VENDOR VILLAGE POLICIES AND PROCEDURES

Welcome to the Ultimate Homecoming Experience at North Carolina Central University!

Vendors can reserve space in our Vendor Village located on Lincoln Street near the Walker Complex, or on George Street in front of the Alphonso Elder Student Union.

<table>
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<tr>
<th>Vendor Village Fees</th>
<th>FOOD VENDORS</th>
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<tbody>
<tr>
<td>EARLY BIRD (valid until August 15th)&lt;br&gt;Extended to September 8th, 2022</td>
<td>$450.00</td>
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<td>Standard Price</td>
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No applications will be accepted after October 15th

Application submission does not guarantee participation. Vendors are selected by committee vote. Once vendors are chosen they are notified of their selection by email and asked to submit payment by a designated date. Payment secures a vendor’s space. If payment is not received by the deadline the vendor forfeits their selection. Pre-Selection is not allowed.

**FOOD VENDORS:**

The Durham County Health Department Environmental Health Division requires all food vendors to complete a Temporary Food Vendor Application which can be obtained from the Durham County Environmental Health Department:

https://www.dcopublichealth.org/home/showpublisheddocument/28623/637015672292630000

Durham County also requires food vendors to pay a $75 fee directly to the Durham County Health Department no later than 15 days in advance of the event; payment cannot be made the day of the event. Acceptable forms of payment include cash, check, money order, visa and master card. This fee is only payable at the following address:

**Durham County Environmental Health Department**
414 E. Main Street
Durham, NC 27701
(919) 560-7600

Applications can be faxed ahead of time to (919) 560-7830.

If you have any questions concerning this requirement, please contact the Durham County Environmental Health Department directly during business hours (Monday-Friday, 8:30am to 5:00pm).
Please read the following rules and procedures for more information about Vendor Village.

**BOOTH/SPACE SETUP FOR GAME DAY:**

- Vendors who have registered to be part of Vendor Village will set up in designated areas predetermined by Campus Enterprises and the University.
- Approximate booth space: 12’ x 12’
- Seller must provide all set up materials including tables, chairs and tent.
- **Set up times will be predetermined by Campus Enterprises and will depend on several factors, including product type and timely receipt of payment. This information will be communicated to you via email in the weeks prior Homecoming. Due to street closures resulting from the Homecoming parade and tailgating setup all Vendors must arrive within their assigned group time on Game Day. Failure to do so will result in assigned space forfeiture.**

**BOOTH BREAKDOWN:**

- Can occur after the completion of the event at 6 p.m.
- All Vendor equipment and merchandise, including all trash and boxes, must be removed from the assigned area once breakdown is complete.
- Vendors are responsible for keeping their allotted spaces and surrounding areas clean and orderly during the entire rental time.
- Vendors will not be allowed to solicit sales in any way except from within the space assigned to them.

**PAYMENT AND FEES:**

- Fees must be submitted in the form of credit card or debit card. Vendors paying with credit card must contact Campus Enterprises main office to complete payment. Receipts will be emailed once payment is complete.
- Vendors must submit payment in advance of the vending day. No money will be accepted on Game Day and no walk up vendors will be allowed to setup on the day of.
- Approval consideration is provided to vendors who’ve submitted a complete application, required fees, and all required documentation before the DEADLINE of **October 15, 2022**. Failure to supply the correct documentation may result in forfeiture of vending rights.

**MERCHANDISE and SERVICES**

- **North Carolina Central University merchandise** - Vendors wishing to sell any NCCU merchandise must provide written authorization from the Collegiate Licensing Agency- LRG. Any vendor attempting to sell goods without proper authorization will be subject to immediate expulsion from the vending area, confiscation of goods and/or arrest.
- Trademarked, copyrighted, and patented materials can only be sold or distributed by the Vendor with the explicit approval in the form of authorization letter, license, or other written verification of the entity, agency, or organization.
• Vendors are not allowed to sell or display explicit merchandise (including sexual, drug related and profane materials). Loud music, especially music which exhibits profanity and/or vulgar language will not be permitted. Tobacco and alcoholic beverages are not permitted for sale, sampling or distribution. Food may only be sold or distributed by vendors who have the correct licenses and permits.

• All items sold by the vendor must be listed on the application. Any changes will require official approval.

• As a general rule, Campus Enterprises and NCCU will not grant category exclusivity to any vendor, nor will it be held liable or responsible for any loss of sales, income, resale, or commissions of the Vendor.

• Vendors with “consumable goods” must submit a Certificate of Lability Insurance to Campus Enterprises along with their vendor applications. All Certificates of Insurance MUST list NCCU as an additional insured entity.

• In addition to Certificates of Insurance, all appropriate health permits in accordance with the health department regulations must be posted in a visible area. The Durham County Health Department will be on site and has the right to shut down any vendor that is not in compliance. Non-compliant vendors will forfeit their vending fees.

• All food Vendors must supply their own 4A60BC rated Dry Chemical fire extinguisher.

• No cooking grease, charcoal, or waste by products shall be released on the ground, drains or into the water supply of the University. Any vendor caught doing so will be cited and fined.

• Campus Enterprises and NCCU representatives have sole discretion to make adjustments to the Vendor diagram and placement of vendor spaces as may be required due to Fire Marshall or any other logistical restrictions.

• The Durham County Health Inspector or Campus Enterprises Director or his/her designees reserves the right to remove or refuse the product or services of any vendor.

• Vendors may not assign, sublet, or resell their allotted space.

• Vending Permits will be distributed to each vendor for admission to the exhibition area. Any unauthorized use of the vendor identification will subject the vendor to immediate removal from the vending area. Vendors must also have a copy of their permit on hand at all times during the events or risk expulsion from the site.

• Parking is included in your vending fee. Please keep your vending parking decal in your vehicle and park only where instructed by representatives from Campus Enterprises or NCCU Campus Police. Each Vendor fee includes one parking pass. If additional passes are needed, they can be purchased prior to Game Day from Campus Enterprises for $25. Additional Parking on Game Day will require the Vendor to pay regular game day parking prices.

• Vendors will not be allowed access to the football game without game tickets. For game tickets contact TicketOffice@nccu.edu.
NOTE: If acts of nature, war, fire, strike, or in the event of any outside cause such as any agencies, organizations, institutions, or persons not party, or privy to this lease or other emergency, prevents the game from being held, NCCU may retain such part of the vendors’ rental fee required to compensate for expenses incurred up to the time such contingency shall have occurred.