

Clark Atlanta University

Homecoming 2019 Vending Application

To be typed or printed in ink

Business Name	Year (school year) 2019	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Owner/Vendor Name			
Permanent Business Address	City	State	Zip
Phone	E-Mail		
Emergency Contact	Emergency Phone		
Employees working on campus during the market (list names):			
Type of Merchandise (check all that apply) <input type="checkbox"/> Food <input type="checkbox"/> Jewelry <input type="checkbox"/> Clothing <input type="checkbox"/> Shoes <input type="checkbox"/> Artwork <input type="checkbox"/> handbags <input type="checkbox"/> Accessories <input type="checkbox"/> Other			
Describe in detail your items to be sold:			
MARKET PACKAGES: Thursday-Saturday; 11AM-11PM=\$675 Single Day (Thursday, Friday, Saturday); 11AM-11PM=\$250 per day AUC Currently Enrolled Student/Student Organization: \$125 per day; 11AM-11PM Student I.D. # _____ Organization Name: _____ List single days requested here: _____ TOTAL PAYMENT AND PAPERWORK DUE NO LATER THAN Wednesday, October 3, 2019 = _____			

This agreement for vendor sales as described below is made this ____ day of __, 20____, between the Clark Atlanta University Office of Campus Auxiliary Services and _____(herein after referred to as Vendor). Vending times and prices are listed above.

The University assumes no liability for any sales operation by an outside entity on campus. The Vendor agrees to indemnify and hold harmless Clark Atlanta University, its Board of Trustees, agents, servants, and employees against all liability, claims, or suits arising out of the bodily injury or death to any person or damage to any property resulting from the negligent act of the vendor of this contract. Any damage to the University equipment or to the facility will be billed to the negligent vendor. We certify that the information is true and accurate.

Vendor is responsible for meeting all local governmental requirements for vending, including the submission of applicable state sales tax.

Vending Policies:

1. Vendor sales are limited to designated areas on the Clark Atlanta University Promenade, adjacent to the Henderson Cornelius Student Center on James P. Brawley Dr. No other vending is allowed on CAU property. CAU will pre-assign your location.
2. Check-in with the market coordinator prior to set-up or selling on any of the market days.
3. Vendor must display the official market sign at all times.
4. In order for you to vend, your application must be approved in advance by the University. A current vending application is required for all vendors.
5. Full payment by the deadline specified above. We accept cashier's checks or money orders. No other forms of payment are accepted.
6. This vending agreement is non-transferrable to another vendor. No sub-leasing of space is allowed.
7. Items for sale will be limited to those considered appropriate. No CAU logoed items may be sold at the market.
8. Market dates for Homecoming 2019 are sold as a 3-day Package-Thursday, October 17-Saturday, October 19; 11AM-11PM daily. There will be a limited number of single day and AUC student packages sold.
9. We vend rain or shine. If CAU cancels events due to severe weather or other reasons, you would receive a refund for the day(s) that are cancelled. Otherwise, fees are not refunded after the October 3, 2019 deadline.
10. There is no vending on Sunday, October 20, 2019.
11. Food vending is by invitation only.
12. The vending size is approximately a 10x10 space. You may pay for a double space (double fee applies).
13. No mobile sales units are allowed due to space constraints and obstacles on the Promenade.
14. Post load-in, all vehicles, including trailers must be removed from the Promenade. No vehicle will be allowed on the Promenade during stated vending hours. Late arrivals may do a "walk up" unloading if not distracting to other vendors.
15. Vendors cannot play music without permissions.
16. Parking is available in designated University parking areas. See posted daily rates.
17. Load-in and Load-out for vehicles is from Parsons Street and exit Atlanta Student Movement Blvd during specified times.
18. CAU does not provide water or electrical sources; tables, tents or chairs.
19. Vendor is solely responsible for securing their merchandise and display equipment.
20. Vendor is responsible for removing all packing trash, boxes at the end of each day. Trash receptacles on the Promenade cannot be used for this disposal.

21. The vending area must be kept tidy and clean at all times.

For all questions and concerns regarding Market Thursdays please refer to:
Suite #300, in the Haven Warren Building or call **404-880-8317** or E-mail
AuxiliaryServices1@cau.edu

RETURN YOUR APPLICATION AND PAYMENT TO THE OFFICE (above) OR VIA MAIL:

**Clark Atlanta University
Campus Auxiliary Services
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314**

AGREED AND ACCEPTED BY:

CLARK ATLANTA UNIVERSITY

Printed Name: _____

Title: _____

Date: _____

Signature: _____

VENDOR

Printed Name: _____

Date: _____

Signature: _____