Langston University 2015 Homecoming
Merchandise Vendor Application/Permit

PLEASE COMPLETE AND MAIL FORM ALONG WITH:
(Money order or cashier’s check payable to: Langston University)

Contact Person: ___________________________ Phone #: ___________________________
Business Name: ___________________________ Email: ___________________________
Mailing Address: ________________________________________________________________

List merchandise to be sold: (The selling of counterfeit merchandise is prohibited.)

Merchandise using the Langston University logo or likeness must be licensed with Public Relations. For Licensing, please contact Mrs. Koshia Silver at (405) 466-6049 or via email at ksilver@langston.edu.

APPLICATION DEADLINES AND FEES:
Select all that apply:

**Early Bird: Friday, October 9, 2015**
Friday, October 16, 2015  Saturday, October 17, 2015  Both Days (Friday and Saturday)
( ) $125.00  ( ) $125.00  ( ) $200.00

**Late Registration: Monday, October 12th - Thursday, October 15th no later 5:00 p.m.**
Friday, October 16, 2015  Saturday, October 17, 2015  Both Days (Friday and Saturday)
( ) $175.00  ( ) $175.00  ( ) $300.00

**Day of Registration: Friday, October 16th or October 17th**
Friday, October 16, 2015  Saturday, October 18, 2015  Both Days (Friday and Saturday)
( ) $250.00  ( ) $250.00  ( ) $450.00

Total Enclosed: $___________

Set Up Times:
Friday, October 16, 2015  7:00 a.m. – 9:00 a.m.
Saturday, October 17, 2015  7:00 a.m. – 9:00 a.m.
Policy and Procedures
All merchant vending at Langston University must be approved through the Division of Student Affairs. Recognized student organizations approved by the Office of Student Life and recognized alumni organizations conducting fundraising activities shall be eligible for campus vending permits without charge, if applicable.

Non-University related vendors offering for sale products, services or soliciting clients/customers for legitimate business purposes, deemed to be consistent with the University’s mission or in the interest of the University’s students and or faculty and staff, may be granted permission to operate on campus with a limited vending permit. Third party vendors will only be approved for vending permits if the product or services offered for sale do not compete with or impair the sales of contracted University vendors. Due to the University’s contractual agreements, all types of phone card sales are prohibited. Business solicitation will only be permitted in designated areas and must not interfere with established work or class schedules.

Persons, firms or organizations wanting to conduct sales activity or business solicitation on campus must submit a “Vendors Application” (All Vendors must submit an application) to the Division of Student Affairs one week prior to selling goods or services on campus. Vendors submitting applications after the designated deadline will incur surcharges.

Approved vendors must pay a vending fee to set up. The vending fee must be paid by money order or cashier’s check by the application deadlines. A permit will be issued on the day of set up. Permits must be displayed at all times when the vendor is on campus.

All set up material is to be provided by the vendor. Vendors must provide their own a table(s) and tent for all merchandise. Langston University is not responsible for making provisions for inclement weather. Refunds will not be provided due to inclement weather. Set up locations: Student Success Center inside/outside, Sanford lawn, Main Street and the Multipurpose Building unless otherwise determined by the Director of Student Life. Please note, vehicles are prohibited on the lawn. Violators will be ticketed and or towed at the owner’s expense.

- Vendors will be allowed to set up between the hours of 7:00 a.m. – 9:00 a.m. on Friday and Saturday mornings.
- Vendors will not be allowed to set up tents displaying other Universities or establishments not participating in Homecoming vending.
- Vendors wishing to offer merchandise bearing the University name and/or logo must be properly licensed.