

**KEAN UNIVERSITY INDEPENDENT VENDOR POLICY**  
**AND PROCEDURES**

**(in conjunction with an approved event, conference, or program)**

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 also expected not to discriminate on these basis. Kean University is concerned about raising awareness and changing discriminatory attitudes and behaviors. Particular attention will 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.

The Independent Vendors must be sponsored by a University recognized organization. Vendor sales may be permitted as a complement to a scheduled event (i.e. conference, reception, lecture, concert, etc.). Vendors are subject to the terms of the University Statement on Free Speech and Dissent, and all University rules and regulations governing facilities utilization.

University recognized groups and organizations that wish to include vendors as part of an approved program or event must follow the procedures listed below:

1. Submit a completed External Vendor Application and Student Group/Vendor Agreement to the University Center Administration/Reservation Services at least **one week** prior to an approved event.
2. Following written approval from the sponsoring organization, the Vendor must submit a (\$60.00) fee to Kean University in return for a 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 at least one **(1) week** prior to the scheduled event. Checks or money orders should be made payable to Kean University.
3. On the day of the event and at least 1/2 hour prior to the scheduled event, the vendor must report to University Center Administration or the designated program coordinator to "check-in". Vendors will receive a Display Authorization Notice that must be posted at the vending site and a parking permit valid only for the day of the event.
4. Vendors will be provided with a parking permit valid only for the date of the event. Kean University is not responsible for any tickets or towing, if the vendor's vehicle is in violation of parking guidelines. 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.

5. Vendors are responsible for ensuring that they comply with all applicable copyright laws and tax laws.
6. Vendors and their employees are responsible for ensuring that they, their employees, and/or agents comply with the Procedures Governing Use of Kean University Facilities and Federal and State law.  
\*\*NOTE: 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.
7. 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 and/or legal action
8. Possession of weapons on campus is strictly prohibited. Violators of the prohibition are subject to immediate arrest and criminal prosecution.
9. 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.
10. **If any of the above procedures are not adhered to, the vendor will be required to leave the University Campus.**

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

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**Vendor Signature**

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**Date**