2016 15th Annual Fall Craft Sale
Faculty/Staff/Alumni
VENDOR AGREEMENT
Friday, December 9th, 2016 10am-4pm

Date of Application: ___________________________________

Company Name: ___________________________________________________________________________________

Address: _________________________________________________________________________________________

City: ___________________________ State: ___________ Zip: _______________________________

Contact Name: ___________________________ RIT Department: _______________________________

Day Phone: ___________________________ Email: _____________________________________________

Check One: Faculty Staff Alumni

Would you need access to an electrical outlet? Yes No

Will you need assistance unloading for set-up? Yes No

(If you indicated “Yes”, please provide an estimated time of arrival _________________)

Will you need assistance packing up at the end of the day? Yes No

Detailed description product/service: (We will TRY not to place similar vendors right next to one another. However, you may be in the same general area)

_____________________________________________________________________________________

_____________________________________________________________________________________

In consideration of RIT's permission to sell the above on University property or with use of the University'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 8:30 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 the 48 hour cutoff.
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 center or 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 University regulations (including security, fire safety, parking, and traffic regulations) or the instruction of University officers responsible for enforcing those regulations. Vendors must obtain the appropriate permit for use of any University parking lot;
(c) Present a potential danger to the University community, or;
(d) Impair normal operation of the University, its students or employees;

To ensure that all food sales are approved by the Executive Director of RIT Food Services (or his/her designee) and comply with state/local health laws;

You must 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 University for money or losses due to fire, theft, vandalism, customer default, or personal liability;

That vendors will have a New York State Tax ID. 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.

He/she will accept full responsibility (including financial) for any costs incurred by the University as a result of his/her actions.

IMPORTANT:

- Assignments will be made on a first come first serve basis. No assignments can be made until both the vending agreement and payment (check or money order ONLY) are completed. Checks and Money Orders are to be made out to RIT. Please write in the memo section Fall Semester Craft Sale.

- Assignments and electronic vehicle parking permits will be emailed approximately one week before the Fall Semester Craft Sale.

- Last year, we had 40 vendors who participated in the Fall Semester Craft Fair. If we have over 22 vendors this year, it will require the use of Fireside Lounge again.

Vendor’s signature: ___________________________________________ Date: _______________

Graduate Assistant signature: _______________________________ Date: _______________

You may submit your Vendor Agreement and payment to the secure drop box located outside of the Center for Leadership and Civic Engagement at the A-Level of the Campus Center (Building 3). Or you may send them through interoffice mail to Carol J. Reed, Center for Campus Life, Building 3, Suite 1030. We will send a confirmation email as soon as possible to all vendors who have paid in full. Table assignments will be emailed or mailed to you a few days prior to the sale.

Updated 09/7/2016 KRB