



Department of Campus Life

VENDOR TABLE REQUEST FORM

There is limited availability for vendor tables on campus. Requests are processed and issued in the order of receipt.

Entity/Company: _____ Profit | Non-Profit (circle one)

FEIN #: _____

Primary Contact Name: _____

Address: _____

City, State, Zip Code: _____

Phone #: _____ Extension: _____

Email: _____

TABLE REQUEST INFORMATION

DATE(S) for table set-up: _____ TIME: _____

LOCATION: University Center Student Activities Center Other

PURPOSE for set-up: _____

Will you be selling products? YES NO IF YES, what will you be selling?

I have reviewed the Vendor Information Table Policy and agree to abide by all procedures presented. I understand that there is a \$50.00 non-refundable fee to reserve a table and may secure an Information Table for no more than an eight (8) hour period beginning no earlier than 9:00 am. Information Table set-ups include one six (6) foot table and two (2) standard sized folding chairs.

Signature of Contact

Date

**2000 Clayton State Boulevard
Morrow, Georgia 30260
Phone: (678) 466-5433 FAX: (678) 466-5470**

CLAYTON STATE UNIVERSITY

Non University Information Table and Vendor Policy

The following policy is intended to ensure compliance with University System of Georgia guidelines and University regulations regarding information tables and commercial solicitation. The Department of Campus Life will coordinate all administrative duties and enforce the policy.

The Department of Campus Life schedules and coordinates all Information Tables for all commercial and non commercial solicitation. All Information Table request and applicable needs must be submitted to the Department of Campus Life via the online form at <http://adminservices.clayton.edu/campuslife/spacerequest.aspx> or by telephone at (678) 466-5433 a minimum of five (5) business days prior to the preferred date(s). Information Tables are not permitted to be set up on campus without the approval from the Department of Campus Life.

Approved entities include but not limited to: financial institutions and banks (excluding credit and loan products), media corporations (e.g. news, magazines, etc.), stores (e.g. department, local convenience, grocery, etc.), miscellaneous shops (i.e. cellular phone, auto repair, cleaners, etc.), and non-profits.

Non-approved entities: Bars and/or nightclubs, credit and loan specific financial institutions, realtors and housing agencies, car dealerships (excluding auto repair shops), food vendors, higher education institutions with similar programs, and marketing and promotional teams and/or companies.

The Department of Campus Life will only authorize one (1) Contracting Group of the same industry, business type, or concept during any one (1) given day. Additional rules apply.

Contracting groups may secure an Information Table for no more than an eight (8) hour period beginning no earlier than 9:00 am. Contracting Groups may not schedule an Information Table more than two (2) times per week.

Information Table set-ups include one six (6) foot table and two (2) standard sized folding chairs. A Contracting Group may not set-up additional tables or chair. Contracting Groups are not guaranteed access to electric outlets. Contracting Groups are not allowed to attach (i.e. tape, glue, nail, etc.) any items or promotional materials to facility walls, windows, floors or doors. In addition, Contracting Groups are not permitted to employ any tactics that obstruct facility patrons from walking.

The Department of Campus Life will not guarantee patron foot traffic during a reserved period. However, the Department of Campus Life will work with the Contracting Group to identify date(s) that presents the best opportunity for them to meet and promote their products and services to facility patrons.

The Department of Campus Life fee for vendors is \$50.00 per day.

The Department of Campus Life reserves the right to end an Information Table reservation due to administrative discretion which may include but not limited to safety, disruption of normal University operations, and the products or services being marketed conflict with this agreement and/or the University Mission.