

Vendor Agreement

1. It is the goal of the Student Center to avoid having two vendors selling the same items on the same day. Therefore, vendors must disclose all items being sold in advance, and shall not sell any other items. Final approval for all items to be sold will be made by the Student Center staff.
2. The vendor agrees to pay **non-refundable** fee of \$100.00 per table, per day, (\$60.00 for craft vendors) for rental space. An appropriate refund will be made for dates affected by hurricane, tornado, and/or flood.
3. **Cancellation Policy:** The event can be rescheduled, **only if** the vendor cancels the reservation no later than 5 business days prior to the event.
4. This fee is to be paid by **check or cash** only made payable to **Rice University** and should be mailed to:

Rice University
Student Center - MS 530
P.O. Box 1892
Houston, Texas 77251-1892
Attn: Reservations
5. Vendors cannot distribute any liquid or food items without the approval of the reservationist. Anything that is approved must be a prepackaged item.
6. All vendors must park in the designated visitor parking lots. The University is not responsible for validation or reimbursement of parking fees, tickets, towing, or damages to personal property or vehicles. You may purchase a validation from our Business and Event Manager for \$8.00.
7. You must furnish the customer a GUARANTEE OF GOODS. You must post a sign identifying company name and contact information. A receipt must be available upon request that will include: the date, description of good to be sold, unit price, and a contact phone number for the customer's future reference.
8. All sales take place from 8:00 a.m. to 5:00 p.m. in the pre-designated areas in the Student Center. You are required to remain behind your table while you are here. The Student Center will provide one 3'X6' table and two chairs. If any additional tables are needed there will be a \$50.00 charge per table (\$30 for crafts). Other items and services may be requested at an additional cost.
9. The vendor is responsible for administration of Texas Sales Tax and, if possible, will provide a copy of the Texas Sales and Use Tax Permit.
10. All vendors of goods and services are required, during any period when they or their agents or employees are present at the University, to adhere to a standard of appropriate conduct, including refraining from conduct or verbal acts, that constitute harassment or discrimination against any person due to such person's race, religion, color, national origin, sex, sexual orientation or identity, age, disability, veteran status, or marital status.
11. The vendor must adhere to all applicable University, city, county, state, and federal regulations.
12. **Sales or solicitation, which interfere with the normal conduct of University business, are prohibited. You are to remain behind your table. If a vendor aggressively solicits (such as walking up to individuals or shouting from across the table) they will be warned of the policy and if the activity continues the vendor will be asked to leave the premises. The University reserves the right to regulate the time, manner, and place of all sales and solicitation, and to refuse, at its discretion, access to any person.**

13. Credit Card Vendor Policies and Procedures:
Due to the passage of HB 85, Rice University has decided to not allow credit card vendors to solicit on campus.
14. The vendor shall provide the Business and Event Coordinator with a brief history of the company to be placed on file. This document should be on the company's letterhead and submitted along with this signed agreement. The vendor is required to submit this document only once a year.
15. **DELINQUENT ACCOUNTS:** If the vendor has a delinquent account, the vendor will not be permitted to solicit in this facility until the account has been settled.
16. The University shall require every contractor, vendor and supplier to instruct its agents and employees concerning the requirements of this Vendor Contract and to take action, including disciplinary actions, to correct any violation thereof.

***If for any reason the contact information you have given is invalid and the Business and Event Coordinator cannot contact you, then he/she reserves the right to cancel the vendor's reservation and forfeit your monies.

Signing this document means you have read, understand, and will abide by the rules stated above.

_____		_____
Company Name		Address: City, State, Zip Code
_____	_____	_____
Phone	Fax	E-mail Address
Description of item(s) to be sold: _____		
How did you hear about this facility? _____		
Date(s) Assigned: _____		Total Due: _____

*****Fees must be received by the Student Center at least 5 business days prior to the reservation in order for the space to be confirmed. If for any reason, the vendor has not returned the vendor agreement and paid the reservation fee within 5 business days prior to the reservation, the Business and Event Manager reserves the right to cancel the scheduled date.**

_____	_____	_____
Vendor Name (Please Print)	Vendor Signature	Date
_____	_____	
Reservationist Approval	Date	