

Clark Atlanta University Market Thursday

Vending Application

To be typed or printed in ink

Business Name	Year 2026-2027	☐ Male ☐ Female	
Owner's Name			
Permanent Business Address	City	State	Zip
Phone	E-Mail		
Emergency Contact:	Emergency Phone:		
Type of Merchandise (check all that apply) ☐ Other ☐ Jewelry ☐ Clothing ☐ Shoes ☐ Artwork ☐ Handbags ☐ Accessories			
Describe in detail your items to be sold:			
Name of Employees That Will Be Working on Campus			

This contract for vendor sales as described below is made this day of between the _____, 20 _____,
Clark Atlanta University Office of Campus Auxiliary Services and _____

(herein after
referred to as Vendor).

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 liabilities, 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.

VENDOR POLICIES *Initial next to each policy*

1. Vendor sales will be limited to the Clark Atlanta University Promenade, adjacent to the Henderson Cornelius Student Center. In order for you to vend, **your application and business license** must be approved in advance by the University. Items for sale will be limited to those considered appropriate to the needs of persons on the campus. Services performed and sold onsite are not allowed. _____
2. Vending is offered during the academic year excluding holidays and specified dates. Please see the vending calendar. _____
3. The fee for vendors selling merchandise to rent space on the CAU Promenade will be **\$90 per day**. Money order or Cashier's Check made payable to Clark Atlanta University are the accepted forms of payment. **NO CASH OR CREDIT CARDS** should be paid between the hours of 9:00 AM to 4:00 PM at least 2 days prior to vending. No payments or applications will be accepted on the day of vending. Exception: Payments may be accepted on the day of vending for returning vendors. A returning vendor is defined as a vendor who: Has submitted a new application and current business license for the current academic year; and has participated in at least one Market Thursday during the current academic year. **Enrolled students in the AUC are charged a discounted fee of \$50 to vend (must show a valid school i.d. when submitting the application).** _____
4. We vend rain or shine. Vending fees are **non-refundable and non-transferable**. If we received 24-hour notice of cancellation, the fee may be applied to a future market date in the same academic year. The market may be canceled due to severe weather or other emergencies in which case the fee may be refunded or applied to a future market in the same academic year. _____
5. Vendors who are unable to attend their scheduled Market Thursday must notify the Market Coordinator at least 24 hours in advance. A no-call/no-show is an approved vendor who fails to attend without providing advance notice. **No-call/no-show fees for non-student vendors will be \$25.00 and for student vendors it will be \$10.00.** No-call/no-show fees **must be paid before** the vendor is eligible to participate in future Market Thursday events. Repeated no-call/no-shows may result in suspension or removal from future Market Thursday participation. _____

SCHEDULE/Load-in and Load-out:

Load-in entering from Parsons Street: 10:00 AM – 11:00 AM, vehicles are not allowed on the Promenade

after 11:00 AM Vending sales take place between 11:00 AM -4:00 PM

Load-out exiting from Atlanta Student Movement: 4:00 PM to 4:30 PM (**All Items must be packed and removed off of campus by 5:00 PM, including boxes and packaging from your assigned space.**) _____

6. VENDOR SHOULD CHECK IN WITH THE MARKET COORDINATOR PRIOR TO SETTING UP. The coordinator will confirm required paperwork, payment, and provide you with a receipt and a market sign. _____
7. Free Parking is NOT provided for vendors for Market Thursday. The Visitors Parking Deck located at 191 Mildred St SW Atlanta, GA 30314 is convenient to the vending area and the parking rates are posted. _____
8. Vendors must vacate the Promenade by the designated load-out time. Failure to do so will result in the suspension from the next scheduled Market Thursday. The second offense will result in suspension from ALL Market Thursday events including Homecoming for the remainder of the year. _____
9. Vendors must provide us with the names of all employees/representatives who will be on the Clark Atlanta University campus. _____
10. Clark Atlanta University logoed items are prohibited. _____
11. Vendors must accept all responsibility for the operation of their sale, as well as the dissemination, demonstration, and security of their merchandise. _____
12. Vendors must display the official market vendor signage and return after the end of each day to the CAU representative. _____

13. CAU does not provide tents, tables, chairs, electric or water sources for vending. _____
14. No vendor will be allowed to sign up other vendors. Registration is through the CAU Business & Auxiliary Services office only. _____
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16. Spaces are limited and are assigned on a first come basis. Spaces are approximately 10x10 in dimension. Larger set-ups must be pre-approved and may result in additional vending fees. Mobile units are not allowed due to space constraints. Trailers must be used for load-in only and must be removed from the Promenade prior to the market start time. _____
17. Vendors must remove all trash, debris, packaging materials, and any other items associated with their booth or operations from their assigned space and the surrounding promenade area. Vendors are required to return their space to the condition in which it was provided, leaving the area clean, clear, and free of any waste or damage before departure. Failure to properly clean and restore the space may result in additional fees or restrictions on future participation.
18. Food vending is strictly prohibited. _____
19. Vendors must conduct themselves in a professional, respectful, and ethical manner at all times. Disparaging, misleading, disruptive, or inappropriate behavior toward students, customers, staff, or fellow vendors is prohibited and may result in immediate removal from campus and/or loss of future participation privileges. _____
20. Vendors are prohibited from removing, relocating, borrowing, or using any Clark Atlanta University property for vendor setup or operations. This includes, but is not limited to, bricks, tables, chairs, bins, barricades, signage, equipment, and any other University-owned materials. All tents must be properly secured using sandbags, weighted tent anchors, or other approved anchoring equipment to ensure stability and safety. The use of University property, including bricks or other objects, to anchor or stabilize tents is strictly prohibited. _____

I AuxiliaryServices1@cau.edu or visit our website at [: https://www.cau.edu/about/offices-resources/business-auxiliary-services/market-thursdays](https://www.cau.edu/about/offices-resources/business-auxiliary-services/market-thursdays)

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

**Clark Atlanta University PAW Office
Student Center, 3rd Floor
223 James P. Brawley Drive S.W. Atlanta, GA 303014
Monday-Friday, 10 AM to 4 PM**

Application and payment must be received 2 days before your 1st market for review and approval.

AGREED AND ACCEPTED BY:

Vendor: _____

Printed Name: _____

Date: _____

Signature: _____

Clark Atlanta University:

Printed Name: _____

Title: _____

Date: _____

Signature: _____