

LANGSTON UNIVERSITY VENDOR APPLICATION/PERMIT

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 stipulation are to be followed and will be enforced by the various assigned university departments, i.e., Security, etc.

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

<u>Vendor Type</u>	<u>Fee</u>	<u>Description</u>
Food	\$500.00	All eatable items sold during Campus events, which includes all liquid and non-liquid products.

Food Vendor Applications – These may be requested through the Physical Plant, Room 110, (405) 466-2996 or 466-3360.

Langston University has recently undergone changes in its campus wide insurance policy. Due to the latter, it has been deemed necessary to make changes in the Vending set-up procedures.

All Vendors, especially those needing utilities to operate, will be required to provide their own source of power where needed. The following listed items are to be provided by all vendors needing the same:

- (1) Gas/Propane (2) Water (3) Electrical Generator(s)**

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.

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.

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.

DESIGNATED VENDOR LOCATION

Langston University has designated a location for all outside food vendors to set-up during special events, i.e. homecoming, etc. The site chosen for Vendors is indicated on the attached campus map. Said location will be the only area allowed for all sales campus wide.

Langston University has long appreciated its working relationship with the community and outside vendors as well. We invite you to continue being a part of our growth and success.

**NOTE: PLEASE MAKE PAYMENTS BY CASHIERS CHECK ONLY TO:
LANGSTON UNIVERSITY**

Return completed application by October 8, 2012, including Liability Insurance, Health Inspection Certificate and Cashiers Check for \$500.00 to Langston University, Physical Plant, P.O. Box 608, Langston, OK 73050.

VENDOR APPLICATION/PERMIT FORM

Name of Vendor: _____

Phone: (____) _____ Home / Business (circle one)

Street/P.O. Box _____ City _____ State _____ Zip _____

Special request made to sell _____
Name of Item(s)

At Langston University beginning _____ and ending _____

Signature of Person Making Request Social Security# Date