Bowie State University’s  
Homecoming Vendor Information  
Saturday, October 28, 2017

If you are interested in being a vendor for the 2017 Bowie State University Homecoming, please complete the enclosed form and return it with your payment and insurance certificate no later than Friday, October 20, 2017 by 5:00 p.m. (no exceptions). All vendors will be required to have an insurance certificate (see details attached).  

Vending areas will be the Holmes Hall Quad (outside) for $150.00 and the Student Center Mall area (inside) for $200.00. After receiving your payment and completed registration form you will receive a phone call to the number listed on your registration form to inform you of your status. On Homecoming Day, vendor registration will be located in the Student Center, room 3008. At registration, you will receive your receipt, general information and a vendor permit.  

**NOTE:** We are anticipating a variety of vendors, so there may be vendors who will be selling the same items as yours.  

**Due to no on-site registration, you must register by the deadline date.**

- **All vendors must provide your own tables and chairs.**
- Vendors will be allowed to reserve space in both the Quad & Student Center; however, the fee for both areas will apply.
- Due to space restrictions in the Student Center, all vendors are **limited to two tables per permit.**
- You must remain in the area that you have requested so please consider the weather.
- **Permits are non-transferable.**
- All vendors **must** register between 9:00 a.m. – 9:30 a.m. before you set up.
- All vendors must have their items unloaded by 11:00 a.m., please remember to bring your equipment (cart, dolly, etc.) to set up and remove your items.
- Vending hours are from 11:00 a.m. until 8:00 p.m.
- No vehicles are allowed on campus greens or sidewalks. Lot “E” is the closest parking lot to the quad area and lot “J” is the closest parking lot to the Student Center.
- You must properly dispose of all boxes and bulk trash in the dumpsters.
- No vendors are allowed to use Bowie State University licensed materials (University Mascot or bulldog), logos, seal, etc.) on any merchandise being sold or distributed without permission. Please contact Ms. Carlise Murden (301-860-4061) in the Auxiliary Services Department for licensing information Monday – Friday from 9:00 a.m. until 4:00 p.m. by Friday, October 13, 2017 in order to apply. If approved, a licensing registration form will have to be completed, a sample of all products requesting approval and pay the applicable fee of $250.00 (cost does not include vendor space fee).
- The vendor permit must be **visibly displayed** on your table at all times. If you do not visibly display the permit, you will be requested by public safety to leave the campus because you will not be in compliance.
- Assignments are made based on needs and/or first come first serve basis; however, Bowie State University reserves the right to re-assign space.
- Payment Options: Cash, Check, Money Order or Visa/Master card.

**Vendors/items that are prohibited due to University contracts or rules:**

- Including, but not limited to food products/services (except pre-approved vendors), alcoholic products, tobacco products, credit card products/services, black market items (tapes, clothes, music, etc), combustible items, any unapproved Bowie State University licensed materials.

**Cancellation:**

Vendor’s fees are non-refundable and non-transferable.

If you have any questions or concerns, you may contact Karen Tyler at 301/860-3814 or ktyler@bowiestate.edu.

Thank you for supporting Bowie State University.
CAMPUS VENDING REGISTRATION FORM
2017 HOMECOMING
Completed form due by: Friday, October 20, 2017

Company Name: ________________________________________________________________

Contact Person: ________________________________________________________________

On-Site Person: ________________________________________________________________
If name is different than the contact, please inform them of the process and guidelines

Address: ______________________________________________________________________

City, State, Zip: _________________________________________________________________

Telephone No.: __________________________________________________________________

Email Address: __________________________________________________________________

Please list all items being sold. All items being sold must be approved: ________________

Please circle one:
Requested Area: Student Center               or           Quad Area               or           Both Areas

Payment enclosed ______  Payment will be sent by due date ______ (October 20th)

Insurance certificate: _____ Attached     _____ On File     _____ Will send in by Friday, October 20th

I have enclosed a ___*Check___ Money Order ___ Cash/must be paid in person (see Ms. Tyler)
Card Type _____Visa      _____Master Credit Card #______________________________ Exp.___/____
Credit card billing zip code:_____________________________

I authorize Bowie State University to charge my credit card in the amount of:____________________

Print Name:________________________________________ Signature:________________________________________
(list name as it appears on the card)

CANCELLATION: Vendor’s fees are non-refundable and non-transferable

*Make checks and money orders payable to Bowie State University. Cash payments must be received by due date.

Would you like to be invited to future events: _____ Yes     _____ No

Return the completed form to: Bowie State University, Attn: Ms. Karen Tyler, Student Center, Room 3008, 14000 Jericho Park Rd, Bowie, MD, 20715 or ktyler@bowiestate.edu Please allow five business days if you are mailing your request.
Insurance Information

1. All vendors are required to show proof of insurance by presenting an insurance certificate that carries a minimum coverage of $1,000,000.00 in bodily injury and a minimum coverage of $1,000,000.00 in property loss.
2. The policy must carry the name Bowie State University as additional insured.
3. In the description section of the certificate it must show the following: 2017 Homecoming Vendor, list what you will be selling & date of event (October 28, 2017).
4. Maryland State agencies covered by the State of Maryland’s liability protection must obtain a certificate from the State’s Risk Manager verifying that the specific agency is covered by the State’s policy.
5. Prince George’s County agencies covered by the County’s liability protection must obtain a certificate from the County’s Risk Manager verifying that the specific agency is covered by the County’s policy.

- The insurance certificate is mandatory for all vendors.
- See attached for an example.