



# uvic bookstore

BOX 2200 STN CSC, 3800 FINNERTY RD, VICTORIA, BC V8W 3H6

Ph - 250.472.4591  
Fax - 250.721.8553  
Email - bookstore@uvic.ca

## APPLICATION FOR RETAIL SALES FOR CLUBS & GROUPS

### Retail Sale Information

As per University policy AD2500, all retail sales at the University of Victoria must be approved through the University of Victoria Bookstore.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (please print) Phone: \_\_\_\_\_

LOCATION OF SALE ☐ Online sale only - no location (do not fill out the location info below)

Building: \_\_\_\_\_ Room# or Area: \_\_\_\_\_

Sale Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

List of items seeking approval: (Please attach design images for approval)

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Will your group or club realise any profit from the sale of the merchandise/items? ☐ Yes ☐ No

If yes above, will the monies be donated to a charitable organisation? ☐ Yes ☐ No

### Bookstore Authorization

☐ The UVic Bookstore has approved the sale of your submitted items.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ The UVic Bookstore has not approved your sale of the above items at the University of Victoria. For further information, please call 250.721.4591.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_