



Vending Application/Agreement

NOTE: A vending space is assigned on a first paid basis.

Company Name	
Name of On-Site Representative	
Mailing Address	
Phone Number	
Alternate Phone Number	
Email Address	
Date(s) for Vending	
Number of Vending Spaces	

Vending Space(s) Total	_____
Generator (if applicable)	_____
Total Amount Due	\$ _____

The payment options are as follows:

- Online at www.wildcatticketoffice.com,
- FVSU Cashiers' Office - Troup Administration Building, Suite 230
- Via U.S. Mail – see address at bottom of Vendor Requirements page

Forms of payment accepted: Cash, Cashier's Check, Money Order, Debit and Credit Card (MasterCard, American Express, VISA or Discover Card). **No personal checks.**

Fort Valley State University forbids the use of copyright materials according to Federal and State Copyright Laws. A copy of the Fort Valley State University Vendor Requirements is attached. All vendors will be issued an official FVSU vendor sign, which must be visible at all times while vending on FVSU premises. Please contact the vending office at 478-825-3309.

Disclaimer's Clause:

Fort Valley State University is not responsible for any damage or loss to personal property or merchandise maintained by a vendor on University property. Also, Fort Valley State University is not responsible for injuries sustained while engaging in vending activities on the property of Fort Valley State University.

List Merchandise for Sale:

Vendor Requirements

1. Mandatory Cleaning: Vendor must remove all property debris and rubbish after using the vending space.
2. Fort Valley State University will provide no tables.
3. Stadium parking is prohibited. All truck and trailers will be allowed to load and unload at designated times on the day vending begins.
4. Vending spaces will be clearly marked and property placed in unauthorized vending areas will be removed at the owner's expense.
5. No alcoholic beverages or any illegal substances are allowed on University property. All illegally reproduced products (purses, perfumes, colognes, CD's, etc.) are prohibited.
6. At Homecoming, no music may be played during the 30 minute period prior to the scheduled start of the game.
7. **Generators are allowed.** Electricity is available for an additional fee of \$25.00 with advance payment.
8. All requests to sell products and merchandise containing Fort Valley State University marks or name must be submitted to the Marketing and Communications department; for more information on trademark and licensing, please call 478-825-6319. Failure to receive proper approval will result in items being confiscated and not returned as well as the potential of prosecution.
9. All items for sale must be of "good taste" and items with profanity or nudity cannot be sold.

All food vendors must contact the Peach County Health Department-Environmental Health Department for temporary food service permits @ 478-825-6126 478-825-6134 at least 2 weeks prior to the event.

By signing this document, you affirm that you have read and will adhere to the vending requirements listed above.

Name of Applicant (Please Print)

Signature

Date

Please submit signed application to vending@fvsu.edu or mail to:

Fort Valley State University
C/O Vending
1005 State University Drive
Fort Valley, GA 31030