The College of New Jersey  
Student Organization Vendor Table Guidelines  
Brower Student Center

I. Recognized Student Organizations (not sponsoring an outside vendor).

1. SOLICITING IS NOT PERMITTED AT ANY TIME. No one may be approached, interrupted or otherwise harassed by the sponsoring organization.

2. Student Organizations are limited to scheduling a total of three (3) dates per 30 days. These dates may be used for the organization’s own use, or for sponsoring an outside vendor.

3. Please note the following restrictions regarding items:
   i. 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.
   ii. Any organization selling counterfeit materials will have their vending privileges will be revoked permanently.
   iii. Student Center staff members reserve the right to restrict or deny any proposed item.

4. Music may not be played without written permission from the Brower Student Center Manager. The music waiver may be picked up from Office of Student Activities located in the Brower Student Center Suite 230. The waiver must be returned to the office fully completed, two weeks prior to your first scheduled date.

5. Raffles, 50/50’s, drawings, etc. are not permitted without a license or permission from the State of New Jersey Legalized Fames of Chance Control Commission (N.J.S.A. 5:8-1 through 5:8-77) (http://www.state.nj.us/lps/ca/lgccc.htm). This must be on hand when requesting an event of this nature.

6. Decorations, other exhibits, etc. for table space must be approved prior to scheduling. Written permission must be given by the Brower Student Center Manager (See: BSC Guidelines). Violators may lose scheduling privileges indefinitely for any violation. Please note:
   i. Items can only be taped to brick walls (tape may not be used on any other surface).
   ii. No helium balloons are allowed in the Student Center.
   iii. Taping or stapling anything to the tables is prohibited.
   iv. Confetti, glitter, snow spray, lighted candles, helium tanks, bubbles, fog, mist, haze, smoke, or snow machines are not permitted inside the Brower Student Center.

7. Verbal abuse to The College of New Jersey’s staff members will NOT be tolerated; groups may be required to vacate the premises should this abuse take place.

8. Students may begin setting up their vendor table at 8:00am and must vacate the area by 5:00pm, Monday-Friday. Students may request to have their contract time extended, when scheduling their vendor table reservations.
II. Recognized Student Organizations Sponsoring Vendors

1. Student Organizations are limited to scheduling a total of three (3) dates per month. These dates may be used for the organization’s own use OR for sponsoring a vendor. Attempts will be made to avoid scheduling similar items being sold on the same day, however, due to the number of vendors and the variety of items sold, this cannot be guaranteed. (Vendors are limited to a total of three (3) visits per month sponsored by one, two, or three Student Organizations).

2. Table space will be rented for a NON-REFUNDABLE charge of $20.00 (check or money order) per visit, per Student Organization.

3. When a Student Organization sponsors a vendor, the organization must make arrangements with the vendor for responsibility of payment in full prior to the time of scheduling. It is also the Student Organization’s responsibility to draft a contract with the vendor regarding compensation from the vendor for utilizing their dates. A copy of this contract should be provided to the Office of Student Activities.

4. Student Organizations are responsible for ensuring that vendors comply with all Student Center and College policies. Policy violators may be asked to leave the Student Center and/or have the sponsoring organization’s scheduling privileges revoked for up to, but not limited to, one year.

5. Signing your contract will signify your agreement to adhere to these guidelines. Failure to do so may result in revocation of your Organization’s scheduling privileges at The College of New Jersey.

I have read and understand all of the policies in this document, as well as, the Brower Student Center Guidelines and my organization will adhere to said guidelines and policies.

Signature _____________________________________ Date ____________________
Organization ____________________________________ Title ____________________

Please Note: No organization will be permitted to schedule vendor tables until they have returned a signed and dated copy of this document to the Office of Student Activities in the Brower Student Center, Suite 230.

Revised 07/2009