Event & Conference Services Office

Drexel Business Services | Division of Student Life & Administrative Services

3210 Chestnut Street · Suite 001 · Philadelphia, PA 19104 · Phone: 215.895.2520 · Fax: 215.895.0580 · reservations@drexel.edu

Vendor Agreement Form

1. All reservations for vending space on Drexel University's campus shall be coordinated and approved by the Event Services Office.

2. All reservations must be made at least one (1) month in advance.

3. Vending space is only available in or outside the James Creese Student Complex or in the Korman Quad, unless otherwise agreed to in writing by Drexel University.

4. The vending fee shall be sixty-five dollar ($65.00) per day and shall include the use of one (1) table and (2) chairs. An additional table with (2) chairs can be added for a total cost of eighty-five dollars ($85.00) per day. Vendors are restricted to a maximum of two (2) tables total. Vendors are not permitted to bring any of their own equipment, including but not limited to tables or chairs, onto Drexel University property without prior written approval by Drexel University. Additional set up fees may apply to tables set up that are not in the Creese Complex.

5. The total vending fee must be received in full at least two (2) weeks prior to reservation. If payment is not received within the required time frame, the reservation is subject to cancellation. Payment may be by company check, cash, or approved credit cards. Cash payments must be in exact amount. All payments are NON-REFUNDABLE.

6. All cancellations **MUST** be made at least forty-eight (48) business hours prior to the first date of sale.

7. Drexel University must approve all display materials posted within Vendor's assigned space and Drexel University reserves the right to remove any material that Drexel University has not approved or deemed objectionable. All display material must be kept within Vendor's assigned vending space (s).

8. Vendors are responsible for obtaining all necessary licenses and/or permits to display, sell, and/or distribute copyrighted or trademarked material. Vendor shall comply with all Federal, State, and local laws and regulations at all times while on Drexel University property. Vendor shall be responsible for all costs arising from the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes or dramatic rights ('proprietary material") used or incorporated in the sale. Vendor warrants that all copyrighted material sold, has been duly licensed or authorized by the copyright owners or their authorized representatives.

9. Vendor agrees to indemnify, defend, and hold harmless Drexel University , its officers, trustees, employees and agents from any and all claims, demands, liability or actions (as well as any cost or expenses including without limitation attorney's fees) relating against any damages or claims that may arise in connection with Vendor's presence on Drexel University's property and/or Vendor's activities of any kind including but not limited to claims relating to any infringement or other improper use (or alleged infringement or improper use) of any proprietary material.

10. Vendor, at its own cost and expense, shall obtain and maintain in force during the term of this Agreement, the following minimum insurance coverage: (a) Commercial General Liability insurance all on an occurrence basis in an amount not less than $1,000,000 per occurrence for bodily injury, property damage, personal and advertising injury and products/completed operations. Coverage is to include full contractual liability coverage. (b) Worker's Compensation insurance in amounts required by law, and Employer's Liability insurance in the minimum of $500,000. (c) Business Automobile Liability insurance including comprehensive third party coverage for bodily injury (including death) and property damage with a minimum combined single limit of $1,000,000 per occurrence including coverage for owned, non-owned and hired vehicles (if applicable). Each policy of insurance listed above must be evidenced by a certificate of insurance. Drexel University, its trustees, officers, employees and agents must be named as an additional insured for coverage (a) and (c). The required certificates of insurance shall be delivered, no later than five (5) business days of signing this Agreement to the: Office of Risk Management, Drexel University, 3201 Arch Street, Suite 310, Philadelphia, PA 191

11. Drexel University does NOT provide security of any kind for the supervision or protection of any Vendor merchandise, materials or property bought, exhibited, or left upon Drexel University's not property nor is Drexel University responsible for damage to or theft of Vendor's merchandise, materials, or property while on Drexel University's property. It is the Vendor's responsibility to remove all Vendor merchandise, materials, and/or property at the end of each day. Each Vendor is responsible for maintaining at its own expense insurance against damage to and/or theft of merchandise, materials, or property.

12. Drexel University is not responsible for providing personnel or equipment for the loading or unloading of Vendor merchandise, material, or property. **AT NO TIME ARE VEHICLES PERMITTED ON DREXEL UNIVERSITY PROPERTY FOR DELIVERY, PICK-UP, OR VENDING PURPOSES WITHOUT PRIOR WRITTEN AUTHORIZATION FROM DREXEL UNIVERSITY'S PARKING OFFICE.**

13. Drexel University reserves the right at all times to refuse vending space to any one for any reason.

I HAVE READ AND UNDERSTAND THE AFOREMENTIONED POLICES AND PROCEDURES.

_____ _____

Signature Date

Event Services Office

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Vendor Application Form

Date of Request: _____

Company Name: _____ Contact Name:_____

Telephone:_____ E-mail:_____

Fax: _____ Type of Business:_____

Business Address: _____

Tax Identification #:_____

Are you currently a licensed vendor? Yes_____ No_____

City/State License Number: _____

Description of merchandise being sold or exhibited: _____

_____

_____

Number of days requested: _____ (#) Dates requested: _____

1st Alternative Date: _____ 2nd Alternative Date: _____

Additional tables requested: _____ (#)

Additional requests: _____

_____

Miscellaneous Information: _____

_____

_____

********** OFFICE USE ONLY **********

Request Received On: _____ Date Approved: _____

Approved by: _____ Reservation #: _____