Bowie State University’s Homecoming Vendor Information
Saturday, October 12, 2019

If you are interested in being a vendor for the 2019 Bowie State University Homecoming, please complete the enclosed form and return it with your payment and insurance certificate no later than Friday, October 4, 2019 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 $175.00 and the Student Center Mall area (inside) for $225.00. 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, mandatory 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. You must register by the deadline date and time in order to be considered (NO on-site registration).

- All vendors must provide your own tables and chairs. You are allowed to provide your own tent (approval needed for any tent larger than a 10 X 10 pop up)
- 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 three 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 8:30 a.m. – 9:00 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 6:00 p.m.
- No vehicles are allowed on campus greens or sidewalks. Lot “H” is the closest parking lot to the quad area and lot “O” 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 and approval Monday – Friday from 9:00 a.m. until 4:00 p.m. no later than Friday, September 27, 2019. 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/drink products/services (except pre-approved vendors), alcoholic products, tobacco products, credit card products/services, black market items (tapes, clothes, music, etc.), combustible items, firearms/weapons or any unapproved Bowie State University material and/or logo’s.

**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.

Attachments
CAMPUS VENDING REGISTRATION FORM
2019 HOMECOMING
Completed form due by: Friday, October 4, 2019

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 4th)

Insurance certificate: _____ Attached ____ On File ____ Will send by Friday, October 4th

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 the deadline date (10/4/19, 5:00 p.m.)

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. Any request received after the deadline date will be returned.
Office use: Bookstore approval (if applicable) ____________________________
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: **2019 Homecoming Vendor, list what you will be selling & date of event (October 12, 2019).**
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.