



## VENDOR/EXHIBITOR APPLICATION AND AGREEMENT

Vendors, businesses, and organizations must complete this application and agreement to request use of booth space on campus. Booth spaces may be used for vendor sales, marketing, sampling, provision of services, or product demonstrations. 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.

### POLICIES AND PROHIBITED ITEMS

#### Scheduling

- » Vending hours: Monday – Friday, 9 a.m. to 5 p.m.
- » Vendor booth: 12' x 8' space, two tables, two chairs.
- » A maximum of two vendors will be booked per space, per day.
- » Vendors may book up to four dates per month.

#### Rates

- » **REFUNDS ARE NOT PROVIDED UNDER ANY CIRCUMSTANCES.**
- » Payment is due in full by cash, check, or credit card one week before the vending date.
  - One date: \$200/day
  - Two dates: \$175/day\*
  - Three+ dates: \$125/day\*

\*Multi-day reservations must be booked together and fall within one semester to receive discounted rate.

- » Requests for additional space, resources and/or services such as easels, coat racks, tables may increase the rate per day.

#### Date Changes and Cancellations:

- » Date changes must be requested at least one week prior to the scheduled date. If an alternate date is not booked, due to space availability or the vendor's schedule, the vendor will forfeit payment for that date.
- » Cancellations and no-shows will not be refunded.
- » Weather or states of emergency may require the closing of the campus. In this case, a new date will be selected by mutual agreement of the venue and the vendor/organization/business.

#### Arrival and Setup:

- » Upon arrival, vendors must contact the Event Services staff (617.201.6691) to confirm the booth location prior to setting up their items.
- » Vendors must remain at their table at all times. The University is not responsible for items lost or stolen from vendor tables.

### Prohibited Products and Activities

- » Under no circumstances may a vendor/organization/business collect names or other personal information from students, staff, or faculty. Vendors/organizations/businesses are not permitted to collect or solicit contact information, email addresses, phone numbers or other personal data from students, faculty, or staff.
- » 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.

The sale of items already provided by an existing campus vendor, such as books, food, etc. 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.

- » Food and beverage vending or sampling is prohibited. Any exceptions to the sale or distribution of food products must be approved by the Event Services office and the University Catering Service (Sodexo). With approval, 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.

### LIABILITY AND AFFILIATION

By signing, 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 vendor shall not represent or imply that it is affiliated in any way with the University other than as a licensee. The vendor shall not represent or imply that its activities are endorsed or approved by the University.

Vendor booth reservations cannot be shared or transferred to another group.

If the University feels that the vendor presence/product/service or sampling effort generates risk or liability concerns, the vendor will be asked to provide a Certificate of Insurance with no less than \$100,000.00 in General Liability.

Vendor, Organization, Business Name:		
Point of Contact First Name:	Last Name:	
Phone:	Email:	
Website:		
Mailing Address Street:		
City:	State:	ZIP:
List products, including the price ranges of items or provide information about your service.		