

# **Howard University Homecoming 2009 Merchandise Vendor APPLICATION PACKAGE**

May [19], 2009

*We are pleased to welcome you back to another exhilarating Howard University Homecoming. As a valued business partner, we look forward to your participation in our special celebration and to our mutual success.*

*Homecoming 2009, as always, is expected to draw tens of thousands including alumni, students, families, friends and celebrities from across the country to the "Yard"; as they gather to reunite, celebrate and reminisce about some of the most memorable days of their lives.*

*The Homecoming Yard Fest will take place Friday October 23 and Saturday October 24, 2009. We anticipate crowds in excess of 25,000 each day of the Homecoming celebration. Again, the Homecoming game will be an attractive element of the Homecoming celebration, featuring a classic showdown between the **Howard Bison and the North Carolina A&T Aggies**. The football game will also be broadcast live on the Yard, where thousands of fans will mingle, shop, eat and enjoy the excitement of the game rivalry on a jumbo television screen.*

***There is no other college event that parallels Howard University's Homecoming.***

*This is a tremendous business opportunity for high-quality vendors that are the best in the business. As our team strives to manage this monumental event in a seamless and orderly manner we ask that you strictly adhere to our terms, conditions and logistics. District of Columbia Mayor's Task Force regulates this event for Special Events; and we strive for 100% compliance.*

*We would be remiss if we did not note that the economy is causing difficulties for everyone. Prices are higher and customers are making smaller purchases. Our concern with the current economic situation is reflected in our **new reduced vending fee** for food vendors. Conversely, we would like for our vendors to offer at least one menu item priced to accommodate our student customer.*

*This package includes guidelines and forms that request pertinent information necessary to process your Short Term Vending Application and Indemnification. Carefully read all materials, complete and sign all necessary forms.*

*Thank you for your participation in what promises to be an extraordinary event. We look forward to working with you to make this another successful Howard University Homecoming.*

**FOR FURTHER INFORMATION CONTACT:**

**Aric Adams**

**Vending Coordinator**

**HU Homecoming Steering 2009**

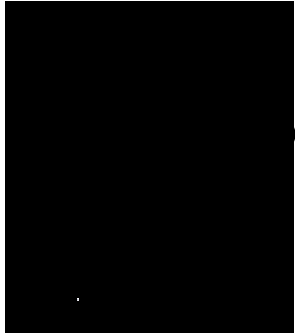
**202 806 5932 or [aricadams.rhythm@gmail.com](mailto:aricadams.rhythm@gmail.com)**

**Juanita Edwards**

**Manager**

**Office of Trademark Licensing and Vending**

**202-806-2414 or [j\\_edwards@howard.edu](mailto:j_edwards@howard.edu)**



**HOWARD UNIVERSITY**  
 Merchandise Short Term Vending Application  
 And Indemnification  
**HOMECOMING 2009**  
 October 23 & 24, 2009

Please read and complete this entire form. Your signature indicates that you have read and agree to comply with the terms and conditions on this Short Term Vending Application and Indemnification. The purpose of this document is to reserve a vending opportunity for the applicant vendor, provided that the vendor is compliant with the terms and conditions stated and agreed upon herein.

Business Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ zip code: \_\_\_\_\_ phone \_\_\_\_\_

Alternate phone \_\_\_\_\_ email \_\_\_\_\_

Scheduled vending date: **October 23 & 24, 2009:**

Approved vending location: **MAIN YARD**

Products/Services to be sold: \_\_\_\_\_

\_\_\_\_\_

**Vending of products or services not listed here shall be deemed to be vending without a permit**

**Please attach a copy of your Business License or a Photo ID**

**TERMS AND CONDITIONS PLEASE READ CAREFULLY**

1. Non-Food Vendor must submit a fee of \$500.00 by cashier's check, money order or credit card; payable to Howard University; along with the fully completed and signed forms by **5pm August 14<sup>th</sup>, 2009**. Credit card payments may be processed by telephone by calling 202 806 2414. **CASH, PERSONAL CHECKS, PARTIAL PAYMENTS CANNOT BE ACCEPTED.**
2. All Yard Fest vending spaces are on the Yard. **Vendors must load in at 6:00am and move their vehicles by 7:00 am** to the assigned parking lot. After this time, street closures may prevent vendor vehicles from accessing The Main Campus/Yard area.
3. Vendors will be assigned only one space. There will be no changes to your assigned space.
4. Vendors will be provided with a 10x10 tent and two (2) tables. All display and storage is to take place within your assigned space.

