

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

*Amended August 2021*

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 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. No later than the end of the second week of the fall and spring semester, each commercial vendor shall provide the Office of Student Affairs the names of each student representative working for it. The Office of Student Affairs must be notified in writing within one week of any changes, deletions, or additions to the list of student representatives.

## **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 can be requested by completing the [Locker Reservation for Vendors Form](#). By completing the form and submitting the \$100.00 locker rental fee, the vendor will rent the locker for the academic year. After completing the reservation request form, payment will be requested immediately via credit/debit card only. Vendor requests will not be accepted until law students have an opportunity to complete the locker reservation process and it is determined that extra lockers are available, which is usually by the third week of the semester. Prior to submitting the request, vendors are encouraged to contact the Manager of Building Operations to inquire about availability.
- b. The vendor student representative must clean out the locker at the end of the academic year, in accordance with the deadline set by the Manager of Building Operations 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 academic year. All items left in the locker following the deadline will be donated or 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 and for a maximum of four hours at one time. 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 Manager of Building Operations (or designee) 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 Manager of Building Operations (or designee) 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. Once per semester, the Law School will provide a classroom to each vendor that offers bar review or MPRE preparation services or products, for a presentation or event related to preparing for a bar examination or the MPRE, which is open to all MULS students.
  - ii. 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. When completing the form, the representative should select "Law School" under the "Affiliation" section.
- c. Classroom 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. Distribution of Study Aids to 1Ls.**

- a. Vendors are prohibited from distributing outlines or other supplemental study material to 1Ls unless otherwise approved by the Law School's Assistant Dean of Students.

**7. Delivery of Vendor Materials to Eckstein Hall.**

- a. Small packages may be sent to vendor student representatives at Eckstein Hall. Once received, the Manager of Building Operations (or designee) will notify the student representative via email that the package(s) are available for pick-up outside of office 244B. The student representative must promptly retrieve the package from outside of 244B between 8:00 a.m. and 5:00 p.m., Monday-Friday. Packages not retrieved within three business days will be returned to the mailroom and the student representative will then need to contact the Manager of Building Operations (or designee) to coordinate a time to retrieve the package(s). Packages not retrieved within five business days from the original email notification will be disposed of. 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

**8. 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.