



2008 Homecoming Game Vending Space Policy/Procedures

Stadium Vending

NCCU will be selling vendor space at this year's homecoming making the homecoming experience an even greater family atmosphere for years to come. Experience what it is like to be a part of the Eagle Family.

1. **BOOTH/SPACE SETUP FOR GAME DAY:**

Set-up Date & Time: Saturday November 1, 2008

- **Between 6:00 am – 9:30 a.m.** (Game Time is 1:30p.m. and Parade starts at 10a.m. on Fayetteville Street)
- Approximate booth space: 12 x 12
- Only (3) people will be allowed entry with passes for setup and sale. Any others must have game tickets.
- Seller must provide all set up material, including tables, chairs and tent.
- Please plan to arrive early. **LATE ENTRIES WILL NOT BE ALLOWED.**

Stadium Vendors Fee

\$250

VENDORS SET-UP MUST BE COMPLETED BY 9:30. GATES WILL OPEN AT 10:00am. EVENT IS AT 1:30pm

2. **VENDORS MUST OPEN FOR BUSINESS at 10:00 am**

3. **BOOTH/SPACE BREAKDOWN:** Breakdown can occur after the completion of the Football Game. No vehicles will be allowed inside the gate until then. All vendor equipment and merchandise must be removed from the assigned area, including all trash and boxes. The Vending Coordinator must approve any exception to this rule.

4. Vendors will not be allowed to solicit sales in any fashion in any other way except in the space assigned. The soliciting of sales outside of the official location forfeits your right to your booth/space.

5. Fees may be submitted in forms of **cash, credit card, cashier's check, business check, or money order**, when vendor application is accepted. Checks should be made out to NCCU Foundation(Athletics). Vendors paying with credit card will need to wait for credit verification before receiving permit to vend. Space is not guaranteed until payment and application have been received and approved. **SPACES WILL BE ASSIGNED BASED UPON THE DATE AND TIME THAT THE FEES ARE PAID.**
6. **NORTH CAROLINA CENTRAL UNIVERSITY MERCHANDISE** -Vendors wishing to sell any NCCU Merchandise must provide written authorization from the Collegiate Licensing Company. Any vendor attempting to sell without authorization will be subject to immediate expulsion from the vendor area, confiscation of goods and/or arrest.
7. TRADEMARKED ITEMS, COPYRIGHTED MATERIALS, & PATENTED MATERIAL CAN ONLY BE SOLD OR DISTRIBUTED BY THE VENDOR WITH THE EXPLICIT APPROVAL (authorization letter, license, or other written verification) OF THE ENTITY/AGENCY/ORGANIZATION.
8. FOR BEST CONSIDERATION, COMPLETED APPLICATION AND OTHER REQUIRED FEES MUST BE SUBMITTED AND ON FILE BY **THE DEADLINE**. FAILURE TO SUPPLY DOCUMENTATION WILL FORFEIT THE VENDOR'S RIGHT TO VEND.
9. Vendors are not allowed to sell or display explicit merchandise (including sexual, drug related or profane materials). **Loud music, especially that which exhibits profanity and/or vulgar language will not be permitted.** Tobacco, food, and alcoholic beverages are not permitted for sale, sampling, or dissemination of information. Sale of products is not permitted outside of booth.
10. All items sold by the vendor must be listed on the application. Any changes will require official approval.
11. Generally, NCCU will not grant category exclusivity to any vendor, nor will it be held liable or chargeable for any loss of sales, income, resale, or commissions of the Vendor. **Please call 919-530-7418 for additional information.**
12. NCCU has sole discretion to make adjustments to the Vendor diagram and placement of vendor spaces as may be required by the Fire Marshall or logistical restrictions.
13. **Vendors MAY NOT assign, sublet, or resell their share of space allotted.**

14. VENDNG PERMIT will be distributed to each vendor for admission to the exhibit and parking areas, IF AVAILABLE. Only three passes per vendor. Any unauthorized use of the vendor wristband/ or pass will subject the vendor to immediate removal from the vending area. Though not guaranteed, Parking may be reserved by contacting Police and Security at (919)530-6106.
15. **VENDORS WILL NOT BE ALLOWED ACCESS TO THE FOOTBALL GAME SEATING AREA WITHOUT GAME TICKETS.**
16. If Acts of nature, war, fire, strike, or in the event of any outside cause such as any agencies, organizations, institutions, or persons not party, or privy to this lease or other emergency, prevents the game from being held, NCCU may retain such part of the vendors' rental fee required to compensate for expenses incurred up to the time such contingency shall have occurred.
17. Vendors are responsible for keeping their booth/space and surrounding areas clean and orderly.
18. Please remit payment and signed application to:

**North Carolina Central University Foundation
(Department of Athletics)
1801 Fayetteville Street
Room 106
Durham, NC 27707**

Phone: (919)530-7418
Fax: (919)530-7635

Vendor Request / Agreement to Policy and Procedures

I hereby request vending space for the 2008 Homecoming Game and agree to abide by the contract and established Policy and Procedures that are a part of this contract between the Committee and the Vendor. They have been formulated in the best interest of all concerned. I understand I am only authorized to sell merchandise included in my applications, and will not be allowed to sell or distribute my merchandise using NCCU name, trademark, or logo, unless authorized by the Collegiate Licensing Agency. All parts not covered are subject to the decision of the Homecoming Committee and Vending Coordinator.

Company Name: _____
(Please Print)

Representatives Name: _____

Date: _____

Signature: _____

Return signed copy to:

North Carolina Central University Foundation
Department of Athletics
201 McDougald-McLendon Gymnasium
Durham, NC 27707

Phone: (919) 530-6721
Fax: (919) 530-7069

Date Received: _____