

KEAN UNIVERSITY
EXTERNAL VENDOR APPLICATION
(For University Center and student groups sponsoring vendors)

1. Name of Sponsoring Organization: _____
(Please Print)

2. Name of Vendor: _____
(Please Print)

3. Date _____ Time (From) _____ (To) _____

4. Place _____

5. What types of merchandise will be sold? _____
Please attach sample list of items.

6. Do you need an electrical outlet? _____

7. Number of tables: _____ Chairs _____ Other _____

Office Use Only: Approved____ Signature _____ Date _____ Fee____
Not Approved____ Signature _____ Date _____

STUDENT GROUP/VENDOR AGREEMENT

The following must be read and understood by the student group when sponsoring a vendor:

Vendors can be scheduled for the University Center Cafeteria Lobby Tuesdays through Thursdays--10am-4pm. Student groups can sponsor a vendor for these times only. A vendor must be scheduled at least two weeks in advance. A **\$60.00** check or money order (no cash) payable to Kean University and a completed and signed contract must be submitted **one week** prior to the date.

Your vendor is your responsibility. University Center staff will assist during vendor check-in and vendor check-out. If the vendor needs any assistance with table coverage, etc., the student group must be available.

The vendor is expected to honor all University policies and procedures. In the event of violation of policy, the vendor will be asked to leave the campus and not return. The sponsoring group will also lose the privilege of participating in our vendor program on campus.

Due to our exclusive contracts with the bookstore and food service vendors, the sale of food and items embossed with references to Kean University are strictly prohibited.

Vendor money owed to the group (**\$30.00**) will be paid after the scheduled date.

If any of the above is not adhered to the vendor will be canceled.

I have read and understood the above and will comply accordingly.

_____ Signature

_____ Print Name

_____ Group

**Be aware of your vendor's reputation and character, as a sponsoring group you are held responsible and possibly accountable for their actions.