



Commercial Bar Preparation, Study Aid, or Legal Research Companies Vendor Policies 2025-2026

These policies generally apply during the academic school year (i.e., fall and spring semesters) to commercial vendors who hire NKU Chase law students to promote their products to the student body. These policies may be amended as necessary by the College of Law.

The College of Law does not endorse any specific commercial vendor.

VENDOR STUDENT REPRESENTATIVES

Commercial vendors shall provide the College of Law with the names of their student representatives by September 1 for the fall semester and January 15 for the spring semester. The list of student vendors should be emailed to lawstudentaffairs@nku.edu.

Commercial vendors are responsible for ensuring the student representatives understand the following policies and abide by the policies. The College of Law will notify the vendor should any issues arise with the student representatives violating these policies.

LOCKER RENTAL

A vendor student representative may request a locker rental in Nunn Hall to store vendor products and promotional materials during the school year, which will be from August-May. Only one locker may be assigned to any vendor during the academic school year. Lockers can be requested by emailing lawstudentaffairs@nku.edu.

The vendor student representative must clean out the locker by June 5th. If the vendor student representative does not clean out the locker by the deadline, all items will be disposed of in the manner determined by the College of Law.

PROMOTIONAL ITEMS

Nunn Hall is undergoing significant construction and we do not have storage space in Nunn Hall for vendor material.

Student representatives are not permitted to leave or store materials or promotional items in Nunn Hall, including the Student Organization Suite. If promotional items or materials are found in Nunn Hall, the items will be removed and disposed of as determined by the College of Law.

CHASE COLLEGE OF LAW STUDENT EMAIL LISTSERV

The student email listserv is not available for use by vendors or their student representatives to send messages. Any request to send a message via the listserv will be denied.

Exception: If a legal research vendor is requesting an email to be sent to the related to training events, the vendor may request the email to be sent through the Chase Law Library Assistant Director by contacting him at vanpottelb1@nku.edu. The Assistant Director will exercise his discretion.

SOCIAL MEDIA CLASS GROUPS

Student representatives are permitted to promote the vendor's services, products, presentations, or events in class groups located on social media sites like Facebook, GroupMe, or others. Posting shall be limited to one per week. The student representative may email lawstudentaffairs@nku.edu to request access to a group if the student representative is not already a member of the group.

CLASSROOM RESERVATIONS FOR EVENTS OR PRESENTATIONS

The College of Law will permit a vendor to reserve a classroom for a presentation or event once during the fall semester and once during the spring semester. Events are not permitted during the reading days or final examination periods which are listed on our Academic Calendar.

To request a classroom space, vendors must email lawstudentaffairs@nku.edu at least one month in advance with the desired date, time, and a description of the event.

Exception: If the vendor is requesting library space to provide training related to research databases, the vendor must contact the Chase Law Library Assistant Director for Digital Services at 859-572-6482 or vanpottelb1@nku.edu.

TABLING

The College of Law has two (2) tables available in the Eble Commons. We reserve the right to limit the number of days and times to allow everyone an opportunity to table. Tabling is not permitted during the reading days or final examination periods which are listed on our Academic Calendar.

A few key factors we will consider when approving reservations:

1. No organization/vendor will be permitted to reserve time for more than 2 days in one week.
2. If we receive several requests for the same day and time, we will default to a group that has not yet been able to reserve a table. For example, if Org A has already secured a table for 5 dates prior, Org B has already secured a table for 1 date prior, and Org C has not had a table reservation yet, then Org B and Org C will be the two permitted to table on the date with multiple requests.

To reserve a table, you must complete the [Table Request Form](#) at least one week in advance.

The representatives are responsible for making sure the area is clean after the tabling session. Any items left will be disposed of by the College of Law.

MATERIALS MAILED TO THE COLLEGE OF LAW

We do not accept materials mailed to the College of Law for the student representatives.

CAMPUS PARKING

The College of Law does not provide parking validation for vendors. Vendors are welcome to park in the campus parking garages. The parking rates can be found at <https://inside.nku.edu/parking/visit.html>

Driving Directions, Campus Map, and Parking:
https://map.nku.edu/#!/UMAP_2016042711391 *(the most convenient garage to Nunn Hall is the Kenton Drive Garage).*

Accessibility map: <https://nku.hostexp.com/MC160588-Accessibility-Map-UpdateJune17.pdf> (Kenton Drive Garage #42 and Nunn Hall #15)

College of Law Contacts

Office of Academic Success and Bar Preparation

- Kelly Meurer | meurerk1@nku.edu
- Rachel Wilhite | wilhiter1@nku.edu

Office of Student Affairs

- Ashley Siemer | graya4@nku.edu

Chase Law Library

- Eric Young | younge@nku.edu
- Tobe Liebert | liebertl1@nku.edu