

CAMPUS CENTER

ADVISOR WORKSHOP SERIES

"Fun"d Raising
Vendor Policy Guide

General Information:

Vendors will not be allowed on campus during the first two (2) weeks of the Fall and Spring Semesters

Vendors will not be allowed on campus without the sponsorship of a chartered club, organization or the Campus Center Office.

The Director of the Campus Center or his/her designee must approve all vendors.

Vendor agrees to pay the sponsor 20% of gross sales.

A College Processing Fee will be charged at the rate of Four Dollars (\$4) for each day the vendor agrees to be on campus selling their product(s). This fee must be submitted with the contract; check made payable to Monroe Community College Association, Inc. Fees are not refundable.

All vendors will check in at the Campus Center Photo ID Office (3-139A) upon arrival at MCC. There is a One Dollar (\$1) a day parking fee. This is to be paid upon arrival the first day. Vendor will pay the Operations Office Aide and she/he will give the vendor a parking pass for the length of time the vendor will be on campus.

At the end of each day, before the vendor leaves the campus, vendor will pay to the club/organization representative the 20% of the day's sales. A Vendor Reconciliation Sheet will be filled out and a copy will be kept by both parties.

Vendor's responsibilities: Payment of all sales tax, submission of D.B.A. and Certification of Authority or Social Security Number when returning signed contract. Vendor is completely responsible for all checks and charges taken in during the sales contract.

The Director (or his/her designee) of the Campus Center reserves the right to cancel a vendor if it conflicts with a major college sponsored event, terms of the contract are not met and/or Act of God. The contract can also be terminated if the vendor does not remit to the Sponsor the monies owed on a daily basis. This could also effect whether the vendor will be allowed back on campus.

All vendors will check in at the Campus Center Photo ID Office (3-139A) upon arrival at MCC. Vendors will then be assigned their table space and receive their parking pass.

Vendors may only sell merchandise that is listed on their contracts, no additions to contracts without permission from the Campus Center Director or his/her designee.

Three 6-foot tables will be provided for the Vendor. The Vendors may not bring their own tables.

Vendor displays are limited to table space. One clothes rack/display will be allowed at the discretion of the Operations Manager and must be placed behind the tables. Vendors are not allowed to hang/tape/or adhere in any way, anything on walls, windows or railings.

Vendors, who appear on campus later than 20 minutes after the scheduled "set-up" time without Campus Center notification, may be denied selling privileges for that day, or possibly in the future. Selling hours for all vendors are between the hours of 9:00 a.m. and 3:00 p.m. Any time before or beyond the scheduled time frame must be approved by the Director or his/her designee.

Vendors, who cancel, must give the Campus Center or sponsoring club or organization a 24 hour notification. The Director or his/her designee may impose suspension of vendor privileges if this procedure is not followed.

Vendors may use the Building 3 loading dock to unload and load their merchandise. They must move their vehicles immediately after unloading and park in Parking Lot M (directly in back of building 3).

Vendors will not be permitted to leave any merchandise overnight on the MCC Campus

Credit card vendors will not be approved for sponsorship on campus.

Vending Procedures for Co-Curricular Organizations

1. The sponsoring organization will be the responsible party for working with the Campus Center Office to conduct business, follow procedures, inform vendors of contract responsibilities (see sample contract enclosed) and conduct follow-ups with their chosen vendor. All policies and procedures must be followed.
2. All organizations, wishing to sponsor a vendor on campus, must meet with the Director of the Campus Center or his/her designee 2 weeks prior to the anticipated date that they want the vendor to come on campus.
3. All organizations must check with the Campus Center Operations Office Aide in room 3-139A 2 weeks before securing vendor to ensure availability of space for the event.
4. Vendors may not leave equipment or merchandise overnight in the Campus Center.
5. Failure to follow procedures may result in suspension of organization's vending privileges.

Co-Curricular Organizations on campus who are sponsoring vendors are solely responsible for the following:

1. Selecting vendor and completing contract with the aid of the Campus Center Operations Aide.
2. Upon receipt of completed Vendor contract, follow-up with vendor as to set-up requirements by phone.
3. Notify Campus Center of any cancellations, changes in requirements or any other pertinent information.
4. **Assist vendor with unloading merchandise, set-up and reloading merchandise.** Please make sure that the vendor is aware of your availability to assist him/her. Be sure to check on your vendor several times during the day to see if they need anything. Reiterate that there is no storage of equipment or merchandise overnight on campus.
5. Reconcile funds with the vendor at the end of **each day** using the "Vendor Sales Reconciliation Form."
6. All proceeds from the vendor fund raising must be deposited into the sponsoring organization's private account. At no time may any organization member carry cash on his/her person until the following day.

7. Vendors may only be sponsored on campus twice a semester for up to five (5) consecutive days, excluding weekends.

Students:

Securing vendor goods is for the protection and welfare of our MCC students and our vendors. Vendors may be required (depending on product) to have all sale items in covered glass cases.