



Center for Campus Life

2007-2008 Faculty and Staff Annual Craft Sale VENDOR AGREEMENT

Date of Application: _____ SSN/Tax ID: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ RIT Department: _____

Day Phone: _____ Email: _____

Circle One: Faculty Staff Alumni

Would you like to request access to an electrical outlet? Yes No

Detailed description product/service: _____

In consideration of RIT's permission to sell the above on Institute property or with use of the Institute's name, the vendor agrees:

- To pay \$25 for the use of one table and two chairs. All fees are non-negotiable;
- To comply with the following Vending policies and procedures;
 - A maximum of one table per vendor may be reserved.
 - The event will take place from 10:00 am to 4:00 pm.
 - Vendors may begin setting up at 9:00 AM on the day of the event.
 - Vendors must remove all items from their assigned location by 5:00 pm.
 - A six foot table and two chairs are provided for each vendor.
 - Vendors must set up and remain in their assigned spaces and may not assume additional space.
- To inform the Vending Office of all cancellations at least 48 hours prior to the event date. No refunds will be given for cancellations given after 48 hours cutoff for the event.
- To understand that permission to sell on campus is granted by the Center for Campus Life and may be suspended or revoked at any time by an official representative of the department, a member from the Department of Campus Safety. Suspension of privileges may result from activities, which include, but are not limited to:
 - (a) sales activity or conduct of the vendor which fails to comply with the terms of this agreement, the general regulations of the vendor policy;
 - (b) failure to comply with any Institute regulations (including security, fire safety, parking, and traffic regulations) or the instruction of Institute officers responsible for enforcing those regulations. Vendors must obtain the appropriate permit for use of any Institute parking lot;
 - (c) present a potential danger to the Institute community, or;
 - (d) impair normal operation of the Institute, its students or employees;
- To stay behind the table at all times. NO SOLICITING is allowed elsewhere in the lobby or building.

Merchandise may not be displayed in such a way as to cover lobby display cases;

- The right to sell on campus does not grant a monopoly or guarantee the right for exclusive sale at a particular time, location or event;
- That no responsibility is assumed by the Institute for money or losses due to fire, theft, vandalism, customer default, or personal liability;
- That vendors will present New York State Tax ID upon check-in. The Tax ID may be obtained by calling the New York State Taxation and Finance Department (800-225-5829). The vendor is responsible for reporting his/her own taxes quarterly to New York State;
- That the privilege to vend on RIT's campus is non-transferable.
- To ensure that all food sales are approved by the Director of RIT Food Services (or his/her designee) and comply with state/local health laws;
- He/she will accept full responsibility (including financial) for any costs incurred by the Institute as a result of his/her responsible for any actions of employees or agents.

Vendor's signature: _____ **Date:** _____

Vending Coordinator's signature: _____ **Date:** _____

Updated 10/12/07, BB

You may submit your vendor agreement and payment in person at the Student Alumni Union Information Desk or send them in interoffice mail to Beth Butcheri, Center for Campus Life, SAU 1326. We will send a confirmation email by November 30, 2007 to all vendors that have paid in full.