



WEST VIRGINIA STATE
UNIVERSITY

University Union



VENDOR

P R O G R A M

West Virginia State University
103 University Union
Institute, WV 25112

Phone: (304) 766-3288
theunion@wvstateu.edu

Throughout the academic year, West Virginia State University (WVSU) welcomes vendors to its beautiful campus of over 3,100 students, faculty and staff. Attached you will find our guidelines and contract. Please read it carefully, as we will be strictly enforcing these policies.

VENDOR FAIR

Periodically, we host a fair packed with entertainment, giveaways and vendors. Your business provides the products, tables and power supply needed for a great vending experience.

Our vendor fairs usually take place during Welcome Week, Homecoming and May Week. Please contact us if you are interested in vending at this time. We require that you give us a completed Vendor Contract with money order, cash, check or credit card AT LEAST TWO WEEKS before vending. Also, checks may not be post-dated. We will not honor checks made out post-vending date.

Contact Information:

Chris Jackson, Program Coordinator
103 University Union
West Virginia State University
301 Washington Ave.
Institute, WV 25112

Telephone: (304) 766-3288
Email: jacksoc@wvstateu.edu

LOGISTICS

- Competitive vending costs, depending on display needs: \$100-\$300 (see vendor agreement form)
- Active vending operation hours: 9 a.m. - 6 p.m.
- No set up allowed after 11 a.m.
- Convenient loading and unloading

VENDOR POLICIES AT WEST VIRGINIA STATE UNIVERSITY

VENDOR POLICIES

Please review the policies in the Vendor Agreement Form. If you have any questions, feel free to contact Chris Jackson, Program Coordinator at (304) 766-3288. No tables or power will be provided. All vendors must provide their own power and tables.

TABLE SPACE

To secure your space at the fair or daily vending, please fill out the Vendor Agreement Form completely and legibly, along with a check made payable to West Virginia State University.

VENDOR AGREEMENT

Please fill out the form COMPLETELY. We need a full business name, address, phone number and signature to process the form. Note: If you do not include these, your business will lose its reservation space because the contract between the vendor and sponsor is deemed unofficial.

Also Note: Please return your application with preferred vending dates no later than two weeks prior to event. Spaces are reserved on a first come, first served basis. Vendors may not reserve specific vending space.

STUDENT ORGANIZATION SPONSORING

Information regarding sponsorship by a recognized student organization is found on the reverse side of the Vendor Agreement Form. If you have any additional questions, feel free to contact Chris Jackson, Program Coordinator, at (304) 766-3288 to discuss the procedure.

VENDOR PARK/LOAD AT WEST VIRGINIA STATE UNIVERSITY

PARKING

Vendors may obtain a daily visitor-parking pass from the Public Safety office located on the first floor of Ferrell Hall. Properly registered vendors are welcome to park in designated spaces of any parking lot on the campus of WVSU.

***This does not pertain to Homecoming Game Day (Saturday of Homecoming).**

VENDOR FAIRS ON THE STUDENT PLAZA

Vendors are able to unload and load their materials at the designated area, however vehicles must be moved immediately after unloading.

West Virginia State University Vendor Agreement

Vendor Name: _____ Phone Number: _____

Vendor Address: _____ Email Address: _____

Description of products to be sold: _____ Price Range: _____

1. Vending Location Requested *(Does not apply for Homecoming game day)*: _____

Dates Requested: _____ *(Vending may only occur between 9 a.m. and 6 p.m. unless special permission is granted).*

2. Vending Space Required:

☐ 12' x 6' Vending Space (Example: two tables)

☐ 18' x 6' Vending Space (Example: three tables)

☐ Larger Vending Space

☐ Vending Vehicle(s)

Vending Fee:

\$100 per day

\$150 per day

Dependent upon size and availability, at the discretion of University Union Operations

