

## NCCU Homecoming 2014 Vendors' Village

### Policies and Procedures

**Welcome** to North Carolina Central University's Homecoming 2014! This year, vending at NCCU will set up on George Street, near the Alfonzo Elder Student Union. Spaces will be reserved on a first come, first served basis and will be assigned to the vendor once the application and fee is received.

In order to be part of Vendors' Village, please complete the Eagle Vending Application and return it to the following address. Once payment is received, you will be contacted by email or phone to confirm your reservation

Remit Applications to:

**Rebecca McLennan**  
**Business and Auxiliary Services**  
**North Carolina Central University**  
**1801 Fayetteville Street**  
**W.G. Pearson Cafeteria, Suite 20**  
**Durham, North Carolina 27707**  
**Ph: 919-530-7418 Fax: 919-530-7635**  
[vending@nccu.edu](mailto:vending@nccu.edu)

<b>Vending Rates Vendors' Village 2014</b>	
<b>Early Bird Registration (before September 19)</b>	<b>\$350.00</b>
<b>Regular Price (September 20- November 3*)</b>	<b>\$450.00</b>

**\*Applications accepted from November 4-November 7 will be subject to a \$75 late registration fee.**

**No applications will be accepted Game Day. No exceptions.**

***For Food Vendors:***

**IMPORTANT INFO:** The Durham County Health Department Environmental Health Division is requiring all food vendors to complete a *Temporary Food Vendor Application* which can be obtained from the Durham County Environmental Health Department or at <http://dconc.gov/modules/showdocument.aspx?documentid=4381>. Durham County also requires Food Vendors to pay a \$75 fee directly to the Durham County Health Department or with a credit card over the phone (919-560-7800) in advance of the event. The County fee must be paid **fifteen (15) days** before the event and cannot be paid the day of the event. This fee is only payable at the following address:

**Durham County Environmental Health Department  
414 E. Main Street  
Durham, NC 27701**

**Applications can be faxed ahead of time to (919)560-7830.**

**If you have any questions concerning this requirement, please contact Jan Jackson, R.E.H.S at (919)560-7823 Monday-Friday, 8:30am to 5:00pm**

Please read the following rules and procedures for more information about Vendors' Village.

**1 BOOTH/SPACE SETUP FOR GAME DAY:**

- Vendors who have registered to be part of Vendors' Village will set up in designated areas predetermined by Business and Auxiliary Services and the University.
- Approximate booth space: 12' x 12'
- If a tent larger than 20' x 20' is requested, a permit must be obtained. To get a tent form, please email [vending@ncu.edu](mailto:vending@ncu.edu) . Fill out the form and mail it directly to the address listed on the form. Vendors will be required to purchase two spaces.
- Seller must provide all set up materials including tables, chairs and tent.
- **All Vendors must arrive by 7:00am on Game Day. Booths must be completely set up and cars removed from the area no later than 7:45am. No exceptions.**

**2. BOOTH BREAKDOWN:**

- Can occur after the completion of the Block Party at 8:00pm
  - All Vendor equipment and merchandise, including all trash and boxes, must be removed from the assigned area once breakdown is complete.
3. Vendors are responsible for keeping their allotted booths and surrounding areas clean and orderly during the entire rental time.
4. Vendors will not be allowed to solicit sales in any way except for within the space assigned to them. The solicitation of sales outside of the official location will forfeit your right to your booth.

**PAYMENT AND FEES**

- Fees must be submitted in forms of cash, credit card, cashier's check, or money order. Vendors should make cashier checks payable to **NCCU Business and Auxiliary Services**. Vendors paying with credit card must wait for credit verification before receiving the permit to vend. Space is not guaranteed until payment and application have been received and approved by Business and Auxiliary Services. Space will be issued on a first come, first served basis.
- **SUBMISSION OF VENDING APPLICATION DOES NOT GUARANTEE A SPACE.**

Pre-Selection is not allowed.

5. For Consideration, completed application and required fees and any required documentation must be submitted and on file before the DEADLINE of **November 3, 2014**. Applications and payment received between November 4- November 7<sup>th</sup> will be subject to a fee of \$75. Failure to supply the correct documentation will forfeit the vendor's rights to vend.
6. Vendors must submit payment in advance of the vending day. No money will be accepted on Game Day and no walk up vendors will be allowed to setup on the day of.

### **MERCHANDISE and SERVICES**

7. North Carolina Central University merchandise- Vendors wishing to sell any NCCU merchandise must provide written authorization from the Collegiate Licensing Agency- LRG. Any vendor attempting to sell goods without proper authorization will be subject to immediate expulsion from the vending area, confiscation of goods and/or arrest.
8. Trademarked, copyrighted, and patented materials can only be sold or distributed by the Vendor with the explicit approval in the form of authorization letter, license, or other written verification of the entity, agency, or organization.
9. Vendors are not allowed to sell or display explicit merchandise (including sexual, drug related and profane materials). Loud music, especially music which exhibits profanity and/or vulgar language will not be permitted. Tobacco and alcoholic beverages are not permitted for sale, sampling or distribution. Food may only be sold or distributed by vendors who have the correct licenses and permits.
10. All items sold by the vendor must be listed on the application. Any changes will require official approval.
11. As a general rule, Business and Auxiliary Services and NCCU will not grant category exclusivity to any vendor, nor will it be held liable or responsible for any loss of sales, income, resale, or commissions of the Vendor.
- 12. Food Vendors must submit a Certificate of Insurance to Business and Auxiliary Services along with their vendor applications.**

13. In addition to Certificates of Insurance, all appropriate health permits in accordance with the health department regulations must be posted in a visible area. The Durham County Health Department will be on site and has the right to shut down any vendor that is not in compliance. Non-compliant vendors will forfeit their vending fee.
14. All food Vendors must supply their own 4A60BC rated Dry Chemical fire extinguisher.
- 15. No electricity, ice or water will be provided to any vendor.**
16. No cooking grease, charcoal, or waste by products shall be released on the ground, drains or into the water supply of the University.
17. Business and Auxiliary Services and NCCU representatives have sole discretion to make adjustments to the Vendor diagram and placement of vendor spaces as may be required due to Fire Marshall or any other logistical restrictions.
18. The Durham County Health Inspector or Business and Auxiliary Services Director or his/her designees reserves the right to remove or refuse the product or services of any vendor.
19. Vendors may not assign, sublet, or resell their allotted space.
- 20. Vending Permits will be distributed to each vendor for admission to the exhibition area. Any unauthorized use of the vendor identification will subject the vendor to immediate removal from the vending area. Vendors must also have a copy of their permit on hand at all times during the events or risk expulsion from the site.**
21. Parking is included in your vending fee. Please keep your vending parking decal in your vehicle and park only where instructed by representatives from Business and Auxiliary Services or NCCU Campus Police.
22. Vendors will not be allowed access to the football game without game tickets.
23. If acts of nature, war, fire, strike, or in the event of any outside cause such as any agencies, organizations, institutions, or persons not party, or privy to this lease or other emergency, prevents the game from being held, NCCU may retain such part of the vendors' rental fee required to compensate for expenses incurred up to the time such contingency shall have occurred