

# VENDOR LICENSE AGREEMENT

The Student Center at the Georgia Institute of Technology (“Georgia Tech”) is a comprehensive center aimed at meeting and exceeding the needs of the Campus and the surrounding community. The Student Center at Georgia Tech allows use of facilities by non-affiliated Georgia Tech persons and/or organizations in accordance with its policies and regulations. Non-affiliated persons and/or organizations may reserve table space for the purpose of sales and marketing during normal business hours in the facility. Reservations will be made on a space available basis.

## GENERAL INFORMATION

- Table vending is available Monday-Friday from 8:30 a.m. to 5:00 p.m.
- Reservations for the Fall term can be made after July 15.
- Reservations for the Spring term can be made after December 1.
- In general, the college is in session from around August 25 until May 5; excluding winter and spring breaks.
- If you plan to be on-campus for multiple dates during the semester, it is preferable that all dates are booked at one time.

The Student Center Operations Team, based upon several factors, makes table assignments. The Student Center reserves the right to re-assign tables in its sole discretion to avoid similar exhibits being side-by-side and to address flow of traffic concerns.

## VENDOR POLICY

The Student Center is a passive sales environment where customers may purchase merchandise if they desire. Calling out to customers or other pressure tactics are strictly prohibited. The distribution of goods is permitted from behind the table only. Individuals may not stand in doorways, hallways or outside the Student Center to distribute flyers, brochures, or other items. Music is permitted but must be kept at a minimum level as not to interfere with other activities. The Associate Director of Operations must approve any exceptions.

- Additional display spaces (tables, racks, tents, reader boards, etc.) are not permissible.
- All vendors must remain in their assigned location.
- Promotional marketing is limited to the assigned table.
- Signs, banners, and flyers may not be placed on walls, doors, windows or outside.
- Vendors are not permitted to sell food or beverages.
- All products, boxes and other promotional material must be removed by 5:00 p.m. each day and cannot be stored at the Student Center.
- Product or service offerings may not be in direct competition with the Georgia Institute of Technology Student Center dining or retail operations or Campus Services Departments’ products or services. This includes items that may conflict with branded items or items sold by Campus Services Departments. The Student Center, at its sole discretion reserves the right to deny vending opportunities to any group or business.

Vendors that fail to comply with the aforementioned policies will be asked to leave immediately. Refunds will not be granted. Additionally, offenders will not be permitted to reserve or utilize space in the Georgia Tech Student Center.

Vendor Table Pricing	PEAK TIMES First two (2) weeks of the semester (10 business days)	OFF PEAK TIMES Anytime other than the first (2) weeks of the semester (10 business days)
<b>Vendors</b>	<b>\$100 per day</b>	<b>\$75 per day</b>
Vendor table pricing includes: <ul style="list-style-type: none"> <li>• One (1) 6’x30’ rectangular banquet table with linen (black). Additional tables may be purchased at the per vending table rate, pending space availability.</li> <li>• One (1) temporary parking pass. Additional parking passes may be purchased for \$8 each per space, per day.</li> <li>• Two (2) folding chairs</li> <li>• Access to power receptacles is available upon request. Vendors must provide their own extension cords.</li> </ul>		

## PAYMENT

Payment is required at the time of reservation. Reservation(s) will not be confirmed until payment has been received.

*Acceptable forms of payment include:*

- Cash
- Debit or Credit Cards (Visa or MasterCard)
- Business or Bank Issued Checks (personal checks will not be accepted)
- Money Orders

*Company checks should be made payable to:*

Georgia Tech Student Center  
350 Ferst Drive NW  
Atlanta, Georgia 30332-0458

Payments may be made in person at the aforementioned address on the 3<sup>rd</sup> floor in the Student Center Administration, Operations and Programs Office.

## CANCELLATIONS

Cancellations must be made in writing by emailing [screservations@mail.gatech.edu](mailto:screservations@mail.gatech.edu). Cancellations received three (3) or more business days in advance will be refunded the full reservation fee. Reservations not canceled at least three (3) or more business days in advance will forfeit the full reservation fee.

## REFUNDS

Payments in the form of credit card shall be refunded, when applicable, within seven (7) business days of a cancelled event. Cash, certified check, and money order refund requests can take up to six (6) weeks and require a client to set up a [Vendor Profile](#) with the Institute.

## CHECK IN

Student Center  
350 Ferst Drive NW  
Atlanta, Georgia 30332-0458

When you arrive to the Georgia Tech Student Center, please park in the Visitor Parking Lot. The Student Center will be on your left as you enter the parking lot. When you enter the Student Center you will be on the 2nd floor. Proceed up the steps or take the elevator to the 3rd floor to the Student Center Administration, Operations and Programs office to check in. You will receive a parking voucher upon check-in.

# VENDOR LICENSE AGREEMENT PROFILE & AGREEMENT

## VENDOR PROFILE

Please complete all fields:

Name \_\_\_\_\_ Company Name \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

Requested Vending Table Date (Monday-Friday 9 a.m.-5 p.m.) \_\_\_\_\_

Alternate Vending Table Date \_\_\_\_\_

Brief description of the product or service you are promoting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACKNOWLEDGEMENT

I have read and I agree to the Vendor Guidelines and Vendor Policy. I understand that if I do not abide by the aforementioned policies(s) that I may be asked leave and will forfeit my vendor table fee. Signing this acknowledgement does not guarantee a confirmed reservation. Vending in the Georgia Tech Student Center is based on the sole discretion of the Georgia Tech Student Center.

Signature \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology

By:
Name:
Title:
Date: