



Student Center & Conference Services Vendor Packet

Affiliation

State Institution. Bowie State University is the oldest historically black college/university in Maryland and District of Columbia areas and one of the 10 oldest in the Country. As a member institution of the University System of Maryland, Bowie State upholds the System's mission of providing high-caliber, accessible, and affordable educational opportunities.

Location

Bowie State is in the midst of the one of the nation's most exciting metropolitan areas, within easy reach of Washington, DC and Baltimore. See more at www.bowiestate.edu.

Type of Services Not Allowed

- The University does not allow credit card vendors on campus.
- The University does not allow cellular phone vendors on campus.
- The University does not allow the selling of black market items.
- The University does not allow the selling of CDs or DVDs on campus.

The following types of vendors are prohibited on campus because of University contracts and/or rules: including, but not limited to food products/services, alcoholic products, tobacco products, cell phones/services, combustible items, weapons or the like, and items that are similar or could be ordered by the University Bookstore.

Cancellation

All cancellations of scheduled events must be in writing (fax, e-mail, mail, hand deliver). See Vendor Policy and Procedures for more information.



**FACILITY AND SPACE REQUEST FORM
COMMUNITY ORGANIZATIONS/INDIVIDUAL
PROCEDURES**

1. Contact the Scheduling Office in the Student Center, Room 3008 or call 301-860-3817 to determine availability of the facility, date, and time desired.
2. Complete **ALL** blanks on the Space Request form. Describe **IN DETAIL** the type of items being sold or distributed. Please do not use P.O. Box numbers. If the form is not complete, it will not be accepted.
3. Requested Services:
 - A. **Food Services:** If you have any food (cookies, drinks, food sample, etc.) request, you must contact food services directly (301) 860-3805.*
 - B. **Media Services:** If a TV/DVD or outlet is needed, you must request these items on your Space Request Form. You are responsible for other audio visual equipment needed (extension cords, boom box, etc.).
4. The completed form must be received in the Student Center Office at least thirty (30) days prior to the requested date(s). You should check with the office to make sure your request was received.
5. **THE COMPLETION OF THE SPACE REQUEST FORM IS NOT A BINDING AGREEMENT. IN THE EVENT YOUR APPLICATION IS APPROVED, A CONTRACTUAL AGREEMENT WILL BE PREPARED.**

***The University has a First Right of Refusal Contract with the Food Service provider.**



VENDORS' POLICY AND PROCEDURES

- All vendors must have an insurance policy that has a minimum coverage of \$1,000,000 in bodily injury, \$1,000,000 coverage for property loss, and list Bowie State University as co-insured. **This insurance policy is mandatory.**
- Vending fee is \$100.00 per day per table and all vendor fees are non-refundable.
- All costs must be paid in full prior to your requested date.
- Vending fees are subject to change for special and/or major events.
- Vending hours are: Monday – Friday 8:00 a.m. until 6:00 p.m.
- On vending day you will be provided one table with two chairs and space is on a first come first serve basis. There are no assigned spaces.
- All vendors must remain in the Student Center. All vendors are prohibited from using any other building on campus and is not allowed to float indoors or outside.
- All vendors must have vehicles registered with the Campus Police Department, which is located in Robinson Hall. All rules and regulations for parking will apply. See campus police for more details.
- To avoid forfeiting the paid fee, if you need to cancel, written notice must be received 48 hours prior to your scheduled arrival. If we receive written notice within the allowed time, you will be allowed to return within a four-week period. The fee that was paid for the prior scheduled day will be applied to this day. If you do not reschedule within the four-week period or request a refund then the payment is forfeited.
- Display items cannot block any walkway, entrance or impede traffic areas.
- Please see the Game Room manager upon arrival. At this time the manager will provide you with the table and chairs.
- The Student Center must approve all flyers (no cost) before they are posted on campus.
- The BSU Police Department Coordinator of Special Events will determine the need for security and police personnel. Depending on the nature of your business Public Safety cost might apply.



Policy on Insurance Required for Use of Facilities

Groups or individuals renting University facilities are required to:

1. **Show proof of insurance by presenting to the Student Center Office an insurance certificate with minimum coverage of \$ 1,000,000.00 in bodily injury and a minimum of \$1,000,000.00 coverage for property loss.** The University has the right to request more or less coverage based on the perceived risks involved. If the group involves minors, 17 years or younger, additional Abuse/Molestation insurance of \$1,000,000 is also **required**.
2. **The policy must also carry the name of the University as additional insured.**

Maryland state agencies covered by the State of Maryland's liability protection must obtain a statement and/or certificate from the State's Risk Manager verifying that the specific agency is covered by the State's policy.

Prince George's County agencies covered by the County's liability protection must obtain a statement and/or certificate from the County's Risk Manager verifying that the specific agency is covered by the County's policy.

University personnel requesting to use University facilities for personal reasons must obtain insurance coverage as stated in number one above.

This policy applies to vendors, DJs, photographers, etc. If a DJ is insured by name as an individual (without an "Inc.", "LLC", or similar after the name implying a company), they will need to state in the Description section the name or names of other DJs that will be using their equipment for the event. If a DJ is insured under a company name, we do not need to require the specific names.

For example: DJ West would need to state the names of other DJs using his equipment. However, if it were DJ West, Inc., or DJ West & Co. or Industries, etc., then we would not need to require individuals' names.

There will be no exceptions to this policy.



**VENDOR
SPACE REQUEST FORM**

DATE OF APPLICATION: _____

NAME OF ORGANIZATION: _____

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

WORK: _____ HOME: _____ FAX: _____

OTHER: _____ EMAIL ADDRESS: _____

AREA: STUDENT CENTER MALL AREA

DATE(s)	EVENT START TIME(s)	EVENT END TIME(s)

TYPE OF PRODUCTS: _____

Are you inviting any VIPs (Dignitaries, Political and University officials, Public Relations, Media, Popular Speakers, etc.) to your event?
Yes No If yes, give names and titles _____

Misrepresentation of the type of event or failure to fully disclose pertinent details regarding the event may result in additional charges or denial of facility use.

PRODUCTS ARE OPEN TO: RESERVED GROUPS AND GUEST ONLY ___ STAFF/FACULTY ___ STUDENTS ___ PUBLIC ___

FOOD SERVICES Yes No

MEDIA SERVICES Yes No

ITEMIZED EQUIPMENT NEEDS:

IS INSURANCE CERTIFICATE ATTACHED? Yes No (INSURANCE CERTIFICATE IS **MANDATORY**) If no, then you must send it by the date listed on your contract that will be mailed.

SIGNATURE OF APPLICANT: _____ DATE: _____

FORMS RECEIVED LESS THAN THIRTY (30) DAYS PRIOR TO THE EVENT WILL NOT BE ACCEPTED.

BOWIE STATE UNIVERSITY RESERVES THE RIGHT TO IMMEDIATELY TERMINATE THE PRIVILEGE OF USE OF FACILITIES FOR ANY INDIVIDUAL GROUP AND/OR ORGANIZATION WHO REFUSES TO COMPLY WITH UNIVERSITY REGULATIONS, OR WHO PERMITS CONDUCT CONSIDERED DETRIMENTAL TO THE BEST INTEREST OF THE UNIVERSITY.

FOR OFFICE USE ONLY

PUBLIC SAFETY DATE

FOR MORE INFORMATION, PLEASE CALL: (301) 860-3810/3817