



## Vending Policy/Procedures for NCCU Football Games

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

- Participant will set up inside of the Stadium at designated vendor locations around the perimeter of O'Kelly-Riddick Stadium.

Set-up Date & Time:

- Approximate booth space: **10 x 10. This will be strictly enforced** (Additional fee may be accessed if vendor is goes beyond designated space)
- 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, unload and remove vehicles 3 hours before game time.

<b>Price: Regular Per Game Cost (Primary Plot)</b>	<b>\$200</b>
<b>(Secondary Plot)</b>	<b>\$150</b>
<b>Regular Season 5 Game Package Special (includes Homecoming and A &amp;T in Charlotte)</b>	<b>\$760</b>
<b>Homecoming Game Only</b>	<b>\$250</b>
<b>NC A &amp; T only located in Charlotte, NC</b>	<b>\$350</b>

- 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.
- 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.
- 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 (for 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. Space will be issued on a first come/first serve basis. Pre-selection is not allowed.

5. **NORTH CAROLINA CENTRAL UNIVERSITY MERCHANDISE** -Vendors wishing to sell any NCCU Merchandise must provide written authorization from the Collegiate Licensing Agency. Any vendor attempting to sell without authorization will be subject to immediate expulsion from the vendor area, confiscation of goods and/or arrest.
6. 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.
7. 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.
8. Vendors are not allowed to sell or display explicit merchandise (including sexual, drug related or profane materials). **Loud music, especially which 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.
9. All items sold by the vendor must be listed on the application. Any changes will require official approval.
10. 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.**
11. **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.**
12. **Vendors MAY NOT assign, sublet, or resell their share of space allotted.**
13. VENDING 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 pass will subject the vendor to immediate removal from the vending area.

14. **VENDORS WILL NOT BE ALLOWED ACCESS TO THE FOOTBALL GAME SEATING AREA WITHOUT GAME TICKETS.**
15. 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.
16. Vendors are responsible for keeping their booth/space and surrounding areas clean and orderly.
17. Parking permits outside of Vendor's area will be coordinated by the Police Department and Business Auxiliary Services.

**Please submit signed application to:** FAX 919-530-7635  
 Terri Lawson  
 Business and Auxiliaries Services  
 1801 Fayetteville Street  
 Lee Biology building Room 106  
 Durham, NC 27707

## **Vendor Request / Agreement to Policy and Procedures**

I hereby request vending space for the \_\_\_\_\_  
(event name, year)

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 Vending Coordinator.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Representatives Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Office Use:**

Date Received: \_\_\_\_\_