Throughout the academic year, the University of Maryland Eastern Shore welcomes vendors to its beautiful campus of over 3,000 students, faculty and staff. Attached you will find our guidelines and contract. Please read it carefully, as we will be strictly enforcing these policies.

VENDOR FAIR
Periodically, we host events packed with entertainment, giveaways and vendors. Your business provides the products and power cords needed for a great vending experience. Vendor fairs usually take place during Athletic Contests, Hawk Hysteria Homecoming and Springfest Weeks. Please contact us if you are interested in vending at this time. We require that you give us a completed Vendor Contract with money order, cash, check or credit card AT LEAST ONE WEEK before vending. Also, checks may not be post-dated. We will not honor checks made out post-vending date.

Contact Information:
G. Stan Bradley, Associate Director of Athletics
W.P. Hytche Athletic Center
1 Backbone Road
University of Maryland Eastern Shore
Telephone: (410) 651-6499  Email: gsbradley@umes.edu

LOGISTICS:
• Vending costs, depending on display needs: $200 per day (which includes 2 tables). We can not add additional tables.
• Active vending operation hours: 1 hour prior to event time through end of event
• No set up allowed after start of event
• Convenient loading and unloading

UNIVERSITY OF MARYLAND EASTERN SHORE- VENDOR POLICIES

VENDOR POLICIES
Please review the policies in the Vendor Agreement Form. If you have any questions, feel free to contact Michelle Roberts, Vendor Program Coordinator in the Student Services Center at (410) 651-6434.

TABLE SPACE
To secure your space at the fair or daily vending, please fill out the Vendor Agreement Form completely and legibly, along with a check or money order made payable to University of Maryland Eastern Shore Athletics. Cash and credit cards will be accepted as well. Space is limited to the first six (6) PAID vendors.

VENDOR AGREEMENT
Please fill out the form COMPLETELY. We need a full business name, address, phone number and signature to process the form. Note: If you do not include these, your business will lose its reservation space because the contract between the vendor and sponsor is deemed unofficial.

Also Note: Please return your application with preferred vending dates no later than one week prior to event. Spaces are reserved on a first come, first served basis. Vendors may not reserve specific vending space.

PARKING
Vendors will be provided a “visitor-parking pass” from the Public Safety office located behind Murphy Hall in the Department of Public Safety. Properly registered vendors are welcome to park in designated spaces of any parking lot on the campus of Maryland Eastern Shore. Vendors are able to unload and load their materials at the designated area; however vehicles must be moved immediately after unloading.

VENDOR FAIR CAMPUS LOCATIONS
Athletic vendor fairs will be located in the following locations:
• The William P. Hytche Athletic Center
University of Maryland Eastern Shore
Vendor Agreement 2020

Vendor Name: _______________________________ Phone Number: _______________________________

Vendor Address: ___________________________ City: ___________________________ State: _____ Zip: _____

Email Address: _____________________________

Description of products to be sold:

Price Range:

Dates Requested

Saturday, February 29, 2020 (Homecoming)   Location: WILLIAM P. HYTCHE ATHLETIC CENTER

1. Dates Requested: (Vending may only occur 1 hour prior to event time through end of event unless special permission is granted).

2. Vending Fee: $200 per day (which includes 2 tables). We can not add additional tables.

3. Transportation and parking are the responsibility of the Vendor. The University is not responsible for transportation or parking violations, nor any costs incurred. Vendors may NOT bring vehicles onto brick walkways or grass areas anywhere on campus.

4. Athletic vendors must check-in at the W.P, Hytche Athletics Center (Main Office) prior to setting up on campus. Vendors may NOT setup on campus until they have checked in.

5. No drugs or alcohol may be used or sold by the Vendor, agents or guests at any time while on Maryland Eastern Shore campus.

6. Any litigation resulting from this agreement must be pursuant to the laws of the state of Maryland.

7. In the event the Vendor violates the terms of this agreement or any of the vending guidelines, policies, rules or regulations of Maryland Eastern Shore, the Vendor (or agent) will be notified, all sales will cease, and all accounts will be settled immediately.

8. Maryland Eastern Shore Athletics reserves the right to cancel this agreement for no cause, without prior notice.

9. This agreement is valid for the date(s) confirmed by the Office of Intercollegiate Athletics only. In the event of bad weather, a vending day may be rescheduled within 30 days, if space allows.

10. This agreement does not imply an employer/employee relationship between the Vendor and the University Union and/or Maryland Eastern Shore.

11. The Vendor agrees to comply with all Vending Policies as detailed on the reverse of this document, all University rules and regulations, and federal, state and municipal laws and ordinances.
12. The Vendor agrees to not use any trademark, logo, phrase or image belonging to or referring to the University of Maryland Eastern Shore or its mascot unless licensed by the University through Learfield Licensing.

13. The Vendor agrees to indemnify and save harmless Maryland Eastern Shore, its cooperators, trustees, employees, students and agents from and against all liabilities, claims, suits, actions, damages, costs, expenses and/or demands in any way related to or copyrighting or advertising or performance of this agreement by the vendor, its agents, contractors, employees, servants or concessionaires on the University premises. Maryland Eastern Shore does not endorse or approve the misrepresentation of trademarks, copyrights or advertising by vendors.

**PAYMENT METHOD:**

____ Cash    ____ Money Order    ____ Check (Please make checks payable to Maryland Eastern Shore Athletics)
____ Credit/Debit Card

Name on Card: ____________________________________ Number on Card: ____________________________________
Expiration Date: _______________ CV2 code _________ (3 digits on back) Billing Zip code:_____________________

Vendor Signature: ____________________________________ Date: ______________________________

***Office Use***
University Approval: ____________________________________ Date: ______________ Amount Paid: ___________

**TO VENDOR AND SPONSOR ORGANIZATION:**

1. Vending is defined as “The sale of tangible products by a non-University of Maryland Eastern Shore person or organization.”

2. Prohibited Products: The sale of any non-tangible product is prohibited. This includes, but is not limited to, travel services, insurance products, discount cards/programs, promotional products, credit cards, utilities, mortgages or other loans, and/or subscriptions to any product or service. In addition, the sale of items already provided by an existing campus vendor, such as books, food, etc., will require special approval. Maryland Eastern Shore does not endorse or approve the misrepresentation of trademarks, copyrights or advertising by vendors.

3. Food Vending: Food vending is only permitted only by Thompson Hospitality, who will be given priority to provide food for all events.

4. Business License maybe requested prior to vending set during any function of the University of Maryland Eastern Shore.

5. Reserving Space: Reservations will NOT be confirmed until the Agreement has been completed in full and approved. This includes the daily vending fee. Incomplete or late vendor agreements will result in cancelled reservations.

6. Vendor agreements: The sponsor and the vendor must complete and return the Vendor Agreement by the deadline indicated or a minimum of one week prior to the vending date. Late or incomplete agreements will result in cancellation of any tentative reservations.

7. Request Denial: Specific vendor requests may be denied for reasons of duplicated services, safety concerns, incomplete contracts, late fees or any other reason outlined in the vendor agreement.