

# *Johnson State College • Conference and Event Services*

## **On-Campus Vending/Solicitation Agreement**

### **Authorized Use:**

Individuals or organizations wishing to solicit or vend on-campus at Johnson State College may do so only under the terms and conditions of **Vermont State Colleges Policy Number 402**. Any questions regarding appropriate use by vendors or solicitors may be directed to the Dean of Students' Office.

### **Vending/Solicitation Space Availability:**

- Indoor Space is provided in the Lobby of Library Learning Center or other spaces as available, accommodating a maximum of two 6-foot tables and four folding chairs (provided by JSC). Vendors must limit their displays to the area on and immediately surrounding the table(s).
- Outdoor Space is provided on the campus quad. Larger displays are permitted as long as all sidewalks are kept clear. 2 Tables and 4 chairs are provided by JSC. If inclement weather prohibits outdoor vending, vendors may reschedule or move indoors provided all indoor vending conditions (see above) are met.

### **Terms:**

All reservations are made through the office of Conferences and Events Services. Space is available during the Academic year **only** and JSC reserves the right to prohibit vending/solicitation on-campus at any time. Advance reservations (made no less than 2-weeks prior to arrival) are required. A reservation is not confirmed until payment is made in-full. Full payment must be received along with this completed agreement. Once a reservation is confirmed, fees are non-refundable unless cancellation occurs 48 hours prior to arrival. Vendor must set up after 8am and take down prior to 4:30pm. The college also requires proof of insurance (at least 2-weeks prior to arrival) with \$1,000,000 (one million dollars) general liability, naming Johnson State College as an additional insured for the period of time the vending/soliciting organization is on-campus. (The college is not responsible for set-up or break-down of any vending site or for lost/stolen items.)

### **Vending/Solicitation Fees:**

Fees apply to those who are selling items, admission, or seeking donations. Indoor & Outdoor space is \$50.00 per day (additional tables are available for a fee)

### **Vending Agreement:**

Organization's Name: \_\_\_\_\_ **Organization's Contact Person:** \_\_\_\_\_

Organization's Address: \_\_\_\_\_ Contact's Phone: \_\_\_\_\_

\_\_\_\_\_ Requested Vending Date: \_\_\_\_\_

\_\_\_\_\_

Description of Vending: \_\_\_\_\_

Type of Space Requested: \_\_\_\_\_ Requested # of Tables: \_\_\_\_\_

On Site Representative's Name: \_\_\_\_\_ Representative's Time of Arrival: \_\_\_\_\_

*I have read the above terms and agree to pay all fees associated with reserving vending/soliciting space at Johnson State College. I further agree to take full responsibility for covering any relevant cost(s) incurred by misuse (to include but not limited to broken or missing property or excessive cleaning) of provided accommodations. I also understand that once this form has been completed and the agreement signed, I am bound by all fees/penalties as outlined above.*

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

Please mail completed form and payment to:

**Johnson State College ~ Conference & Event Services**  
337 College Hill; Johnson, VT 05656