

### Solicitation Agreement

- I. I will conduct business transactions in a professional manner and in accordance with the provisions outlined in this agreement.
- II. I will limit my discussion to approved products and services offered solely by the company I represent.
- III. Group meetings, presentations and distribution of marketing materials on the UF campus shall be coordinated and approved through Human Resource Services.
- IV. I understand the following activities are not permitted:
  - A. Unsolicited work site visits with employees. Either the employee or the Benefits offices shall initiate visits.
  - B. Continued unsolicited contact with an employee by phone, e-mail, mail or office visits.
  - C. Pressuring an employee to choose one company over another.
- V. I understand the University may review complaints made against me for not complying with the provisions of this agreement. If found in non-compliance Human Resource Services may revoke or suspend my privilege to conduct marketing activities at the University of Florida.

I acknowledge that it is my responsibility to familiarize myself with all the applicable UF policies and to conduct my business activities in compliance with these policies.

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Signature

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Date

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Name (Print)

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Company

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Office Number

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Cell Number (optional)

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Email

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Professional Designation(s)