

UNIVERSITY INDEPENDENT VENDOR POLICY AND PROCEDURES
(in conjunction with an approved event, conference, or program)

Kean University, in its programs and services, adheres to the principle of nondiscrimination, affirmative action and equal opportunity in the areas of race, creed, national origin, gender, sexual orientation, age, disability and marital status. Vendors are also expected not to discriminate on these basis. Kean University is concerned about raising awareness and changing discriminatory attitudes and behaviors. Particular attention will be given to the elimination of discriminatory language and content. Advanced planning is urged so that the merchandise displayed reflects the diversity and sensitivity Kean University strives to achieve.

The Independent Vendors must be sponsored by a University recognized organization. Vendor sales may be permitted as a complement to a scheduled event (i.e. conference, reception, lecture, concert, etc.). Vendors are subject to the terms of the University Statement on Free Speech and Dissent, and all University rules and regulations governing facilities utilization.

University recognized groups and organizations that wish to include vendors as part of an approved program or event must follow the procedures listed below:

1. Submit a completed an Independent Vendor Application and Contract to the Office of Business Services at least **two (2) week** prior to an approved event.
2. Vendor must have, and present a copy of, a State Vendor ID and submit a (\$50.00) fee to Kean University in return for a space at a designated vending site. This fee does not preclude the possibility of other charges that may be assessed to defray personnel expenses (i.e., Campus Security, and Maintenance). All fees must be paid at least one (1) week prior to the scheduled event. Checks or money orders should be made payable to Kean University.

INDEPENDENT VENDOR CONTRACT

NAME OF VENDOR: _____

ADDRESS: _____

PHONE #: _____ **FAX:** _____ **EMAIL:** _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____

PRODUCTS SOLD: _____

SPONSORING DEPARTMENT: _____

N.J. STATE VENDOR ID#: _____

Kean University is committed to providing equal opportunity based upon the following protected categories: race, creed, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status, familial status, religion, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. The University follows the New Jersey State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace.

Kean University is always concerned about raising awareness and changing discriminatory attitudes and behaviors. Particular attention should be given to the elimination of discriminatory language and content. Advanced planning is urged so that the merchandise displayed or sold reflects the diversity and cultural sensitivity Kean University strives to achieve. Sales of items that contain discriminatory contents, or are illegal under state, federal, or local laws will be prohibited.

Vendors are subject to the terms of the University Statement of Free Speech and Dissent, and all University rules and regulations governing facilities utilization. The University reserves the right to request the vendor to discontinue any behaviors that are contrary to our mission and regulations.

Vendors must follow the procedures listed below:

1. The vendor must submit a **(\$50.00)** non-refundable fee to Kean University in return for space at a designated vending site. This fee does not preclude the possibility of other charges that may be assessed to defray personnel expenses (i.e., Campus Security, and Maintenance). All fees must be paid **one (1) week** prior to the scheduled date. Checks or money orders should be made payable to Kean University.

2. On the day of event and at least ½ hour prior to the scheduled event, the vendor must report to the appropriate Space Scheduling Office to “check-in” and receive a Display Authorization Notice that must be posted at the vending site and a parking permit valid only for the date of the event.
3. Kean University strictly prohibits vehicles from driving on the sidewalk or lawn. Violators will be held financially and legally responsible for any damages, which result. Vehicles may only use roadways and park in the designated parking spaces. Kean University is not responsible for any ticketing or towing, if the vendor’s vehicle is in violation of parking guidelines.
4. Due to contractual agreements with our food services and bookstore, no food items or Kean University paraphernalia are permitted to be sold without prior authorization.
5. The bookstore has the contractual rights to the sale or display of books, and electronic media (audio, video and software). Exceptions are only permitted if sales are a part of an academic meeting or instructional conference, and prior authorization must be received. Lecturers and performers may sell copies of their own work as indicated by contractual arrangements with the University.
6. The vendor understands and will inform all necessary parties that the drinking of alcoholic beverages at Kean University is prohibited. Furthermore, the vendor understands that violation of this alcohol policy, or possession or use of other illegal substances anywhere on campus, will result in the vendor being banned from the campus, arrest and/or legal action.
7. Possession of weapons on campus is strictly prohibited. Violators of the prohibition are subject to immediate arrest and criminal prosecution.
8. Kean University is not responsible for any damages incurred to the vendors’ personal property or equipment. Kean University is not responsible for the volume of sales. No refunds will be given for any reason.
9. Non compliance to items in this contract may result to the revoking of vending privileges on at Kean University events or KU Property. Any infraction that is unlawful, may result in prosecution.

I have read and understand the above and promise to adhere to the rules and policies of Kean University.

Vendor Signature

Date

 University Authorization

 Date