5. Vendors are to sell only those items declared on the Short Term Vending Application and Indemnification. Vending of products or services not listed on this form is deemed to be vending without a permit. If you intend to sell Howard University logo items, the Office of Trademark Licensing must license you, Collegiate Licensing Company or have purchased the items from a current Licensee in the Howard University Trademark Licensing Program. This office, in advance to be authorized for, must verify supplier references sale during the Yard Fest. **Unauthorized Howard logo products will not be permitted for sale and may be Confiscated by Campus Police.** Violation of these terms and conditions may result in immediate withdrawal vending privileges. This requirement is to ensure compliance with our Trademark Licensing Program.

5. **ALL SALES STOP PROMPTLY AT 6:00PM Breakdown and load-out begin at 6:00pm**

6. Vendor agrees to cooperate with Campus police and event management staff

7. The event is held during inclement weather. No rain date will be scheduled. No refunds will be issued.

8. Provide a sign displaying your company's name in a visible location in your vending area.

9. **Vendor acknowledges that this Merchandise Vendor Short Term Vending Application and Indemnification is not considered to be a contract and that these terms and conditions are subject to revision.**

**INDEMNIFICATION**

The vendor hereby releases Howard University and its trustees, officers, employees, students, and agents from any liability for property damage or personal injury to the vendor or its employees, agents, or guests on University property for the purpose of exercising the privileges of this vending permit. In addition, the vendor agrees to defend, indemnify and hold harmless the University and its trustees, officers, employees, students, and agents from and against any claim, action, liability, or costs, including without limitation attorneys' fees, related to any act or omission of the vendor or its principals, officers, employees, agents, guests, or other persons admitted to the premises by the vendor, related in any way to the vendor's exercising privileges of this permit.

Applicant represents that it is familiar with and will comply with all applicable laws, regulations and rules applicable to activities it will perform under this permit, including without limitation the most current Howard University Short Term Vending Regulations. **Failure to comply with applicable laws, regulations, and rules will subject the applicant to termination of current vending privileges, denial of future vending privileges, and such other liabilities and consequences as may be appropriate under the law and University policy.**

Inquiries can be made to the Howard University Office of Trademark Licensing and Vending, 2244 10<sup>th</sup> Street NW Room 401, Washington DC 20059, or by calling 202.806.2414.

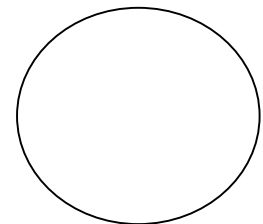
\_\_\_\_\_  
Authorized Vendor name / Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Business/ Print

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY  
WITH AFFIXED VALIDATION SEAL THIS DOCUMENT  
EXTENDS VENDING PRIVELEDGES TO THE APPLICANT VENDOR  
THIS VENDING PERMIT IS VALID THROUGH OCTOBER 24, 2009**



# **Howard University Homecoming 2009**

## **Vendor Application Checklist**

***When mailing your packet, be sure you have completed the following:***

- Completed Vendor Space Reservation Form*
- Signed Vendor Terms and Conditions*
- Certificate of Liability Insurance (required for consumables/ personal care products.)*
- Signed Indemnification Form*
- Copy of driver's license or photo identification -OR-  
Copy of valid business or vendor's license*
- Certified check or money order in the amount of your fees,  
made payable to Howard University*

***Completed Vendor Application Packet must be received no later than  
5:00pm on August 14<sup>th</sup>, 2009***

***Mail packages to this address:  
Howard University  
Office of Trademark Licensing and Vending  
ATTN: Howard University Homecoming  
2244 10<sup>th</sup> Street, NW, Suite 401  
Washington, DC 20059***