January 6, 2020

Dear Business or Organization:

“Homecoming 2020” at The University of Maryland Eastern Shore will take place February 24-29, 2020. This year’s theme is “ALL ROADS LEAD TO HOMECOMING.” Each year, UMES Homecoming events draw thousands of people including alumni, families, and friends to campus, creating an exceptional marketplace for vendors.

We are anticipating a high level of vending with this year’s Homecoming celebration and invite you to apply to become an approved vendor. We have provided you with a 2020 Homecoming Vendor’s Packet. The packet includes an application, registration information and other relevant documents. Completed applications, forms, and accompanying fees must be returned on or before Friday, February 14, 2020.

If you have questions about being a vendor at the basketball game on Saturday, February 29, 2020, please contact Stan Bradley in the Department of Athletics at (410) 651-6496. To reserve a space for other homecoming events, or if you have questions about the vendor process after reviewing the packet, please contact the Office of Campus Life at (410) 651-6434. We look forward to your participation in our 2020 Homecoming Events.

Sincerely,

James Lunnermon, II
Executive Director

www.umes.edu
REQUIREMENTS

1. There will be a limited number of vendor spaces available for each day. Therefore, the university encourages interested vendors to apply on or before the deadline of Friday, February 14, 2020. All approved vendors will be issued a vendor’s I.D. badge which must be readily displayed at the vendor’s assigned space throughout the course of the entire event. The vendor registration fee is for a vendor space at the homecoming event(s) and includes 1 table and 2 chairs only. Vendors are responsible for providing all other set-up materials and/or equipment as needed for an assigned space.

2. On the date of an event, approved vendors must produce a valid form of identification (i.e. driver’s license, state issued identification card, etc.)

3. **Vendors are prohibited from selling products with the University of Maryland Eastern Shore’s name and/or logo unless approved through the UMES Public Relations Department. If you should any questions or are seeking to be approved to use the universities name and or Logo, please contact Ms. Alissa Carr at 410.651.8070**

4. Other than the basketball game, the time and location of scheduled events is subject to change. Changes in time and/or location will be communicated to vendors as soon as reasonably possible. The basketball game is scheduled as a rain or shine event and vendors should plan accordingly.

5. Vendors who fail to comply with all university requirements will be closed down and immediately ejected from the event by security escort. **Refunds will not be issued to vendors who are closed down by the University for Non-compliance.**

6. **Pre-Registration/Check-in:** Upon arrival and prior to set-up, all pre-registered vendors must check-in at information desk located in the Student Services Center Building. At check-in, pre-registered vendors will be required to present a valid form of identification. Staff will allocate space assignments and any other relevant information.

7. **On-site Registration/Check-in:** On-site vendor registration may be offered at other homecoming events if space is available after pre-registration. There is no guarantee that on-site vendor registration will be offered. If on-site vendor registration is offered, there will be a limited number of vendor spaces available and all vending requirements shall apply.
Vendor’s Registration (Please type or print legibly and complete this form in its entirety.)

Name of Business: ___________________________________________________________

Contact Person: _____________________________________________________________

Business Phone: ___________________________              Cell Phone: ___________________________

Fax: ___________________________     Email: ____________________________________________________

Address: ___________________________________________________________________________________
____________________________________________________________________________________

(Briefly describe the products/services that you will be selling or offering): ___________________________

__________________________________________________________________________________________

Payment Confirmation ($150.00 per day)

Please circle the days you wish to participate as a vendor (All Day Student Services Center only):

Monday, February 24, 2020     Tuesday, February 25, 2020       Wednesday, February 26, 2020

Thursday, February 27, 2020     Friday, February 28, 2020       Saturday, February 29, 2020

**** Reminder: If you would like to be a vendor at the Basketball Game on Saturday, February 29, 2020, please contact Stan Bradly in the Department of Athletics at 410.651.6496, for vending and set up information.

Enter the amount and method of payment and make payable to: University of Maryland Eastern Shore

( ) Money Order                                          ( ) Check                                          ( ) Credit Card:

Name on card: _______________________________________________________________________________

Billing Address: _______________________________________________________________________________

Card Type: ___________________________ Card #: ___________________________

Exp. Date: ______________        CVV: ___________           Amount Enclosed: $ _________________________

PLEASE RETURN THE APPLICATION and PAYMENT TO: Office of Campus Life, University of Maryland Eastern Shore/ 30665 Student Services Center Lane/ Princess Anne, Maryland 21853 (To The Attn: Michelle Barkley)
THIS VENDOR AGREEMENT is made and entered into between UNIVERSITY OF MARYLAND EASTERN SHORE, on behalf of Student Experience- 2020 Homecoming Committee (hereinafter referred to as “UMES”) and _______________________________, (hereinafter referred to as Vendor”) with a business address of:______________________________

Rules and Regulations:

1. **License:** UMES hereby grants permission to Vendor to use an assigned vending space at the designated homecoming location as set forth in Vendor’s application which is incorporated herein by reference:

2. **Terms of Agreement:** Vendor shall be permitted to use an assigned vending space during Homecoming Week. **Fee:** Vendor shall pay a non-refundable fee to hold and utilize the vending space according to availability. Vending will be restricted to the Student Services Center Building Rotunda area ONLY!!!

3. **Supervision of Vending Space:** Vendor agrees to supervise and to be responsible for all of its vending activities associated with this agreement.

4. **Damages:** If any part of UMES buildings or grounds are damaged by an act or omission of Vendor or Vendor’s agent(s) during the term of this agreement, Vendor shall pay UMES, upon demand, such sums as shall be necessary to restore, repair, or replace the damages.

5. **Applicable Laws:** Vendor agrees to comply with all UMES policies, procedures, local ordinances and state and federal laws applicable to use of the space. Vendor also agrees not to unlawfully discriminate against any individual(s) on the basis of race, creed, color, sex, religion, age, disability, or national origin and to comply with all anti-discriminatory laws and policies to which the university is subject.

6. **Equipment:** UMES shall provide the vending space only which will include one table and two chairs. Vendor shall provide all equipment and other materials as needed for vending.

7. **Violations:** If, at any time during the term of this license agreement, Licensee violates applicable policies, procedures, local ordinances, State or federal laws, or terms and conditions of this license agreement, Vendor shall cease or desist from the prohibited use or surrender the space upon UMES’s demand without refund.

8. **Alcohol Use Prohibited:** Vendor is prohibited from dispensing, using or consuming alcoholic beverages while utilizing UMES vending space.

9. **Food:** Unless approved as a food vendor, vendor is prohibited from selling food items during the event.

UNIVERSITY OF MARYLAND EASTERN SHORE 

By:___________________________________ 

Name of Business/Organization (print)

Title:__________________________________ 

Authorized Contact Person (print)

Date:__________________________________ 

Signature  Date