

OSLA | Vendor Table Request

Vendor Company Name		TAX ID Number	Today's Date
Vendor Representative Name	Phone	Cost Per Item Sold	
Vendor Email Address	Dates table requested		
Please indicate what you will be selling or displaying			
Rules and Regulations Governing the Marketing of Credit Cards on Campus:			
<ul style="list-style-type: none"> - Payment is to be made to the Hofstra Sponsor immediately by check or money order only. - Sponsoring organizations must supply a representative to be present the entire day of sale. - Hofstra University and the sponsor are NOT responsible for lost, stolen, or damaged goods - Vendors are expected to uphold all University policies, therefore they will be held responsible for any damage done to the university - The SPONSOR must make a cancellation 48 hours prior to the sale date. If the sponsor fails to cancel within 48 hours, they must pay the vendor any costs reasonable incurred by the sponsor - If the VENDOR cancels its obligation or does not show up at all they must pay the sponsor any reasonable cost incurred by the sponsor - 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. - Vendors are not permitted to solicit students at the entrances of the Student Center. - Vendors must remain in the parameters of their table, either behind it or in front of it. - The Office of Student Leadership and Activities reserves the right to void any contracts. - Vendors are to respect the Hofstra community and other vendors in the atrium. - Amplification (audio/video) at your table must be approved by the executive director of Student Leadership and Activities. - Vendors must provide Bill of Sale for items being sold. The cost for the use of a table is \$150 a table per day. <p>Rules and Regulations Governing the Marketing of Credit Cards on Campus: In compliance with Section 6437 of Article 129-A of the Education Law, Hofstra University has adopted the following rules and regulations: no person, corporation, financial institution, nor any other business entity that promotes, offers, or accepts applications for a credit card shall solicit current or potential students for credit card applications, nor conduct any other activity in connection with credit card solicitation on Hofstra University property or at Hofstra University-Sponsored Events. The posting of material on Hofstra University property, setting up display tables on Hofstra University property, inserting credit card promotional material into shopping bags that are used in the University Bookstore or events sponsored by Hofstra University, and mailing advertisements in campus mailboxes, and any other marketing of credit cards, are all prohibited. Banks, lending institutions and financial agencies must submit in writing the specific goals they have for participating in campus programs. Such institutions are prohibited from giving gifts or promotional items in an effort to entice students to sign up for services that have direct connection to the issuance of a credit card. Example: signing up for checking account automatically includes a credit card.</p> <p style="text-align: center;">OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES 260 STUDENT CENTER 200 HOFSTRA UNIVERSITY HEMPSTEAD, NY 11549 516-463-6914 (VOICE) 516-463-6030 (FAX)</p>			
Vendor Signature		OSLA Signature	Date