

Vendor Application Form

Please fill out *completely*. Incomplete applications will **NOT** be processed.

Company Name: _____
 Representative Name: _____
 Business Address: _____
 City/State: _____ Zip Code: _____
 Home Address: _____
 City/State: _____ Zip Code: _____
 Telephone (Day): _____ Telephone (Evening): _____
 Fax: _____ Email: _____

Description of merchandise being sold or exhibited: _____

Number of Tables Needed: _____ Chairs: _____

Dates Requested: _____

Day of the Week (Please circle all that apply): Mon Tues Wed Thurs Fri Sat Sun

Are you currently a licensed vendor? Yes No

City/State License Number: _____

Price range of items being exhibited and/or sold:

From \$ _____ To \$ _____ Present value of inventory (estimated): _____

Who do you purchase merchandise from?: _____

Insurance Coverage: (Please provide a copy of your insurance coverage. We will keep it on file for 1 year.)

Reference (Name & Telephone Number): _____

VENDOR GUIDELINES

Vendors are permitted to reserve a maximum of three (3) days within a two (2) week period.
 All vendors are required to hold appropriate licenses to use and sell copyrighted and/or registered trademark designs, materials, goods and services.
 Failure to produce said license(s) upon request may result in cancellation of future use of Temple Student Center or other facilities

FEES

One (1) Table: \$70.00 Two (2) Tables: \$ 80.00 Three (3): \$ 100.00 Four (4): \$ 125.00

Vendors must pay all fees at least 10 business days prior to first date in cash or money order form.

Please make money orders Payable to: Temple University.

All Payments are NON-REFUNDABLE.

All cancellations must be made at least 24 hours prior to the first date of sale.

Vendors are not permitted to bring their own racks or tables unless they have prepaid for additional space.

All display materials must be kept within your assigned space(s). All advertisements to be posted on bulletin boards or kiosks must be pre-approved by Student Center Operations, located in Room 219M, Student Center between the hours of 8:30AM and 5:00 PM.

There is no storage space available in the Student Center for vendor materials or merchandise. It is the vendors' responsibility to remove their merchandise from the building at the end of each day. Vendors requiring electrical connection up should indicate this when making reservations.

The Vendor Day is defined as 8:00AM—5:00PM (without exception).

EXHIBITION AND SALE OF MERCHANDISE

Each exhibitor must carry insurance against damage, fire or theft of merchandise. **THE UNIVERSITY IS NOT HELD LIABLE FOR ANY DAMAGES TO SAID MERCHANDISE.** The representative is responsible for all merchandise sold. The buyer must be able to exchange or obtain refunds if the merchandise is found to be defective. Failure to assume responsibility for products/services will result in cancellation of any future use of Temple Student Center or other facilities for said exhibitions and sales.

STUDENT CENTER OPERATIONS RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT SHOULD THE UNDERSIGNED FAIL TO COMPLY WITH ALL THE LISTED GUIDELINES.
 I HAVE READ AND UNDERSTAND THE AFOREMENTIONED GUIDELINES

Signature: _____ Date: _____

OFFICE USE ONLY

Vending Dates: _____ Amt Due: _____ Amt Paid: _____ Receipt #: _____ Initials: _____

