Langston University has established procedures regulating the sale of all foods, apparel, arts, etc. on all University property during special events and/or other times of the year. It shall be understood by all perspective vendors that the following rate and stipulations are to be followed and will be enforced by the various assigned university departments and/or administrative units. The following operating cost and definition are assigned to the terms below.

VENDOR APPLICATION/PERMIT FORM

Name of Vendor: _____________________________________________________________

Cell Phone Number (required): ______________________________________________

Home Phone Number (required): _____________________________________________

Email Address: ___________________________________________________________________

Street/P.O. Box     City     State     Zip

Special request made to sell (if applicable): _________________________________

___________________________________________________________________________

___________________________________________________________________________

Arrival Time (set up): ___________________________________________________________________
Set-up can begin after 6:00pm on Friday, October 16th.

Departure Time (break down): _________________________________________________
Breakdown must be completed by 6:00pm on Saturday, October 17th.
Langston University reserves the right to refuse approval of any vendor deemed inappropriate or counter productive to the goals, purpose, and image of Langston University. Said determination of rulings shall remain vested under the authority of the Langston University Administration or its designee.

Signature of Primary Contact ___________________________  Date ___________________________

**VENDING CRITERIA**

The following operating cost and definition are assigned to the above terms used for food vendor.

<table>
<thead>
<tr>
<th>Vendor Type</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$500.00</td>
<td>All edible items sold during Campus events, which includes all liquid and non-liquid products.</td>
</tr>
</tbody>
</table>

1. Applications may be requested through the Physical Plant, Room 110. Please call (405) 466-2996 or (405) 466-3360. Email Ruben Oliver at rdo@langston.edu for additional information.

2. All Vendors, especially those needing utilities to operate, will be required to provide their own source of power where needed. The following items will need to be provided by the vendor:
   a. Gas/Propane
   b. Water
   c. Electrical Generator(s)

3. In addition to the above referenced items, all food vendors shall be required to provide a copy of current Liability Insurance and a Health Inspection Certificate. Applications not possessing the latter will not be considered.

4. **No Vendor will be allowed to sell alcoholic or tobacco products** or related products on campus at anytime. There will be no exception to any of the aforementioned procedures and/or regulations. Any vendor found violating the terms of this agreement automatically revokes their right to sales participation and deposit of the same.

5. **Return application, health inspection certificate, and cashiers check or money order payable to: Langston University no later than 5:00 PM on Monday, October 12, 2015. Refunds for cancellations will not be allowed.** Send materials with payment to:

   Attention: Ruben Oliver
   Physical Plant
   P.O. Box 608
   Langston University
   Langston, OK 73050

6. Langston University has designated a location for all outside food vendors to set-up during special events. LUPD and Physical Plant staff will indicate the site once vendors arrive. The location will be the only area allowed for all sales campus wide.