

## **War Memorial Student Union Commercial or Outside Vendor Contract**

The Student Union has established the following policies for a vendor to set up in the Student Union Breezeway/Lobbies.

1. All commercial or outside vendors must register through the Student Union Office by calling (985) 549-5670.
2. Commercial or outside vendors will be limited to the Student Union Lobby area (West or East lobby) of the first floor of the Student Union. The Director of Auxiliary Services or his/her designee makes exceptions to this policy.
3. Examples of items that may be sold are items of artistic value, paintings, crafts, posters, jewelry, t-shirts, etc. These must be items that are not sold elsewhere on campus. Credit card vendors are not allowed. Items that conflict with on-campus enterprises, whether self-operated or contracted must be approved by the campus enterprise.
4. Vendors may distribute information on cellular phones and pagers, however, signing of extended contracts between the vendor and a student is prohibited while on campus.
5. Minimum insurance required is a \$1,000,000.00 general liability policy. The certificate of insurance must be provided at least one week prior to the campus visit. The policy must cover a one (1) year period and will remain on file until it's expiration date.
6. Proof of workmen's compensation for any vendor associated with a corporation must be provided.
7. A valid vendor permit from the City of Hammond must be provided. Permit can be obtained by calling (985) 542-3416.
8. Commercial or outside vendors will be assessed a per day rental fee as follows:
  - \$100.00 - Independent Vendor
  - \$ 50.00 - Sponsored fundraiser by a Student OrganizationPayment should be in the form of a check made out to Southeastern Louisiana University.
9. Commercial vendors are responsible for collection and payment of all appropriate taxes. Commercial vendors are required to give a tax identification number at the time of reservation. The University reserves the right to refuse or cancel a reservation due to non-payment of rent, damages, prohibited conduct from a previous reservation or unacceptable vendor category or type.
10. The vendor is required to give a one (1) week notice of cancellation to receive a refund of the rental fee.
11. The university is not responsible for items lost or stolen and will not accept delivery packages on behalf of outside vendors.
12. Vendors are expected to conduct business from behind the table and are not allowed to roam through the Union to promote merchandise or services.
13. Vendor is responsible for cleaning table and area used at the end of each day. A cleaning fee will be assessed if trash, etc., is left.
14. The University will not endorse any services and/or products that the vendor intends to sell while on campus.
15. Violation or infraction of the University policies and procedures will result in banishment from the campus and denial of future solicitation opportunities.
16. A signed copy of these policies, proof of insurance, proof of workmen's compensation, and payment in full must be submitted to the Student Development/Student Union Office one (1) week prior to the reservation date.
17. Once the vendor contract is approved, the Student Union Office will complete a Registration of Activity Form. An approved copy will be mailed to the vendor and will serve as verification of approval for the vendor to be present on campus.

**Vendor Information**

Vendor Name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Time: \_\_\_\_\_

Sponsored by a Student Organization: \_\_\_\_ Yes or \_\_\_\_ No

Name of Student Organization: \_\_\_\_\_

Type of merchandise, product, or service displayed:  
\_\_\_\_\_

Special Set Up Needs:  
\_\_\_\_\_  
\_\_\_\_\_

As a commercial or outside vendor, I have read and fully understand the above policies and agree to abide by these policies while on the campus of Southeastern Louisiana University.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Union Representative

\_\_\_\_\_  
Approval Date

**Submit to:** War Memorial Student Union  
SLU 10290  
Hammond, LA 70402  
(985) 549-5670 or Fax (985) 549-5647

- Office Use Only:
- Vendor Contract
  - Insurance Requirements
  - Workmen’s Compensation
  - Vendor Permit
  - Payment \$ \_\_\_\_\_