University of Iowa Community Night Fair
Vendor Registration Form & Agreement

Monday, August 24, 2015 – 6:00 – 9:00 PM – Iowa Memorial Union Main Lounge

Business Name:________________________________________________________________________

Business Information (description of products, services provided):________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Primary Contact Name:____________________________________________________________________

Address:________________________________________________________________________________

Phone:_________________________ Cell Phone:____________________ Fax:___________________________

Email Address:__________________________________________________________________________

On-Site Contact Name:____________________________________________________________________

On-Site Cell Phone Number (required):____________________________________________________

On-Site Email Address:___________________________________________________________________
Please provide a description on the lines below of your space, this includes products or services that will be displayed, equipment, games, or contests (distributing coupons, providing general information regarding goods and services, distributing pre-packaged food or drink). Please also provide a detailed description of any items you will distribute, giveaway, or sell. The sale of Hawkeye apparel will be prohibited during the Community Night event. The distribution of beverages not distributed by Coca-Cola will be prohibited during the Community Night event. All food must be pre-packaged. Food preparation on-site will not be allowed. Final approval for items is determined by the Community Night Planning Committee.
Table Reservation Information

**Two Tables**

$500 – Not Selling Items

$2000 – Selling Items

Vendor will receive:

- Access to University of Iowa students in the IMU from 6-9 PM on 8/24/15
- Two (2) 6’ tables and four (4) chairs
- Right to conduct on-site sales if applicable *(responsible for own equipment, able to provide access to AT&T Guest Wireless Internet)*
- Right to distribute promotional items/literature (within table space)
- Trash pickup throughout the event
- Day of parking passes for the IMU or North Campus Parking Ramp
- Access to a loading/unloading zone the day of the event beginning at 3:15 PM

**Four Tables**

$1000 – Not Selling Items

$2500 – Selling Items

Vendor will receive:

- Access to University of Iowa students in the IMU from 6-9 PM on 8/24/15
- Four (4) 6’ tables and six (6) chairs
- Right to conduct on-site sales if applicable *(responsible for own equipment, able to provide access to AT&T Guest Wireless Internet)*
- Right to distribute promotional items/literature (within table space)
- Trash pickup throughout the event
- Day of parking passes for the IMU or North Campus Parking Ramp
- Access to a loading/unloading zone the day of the event beginning at 3:15 PM

**Additional Needs/Items:**

Please indicate if you have any additional needs for your vendor space. There will be a member of the Community Night Committee following-up with you regarding your request to have additional items at your vendor space. All additional items must be confirmed by August 10, 2015 (8/10/15) or a 20% fee will be added to your final vendor registration cost.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Power/Electrical Needs (Please list items below):

You will only have access to 10 AMP Service (110 Volt, Single Phase). If you have additional power needs please contact the Community Night Committee at (319) 335-3059.

Do you have electrical needs? Yes:________ No:________

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
______________________________

Please indicate your vendor space selection below:

________ - Two Tables – Not Selling - $500
________ - Two Tables – Selling - $2000
________ - Four Tables – Not Selling - $1000
________ - Four Tables – Selling - $2500

Total owed:__________________

A 50% non-refundable deposit is due on receipt of registration in order to reserve vendor space. Balance is due by August 20, 2015. The Community Night Committee accepts checks (made payable to the University of Iowa CSIL).

Following receipt of your registration, you will receive additional information regarding check-in and unloading.

Please complete the Community Night Terms & Conditions document beginning on page 5 and return with this registration and non-refundable deposit. After completed, please send the registration form, terms & conditions, non-refundable deposit, and any other requested documentation to:

Center for Student Involvement & Leadership
Attn: Eric Rossow
125 N. Madison Street
145 IMU
Iowa City, IA 52242-1317

If you have questions please contact Eric Rossow in the UI Center for Student Involvement & Leadership at (319) 335-3059 or by email at eric-r-rossow@uiowa.edu.
Terms & Conditions – UI Community Night

Please return the Terms & Conditions along with your registration form and non-refundable deposit.

In consideration for the opportunity to participate in the University of Iowa (UI) 2015 Community Night event, we,_____________________________ (“Vendor”) agree to abide by the following terms and conditions:

1. Vendor will be assigned a space at the Iowa Memorial Union, at the sole discretion of the University of Iowa, to participate in the 2015 Community Night event on August 24, 2015 from 6:00 PM to 9:00PM. Vendors will be limited and accepted on a first-come, first-serve basis. If the event is full upon receipt of your registration you will be notified and your registration and deposit payment will not be processed.

2. Vendor acknowledges and agrees that the purpose of Community Night is to showcase the products and services of sponsors and vendors, to ensure the availability of quality pre-packaged food (food is not allowed to be prepared on-site), giveaway items, interactive experiences and fun entertainment for free (or at a reasonable cost in regards to on-site sales) to UI students. Vendor is responsible for all their own stand alone/self-supported signage. There is nothing to affix signage to. Vendor is also responsible for any table coverings advertising their business. A black table linen will otherwise be provided.

3. Vendor shall indemnify and hold harmless the University of Iowa employees, officers, representatives, agents and volunteers from and against any and all suits, claims, demands, costs, damages, attorney’s fees, charges, liabilities and expenses which may at any time be sustained by consequence of any negligent or wrongful act of the University of Iowa.

4. Vendor further accepts all responsibility and risk on-site pertaining to, theft, fire, accident, Act of Nature and maintains commercial general liability insurance, at its sole expense, naming the University of Iowa as an additional insureds, affording a limit of liability of no less than $1,000,000 for bodily injury or property damage. Vendor will provide a certificate of insurance meeting the above requirements no later than August 20, 2015.

