

2017 HOMECOMING GAME DAY VENDOR POLICIES AND PROCEDURES

October 28, 2017

It is the policy of Virginia Union University that no individual, organization or group can vend on or about the premises of the University's campus without a Current Business License, Vendor's Application and payment of the appropriate Vendor's Fee to the University. **Virginia Union University has the right to refuse any Vendor Application. Virginia Union University will assume no liability for any equipment.**

The Game Day Vending Policies and Procedures are as follows:

Vendor's Fees: One Day General Vending Permit \$350 food \$250 non-food \$100 non-profit

Policy for Food Vendors: Before a Vending Application is approved and a Vending Permit issued to Food Vendors, the following documents must be submitted:

Current Business License

Current Health Department Certificate

Important Information for All Vendors:

- **The Vendor's Fee and a copy of your Current Business (Vendor's) License must be submitted to the Division of Institutional Advancement with the Vending Application by October 14, 2017. Applications submitted after this date will incur a \$25 late fee.**
- Vendor's Fees are payable by way of money order or certified check to: **Virginia Union University**, and mailed to Virginia Union University Attention: Institutional Advancement 1500 North Lombardy Street, Richmond, Virginia 23220 or by calling 804-665-9983.
- **No vendor will be able to sell VUU paraphernalia nor does it condone the sale of illegal CDs and other copy written paraphernalia.**
- Vending sites are issued on a first come/first served basis.
- The University WILL NOT provide tables, chairs, electrical outlets, tablecloths, and signage.
- Your current Business License must be accessible at all times during the event.
- If selling food, a permit from Virginia Health Department is required.
- The VUU Vendor Permit must be displayed at all times.
- Due to spacing vendors will **ONLY** be allowed 1 vehicle in the vendor designated parking location. All vehicles must be parked in the lot reserved for vendors. **Driving or parking is not allowed on the grass.**
- Food Vendors are required to have the proper receptacles at vending sites to discard oil and grease when preparing food.
- Vendors must have receptacles for trash and waste at vending sites. All trash and waste must be removed from the vending site and properly disposed.
- All Vendors will have the option to set up at 7:30a.m. and are required to shut down at dusk.
- Vendors will need to display the "OFFICIAL VUU Homecoming Vendor" badge the entire day.
- There is no rain date for this activity and no refunds for inclement weather.

VIRGINIA UNION UNIVERSITY
2017 GAME DAY VENDOR'S APPLICATION

Please mail application w/check or money order made payable to Virginia Union University to:
Virginia Union University c/o Institutional Advancement
1500 North Lombardy Street
Richmond, VA 23220
804-342-3938 (Office)

Type of Permit Requested:
(Please check one) One Day Food \$350 General \$250 Non-Profit \$100

Vendor's Contact Information:

Name of Contact Person: _____
Last First Middle Initial

D/B/A (Doing Business As): _____
Name of Business

Mailing Address: _____

City State Zip Code

Telephone # () _____ Cell # () _____ Fax # () _____

E-Mail Address _____

I am applying for a Vendor's Permit for the following Virginia Union University event:

Name of Event: _____ Date _____

Brief Description of Goods to be Sold: _____

Price Range of Goods to be Sold: From: \$ _____ to \$ _____

Signature of Vendor: _____  Date _____

Please Print Your Name: _____

Business (Vendor) License # _____

Health Certificate # _____

Fee Paid: Food ___ General ___ Money Order # _____ Check # _____

(initial) Submission of this application indicates that I have read and will abide by the Homecoming Game Day Vendor Policies set by Virginia Union University.

For Office Use Only: Date Received _____ APPROVED ___ DENIED ___ Amount \$ _____

Authorized by: _____ Vendor Permit # _____

Alumni: _____ Employee: _____

