



External Vendor Policy

This policy will serve as guidelines for both external facility rental clients as well as any Student, Faculty or Staff event in which an external vendor will be on campus. *(Example of an external vendor: DJ, rented inflatable entertainment, approved food trucks, tent and/or furniture, outside audio/visual companies)* The following points must be adhered to if an outside vendor is going to be used on campus for internal or external events:

- **All external vendors must provide a certificate of insurance naming the University as “additional insured” and \$1,000,000.00 General Liability coverage.**
 - Certificate must be submitted to the Conference Services office at least five (5) business day prior to the event.
 - If a vendor is serving food, a copy of the Food License must be provided
- Sponsoring group (Student Org, Academic/Administrative Department) must have a reserved and confirmed location using the 25live reservation system.
- External vendors are prohibited from soliciting within the student residence halls, or private staff offices.
- Sales or solicitation which interferes with the normal conduct of University business, are prohibited. Vendors must remain in the designated reserved area when soliciting. If a vendor aggressively solicits, i.e. (walks up to individuals, shouts from across the table, throws items at individuals passing by) they are reminded of the policy and if the activity continues the vendor will be asked to leave the premises. The University reserves the right to regulate the time, place and manner of all sales and solicitation.
- If a vendor is providing outside food or beverage, the sponsoring group must submit a food waiver form to SAGE Dining Services for approval of that vendor. If that form is approved, external vendor must provide their food/catering license to the office of Conference Services at least five (5) business days in advance of the event.
- The vendor must adhere to all University, city, county, state and federal regulations.
- All vendors of goods and services shall be required, during any period when they or their agents or employees are present at the university, to adhere to a standard of conduct, including verbal acts or conduct that constitute harassment of any person by reason of such person’s race creed, religion, color, sex, sexual orientation, age disability, veteran status, marital status or national origin
- If the vendor requires extended time for setup/takedown, logistics must be provided to Conference Services.
- Conferences Services and Public Safety must be notified five (5) business days in advance if any external vendor will need extra security officers, or if any traffic will be blocked/diverted due to your event.