



HOFSTRA UNIVERSITY

**Hofstra University
Student Organization/Vendor Contract**

Phone Number: 516-463-6914

Fax Number: 516-463-6030

Today's Date: _____ Name of Organization: _____

Contact Name: _____ Cell Phone #: _____

E-Mail Address: _____

Date(s) of Sale: _____ Time: _____

Products Sold: _____

Is There a Raffle Involved: _____ (if yes, receive raffle policy packet)

Are you using an outside vendor: _____

1. Sponsors must supply a representative to be present the entire day of sale
2. Hofstra University and the sponsor are NOT responsible for lost, stolen, or damaged goods
3. VENDORS are expected to uphold all University policies and therefore cannot sell or promote the sale of any items prohibited on the Hofstra campus, i.e. candles, incense, products referring to or supporting the uses of drugs or alcohol
4. All vendors will be held responsible for any damage done to the University
5. The SPONSOR must make a cancellation 48 hours prior to sale day. If the sponsor fails to cancel within 48 hours, they must pay the vendor any costs reasonable incurred by the sponsor
6. Organizations may not sell/serve food at Bits & Bites. Any food sold in the Atrium MUST have a separate contract with dining services
7. Student organizations and Vendors may not enter into any other agreements otherwise stated in this contract
8. Only ONE 6-foot table (provided) may be used per day, per group. All items sold must be displayed behind the table and within its parameters. VENDORS are NOT permitted to bring their own tables
9. All Student Organizations (EXCLUDING fraternities and sororities) must deposit ALL money with Pam Orefice (room 260 Student Center) by 5pm the day of sale
10. If a club or vendor fails to notify of their cancellation, they will forfeit their table privileges for the rest of the semester
11. All outside Vendors MUST provide Student Activities with a bill of sale upon arriving on campus

ANY HOFSTRA ORGRANIZATION THAT FAILS TO SHOW UP FOR AN ASSIGNED DATE AND/OR DOES NOT HAVE A CONTRACT IN AT LEAST ONE WEEK PRIOR TO SALE DATE WILL LOSE THEIR DATE. FURTHER FAILURE TO COMPLY WILL RESULT IN LOSS OF ANY TABLE PRIVILEGES FOR THE SEMESTER.

Student Activities Office

Hofstra Sponsor Group

Vendor/Your Name (PRINT)

Vendor/Your Signature/date

If you have any questions, please call the Office of Student Leadership and Activities at 516-463-6914