\$200 per vehicle

3. Transportation and parking are the responsibility of the Vendor. The University and the Student Organization sponsor are not responsible for transportation and parking arrangements, nor any costs incurred. Vendors may NOT bring vehicles onto brick walkways or grass areas anywhere on campus.
4. Vendors must check-in at the University Union (Room 103) prior to setting up on campus. Registration begins at 8:30 a.m. the day of the event. Vendors may NOT setup on campus until they have checked in. (Does not apply to Homecoming. Vendors will report to the vendor/tailgate area.)
5. No drugs or alcohol may be used or sold by the Vendor, agents or guests at any time while on WVSU campus.
6. Any litigation resulting from this agreement must be pursuant to the laws of the state of West Virginia.
7. In the event the Vendor violates the terms of this agreement or any of the vending guidelines, policies, rules or regulations of WVSU, the Vendor (or agent) will be notified, all sales will cease, and all accounts will be settled immediately.
8. WVSU reserves the right to cancel this agreement for no cause, without prior notice.
9. This agreement is valid for the date(s) confirmed by the University Union Scheduling and Operations office only. In the event of bad weather, a vending day may be rescheduled within 30 days, if space allows.
10. This agreement does not imply an employer/employee relationship between the Vendor and the University Union and/or WVSU.
11. The Vendor agrees to comply with all Vending Policies as detailed on the reverse of this document, all University rules and regulations, and federal, state and municipal laws and ordinances.
12. The Vendor agrees to not use any trademark, logo, phrase or image belonging to or referring to West Virginia State University. Use of the University name is limited to listing the event location only. All other usages are prohibited.
13. The Vendor agrees to indemnify and save harmless WVSU, its cooperators, trustees, employees, students and agents from and against all liabilities, claims, suits, actions, damages, costs, expenses and/or demands in any way related to or copyrighting or advertising or performance of this agreement by the vendor, its agents, contractors, employees, servants or concessionaires on the University premises. WVSU does not endorse or approve the misrepresentation of trademarks, copyrights or advertising by vendors.

When selecting a WVSU Student Organization Sponsor: (Only for vendors who are being sponsored by a student organization)

This agreement is between _____ (Vendor) and _____ (Sponsor), a West Virginia State University Student Organization, to exhibit and sell the above indicated product(s). The Vendor agrees to pay _____% of daily gross sales or a flat rate commission of \$_____ to the sponsor organization in addition to the Vending Fee. The sponsor organization will collect its commission directly from the Vendor.

Sponsoring Organization: _____

Sponsor Representative: _____ Phone Number: _____

Advisor Signature: _____

PAYMENT METHOD:

☐ Cash ☐ Money Order ☐ Check (*Please make checks payable to WVSU*) ☐ Credit/Debit Card

Name on Card: _____ Number on Card: _____ - _____ - _____

Expiration Date: _____ CV2 code (3 digits on back) _____ Billing Zip code: _____

Vendor Signature: _____ Date: _____

University Approval: _____ Date: _____

TO VENDOR AND SPONSOR ORGANIZATION:

1. Vending is defined as "The sale of tangible products by a non-West Virginia State University person or organization."
2. Vending sales are only permitted if sponsored by a fully recognized WVSU Student Organization, the Student Activities Office or University Union Scheduling. Only one vendor per organization, per day is allowed on campus unless a larger program having approval from the Student Activities Office is planned.
3. Prohibited Products: The sale of any non-tangible product is prohibited. This includes, but is not limited to, travel services, insurance products, discount cards/programs, promotional products, credit cards, utilities, mortgages or other loans, and/or subscriptions to any product or service. In addition, the sale of items already provided by an existing campus vendor, such as books, food, etc., will require special approval. WVSU does not endorse or approve the misrepresentation of trademarks, copyrights or advertising by vendors.
4. Food Vending: Food vending is only permitted as a part of a largescale program or activity. WVSU Dining Services must be given first priority to provide food before a non-university vendor can be approved. Food products must be classified as non-perishable and vendors must follow University food handling guidelines. Food vending is restricted to a four-hour time period and may be restricted to certain locations.
5. Vending Period Constraints: No vendor shall be permitted to conduct vending business more than 10 times in any one calendar month, or more than seven consecutive days in any two-week period. No one organization may sponsor a vendor for more than 10 days in one calendar month.
6. Reserving Space: The sponsoring student organization must submit a Vendor Agreement form and a table space request to the Program Coordinator for each vending date desired. Reservations will NOT be confirmed until the Agreement has been completed in full and approved. This includes the daily vending fee. Incomplete or late vendor agreements will result in cancelled reservations.
7. Vendor agreements: The sponsor and the vendor must complete and return the Vendor Agreement by the deadline indicated or a minimum of two business days prior to the vending date. Late or incomplete agreements will result in cancellation of any tentative reservations.
8. Request Denial: Specific vendor requests may be denied for reasons of duplicated services, safety concerns, incomplete contracts, late fees or any other reason outlined in the vendor agreement.
9. Vendor Check-in: Vendors are required to check in at the University Union Office, located in Room 103, no earlier than 8:30 a.m. on the date of the sale. (Does not apply to Homecoming.)

SPONSOR ORGANIZATION:

1. Vendor Fee: Check must be payable to West Virginia State University. (The minimum fee for a 12' x 6' vending space is \$100.)
2. Commissions: Organizations are encouraged to negotiate an additional commission of 10-20% of the vendor's sale for their fundraising program. Commissions must be collected from the Vendor daily and deposited into the student organization account.
3. Tables: The sponsoring student organization is responsible for signing out and returning tables. Tables are available from Work Control, located in the McNeil Physical Facilities Building.
4. Evaluations: Student organization sponsors are encouraged to submit an evaluation of the vendor to the University Union Office for future reference.



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