

Clark Atlanta University

Homecoming 2025 Vending Application

Business Name	Homecoming Year (school year) 2025	☐ Male ☐ 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) ☐ Accessories ☐ Artwork ☐ Clothing ☐ Handbags ☐ Jewelry ☐ Shoes ☐ Other _____			
Describe in detail your items to be sold:			
<u>MARKET PACKAGE:</u> All Vendors: Thursday-Saturday from 11AM-11PM - \$750 TOTAL PAYMENT AND PAPERWORK DUE NO LATER THAN: Friday, September 26th, 2025, at 4:30 PM. Money Orders or Cashier Check Accepted			

This agreement for vendor sales as described below is made this day of _____ 2025, 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 Dr. No other vending is allowed on CAU property. CAU will pre-assign your location. ____
2. Check-in with the Homecoming Market coordinator, prior to set-up or selling, on your move-in day. ____
3. Vendor must display the official Homecoming Market sign at all times. Vendor must adhere to published market hours. ____
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 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 2025 are sold as a 3-day Package-Thursday, October 23rd, 2025 through Saturday, October 25th, 2025; 11AM-11PM daily. There is no vending on Sunday, October 26th, 2025. ____
9. We vend rain or shine. Fees will **not** be refunded after the October 10th, 2025, deadline. ____
10. Food vending is by invitation only. ____
11. The vending space is approximately 10x10. You may pay for a double space (double fee applies). Spaces are reserved on a first come, first serve basis. ____
12. No mobile sales units are allowed due to space constraints and obstacles on the Promenade. ____
13. 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. ____
14. Load-in (entrance), for vehicles, is from Parsons Street. Load-out (exit), for vehicles, is from Atlanta Student Movement Blvd during specified times. ____
15. Vendors cannot play music without permission. ____
16. Parking is available in the **visitors parking deck only**. Parking in the market area or adjacent areas will result in towing. See posted daily rates. ____
17. CAU does not provide water or electrical sources; tables, tents or chairs. ____
18. Vendor is solely responsible for securing their merchandise and display equipment at all times. ____
19. 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. ____

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

21. Failure to abide by these policies will result in you being asked to leave and forfeit your payment.____

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

By Mail:

**Clark Atlanta University
Attn: Business Services
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314**

In Person:

**CAU Panther PAW Office
Henderson Student Center, 3rd Floor
223 James P. Brawley Drive
Atlanta, GA 30314
Monday-Friday- 10am-4pm**

AGREED AND ACCEPTED BY:

VENDOR

Printed Name: _____

Date: _____

Signature: _____

CLARK ATLANTA UNIVERSITY

Printed Name: _____

Title: _____

Date: _____

Signature: _____