



Vendor Contract

Company Name _____

Individual Contact Name _____

Business Address _____

City _____ State _____ Zip _____ Business Phone (____) _____

*Taxpayer ID Number (as shown on your sales tax permit) _____

List products or services offered _____

Amount of compensation \$ _____

Dates Requested: _____

Vendor Procedures and Terms

Scheduling Vendor Sales

- 1. Vendors are invited to come on campus by the Student Development & Leadership & Activities Office, must be sponsored by a student organization, in exchange for a negotiated fee (either a fixed fee or a percentage of sales).
2. Each semester, Student Development & Leadership & Activities staff will contact authorized vendors to schedule dates for the following semester.
3. Placement on the authorized vendor list is not a guarantee that a vendor will be scheduled to come on campus.

Prior to Day of Sales

- 1. Vendors must be properly registered with the Student Leadership & Activities Office PRIOR TO being scheduled to come on campus.
2. The Student Activities staff will send vendors a Letter of Confirmation concerning the agreed upon arrangements.
3. Vendors must notify the Office of Student Development, Leadership & Activities at (210) 486-5404 or nlc-student@alamo.edu at least 72 hours in advance to change the agreed upon arrangements. Failure to do so will result in a \$25 charge and possible removal from the authorized vendor listing.

Responsibilities of Vendors

- 1. Vendors must check-in with Student Development, Leadership & Activities, Student Commons - Room 131, prior to unloading any merchandise. Failure to do so can result in the cancellation of future vendor dates as well as removal from the authorized vendor listing.
2. Vendors must provide their own equipment (carts, etc.) to load and unload their merchandise. No college equipment may be used.
3. Vendors are responsible for all associated sale taxes and will not be allowed to operate without a current sales tax permit.
4. Vendors should arrange for someone to watch their merchandise while unloading and parking. Public Safety is not available to watch merchandise.
5. Equipment (i.e. chairs, tables, and other display items) must remain within the designated display area.
6. The area must be left neat and orderly after the sale.

7. The area must be kept safe during hours of operation.
8. On the day vendors are scheduled to be on campus: if vendors will be arriving late, or are unable to attend, vendors **must** contact Student Development & Leadership & Activities at (210) 486-5404 or nlc-student@alamo.edu.
9. The agreed upon payment must be made in a timely manner—within one (1) week of the day of the sale. Failure to do so could result in removal from the authorized vendor listing. Make checks payable to **Northeast Lakeview College**. Please include sale date(s) on the check. Payments may be taken to the Student Development & Leadership & Activities office, Student Commons – Room 131, or mailed to:

Northeast Lakeview College
 Student Development, Leadership & Activities
 1201 Kitty Hawk Blvd, Student Commons – Room 131
 Universal City, TX 78148
10. Vendors will conduct business in a professional, courteous, and ethical manner and without regard to race, religion, color, national origin, sex, age or disability.
11. The office of Student Development & Leadership & Activities, Northeast Lakeview College, and the Alamo Community College District will not be held liable for theft of or damage to vendor property.
12. Violation of state and local ordinances and/or ACCD polices or Northeast Lakeview College procedures may result in expulsion from campus. Interpretation and enforcement of ordinances and policies remains at the discretion of the Student Development & Leadership Activities Director or designated representative.

Limitation of Vendor Sales

1. Vendor sales will be limited to:
 - September, October & February – Opportunity RUSH Fair (a 2-day event at the beginning of each semester) & Oktoberfest (a German holiday which allows students to advertisements and participate in fundraisers).
 - November, March, April – One day will be dedicated for vendors to come on campus. A maximum of ten vendors will be allowed on that day.
2. Use of electricity will be allowed ONLY for lighting. NO audio or video or other electronic devices will be allowed.
3. Distribution of food and drink is not allowed, unless it is a product that you have been approved to sell as an authorized vendor and has been approved by the College.
4. The product(s) on display will be required to remain within the designated area. This measure prevents the walkways and doorways from being blocked. It is the responsibility of the vendor to ensure all items remain in designated location. Per [F.5.4 \(Policy\) Student Publications and Signs](#).
5. Vendors must stay behind the table to sell their products.
6. **Vendors will be issued 1 table and 2 chairs. Vendors needing additional chairs and tables must do so by email no later than 72 hours prior to the event. Vendors are NOT to request additional equipment or assistance from any college personnel during the event.**
7. Vendors must contact the Student Development, Leadership & Activities Office at (210) 486-5404 or nlc-student@alamo.edu regarding changes in arrangements or with questions.
8. Signage is only allowed on the tables. It is not allowed on walls, in bathrooms, on lobby furniture, on cafeteria tables, on vehicles in parking lots, etc.

General

1. The Vendor Program at Northeast Lakeview College has been established so that the student clubs and office of Student Development, Leadership & Activities can raise funds for future programming. Therefore, on the Vendor Contract, all vendors are required to indicate the amount of compensation that will be donated to the sponsoring club/ department. ***The cost to participate is \$50.00 per event.***
2. Vendors will receive **one** warning for failure to comply with the above guidelines; a second infraction may result in immediate removal from the authorized vendor listing.

I have read the above procedures and terms and hereby agree to abide by them.

 Vendor Signature

 Date