

West Chester University, Sykes Union

Lobby Vendor Space Guidelines

Please complete the attached vendor application. As soon as it is returned, you will be contacted as to the status

West Chester University, through its Affirmative Action policy, has expressed commitment to the elimination of racism and discrimination on the basis of race, color, sex, religion, creed, national origin, political persuasion, sexual orientation, marital status, physical ability, and/or age. As an integral part of the University, the Sykes Union Advisory Board supports this policy of non-discrimination.

Criteria for consideration of proposals for sales with the WCU Sykes Union:

Please Note: All taxes, including sales tax, are the responsibility of the vendor as legislated by the Commonwealth of Pennsylvania.

1. Applications will be judged on previous successful sales experience, reference checks, post/present performance, and compatibility with the existing operation.
2. Merchandise must be legal, no bootleg items; items made through copyright infringement, etc., no drugs, alcohol, and /or sexually related items, no candles, incense or other items may be burned.
3. The WCU Sykes Union staff reserves the right to inspect and approve the quality and selection of merchandise.

GENERAL TERMS AND CONDITIONS

All activities will be conducted from the designated assigned area, allowing people to approach the area of their own free will. Approaching people away from the assigned space and/or vocal coercion will not be permitted. Vendors are expected to act in a professional manner at all time.

1. Reservations for the rental of a vending space the Student Union may be made in person, over the phone, or in writing to Stacy Houck, Administrative Assistant to the Director of Sykes Student Union, West Chester University, 110 W. Rosedale Ave., West Chester, PA 19383, (610)436-3254, SHouck@wcupa.edu.
2. Vending space is available Monday through Friday, with vending hours being 8:00 A.M. to 7:00 P.M. each day. Weekend hours are available through special request. Vendors are restricted to no more than two (2) days per week unless by special permission.
3. The vending fees and process are as follows:
 - General vendors -1 (one) table \$60.00 for the fall semester and \$60.00 during the spring semester one (1) table, per day, per space. For two tables you will be charged \$75.00. Two table maximum per vendor.
 - When you have been notified of your confirmation, please send your payment to:

**West Chester University
Sykes Student Union Rm#105
110 W. Rosedale Ave
West Chester, PA 19383**

- Checks should be made payable to :
West Chester University/Vending
 - **You must submit payment prior to your confirmed date or the day of your reserved space.
If you do not have your payment you will not be allowed to set up your space.**
4. Vendors are confined to a space, approximately 6ft. by 6ft. One table will be provided. Items stored and additional racks brought must be kept within your space and neat in appearance.
 5. Vendors are permitted to purchase more than one table for an additional charge.
 6. The University will attempt to avoid renting table space to more than one vendor selling similar items on the same day, but it does OCCUR.
 7. The selling or giving away of food and items that are in competition with the SSI Campus Store or Campus Dining Services is prohibited.
 8. Vendors must abide by all Federal/Pennsylvania State System of Higher Education; West Chester University/Sykes Union policies.
 9. Vendors must clean up all refuse and debris caused by the sale of merchandise, prior to leaving Sykes Union.
 10. Extension cords, and /or hand trucks, and/or carts will not be provided.
 11. Load in and load out should be done through the building loading area. Vendors are to use the freight elevator only.
 12. Parking permits are available from the Sykes Union Information desk. Vendors may park only in designated spaces. Tickets received for illegal parking or vehicle that are towed are your responsibility. No more than two (2) passes per vendor are distributed.
 13. Sykes union reserves the right to cancel an advance reservation. The Union will give as much notice as possible and will attempt to reschedule the vending date.
 14. Two (2) no shows without proper notification will result in the loss of space privilege for the remainder of the semester and/or academic year and possible cancellation fee of \$25.00 per space date for the remainder of the scheduled dates.
 15. Vendors may not be sponsored by student organizations. Vendor wishing to work with student organizations may do so but must follow all vending guidelines including the space rental fee. A company representative must also be on site at all times.
 16. Sykes Union is the designated space on the WCU campus where vending may take place. Vending in other campus locations is not permitted without prior approval.
 17. Vendors Tax I.D. # required for application approval.
 18. Insurance is the responsibility of the vendor.
 19. The University is not responsible for any property brought onto or maintained on its campus by the Vendor and/or his/her agents. The Vendor accepts sole responsibility for any such property.

**WEST CHESTER UNIVERSITY
SYKES STUDENT UNION
LOBBY VENDING APPLICATION**

Please complete in full and return ASAP via email to SHouck@wcupa.edu

Name _____ Phone _____

Company Name _____ Tax ID No. _____

Address _____ Years in business _____

Email _____

References: If new to WCU, please list three Universities/Colleges you have conducted business with:

1. University _____ Contact Phone _____

2. University _____ Contact Phone _____

3. University _____ Contact Phone _____

Do you have insurance and/or other appropriate liability protection? ____ Yes ____ No.

Insurance Carrier _____

Nature of vending to be performed and any additional information you wish to include

I have read the attached "Guidelines" and agree to abide by them.

Company Representative _____ Date _____

On Site Sales Representative (if different than above)

_____ Date _____

Make check payable to: West Chester University/Vending.