

MONROE COMMUNITY
COLLEGE

CAMPUS CENTER

ADVISOR WORKSHOP SERIES

"Fun"d Raising
Vendor Sample Contract

MONROE COMMUNITY COLLEGE ASSOCIATION, INC.

Monroe Community College Brighton Campus
1000 East Henrietta Road
Rochester, NY 14623
Phone: (585) 292-2548
Fax: (585) 292-5059

Vendor/Sponsor Contract Agreement

Date issued _____ Return contract by: _____

Vendor (Operating Name) _____

Person Responsible _____

Address _____ City _____ Zip _____

Phone _____ Email/Alternate Phone No. _____

Vendor Tax I.D. number _____

Type of Merchandise: _____

SPONSORING ORGANIZATION _____ SEMESTER _____

Date(s) on Campus ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___

Set up time _____ Chairs needed _____

Vendor agrees to the following terms of the contract

- Vendor agrees to pay the above sponsor 20% of all gross sales taken during the sale. A College Processing Fee of four dollars (\$4) a day, for each day the Vendor agrees to be on campus selling their merchandise, must be submitted with this contract; check made payable to Monroe Community College Association, Inc. Fees are not refundable.
- Three 6-foot tables will be provided to the Vendor. The Vendor may not bring their own tables for use.
- All Vendors **must** check-in with the Campus Center Photo ID Office (3-139A) each day upon arrival at MCC.
- There will be a One Dollar (\$1) a day parking fee. This is to be paid upon arrival the first day when the Vendor checks in at the Campus Center, Photo ID Office (Room 3-139A). Vendor will pay the Operations Office Aide who will in turn 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.
- 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.
- 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.
- Vendors will not be permitted to leave any merchandise overnight on the MCC Campus.
- Vendors may only sell merchandise that is listed on their contracts, no additions to contracts without permission from the Campus Center and/or sponsoring organization.
- 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 vending privileges for that day, or possibly in the future. Selling hours for all vendors are between the hours of 9:00 a.m. and 3:00p.m. Any time before or beyond the scheduled time frame must be approved by the Director or his/her designee ahead of time.
- 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 Building 3 loading dock to load and unload their merchandise, then they must move their vehicles immediately upon receiving their parking pass and park in Parking Lot M (directly in back of building 3).
- Credit card vendors will not be approved for sponsorship on campus.
- Monroe Community College will not be held responsible for theft, lost or damaged merchandise belonging to the Vendor.

I have read and agree to the terms outlined above:

Signed _____ / _____ / _____
Vendor *Date*

Signed _____ / _____ / _____
Club Official *Date*

Signed _____ / _____ / _____
Director/or designee *Date*

THE DIRECTOR OF THE CAMPUS CENTER OR HIS/HER DESIGNEE MUST APPROVE ANY AMENDMENTS TO THIS CONTRACT.

OFFICE USE ONLY: APPROVED DENIED FEES PD/DATE _____ CANCELLED