zilber Forum up to two times per month. To reserve a table, the student representative must submit a [Zilber Forum Table Request Form](#) at least one week prior to the desired date. Table reservations are subject to availability. After receiving the Table Request Form,

the Building Supervisor will contact the student representative to confirm the tabling reservation or to suggest an alternative date.

- b. Vendor student representatives must indicate whether food will be served at the table and what type of food will be distributed (e.g., cake, candy, etc.). This information is needed to determine table placement. The representatives are responsible for making sure the area is clean after food has been served.
- c. Vendor student representatives must inform the Building Supervisor at least 48 hours before the reserved time if the table will not be needed. The student representative may reschedule the table reservation by following the steps described in 3(a) above.

4. Reserving Classrooms for Vendor Events and Presentations.

- a. Classroom space is available to vendors and vendor student representatives as follows:
 - i. The Multistate Professional Responsibility Exam (MPRE) is offered three times per year, in March, August, and November. The Law School will provide a classroom to each vendor that provides MPRE preparation services or products three times per year, in advance of the respective test dates, for a presentation or event related to MPRE preparation, which is open to MULS students.
 - ii. In addition to classroom space provided for MPRE preparation purposes, each vendor may request a classroom for one additional event or presentation during each semester, if the event or presentation is open to MULS students.
 - iii. Further classroom availability will be determined in accordance with other arrangements made between MULS and the vendor.
- b. Vendor student representatives must request classroom space by submitting an [Event Registration Form](#) at least two weeks prior to the desired event date.
- c. Classrooms assignments are subject to availability. The MULS Events Coordinator will respond to all requests within approximately four (4) business days.
- d. A full-time vendor employee may be required to coordinate a proposed event directly with the Event Coordinator. Accordingly, the event coordinator may ask to speak directly with a full-time vendor employee prior to responding to a request submitted by a vendor student representative.

5. Promotion of Services, Products, and Events through Law News.

- a. Each vendor, through its student representatives, may submit one request per semester to promote the vendor's services, products, presentations, or events by submitting an announcement in [Law News](#).

6. Delivery of Vendor Materials to Eckstein Hall.

- a. Small packages may be sent to vendor student representatives at Eckstein Hall. Once received, packages will be distributed as follows: If the applicable vendor has rented a locker, the package will be placed in that locker. If the vendor has not

rented a locker, the package will be delivered to the Building Supervisor. The student representative will then be notified and must promptly retrieve the package from Room 244B between 8:00 a.m. and 4:00 p.m. Packages sent to vendor student representatives should be addressed as follows:

Vendor Name
C/O Student Name
Marquette University Law School
Eckstein Hall
1215 West Michigan Street
Milwaukee, WI 53233

7. Parking During Visits to Eckstein Hall.

- a. Non-student vendor employees may park at any University parking structure open to the public, subject to posted rates. Street parking is also available at metered rates.