



Office of Student Activities Vendor Tabling Agreement

Business Name: _____

Contact Person: _____

E-mail: _____

Address: _____

Phone: _____ Fax: _____ CT ID#: _____

Please note the following: Vendors may not sell items that compete with the campus Foodservice provider or the Bookstore as MCC has exclusive contracts with both.

Requested Date(s): _____

Merchandise to be sold: _____

Number of tables requested: 1 (\$125) 2 (\$250)

Liability - Manchester Community College requires that you submit proof of liability insurance.

Payment - Manchester Community College receives a \$125.00 per table, per day Table Rental Fee. The Table Rental Fee must be received 5 business days prior to the scheduled vending date(s). **All Table Rental Fees not received within 5 business days will be subject to a \$10.00 LATE FEE.** Personal checks will not be accepted. Vendors may pay by Cashier Check, Money Order, Business Check or Cash. All forms of payment should be made payable to: **Manchester Community College.** Please note, event specific fees may override the above fee structure (orientation, graduation, etc.).

Vending Space- There are several spaces for vendors on campus: adjacent to Lowe Lobby and the Cougar Cave, the AST Tower Rotunda, the main courtyard and the Band Shell lawn. One 8' table and 2 chairs will be provided in whichever location the vendor chooses. Vendors are asked to keep the space in a neat and orderly manner. Occasionally other tables may be found around the vending area. Please secure permission from the Office of Student Activities before using additional tables. If bringing an extra table or equipment, it must fit within the parameters of the allotted space.

Upon Arrival - Prior to setting up please go to the Office of Student Activities (Lowe 154c) to let them know you have arrived. You will be escorted to the chosen vendor location and given the allotted tables and chairs based on this agreement.

Conveniences – Restrooms are located in Lowe Lobby, opposite the Registrar’s windows in the Village (Main courtyard) and in the AST tower. The Cougar Cafeteria and the Tower Cafes are conveniently located next to the vending space. Coffee, beverages, lunch, etc., may be purchased a la carte at both the Cougar and the AST Tower Cafes.

Vendor Hours – Vendor's sale hours are 9:00 AM to 7:00 PM, ONLY on Wednesdays unless contracted to vend at a special event.

Special Events – Special events that override the aforementioned Table Rental Fee are the following: New Student Orientation (fall and spring), Graduation, first day of classes (fall and spring). The Table Rental Fee for Special Events is \$500 per table for the duration of the day. Vendor space is very limited.

Cancellations - If you are unable to come on your scheduled date(s) please notify Mary Boileau (860-512-3283) 48 hours in advance. If it is an emergency please call as soon as possible or by 8:00 AM on the scheduled vending date(s). A NO-SHOW will result in the cancellation of the vendor from the mailing list and other scheduled dates. **DO NOT MAKE ARRANGEMENTS FOR ANOTHER VENDOR TO COME IN YOUR PLACE.** The Office of Student Activities will make such arrangements from the waiting list.

Please affirm that you have read and will comply with the terms of this Agreement by signing below.

Printed Name

Signature

Date