

Clark Atlanta University Homecoming 2026 Non-Food Vending Application

Business Name:		Homecoming Year: 2026	
Owner/Vendor Name:			
Permanent Business Address	City	State	Zip
Cell Phone:	E-Mail:		
Emergency Contact:	Emergency Phone:		
Employees working on campus during the market (list names):			
Type of Merchandise (check all that apply) ☐ Accessories ☐ Artwork ☐ Clothing ☐ Handbags ☐ Jewelry ☐ Shoes ☐ Other _____			
<u>2026 HOMECOMING MARKET PACKAGE:</u> Homecoming Vendor Market Dates: Thursday October 15, 2026 at 11:00AM -Saturday October 17, 2026 at 10PM Homecoming Market Package Fee: \$750 TOTAL (cashier's check or money order ONLY) TOTAL PAYMENT AND COMPLETED PAPERWORK DUE NO LATER THAN: Friday, September 25, 2026, at 3:00 PM.			

This agreement for vendor sales as described below is made this day of _____ 20__, between Clark Atlanta University Office of Business 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: **Initial next to each policy**

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 Drive. No other vending is allowed on CAU property. CAU will pre-assign your location. Please note that this does not include spaces for Homecoming tailgating. _____
2. Check-in with the Homecoming Market coordinator, prior to set-up or selling, on your move-in day. _____
3. Vendor must always display the official Homecoming Market sign. Vendor must adhere to published market hours. _____
4. 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 is due 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. This applies to CAU licensed and non-licensed vendors. _____
8. Market dates for Homecoming 2026 are sold as a 3-day Package-Thursday, October 15th, 2026 through Saturday, October 17th, 2026; 11AM-11PM daily, except Saturday when load-out starts at 10 PM. There is no vending on Sunday, October 18th, 2026. _____
9. We vend rain or shine. Fees will **not** be refunded after the September 25th, 2026, deadline. _____
10. Food vending is by invitation only. _____
11. The vending space is approximately 10 feet x 10 feet. You may pay for double space (double fee applies). Spaces are reserved on a first come, first serve basis. CAU does not provide tents, tables, chairs, electric or water sources for vending. _____
12. 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. _____
13. No mobile sales units are allowed due to space constraints and obstacles on the Promenade. _____
14. Free parking is NOT provided for vendors for Homecoming Market. 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. _____
15. Post load-in: All vehicles, including trailers and storage units, 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" to unload so that other vendors are not distracted. _____

16. Load-in (entrance), for vehicles, is from Parsons Street. Load-out (exit), for vehicles, is from Atlanta Student Movement Blvd during specified times. Load in will begin on Thursday October 15th at 9:30AM. Load Out will begin on Saturday October 17, 2026 10:00PM. You must have all of your items packed and off the promenade by 11:00PM_____
17. Vendors cannot play music without permission. _____
18. CAU does not provide water or electrical sources; tables, tents or chairs. _____
19. Vendor is solely responsible for always securing their merchandise and display equipment. _____
20. 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. Trash receptacles on the Promenade cannot be used for this disposal.

21. 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.

22. Vendors are prohibited from removing, relocating, borrowing, or using 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. _____

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

By Mail:	In Person:
Clark Atlanta University Attn: Business Services Panther PAW Office 223 James P. Brawley Drive SW Atlanta, GA 30314	Panther PAW Office Henderson Student Center, 3rd Floor 223 James P. Brawley Drive Atlanta, GA 30314 Office Hours: Monday-Friday 10:00AM-4:00PM

AGREED AND ACCEPTED BY: VENDOR

Printed Name: _____

Title: _____

Date: _____

Signature: _____

CLARK ATLANTA UNIVERSITY

Printed Name: _____

Title: _____

Date: _____

Signature _____