UMass Boston
TABLE REQUEST AND AGREEMENT FORM
Vending • Sales • Product Promotion • Sampling • Business Services

The data you enter will not save automatically. Please save the form and send as an attachment.

Office Use - Received By: Date: Time: Obtained via (circle): Walk-in – Phone – Email – Fax

This form serves as a table request and legal agreement for vendors, businesses and non-profit organizations that wish to obtain table space at UMass Boston. Table space may be requested for vendor sales, business or organization promotion, sampling, provision of services or product demonstrations.

Please complete the gray fields:

<table>
<thead>
<tr>
<th>Organization/Business Name:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Fax #:</td>
</tr>
</tbody>
</table>

Preferred Event Date(s) (include dates and check box below):

- [ ] Contract applies to any and all dates during fall semester
- [ ] Contract applies to any and all dates during spring semester

Preferred Location:

Please describe the products/services/organization or items that you wish sell/showcase at your table. If you are selling items, please list the price ranges of the items. See reverse for prohibited products/services/businesses.

Student Organization (If booking as a fundraiser, see page 2):

<table>
<thead>
<tr>
<th>Student Organization Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Phone #:</td>
</tr>
<tr>
<td>Budget #:</td>
</tr>
</tbody>
</table>

By signing below you agree: 1) To adhere to all applicable University of Massachusetts policies and laws of the Commonwealth of Massachusetts, as they apply to this table request; 2) To read and abide by the tabling policies on the reverse of this document; 3) This is a request to sell/vend or promote a product/service via a table at UMass Boston, I will be contacted by a UMass Boston Representative to confirm the date(s), time, and location of tables 4) Provide a Certificate of Insurance with no less than $100,000.00 in General Liability if the university feels that the product/service or sampling effort generates risk or liability concerns.

Organization/Vendor/Business Signature: Name/Signature: Date:

Deliver or e-mail completed form:

Campus Center Spaces Email: event.reservations@umb.edu
Campus Center, UL Room 330 T: 617.287.4800
1. **Deadlines and Liability:** The signed contract is effective only during the time period noted on the previous page. The vendor must complete and return this form a minimum of five business days prior to the date(s) requested. Within three business days you will receive an email confirmation with the date(s), time and location of table set-up. A vending reservation cannot be shared or transferred to another group. **Note:** If the University feels that your presence/product/service or sampling effort generates risk or liability concerns, you will be asked to provide a Certificate of Insurance with no less than $100,000.00 in General Liability.

2. **Prohibited Products and Activities:** Prohibited products include, but are not limited to travel services, insurance products, banking or financial services, 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. The University does not endorse or approve the misrepresentation of trademarks, copyrights or advertising by vendors. Any materials distributed should adhere to common sense guidelines of decency and appropriateness for our diverse population. Vendors/organizations and businesses are not permitted to collect or solicit contact information, email addresses, phone numbers or other personal data from students/faculty/staff unless they received written permission from the University to do so.

3. **Food Vending or Sampling:** Food vending or sampling is not permitted. Any exceptions to the sale or distribution of food products must be approved by the venue hosting your event and the University Catering Service (Sodexo). Food vending is restricted to a four hour time period and may be restricted to certain locations. Please connect with the venue to request an exception to this policy.

4. **Tabling Fees.** The daily fee is $200.00 for a 12’ x 6’ space with two 6’ ft tables and two chairs provided by UMass Boston. Multiple bookings during the same semester qualify for the following discounts: 2 bookings - $175.00 each, 3 bookings or more bookings - $133.00 each (multiple bookings must be booked at the same time to receive the multi-day discount). Requests for additional space or resources and services such as easels, coat racks, tables may increase the cost for each reservation. **Payment:** Payment is due in full before or on the date of your event. Payments are accepted via cash, check or credit card (MC, VISA, AMEX). Except as part of a scheduled ‘vendor fair’ only two vendors per space are allowed per day.

5. **Student Organization Fundraising:** Student Organizations may sponsor an organization as a form of fundraising. Student organizations must include their name and phone number on the reverse of this form to indicate that they wish to schedule a vendor as a fundraiser. The student organization will receive $175.00 of the $200.00/day vending fee and a $25.00 service charge is returned to the venue. The venue will collect the $200.00 payment from the vendor in advance or on the day of the event and transfer via speed type/journal $175.00 to the Student Organization.

6. **Tabling & Vending Constraints:** No vendor/business/organization shall be permitted to table for more than four times/days in any one calendar month. No student organization may sponsor a vendor for more than four times/days in any calendar month. Vending hours are Monday – Friday 9am to 5pm. Persons staffing a vendor table must remain at their table at all times. The University is not responsible for items lost or stolen from vendor tables.

7. **Community Organizations and Non Profit Organizations:** Community and nonprofit organizations which desire to set-up and sell/advertise their products/services may request vending/table space, however such requests may be forwarded to the office of Community Relations for further approval. This process serves to avoid conflicts with existing or on-going university projects, relationships, agreements, fundraising or collaborative efforts. Departments or UMass Boston employees who wish to sell/advertise a product/service on behalf of a community or non-profit organization may also have vending space requests forwarded to the Office of Community Relations. Please note, requests may be denied if they are in conflict with an existing partnership/agreement, or the sale/service duplicates a similar effort - past, present or future.

8. **Liability & Affiliation:** By signing the reverse, individuals or organizations agree that UMass Boston shall not be held liable due to any actions, harm or false promises resulting from the quality of products and services provided by the organization, vendor or business. Fraudulently represented products or trademark misrepresentation are federal crimes and the University will cooperate in the prosecution of violators. The validity, interpretation and effect of this Agreement shall be governed by the laws of the Commonwealth of Massachusetts. The organization/vendor shall not represent or imply that it is affiliated in any way with the University other than as a licensee, and organization/vendor shall not represent or imply that its activities are endorsed or approved by the University.

9. **Confirmation and Check-in:** Table requests will be approved or denied within 3 business days by the venue. Requests may be denied for reasons of duplication of services, safety concerns, prohibited products, liability concerns or if your request conflicts with the mission of the university or existing university policies and procedures. Organizations are required to check-in upon arrival with the venue office and the building managers (Campus Center events) prior to setting up their table display or promotional items.

10. **Cancellation:** Weather or other states of emergency may require the closing of the campus. If this occurs on a confirmed date, a new date may be selected by mutual agreement of the venue and the organization. Cancellations or date changes must be made by the vendor/organization at least five business days prior to the scheduled vending date. Cancellations made within five business days will be charged $25.00.