

The College of New Jersey External Vendor Scheduling Guidelines

- 1) Vending tables are available for a non-refundable charge (check or money order only) according to the following restrictions:
 - a) Vendors are charged for each table at the following rates: \$75.00+tax per half day (4 hours) or \$100.00+tax per full day (over 4 hours).
 - b) All outside vendors must provide proof of Liability Insurance to cover \$1,000,000 naming The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority as additionally insured before being able to reserve table space.
 - c) Federal Tax ID numbers are required for each vendor. Please be prepared with this information at the time of scheduling. Vendors will not be permitted to schedule unless this number is registered with our office. If your organization is tax exempt, please submit a copy of the tax exempt form at the time of scheduling either via U.S. postal mail, e-mail, or fax (609-637-5012).
 - d) Maximum numbers of tables per vendor, per day is two (2)
 - e) At no time may a vendor provide his/her own table.
 - f) If a vendor wants to provide his/her own **freestanding** rack or display, he/she must submit a photograph or written description of any proposed rack or stand to the Brower Student Center at least two weeks before any registered date(s) for approval. All racks or stands must be preapproved in writing by the Director of the Student Center.
 - g) Vendors may set up their merchandise up to 15 minutes prior to their scheduled start time and are given a 15 minute grace period to break down.
 - h)
- 2) Sales must be limited to the space which was reserved by the respective vendor. Vendors are not to place or store merchandise on the Student Center main lounge furniture, brick walls or columns. Moving furniture and/or tampering with Student Center equipment is prohibited. Excess merchandise must be placed on top of or underneath the vendor table.
- 3) Soliciting is not permitted at any time. No one may be approached, interrupted, or otherwise harassed by any vendor.
- 4) Outside Vendors are limited to two (2) vendor periods per month based on the availability of space. We cannot guarantee that items similar to one vendor will not be sold by another on the same day.
- 5) Vendors must pay in full for all spaces they reserve prior to their scheduling date and time.
- 6) No vendor is permitted to reserve space for another vendor. The reassignment and/or sharing of vendor tables is not permitted.
- 7) Each vendor is expected to submit for approval an accurate list of items that are to be sold on campus at the time of scheduling. Please note:
 - a) Sales of food, sundries, and other items in competition with Dining Services or in direct violation with the College Bookstore contract will not be approved.
 - b) Any vendor selling counterfeit material will be reported to the police. These vendors will be told to leave the Student Center and their vending privileges will be revoked permanently.
 - c) Confetti, glitter, snow spray, lighted candles, helium tanks, bubbles, fog, mist, haze, smoke, snow machines or cooking is not permitted inside the Brower Student Center.
 - d) The sale of alcohol, fireworks, tobacco, candles and incense are prohibited.
 - e) Student Center staff members reserve the right to restrict or deny any proposed item.
- 8) The College of New Jersey reserves the right to provide the email address of the vendor to any guest with a complaint regarding the quality of merchandise purchased or received

- 9) The College of New Jersey is not responsible for any items left unattended. The College of New Jersey will not provide coverage of vendor space at any time. Coverage for lunch times, etc. is the sole responsibility of the vendor.
- 10) Verbal abuse or non-adherence to The College of New Jersey's staff members and their requests will not be tolerated. Any vendor in violation of these guidelines will be escorted out of the Student Center by Campus Police.
- 11) Signs and advertisements may only be posted upon approval by the Office of Student Activities in accordance with The College of New Jersey's posting policy. Please see <http://policies.tcnj.edu>.
- 12) Parking permits are required for all vendors. A vehicle without a parking permit is subject to receiving a parking ticket from Campus Police.
 - a) A parking permit will be issued along with the reservation confirmation.
 - b) All vendors are required to park in the lot(s) listed on the parking permit.
 - c) In the event that a vendor fails to bring the parking permit with them on the date of reservation they may go to Campus Police in the Administrative Service Building to request a permit.
- 13) Loading permits are required for any loading or unloading of merchandise or materials in non-designated parking areas. At no time may vendors drive onto the walkways in order to load or unload their merchandise.
- 14) Vendors who sell music and videos may provide equipment to preview such items; however, the vendor must also provide headphones.
- 15) Outside vendors can be sponsored by student organizations and/or a campus department. The following guidelines apply:
 - a) Sponsored vendor tables are considered part of the total number of monthly vendor periods as listed in section 4 of this document.
 - b) A representative from the student organization or campus department must make the reservation for the vendor.
 - c) The vendor must sign a contract/agreement with the student organization or campus department stating that the organization/campus department will receive either a flat fee or percentage of the daily profits in exchange for the use of their table space. A copy of this contract/agreement must be sent to the Office of Student Activities. No sponsored tables will be scheduled without this documentation.
 - d) Sponsored vendors are charged for each table at the following rates: \$35.00+tax per half day (4 hours or less) or \$50.00+tax per full day (9am-5pm).
 - e) Exception to any guideline may be granted by the Brower Student Table.

Signing this document will signify your agreement to adhere to all of the guidelines stated above. Failure to do so will result in revocation of your vending privileges at The College of New Jersey.

Organization: _____

Representative [Print Name]: _____

Representative Signature: _____

Date: _____