



Bethune-Cookman University Vending & Solicitation Information and Application

Individuals, businesses or agencies, including any student groups not recognized by Bethune-Cookman University, seeking to sell, solicit products or services of any kind, or distribute promotional materials on a temporary basis on the Bethune-Cookman University campus and its' leased facilities off-campus must follow the instructions enclosed herein and must agree to the terms of the Bethune-Cookman University Vendor Agreement (if applicable) and all other applicable policies, procedures, and guidelines. Space is available on a first-come first-served basis, and final approval for all groups is at the discretion of Bethune-Cookman University.

Scheduling Procedure

1. All permission for outside vendors and/or solicitors must be arranged through the Vending Coordinator in the Athletics Department located in the Center for Civic Engagement. The Vending Coordinator may be reached by telephone at (386) 481-2033. If you are seeking approval for the first time, please call the Vending Coordinator for a preliminary review.
2. Student members of a recognized student group may reserve space for the purpose of disseminating information to the University community in the area in front of The Charles C. Parlin Student Center. Prior approval must be granted via the Office of Student Affairs
3. All groups must complete the application below and adhere to all applicable policies, procedures, and guidelines. Failure to follow applicable policies, procedures, or guidelines, including but not limited to the student conduct code, may result in ineligibility for future reservations.
4. If the unrecognized student group is a fraternity or sorority, the University may require proof of insurance and approval from the Office of Student Affairs before allowing the reservation to be made.
5. Prohibited Materials for all groups: (1) sales of drug related images or paraphernalia (i.e. bong, pipes, pornography, incense, candles or illegal items), (2) the solicitation of books, food or any other items that may pose a conflict of interest with contracted services that have exclusive agreements with the University, and (3) the solicitation of credit card applications.
6. For consideration of your Application, the following must be submitted to the Vending Coordinator no later than five (5) calendar days prior to the requested vending date:
 - a. Completed Application
 - b. Signed Vendor Agreement (required except for students or student groups; contact Vending Coordinator for details)
 - c. Copy of Business License (if applicable)
 - d. Certificate of Insurance (if applicable)
 - e. Payment in full for all spaces.
 - f. Submit application and make check payable to:

**Bethune-Cookman University
Department of Athletics
Vending Services
740 International Speedway Boulevard Daytona Beach, Florida 32114
Phone: (386) 481-2033
Fax: (386) 481-2238**



Bethune-Cookman University

2011-2012

Vending

Fees & Charges

1. There is a normal vendor fee on campus of \$150.00 per space per day for all groups and vendors.

Subcontracting of space to additional vendors is not allowed.

Limited vending slots at the stadium are available on a first come basis:

6 Inside slots \$225-\$275 each & 4 outside slots at \$150 each

Homecoming vending slots on campus are \$750 for retail (non-food) for 4 days (Thursday-Sunday of Homecoming week only)

Food vendors for Homecoming are \$700 for the 4 day period.

There are no day by day rates for Homecoming week. All payments must be arranged and made at least 48 hours prior to event.

2. Each space fee includes the following:

a. One space only for the registered vendor, unless the agreement to purchase more than one space has been approved.

b. Spaces and sites must be designated and outlined by the university staff

c. One vendor pass, entitling you to vend from 9:00am-5:00pm on scheduled date(s) unless event ends later.

d. Note: Each vendor must be self-sufficient and at no point should the vendor assume that the university will provide water, electricity and any other utilities. At the discretion of Bethune-Cookman University, access to electrical service or other special needs may be considered.

4. Failure to pay fees in a timely fashion, late payment of funds will result in restriction of vending for tentative scheduled date(s). Dates will not be confirmed until payment is received.

5. If you decide to cancel after your Application has been approved, there will not be any refunds of fees paid for any reason whatsoever.

6. In the event the date(s) requested are not available or eligible for scheduling, the vending coordinator will attempt to confirm alternative date(s) as may be mutually agreeable to Bethune-Cookman University and the vendor or unrecognized student group.

On Day of Vending or Solicitation

1. Set-up may begin at 8:00 a.m. in designated vending area. Vendors must begin clean-up at 5:00 p.m. or at the scheduled end of the event. Vehicles are restricted to the common vehicular areas and may only be driven in those areas on the Bethune-Cookman University campus or at its' leased event site. Equipment may be unloaded adjacent to the vending site at the facility. Do not park or drive on grass or sidewalks.

2. All groups and vendors must obtain a Vendor Pass from the Vending Coordinator at the start of each vending day. You **MUST** have the vendor pass with you at all times while on campus to be identified by Public Safety and B-CU Staff as an approved vendor.

3. All participating students must be in possession of a valid B-CU student identification card.

5. Parking for vendors is located in the visitor slots near the vending location. In all locations a parking pass must be visible.



Bethune-Cookman University

Vendor/Solicitor Application

Today's Date: _____ Requested Date(s) of Vending or Solicitation: _____

Location of Vending site: _____

Company or Group Name: _____

Business License Number or student ID No.: _____

Contact Name: _____ Phone _____ e-mail _____

Street City State Zip: _____

Name of On-Site Representative: _____

Please provide a brief description of items to be sold or solicited or written materials to be distributed _____

Is vendor currently licensed to sell BCU paraphernalia: _____yes _____no

If the vendor desires to sell university branded items and paraphernalia, it must have a valid license through the university approved licensing agency (S.M.A.). Bethune-Cookman University reserves the right to revoke the vending privileges of vendor who are involved in illegal and/or unethical actions while operating on the grounds of the university campus or its' leased facilities.

The university is not liable for copyright infringement charges if vendor is participating in the use and/or sale of goods and products without the expressed permission of branding agencies.

(Each vendor must come self-contained.. Any equipment, utilities or supplies are the responsibility of the Vendor or student group.)

Number of Days _____ Number of Spaces _____

For outside vendor: cost = \$ _____ x days x spaces

For unrecognized student group: cost = \$ _____ x _____ days _____ x spaces

Payment Method: Cash _____ Amount Paid: \$ _____

IMPORTANT: All vending must be booked at least five (5) calendar days in advance. Please notify the Vending Coordinator if you have any questions regarding your Application. Please retain a copy of the Application and Vendor Agreement (if applicable). All groups must be familiar with and strictly adhere to all rules and regulations when vending on the Bethune-Cookman University campus.

Please send completed application and Vendor Agreement (if applicable), full payment, and copy of Business License and evidence of insurance (COI) to:

**Bethune-Cookman University
Department of Athletics
Vending Coordinator
740 International Boulevard
Daytona Beach, Florida 32114**

Please do not write below this line. For athletic departmental use only.

Vending approval granted _____ or Denied _____

Approval : _____ Date _____

Signature of Athletic Vending Staff