

VENDOR AGREEMENT FORM

Submit form, with Solicitation Request Form, to the Student Involvement front desk on the 4th floor of the LBJ Student Center 4-2.1 or fax it to 512-245-8245. Forms are due at least **ten (10) business days before** the requested solicitation date (weekends/university closures due to holidays excluded) and only for dates up to two consecutive weeks. All forms, policies, and procedures are subject to change and found at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html>.

Department/Chartered Student Organization: _____ Abbreviation: _____
Requested Dates: _____
Start and End Time: _____
Detailed description of event (e.g. vendor, sale, service, etc.): _____

Vendor Name: _____

Items/Services to be sold or other service: _____

Address: _____ Office Phone: _____

FID#/EIN: _____ Email: _____

Vendor Representative: _____ Phone (day of): _____

The vendor agrees to the following (initial each line that applies):

- _____ Pay the department or chartered student organizations a fee of \$_____ or _____% of daily or total sales. (A minimum of \$50 is required). Fee must be paid on or by this date: _____.
- _____ If sponsorship fee is paid based on percentage of sales, the vendor representative agrees to provide the organization with a daily sales report that lists sales made each day.
- _____ This agreement shall not exceed 10 business days per month.
- _____ This form must be completed and turned in with a solicitation request form a minimum of ten (10) business days prior to requested date(s).
- _____ With signature, vendor agrees that fee is a non-refundable fee (if applicable), unless request for space is denied.
- _____ Vendor representative agrees to abide by policies as set forth in the solicitation policies. All forms, policies, and procedures are subject to change and may be found at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html>.

Vendor Representative Signature: _____ Date: _____

Organization President Signature: _____ Date: _____

F/S Advisor/Department Signature: _____ Date: _____

Student Involvement @ LBJSC
(formerly Campus Activities and Student Organizations)
LBJSC 4-2.1
512-245-3219
getinvolved@txstate.edu
getinvolved.lbjsc.txstate.edu

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PROCEDURES AND REGULATIONS

PROCEDURES

1. Complete this form in its entirety.
2. This form along with other necessary forms should be returned to Student Involvement @ LBJSC, front desk at the LBJ Student Center, 4-2.1, 10 Business Days (weekends and university closures due to holidays excluded) prior to the scheduled event. This includes: fundraising events, advertising and soliciting on campus, recruitment, etc. Incomplete forms will not be accepted.
3. All reservations are on a first-come, first-served basis.
4. A permit including approve date(s) and location(s) will be sent to the department and chartered student organizations representative. The permit must be displayed at all times.

REGULATIONS

1. No publicity items of any type may be taped, tacked, glued, or stapled to trees, fences, statues or to any brick, concrete or painted surface inside or outside of any university facility. Signs may not be affixed to tree trunks, fire hydrants or curbs.
2. Activities that mention lottery, raffle, door prize, or any references to a chance made on the admission ticket, stub, or any advertisement must have a sample raffle ticket submitted along with solicitation paperwork. Only charitable organizations may conduct a lottery or raffle. You can find more information at <https://www.oag.state.tx.us/consumer/raffle.shtml>. (UPPS 07.04.03)
3. This space is a 10 X 10 dimension.
4. Any give-away items free of charge or offered in exchange for a purchase must be in good taste and must not promote the use of alcohol, tobacco, or other drugs. Whenever possible, please support Texas State with your promotional materials.
5. San Marcos city ordinance prohibits publicity on any campus or city utility pole.
6. Departments/chartered student organizations may sponsor solicitations (sale or offer for sale of goods or services), in approved areas under the following conditions:
 - a. All items distributed with this request (Magazines, t-shirts, flyers, coupon books, etc.) must have the name of the sponsoring student organization or department on it.
 - b. A sign with the name of the sponsoring organization or department must be displayed at all times.
 - c. Items may only be distributed from approved designated location (i.e. Solicitors may not walk around campus grounds to sell items or services).
7. Groups soliciting may not interfere with the flow of traffic and must remain in the immediate area of their assigned table(s).
8. Amplified sound is permitted in the mall area from 11:00am to 1:00pm.
9. Amplified sound is NOT permitted in the quad or Bobcat Trail areas.
10. Use of obscene or libelous language or materials is not allowed.
11. Littering and defacing of university grounds is prohibited.
12. Distribution of food or beverages must be approved through the solicitation process and a Waiver form and food sales information sheet must be completed. Note that only Coca-Cola products are allowed.
13. To distribute food, the student organization or department must have at least one (1) individual, at all times, at the table that has completed the Food Safety Training (UPPS 04.05.12) or has a Food Handling License on file with Student Involvement.
14. Any department/organization found in violation of policies may be asked to vacate its location, reservation will be cancelled, and may result in organization conduct procedures.
15. Further explanation of policies and procedures can be found on the solicitation website at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html>.
16. University Policies and Procedures regarding solicitation can be found <http://www.txstate.edu/effective/upps/upps-07-04-03.html>.
17. University Policies and Procedures regarding information only flyers and/or booths can be found <http://www.txstate.edu/effective/upps/upps-07-04-02.html>.
18. University Policies and Procedures regarding the Campus Expression area can be found <http://www.txstate.edu/effective/upps/upps-07-04-05.html>.

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