The College of New Jersey  
Non-TCNJ Vendor Scheduling Guidelines

1. Vending tables are available for a non-refundable charge (check or money order only) of $35.00 plus a 7% sales tax per table, per day according to the following restrictions:

   A. All outside vendors must provide proof of Liability Insurance to cover $1,000,000 naming The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority as additionally insured before being able to reserve table space.
   B. Maximum numbers of tables per vendor, per day is two (2).
   C. At no time may a vendor provide his/her own table.
   D. If a vendor wants to provide his/her own freestanding rack or display, he/she must submit a photograph or written description of any proposed rack or stand to the Office of Student Activities at least two weeks before any registered date(s) for approval. All racks or stands must be preapproved in writing by the Manager of the Student Center.
   E. Vendors may set up their merchandise at 8:00 AM and must leave the building promptly at 5:00 PM. A vendor may use any or all of this rental period.

2. Sales must be limited to the space which was reserved by the respective vendor. Vendors are not to place or store merchandise on the Student Center main lounge furniture, brick walls or columns. Moving furniture and/or tampering with Student Center equipment is prohibited. Excess merchandise must be placed on top of or underneath the vendor table.

3. Soliciting is not permitted at any time. No one may be approached, interrupted, or otherwise harassed by any vendor.

4. Federal Tax ID numbers are required for each vendor. Please be prepared with this information at the time of scheduling. Vendors will not be permitted to schedule unless this number is registered with our office. If your organization is tax exempt, please submit a copy of the tax exempt form at the time of scheduling either via U.S. postal mail, e-mail, or fax (609-637-5185).

5. Outside Vendors are limited to two (2) vendor periods per month based on the availability of space. We cannot guarantee that items similar to one vendor will not be sold by another on the same day.

6. Vendors must pay in full for all spaces they reserve at the time of scheduling. Payment is required to confirm all reservations.

7. No vendor is permitted to reserve space for another vendor. The reassignment and/or sharing of vendor tables is not permitted.

8. Each vendor is expected to submit for approval an accurate list of items that are to be sold on campus at the time of scheduling. Please note:
   A. Sales of food, sundries and other items in competition with Dining Services or in direct violation with the College Bookstore contract will not be approved.
   B. Any vendor selling counterfeit material will be reported to the police. These vendors will be told to leave the Student Center and their vending privileges will be revoked permanently.
   C. Confetti, glitter, snow spray, lighted candles, helium tanks, bubbles, fog, mist, haze, smoke, or snow machines are not permitted inside the Brower Student Center.
   D. The sale of alcohol, fireworks, tobacco, candles and incense are prohibited.
   E. Student Center staff members reserve the right to restrict or deny any proposed item.

9. Vendors are responsible for the quality of merchandise sold. In the event that a customer is dissatisfied with merchandise purchased, Office of Student Activities reserves the right to provide the name, address, and phone number of the vendor to the customer.
10. The College of New Jersey is not responsible for any items left unattended. The College of New Jersey will not provide coverage of vendor space at any time. Coverage for lunch times, etc. is the sole responsibility of the vendor.

11. Verbal abuse or non-adherence to The College of New Jersey’s staff members and their requests will not be tolerated. Any vendor in violation of these guidelines will be escorted out of the Student Center by Campus Police.

12. Signs and advertisements may only be posted on designated bulletin boards upon approval from the Office of Student Activities. Please visit: www. http://www.tcnj.edu/~stuactiv/clubsmain.phpcopy for a copy of the College Posting Guidelines.

13. Parking permits are required in all parking lots. A vehicle without a parking permit is subject to receiving a parking ticket from Campus Police.
   A. Procedure on obtaining a parking permit at the College:
      i. If arrival time is before 10:00 AM, please visit Campus Police located in the Administrative Services Building, Room 105. Be prepared to present your license, license plate number, and contact information.
      ii. If arrival time is after 10:00 AM, please visit the Information Desk located in the driveway of Loser Hall. Be prepared to present your license, license plate number, and contact information.
   B. Please contact Campus Police at (609) 771-2167 with any questions.

14. Loading permits are required for any loading or unloading of merchandise or materials in non-designated parking areas. Vendors may unload merchandise in designated metered parking in the Brower Student Center circle. At no time may vendors drive onto the walkways in order to load or unload their merchandise.

15. Vendors who sell music and videos may provide equipment to preview such items; however, the vendor must also provide headphones.

16. Outside vendors can be sponsored by student organizations and/or a campus department. The following guidelines apply:
   A. Vendors are limited to a total of two (2) sponsored vendor periods per month regardless of sponsorship.
   B. A representative from the student organization or campus department must make the reservation for the vendor.
   C. The vendor must sign a contract/agreement with the student organization or campus department stating that the organization/campus department will receive either a flat fee or percentage of the daily profits in exchange for the use of their table space. A copy of this contract/agreement must be sent to the Office of Student Activities. No sponsored tables will be scheduled without this documentation.
   D. A fee of $20.00 will be charged to the vendor per table, per day.
   E. Exception to any guideline may be granted by the Office of Student Activities.

17. Once a vendor has scheduled days through the Brower Student Center, these dates will not be changed.

Signing your contract will signify your agreement to adhere to all of the guidelines stated above. Failure to do so will result in revocation of your vending privileges at The College of New Jersey.

Organization:
Representative:
Date:
Representative Signature: ________________________________

This agreement is valid for the 2010- 2011 academic year. Revised 07/2009