



Campus Food/Merchandise Vendor Form

In order to be considered to serve as a Vendor, please read and complete the entire form. **Completing and submitting this form does not guarantee nor confirm you as an approved vendor.** The purpose of this document is to reserve a vending opportunity for the applicant vendor. Applicants will be notified of the University's decision in future communications. For your business or organization to be able to sell items on the campus of Winston-Salem State University you must submit completed Vendor Application and the Vendor Registration Fee

Applicant Information

Full Name: _____

Address:

Last

First

M.I.

Street Address

Apartment/Unit #

City

State

ZIP Code

Cell Phone:

() _____

Preferred Email: _____

Business Name: _____

Vending Information

Winston-Salem State University has registered its names, initials, and logos (trademarks) as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the university's marks on a web site is also protected by federal trademark laws. Anyone interested in being licensed to produce items using the WSSU logos should contact Learfield Licensing Partners, LLC at (317)762-7826.

Does your product or merchandise contain any WSSU (Winston-Salem State University) logos or images? If so, please attach a copy of your current Learfield license.

Yes

No

Have you obtained a food permit through the Forsyth County Department of Health? Please attach copy of permit.

Yes

No

Unsure

Vendor Signature: _____

Date: _____



WINSTON-SALEM STATE UNIVERSITY

Vendor Guidelines

All vendors are required to hold appropriate Forsyth County Health Department permit for all food sales. Failure to produce said permits upon request may result in cancellation of future vending at Winston-Salem State University.

FEES: \$75 (per non-homecoming event)

- Vendors must pay all fees at least 10 business days prior to first date of sale.
- All payments will be made in person at the Ticket Office.
- All Payments are NON-REFUNDABLE.
- All cancellations must be made at least 24 hours prior to the first date of sale.
- Please note that this is a Pepsi sponsored campus. Only Pepsi beverages are permitted to be sold.
- Vending space is available on a first come, first serve basis. Vendors are permitted to bring their own racks, chairs or tables as the university will not provide these items.

All display materials must be kept within your assigned space(s). There is no on-site storage space available for vendor materials or merchandise. It is the vendors' responsibility to remove their merchandise from the building or area at the end of each day. Vendors requiring electrical connections should indicate this when making reservations. However, electrical connections are not guaranteed.

EXHIBITION AND SALE OF MERCHANDISE

Each exhibitor must carry insurance against damage, fire or theft of merchandise. **THE UNIVERSITY IS NOT HELD LIABLE FOR ANY DAMAGES TO SAID MERCHANDISE.**

The representative is responsible for all merchandise sold. The buyer must be able to exchange or obtain refunds if the merchandise is found to be defective. Failure to assume responsibility for products/services will result in cancellation of any future vending at Winston-Salem State University.

WINSTON-SALEM STATE UNIVERSITY RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT SHOULD THE UNDERSIGNED FAIL TO COMPLY WITH ALL THE LISTED GUIDELINES.

I have read the " Vendor Policies and Guidelines for Winston-Salem State University" and agree to abide by rules stated therein. I understand that if I do not abide by the stated rules, I will not be welcome to vend at Winston-Salem State University on future dates.

Signature: _____ Date: _____

OFFICE USE ONLY

Vending Dates: _____ Amount Due: _____ Amount Paid: _____ Receipt #: _____ Initials: _____
Learfield _____