

*Simmons College
Office of Student Leadership and Activities
300 The Fenway
Boston, MA 02115-5898
(617) 521-2423
studentactivities@simmons.edu*

Vendor Policy Form for the Spring 2008 semester

This is to confirm that _____ has been scheduled to vend in the Fens lower lobby of the main College Building to sell the following merchandise: _____

Date(s) assigned: (1) _____ 4) _____
(2) _____ 5) _____
(3) _____ 6) _____

1. Vendor space may be scheduled Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. The sales area will be available 30 minutes before and after the time scheduled.
2. The standard set-up is **two six-foot tables** and a chair. Vendors may not bring additional equipment unless approved by Student Leadership and Activities. No posters, banners, or materials may be hung from the ceiling, walls, or columns. No public address systems or radios are allowed. Low-volume music may be played only with the permission of Student Leadership and Activities or building management prior to the date of sales.
3. The Space Rental Fee is \$30.00 or 15% of total sales (whichever is greater) for each day of sales. **This fee is due at the end of each day of sales, and should be brought to W-002.** Checks should be made payable to Simmons College.
4. Vendors who neglect to pay by the end of the day of sales may result in cancellation of future bookings.
5. Vendors who cancel with fewer than 3 business days' notice may be liable for the \$30.00 space-rental fee for that day. Any vendor who neglects to pay this fee may have all future bookings cancelled.
6. **We will not and cannot tolerate any unlicensed, counterfeit, or bootleg merchandise. Items that advertise or promote alcohol or other drugs may not be sold at Simmons College.** Vendors selling such items will be asked to leave immediately.
7. Displays must be set up in a neat and orderly fashion. All bags and boxes must be stored underneath the provided tables. **There is no overnight storage available.**
8. Vendors are responsible for finding and paying for their own parking. **No on-site parking is available.**
9. Children under 18 years-old are not allowed to remain in the vendor area or participate in the program in any way.
10. Vendors accept checks and credit cards at their own risk. Simmons College will not assume responsibility for students' accounts, and will not release personal information.

By signing below, the vendor is signifying that the above policies have been read and understood, and will be adhered to when vending on Simmons College Property.

Company Name _____

Signature _____

Address _____

Print Name _____

Telephone _____