

Vendor Sponsorship Agreement Form

- All off-campus vendors must be sponsored by a registered student organization if they are to be on campus.
- The sponsoring organization must also complete an Event Registration form with the Campus Activities Office 10 days prior to the event.
- A student organization member must accompany the vendor at all times.
- The student organization must place a sign in front of the event entrance or table indicating their sponsorship.
- No vendors that compete with goods and entity of the University will be approved. **Credit card solicitations will not be approved.**

Sponsoring Organization _____

Item(s) to be Sold or Distributed _____

Date(s)	Time	Individuals Responsible for Selling/Distributing

Promotional area requested _____
 The promotional area assigned will include one six-foot table and two chairs. Special requests will be considered on a case-by-case basis.

Note: Each sponsoring organization has a maximum of ten (10) days per semester to hold vendor sponsorships on campus.

To Be Completed By Off-Campus Vendor

Vendor Company Name _____

Name of On-Site Representative _____

Vendor's Address _____

Vendor's Phone Number _____ Vendor's License Number _____
(or appropriate paperwork attached)

The Vendor is expected to:

- Provide a display that is consistent with the purpose and goals of the event as stated herein.
- Provide a 15% minimum of revenue generated by the event to the sponsoring organization and fulfill the terms of this agreement with the sponsoring organization.
- Attach a copy of the vendor's permit and prominently display the agreement form at the location of activity.

Agreed Upon Payment to the Sponsoring Organization: _____

 Signature of Vendor

 Date

Revenue Record (to be completed by sponsoring organization)

Total Sales:	Amount to Vendor:	Amount to Sponsoring Organization:
Use of Revenue:	ρ Off-campus account	ρ SGA account

Note: This portion must be completed in order to conduct future fundraising activities.

Activities & Leadership Staff Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