5. No refunds will be given if Community Night is cancelled due to events beyond the control of the University of Iowa.

6. Vendor shall supply the necessary staff to keep the assigned space operational during all hours of Community Night, and shall be solely responsible for the conduct of booth personnel. Vendor agrees to keep the space open and operational, with adequate stock of giveaways, prizes, and other items for the duration of the event (if applicable). Vendor will not commence the tear down of the space until the conclusion of the event or may be deemed ineligible to participate in future events.

7. All items sold by Vendor must be approved in advance by the University of Iowa. Vendor must provide a list of all items intended to be sold at Community Night to the UI, along with the price intended to be charged for each item (if charging). The items sold by Vendor and the prices charged for those items shall be consistent with the student-oriented spirit of Community Night. Vendor agrees to abide by the decision of the UI and to not sell items that have not been approved. Sale, distribution, or display of alcoholic beverages, tobacco products, firearms, or other items not consistent with UI policies, rules and regulations is strictly prohibited. Vendors are not allowed to sell Hawkeye apparel, soft drinks, coffee, convenience foods or packaged candies.
8. Vendor acknowledges that the determination of the layout of the event site, including space locations, is at the sole discretion of the Community Night Committee.

9. Vendor grants permission to the UI for the taking of photographs of space and operations for promotional and news media purposes. Vendor’s employees, agents or volunteers have authorized Vendor signature to grant such permission on their behalf. Vendor will not perform any visual or audio recording of the event unless approved in advance by the Community Night committee. The on-site space contact person should keep a copy of this agreement on site.

10. Vendor shall maintain their space and operating area in a neat, clean and sanitary condition on an ongoing basis during hours of operation and at the conclusion of the event.

11. Vendor signs, banners, flags or similar items may not be attached to permanent University fixtures including walls.

12. Vendor agrees to the following basic rules and regulations of Community Night: tobacco use is prohibited on all UI property; no alcohol or tobacco signs, give-away items or related promotions; any space music or related sounds must be kept to an acceptable level so as to not impact surrounding areas; amplified sound must be approved by the Community Night Committee, and Vendor may be asked to turn down volume or cease amplification; no stickers; and, no balloons in interior spaces.

13. Vendor agrees to allow their space to be inspected by public safety officers from the UI and Iowa Memorial Union officials and abide by their instructions. Vendor acknowledges that failure to do so will lead to the Vendor being removed from Community Night with no refund on their space fee.

14. Vendor space representatives and employees must stay within the Iowa Memorial Union, Main Lounge. Vendor space representatives and their employees must wear the vendor credential at all times, received at check-in.

15. Community Night and the UI is unable to accept large advance deliveries due to storage concerns. Deliveries will be accepted only when approved in advance. The UI is not responsible for any loss or damage to Vendor’s property or inventory whether attributable to theft, vandalism, spoilage, weather or any other cause.

16. Vendor will provide a detailed list of all items to be sold or given away in the Vendor space, including any pre-packaged items. Vendors are responsible for collecting and paying all sales tax. Access to data lines will not be provided for sales equipment. Guest Wi-Fi will be provided to all participants. Vendor will also provide an itemized list of all equipment they will provide at their booth, including power requirements. Failure to do so may result in items not being allowed in Vendor space during the event.

17. Vendors will be scheduled for load in via assigned time blocks. Vendor should provide the Community Night Committee with anticipated load in time requirements to help with scheduling and facilitating all Vendor needs.

18. Vendor should supply their own carts or flatbeds to transport equipment and other items to their space. The IMU is not able to store carts during the event. Vendors are responsible for their own cart storage during the event.
19. Vendor is responsible for all Vendor related items on UI property including, but not limited to, those items left in Vendor’s space. Vendor will be solely responsible for their own security at all times. The UI will provide reasonable security during the event. Vendor shall fully cooperate with the UI and Community Night Committee in connection with the implementation of any and all safety procedures.

20. Vendor is responsible for, and agrees to reimburse the UI for any damage caused by Vendor to UI property including, but not limited to, vending spaces and other UI facilities and utilities.

21. Vendor agrees to abide by two (2) exclusive UI sponsorship arrangements. Vendor agrees not to distribute or promote beverages other than Coca-Cola products and not to promote consumer financial services other than Hills Bank.

22. Vendor agrees to represent their company solely. Partnerships with other companies to be represented in the same space are not allowed unless approved by the Community Night Committee. Co-op rates may apply.

23. Vendor will abide by this Agreement, in addition to other rules and regulations pertaining to the set-up, operation and dismantling of space at Community Night as outlined by the UI or risk fine, space closure, and/or elimination from future events.

24. Vendor agrees to comply with applicable Iowa Memorial Union and UI guidelines with regard to public safety and fire safety including items listed in this agreement and any and all other applicable rules and regulations.

25. The UI retains the right to cancel this Agreement at any time without penalty should the Vendor be in violation of the terms and conditions of this Agreement. Further, the UI reserves the right to deny event participation to any vendor for any reason.

26. Vendor has read, understands and accepts the terms of this Agreement. In signing this Agreement, Vendor acknowledges that the signor is an authorized representative of Vendor and has valid signature authority. If any of the terms, conditions or provisions of this Agreement are deemed unenforceable, the enforceability of the remaining terms, conditions or provisions shall not be affected. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

Date:_________________________________________

Company Name:_____________________________________

Federal Tax ID:_____________________________________

Printed Name:_____________________________________

Signature:_____________________________________

7