



Vending Application/Agreement



Company Name: _____ Phone No: (____) _____

Name of On-Site Representative: _____

Mailing Address: _____

Alternate Phone No: (____) _____ Fax No: (____) _____

Email Address: _____ Date(s) for Vending: _____

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

Vending Space(s) Total	_____
Total Amount Due	\$ _____

Food vendors are only permitted on campus for homecoming.

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

Disclaimer's Clause:

Liability for any damage or loss to personal property or merchandise sold by a vendor at Fort Valley State University is the sole responsibility of the vendor. Additionally, liability for any injuries sustained while engaging in vending activities on the campuses of Fort Valley State University is the sole responsibility of the vendor.

Select Type of Vending

<input type="checkbox"/>	Merchandise – Clothing, Arts & Crafts, Etc.
<input type="checkbox"/>	Merchandise - Music

Are you registered/approved with CLC? ___ Yes ___ No

List Merchandise for Sale

Vendor Requirements

1. Mandatory Cleaning is required after using the vending space.
2. No tables will be provided.
3. All truck and trailers will be allowed to load and unload at the designated times the day vending begins and proceed to the designated parking lot.
4. Must consult with building facility manager to get approval to sell merchandise. Please coordinate with FVSU event organizer for building facility manager.
5. No beverages containing alcohol, or any illegal substance will be allowed on the premises. All illegally reproduced products are prohibited and are subject to removal.
6. The use of music must be approved by the building facility manager and event organizer. All music must be played at a low volume.
7. **Generators are allowed.** Electricity may be available, depending on location, on a first come first serve basis. Electrical cords are not provided.
8. Licenses/approval must be obtained for the use of any FVSU trademark, image, or photograph used on any packaging, signage, banner, or product sold to the general public. Click here to obtain a license <https://clc.com/home/get-licensed/>.
9. All items for sale must be of “good taste” and items with profanity or nudity cannot be sold.
10. All vendors will be issued an FVSU official vendor sign, which must be visibly seen at all times while vending on our premises.

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