



# Center for Campus Life

Important: Please Print Neatly

## 2011-2012 VENDOR AGREEMENT

\*Please complete before your vending event on campus\*

Date of Application: \_\_\_\_\_ SSN/Tax ID \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Vendor Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Detailed description product/service: \_\_\_\_\_

Requested Dates for SAU Lobby: \_\_\_\_\_

Requested Dates for Grace Watson Lobby: \_\_\_\_\_

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 be sponsored by an officially recognized RIT club, organization, or department.
- To arrange with the sponsoring club, organization, or department and the Vending Coordinators (Center for Campus Life), a place to conduct the business and to complete the vending agreement.
- **To pay the following per table/per day fees: All fees are non-negotiable.**

### External Vendors

One (1) table- \$50.00  
Two (2) tables- \$60.00  
Three (3) tables- \$70.00

### RIT Student/Faculty/Staff/Alumni/Vendors

One (1) table- \$25.00  
Two (2) tables - \$30.00  
Three (3) tables- \$35.00

- To pay table fees to the Vending Coordinator prior to vending date with a certified check, money order, or cash.
- To refrain from soliciting credit cards, selling candles or other open flame devices, incense and potpourri, touchier style lamps, including but not limited to those that use halogen, incandescent or fluorescent bulbs, fog machines and similar devices.
- To provide a 100% money-back guarantee on all goods or services which do not meet reasonable expectations of the purchaser, or which are judged to be substandard by the Director of the Center for Campus Life or a designee, in conjunction with the Director of Purchasing;
- **To comply with the following Vending policies and procedures:**
  - A **maximum of three tables** per vendor/per day may be reserved.
  - Outside tables are not allowed in the SAU vending space.

- Vendors may not conduct sales on campus more than **nine times per quarter**.
  - Vending may occur in **Grace Watson Hall Monday through Friday 8:30 AM-5:00 PM**.
  - Vendors in Grace Watson lobby are required to provide their own six foot tables.
  - Vending may occur in the **Student Alumni Union Lobby Wednesday, Thursday and Friday 8:30 AM-5:00 PM**. Wednesday reservations are **limited to two small vendors at one time**.
  - Six foot tables are provided for vendors in the SAU lobby- **Only RIT tables are allowed**.
  - Vendors must remain in their designated spaces and may not assume additional space.
- To inform the Vending Coordinators of all cancellations at least 24 hours prior to confirmed dates. Failure to do so may result in loss of vending privileges at RIT.
  - 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 of the sponsoring organization, a member from the Department of Public 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 can contact the Parking Office at (585)-475-2704 or at parking@rit.edu;**
    - (c) present a potential danger to the Institute community;
    - (d) impair normal operation of the Institute, its students or employees;
    - (e) rudeness to staff, students or any member of the RIT community.
  - To ensure that all vendors stay behind the table at all times—NO SOLICITING is allowed elsewhere in the lobby or building. NO DOOR TO DOOR SOLICITING is permitted in RIT residence halls. Merchandise may not be displayed in such a way as to cover lobby display cases.
  - That while the Center for Campus Life attempts not to schedule more than one sale of the same type of product or service any given day, that **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 not (without written permission from the Director of the Center for Campus Life) use the official name, seal, letterhead, pictures, records or any other representations of the Institute in promoting the business and will not, in any other way, imply an Institute endorsement of the product or service being sold. That all advertisements, contracts and promotional materials comply with Institute policy;
  - 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;
  - To provide the Vending Coordinators with copies of any written agreements made with RIT clubs/organizations concerning the operation of their sales;
  - Privileges are granted only for the time period indicated on each vendor confirmation form and may not be renewed if a violation of this agreement occurs.
  - Requests for additional tables and extended vending days may be made in writing to the Vending Graduate Assistant and appealed to the Associate Director of the Center for Campus Life (or his or her designee).
  - 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 responsibility for any actions of employees or agents.

Vendor's signature: \_\_\_\_\_

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

Vending Coordinator's signature: \_\_\_\_\_

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