



Campus Activities & Involvement Center  
 Fisher Student Center 2029  
 910-962-3553

## Vendor Sponsorship Agreement Form

- All off-campus vendors must be sponsored by a registered student organization if they are to be on campus.
- The sponsoring organization must also complete an Event Registration form with the Campus Activities Office 10 days prior to the event.
- A student organization member must accompany the vendor at all times.
- The student organization must place a sign in front of the event entrance or table indicating their sponsorship.
- No vendors that compete with goods and entity of the University will be approved. **Credit card solicitations will not be approved.**

Sponsoring Organization \_\_\_\_\_

Item(s) to be Sold or Distributed \_\_\_\_\_

Date(s)	Time	Individuals Responsible for Selling/Distributing

Promotional area requested \_\_\_\_\_

The promotional area assigned will include one six-foot table and two chairs. Special requests will be considered on a case-by-case basis.

**Note: Each sponsoring organization has a maximum of ten (10) days per semester to hold vendor sponsorships on campus.**

### To Be Completed By Off-Campus Vendor

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

Name of On-Site Representative \_\_\_\_\_

Vendor's Address \_\_\_\_\_

Vendor's Phone Number \_\_\_\_\_ Vendor's License Number \_\_\_\_\_  
(or appropriate paperwork attached)

**The Vendor is expected to:**

- Provide a display that is consistent with the purpose and goals of the event as stated herein.
- Provide a 15% minimum of revenue generated by the event to the sponsoring organization and fulfill the terms of this agreement with the sponsoring organization.
- Attach a copy of the vendor's permit and prominently display the agreement form at the location of activity.

**Agreed Upon Payment to the Sponsoring Organization:** \_\_\_\_\_

\_\_\_\_\_  
 Signature of Vendor

\_\_\_\_\_  
 Date

# Revenue Record

*(To be completed by sponsoring organization and returned to the CAIC, FSC 2029)*

Total Sales:	Amount to Vendor:	Amount to Sponsoring Organization:
Use of Revenue:	<input type="checkbox"/> Off-campus account	<input type="checkbox"/> SGA account

*Note: This portion must be completed in order to conduct future fundraising activities.*

Campus Activities & Involvement Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Item Sold	Cost Per Item	# of Items Sold	Subtotal
		Total Sales	
		% of Sales to Organization	
		<b>Total for Deposit</b>	