

KEAN UNIVERSITY
INDEPENDENT VENDOR CONTRACT
(for University Center sponsored vendors)

NAME OF VENDOR: _____

LOCATION OF EVENT: University Center/ Kean University of NJ

DATE OF EVENT: _____

PRODUCTS SOLD: _____

Kean University, in its programs and services, adheres to the principle of nondiscrimination, affirmative action, and equal opportunity in the areas of race, creed, national origin, gender, sexual orientation, age, disability, and marital status. Vendors are expected not to discriminate on these bases. Kean University is concerned about raising awareness and changing discriminatory attitudes and behaviors. Particular attention should be given to the elimination of discriminatory language and content. Advanced planning is urged so that the merchandise displayed reflects the diversity and sensitivity Kean University strives to achieve. Vendors are subject to the terms of the University Statement of Free Speech and Dissent, and all University rules and regulations governing facilities utilization.

Vendors must follow the procedures listed below:

1. The vendor must submit a **(\$60.00)** fee to Kean University in return for space at a designated vending site. This fee does not preclude the possibility of other charges that may be assessed to defray personnel expenses (i.e., Campus Security, and Maintenance). All fees must be paid **two weeks** prior to the scheduled date. Checks or money orders should be made payable to Kean University.
2. On the day of event and at least ½ hour prior to the scheduled event, the vendor must report to the University Center Administration Office located in the University Center to “check-in” and receive a Display Authorization Notice that must be posted at the vending site and a parking permit valid only for the date of the event.
3. Kean University strictly prohibits vehicles from driving on the sidewalk or lawn. Violators will be held financially and legally responsible for any damages which result. Vehicles may only use roadways and park in the designated parking spaces. Kean University is not responsible for any ticketing or towing, if the vendor’s vehicle is in violation of parking guidelines.
4. Kean University reserves the right to request that the vendor discontinue any behaviors that are contrary to our policies and regulations, and/or sales of items that have discriminatory attitudes, contents, or are illegal under state, federal, or

local laws. Due to contractual agreements with our food services and bookstore, we cannot allow the sale of any food items, books, or Kean University paraphernalia, without prior authorization.

5. The vendor understands and will inform all necessary parties that the drinking of alcoholic beverages at Kean University is prohibited. Furthermore, the vendor understands that violation of this alcohol policy, or possession or use of other illegal substances anywhere on campus, will result in the vendor being banned from the campus, arrest and/or legal action.
6. Possession of weapons on campus is strictly prohibited. Violators of the prohibition are subject to immediate arrest and criminal prosecution.
7. Kean University is not responsible for any damages incurred to the vendors' personal property or equipment. Kean University is not responsible for the volume of sales. No refunds will be given for any reason.

I have read and understand the above and promise to adhere to the rules and policies of Kean University.

Vendor Signature

Date