



1. The Vendor reserves, through Wilberforce University, vendor space for the purpose of displaying, promoting and selling services, and/or products.
2. The vendors set-up will include (1) 6' rectangle table and (2) chairs.
3. Vendors are allowed to set up between 8:30 a.m. -9:50 a.m. only (NO EXCEPTIONS).
4. Vendors are not permitted to sell any Wilberforce University merchandise (without institutional permission).
5. Wilberforce University will assign vendors his/her space. Vendors will be responsible for keeping their area(s) clean during the event, as well as cleaning up thoroughly before leaving.
6. Vendors MAY NOT assign, sublet, or apportion any of the space contracted to any other individual or organization without written permission of the Office of Institutional Advancement.
7. Vendors will be allowed to park in designated parking locations on campus.
8. Vendor assumes entire responsibility and agrees to protect, defend, indemnify, and render Wilberforce University, and their employees/members harmless against all claims, losses, theft, damages to person's property from vendors claiming damaged or lost property.
9. Sound devices or any noise---making machines must be conducted or arranged so that noise will not result in disturbing adjacent vendors.
10. All vendors must supply their own equipment for payment processing
11. Vendor must obtain all permits and licenses required by state and county laws, and must pay all federal, state, and county taxes. Proof of such license and permits is required. Any violation of Greene County, City of Xenia, or Ohio State laws is subject to Permit revocation and/or fines.
12. If an act of God, war, fire, strike, or any outside cause prevents Wilberforce University's Food Truck and Vendor Rally from being held, Wilberforce University may retain a portion of the Vendor's rental fee required to compensate Wilberforce University for expenses incurred up to the time such contingency shall have occurred.



# FOOD TRUCK and VENDOR FAIR APPLICATION

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

Name & Title of Contact Person: \_\_\_\_\_

License (Tax ID Number): \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ (Other) Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

## DETAILED DESCRIPTION OF ITEMS TO BE OFFERED FOR SALE

(No Vendor will be authorized to sell Wilberforce University merchandise-without institutional permission):

Vendors Booth Fee: \$125.00 per booth (Friday, November 3, 2017)

Booth Includes: 1 6ft. Table, 2 Chairs

Food Truck Fee: \$150.00 per Truck (Friday, November 3, 2017)

Includes Generator or Power Source

Enclosed: Cashier's Check \_\_\_\_\_ Money Order \_\_\_\_\_

## PLEASE MAKE CASHIER'S CHECKS/MONEY ORDERS PAYABLE TO:

Wilberforce UNIVERSITY and write "Food Truck and Vendor Rally" on memo line

I have read and agree to adhere to the guidelines as outlined regarding vendors for Wilberforce University during the 2017 Homecoming. I understand that all guidelines become part of the contract between Wilberforce University and vendor. Guidelines have been formulated in the best interest of all concerned. All issues not covered will be decided by Wilberforce University and vendor.

## ACCEPTANCE OF TERMS AND FEES:

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Company Name