VENDOR POLICY FOR STUDENT ORGANIZATIONS

1. Vendors must be sponsored by a recognized student organization.

2. Sales along the Bruff Commons Veranda are permitted at tables provided by reservation only through the University Center/ McAlister Administration and Reservations Office, McAlister Auditorium.

3. Counter Space reservations must be made by the sponsoring organization, not the vendor.

4. Vendors must submit, in proposal form, a description of their product(s) and price list to the sponsoring organization, and to the University Center/ McAlister Administration and Reservations Office, McAlister Auditorium. Vendors must also leave a permanent address and telephone number in order to refer any customer complaints.

5. Vendor must comply with all laws, statutes, regulations or ordinances of the State of Louisiana, and the City of New Orleans, and all agencies thereof, and obtain and pay for all required permits and licenses.

6. The sale of merchandise by sponsored vendors shall be limited as follows:
   a) A three-day period of display and sale of merchandise.
   b) A maximum of one display and sale privilege per semester for the vendor.
   c) A maximum of two sales per semester for each sponsoring student organization.
   d) Merchandise may only be placed on top of the counter.
   e) All sales must end at the time agreed upon.

7. Items sold must adhere to the following guidelines:
   a) Items must not be in direct competition with Auxiliary Services vendors and contracts.
   b) No credit card sales or promotions allowed.
   c) No weapons, drugs or drug paraphernalia may be sold.
   d) Items must not reflect an irresponsible attitude toward alcohol.
   e) Items must not degrade groups or individuals.
   f) Sale of baked goods must be approved by Environmental Health and Safety (865-5307)

8. The established fees for sponsored vendors occupying space in the Bruff Commons Veranda are as follows:
   a) $50.00 must be paid in advance to the sponsoring organization. Make check payable to the sponsoring organization, prior to sales, in the Office of Student Programs, room 103, Central Building. In addition, any commission from percentage of sales must be agreed upon prior to sales.
   b) Rental fees are payable in advance to Tulane University Center; hand deliver or mail to administrative office in McAlister Auditorium;  
      1) Veranda table space: $20.00 rental fee per day.
      2) McAlister Stage space: $70.00 rental fee per day.

9. The name of the sponsoring organization and vendor must be prominently displayed on the front of the sales booth and on all vendor advertisements.

10. Vendors must remain behind sales counters and may not approach persons passing by the counters to promote the sale of merchandise.

11. No object external to the table assigned may be used in the Bruff Commons Veranda without written permission. This includes display cases, carts, etc., but is not limited to these items. In addition, vendors utilizing booth space are not permitted to adhere anything to walls, glass or the ceiling of Bruff Commons.

12. Vendors are not permitted to store any merchandise in the Veranda area. The University Center/McAlister reserves the right to dispose of any materials or merchandise left in the Veranda area.

13. Vendors are asked to keep their area neat and to dispose of any trash generated.

14. Student organization must deposit their collected fees and any percentage of the sales at the end of each day with the Student Budget Office, room 103, Central Building.

15. The University Center/McAlister Auditorium reserves the right to approve or disapprove a vendor and his/her product. Also, it reserves the right to determine regulations and set fees. Booth space can be revoked at any time.

16. Vendors must conform to Tulane policies and not disrupt the normal operation of the University.

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