

VENDOR AGREEMENT FORM

Submit this form with the Solicitation Request to the Student Involvement front desk on the 4th floor of the LBJ Student Center 4-2.1 or email it to getinvolved@txstate.edu. Forms are due at least **ten (10) business days before** the requested solicitation date (weekends/university closures due to holidays excluded) and for no more than 10 days per month based on availability. All forms, policies, and procedures are subject to change and found at <https://studentinvolvement.txst.edu/policies-and-procedures.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 <https://studentinvolvement.txst.edu/policies-and-procedures/policies.html>.
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Vendor Representative Signature: _____ Date: _____

Organization President Signature: _____ Date: _____

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

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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 ten business days (weekends and university closures due to holidays excluded) prior to the scheduled event. Incomplete forms will not be accepted and will delay approval of solicitation.
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/or chartered student organization representative. The permit must be displayed at all times and a representative from the department or chartered student organization must be present with the vendor at all times.

REGULATIONS

1. Per UPPS 07.04.03 Solicitation means: 1) the sale or offer for sale of any property, goods, products, or services, including the distribution of literature to promote a commercial message; or 2) the receipt of or request for any gift or contribution.
2. No publicity items of any type may be chalked, taped, stickered, tacked, glued, or stapled to trees, fences, statues or to any brick, concrete or painted surface inside or outside of any university facility. This includes the columns at Alkek or utility poles.
3. Activities that mention lottery, raffle, door prize, or any references to a chance must meet with the Assistant or Associate Director of Student Involvement prior to reserving space on campus. Only charitable organizations may conduct a lottery or raffle. You can find more information at <https://www.oag.state.tx.us/consumer/raffle.shtml> or [UPPS 07.04.03](#)
4. The requested space is a 10 X 10 dimension and cannot be in fire lanes or block the entrance or exit to any building. Groups must remain in the immediate area of their assigned tables.
5. Any give-away items free of charge, or for solicitation, 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.
6. Departments/chartered student organizations may sponsor solicitation (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 chartered student organization or department.
 - 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. Permissible solicitation must be conducted in a manner that will not:
 - a. Interfere with the academic or other institutional programs that are being carried on in campus facilities
 - b. Interfere with the free and unimpeded flow of traffic and at places of ingress and egress to and from campus buildings
 - c. Use obscene or libelous language or materials
 - d. Harass or intimidate the person and persons being solicited
 - e. Promote the violation of local, state, or federal law or published university policy or Regents' Rules
 - f. Constitute disorderly conduct, disrupt classroom discussion, impede maintenance of public order or constitute danger to the person distributing or disseminating material or any other individual or group
 - g. Litter or deface the campus grounds, such as chalking, graffiti, flyers in unapproved locations, etc.
8. Distribution of food or beverages must be approved through the solicitation process and a "Food Indemnification" and "Food Safety & Personal Hygiene" form must be completed. Note that only Coca-Cola products are allowed for resale.
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 04.05.15](#)) or has a Food Handling License on file with Student Involvement.
14. Any department/chartered student organization found in violation failing to comply with the provision of this policy may be prohibited from further solicitation.
15. Further explanation of policies and procedures can be found on the solicitation website at <https://studentinvolvement.txst.edu/policies-and-procedures/policies.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>.

Student Involvement

LBJSC 4-2.1

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