



Center for Campus Life

Important: Please Print Neatly

2013-2014 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, department or the Vending Coordinator (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 at both locations: All fees are non-negotiable.**

External Vendors

One (1) table- \$50.00
Two (2) tables- \$65.00
Three (3) tables- \$80.00
Four (4) tables (SAU only)- \$95.00

RIT Student/Faculty/Staff/Alumni/Vendors

One (1) table- \$25.00
Two (2) tables - \$35.00
Three (3) tables- \$45.00
Four (4) tables (SAU only)- \$55.00

- 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 Procurement.
- **To comply with the following Vending policies and procedures:**
 - A **maximum of four tables (SAU), or three tables (Grace Watson)** per vendor/per day may be reserved.
 - Vendors may not conduct sales on campus more than **fifteen times per semester**.
 - Vendors must remain in their designated spaces and may not assume additional space

Updated: 4/2013

- Vending may occur in the **Student Alumni Union Lobby Monday through Friday 8:30 AM-5:00 PM.**
 - Six foot tables are provided for vendors in the SAU lobby- **Only RIT tables are allowed.**
 - 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.
- Inform the Vending Coordinator of all cancellations at least 24 hours prior to confirmed dates. Failure to do so may result in loss of vending privileges at RIT.
 - 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.
 - All vendors must 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.
 - The Center for Campus Life attempts not to schedule more than one sale of the same type of product or service any given day. **The right to sell on campus does not grant a monopoly or guarantee the right for exclusive sale at a particular date and time.**
 - No responsibility is assumed by the Institute for money or losses due to fire, theft, vandalism, customer default, or personal liability.
 - 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;
 - Vendors will include their New York State Tax ID on the Vendor Agreement Form. 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.
 - Privileges are granted only for the time period indicated on each vendor agreement 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 Senior Associate Director of the Center for Campus Life (or his or her designee).
 - The privilege to vend on RIT's campus is non-transferable.
 - All food sales are approved by the Director of RIT Food Services (or his/her designee) and comply with state/local health laws.
 - The vendor 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:** _____.

Senior Associate Director's signature:_____ **Date:** _____