

# Clark Atlanta University

## Market Thursday Vending Application

To be typed or printed in ink

<b>Business Name</b>	<b>Year</b> <b>2023-2024</b>		
<b>Owner's Name</b>			
<b>Permanent Business Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone</b>	<b>E-Mail</b>		
<b>Emergency Contact:</b>	<b>Emergency Phone:</b>		
<b>Type of Merchandise</b> (check all that apply)			
<input type="checkbox"/> Accessories <input type="checkbox"/> Artwork <input type="checkbox"/> Clothing <input type="checkbox"/> Handbags <input type="checkbox"/> Jewelry <input type="checkbox"/> Shoes <input type="checkbox"/> Other			
<b>Describe in detail your items to be sold:</b>			
<b>Name of Employees That Will Be Working on Campus</b>			

This contract for vendor sales as described below is made this day of \_\_\_\_\_, 20\_\_\_\_\_, between the Clark Atlanta University Office of Business & Auxiliary Services and \_\_\_\_\_ (herein after referred to as Vendor).

The University assumes no liability for any sales operation by an outside entity on campus. The Vendor agrees to indemnify and hold harmless Clark Atlanta University, its Board of Trustees, agents, servants, and employees against all liabilities, claims, or suits arising out of the bodily injury or death to any person or damage to any property resulting from the negligent act of the vendor of this contract. Any damage to the University equipment or to the facility will be billed to the negligent vendor. We certify that the information is true and accurate.

Vendor is responsible for meeting all local governmental requirements for vending, including the submission of applicable state sales tax.

**VENDOR POLICIES**

1. Vendor sales will be limited to the Clark Atlanta University Promenade, adjacent to the Henderson Cornelius Student Center. In order for you to vend, **your application and business license** must be approved in advance by the University. Items for sale will be limited to those considered appropriate to the needs of persons on the campus. Services performed and sold onsite are not allowed.
2. Vending is offered during the academic year excluding holidays and specified dates. Please see the vending calendar. Dates are subject to change.

3. Fees for vendors selling merchandise to rent space on the CAU Promenade will be **\$85 per day**. Money order or Cashier's Check made payable to Clark Atlanta University are the accepted forms of payment (NO CASH OR CREDIT CARDS) and should be paid between the hours of 9:00 AM to 4:00 PM at least 2 days prior to vending. No payments or applications will be accepted on the day of vending. Enrolled students in the AUC are charged a discounted fee of \$45 to vend (must show a valid school i.d. when submitting the application).

4. We vend rain or shine. Vending fees are non-refundable and non-transferable. If we received 24-hour notice of cancellation, the fee may be applied to a future market date in the same academic year. The market may be canceled due to severe weather or other emergencies in which case the fee may be refunded or applied to a future market in the same academic year.

**5. VENDOR SHOULD CHECK IN WITH THE MARKET COORDINATOR PRIOR TO SETTING UP.** The coordinator will confirm required paperwork, payment, assign your location, and provide you with a receipt and a market sign.

**SCHEDULE/Load-in and Load-out:**

Load-in: 10:30 AM – 11:00 AM, vehicles are not allowed on the Promenade after 11:00 AM

Vending sales take place between 11:00 AM -4:00 PM

Load-out: 4:00 PM to 4:30 PM (**All Items must be packed and removed off of campus by 5:00 PM, including boxes and packaging from your assigned space.**)

6. Parking: Free Parking is NOT provided for vendors for Market Thursday. The Visitors Parking Deck is convenient to the vending area and the parking rates are posted.

7. Vendors must provide us with the names of all employees/representatives who will be on the Clark Atlanta University campus.

8. Sale of Clark Atlanta logoed items are prohibited.

9. Vendors must accept all responsibility for the operation of their sale, as well as the dissemination, demonstration, and security of their merchandise.

10. Vendors must display the official market vendor signage and return after the end of each day to the CAU representative.

11. Spaces are limited and are assigned on a first come basis. Spaces are approximately 10x10 in dimension. Larger set-ups must be pre-approved and may result in additional vending fees. Mobile units are not allowed due to space constraints. Trailers must be used for load-in only and must be removed from the Promenade prior to the market start time.

12. CAU does not provide electric or water sources for vending.

13. No vendor will be allowed to sign up other vendors. Registration is through the CAU Business & Auxiliary Services office only.

14. A vendor failing to exit the property by the stated schedule above will be suspended from vending for the next market for the first violation. The second violation will result in suspension from vending for the semester including any special markets such as Homecoming.

15. Food vending is strictly prohibited.

For all questions and concerns regarding Market Thursdays call **404-880-6710** or E-mail [AuxiliaryServices1@cau.edu](mailto:AuxiliaryServices1@cau.edu) or visit our website at <https://www.cau.edu/campus-services/market-thursdays/index.html>

**RETURN YOUR APPLICATION AND PAYMENT TO THE OFFICE(above) OR VIA MAIL:**

**Clark Atlanta University  
PAW Office  
Student Center, 3<sup>rd</sup> Floor  
223 James P. Brawley Drive S.W.  
Atlanta, GA 303014  
Monday-Friday, 10 AM to 4 PM**

**Application and payment must be received 2 days before your 1<sup>st</sup> market for review and approval.**

**AGREED AND ACCEPTED BY:**

**Clark Atlanta University:**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Vendor:**

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_