

Howard University Homecoming 2009

FOOD 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.

Homecoming 2009, as always, is expected to draw tens of thousands to the Yard. Alumni, students, families, friends and celebrities from across the country gather to reunite, celebrate and reminisce 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 weekend celebration. The Homecoming football game will be an attractive element of the Homecoming celebration, featuring a classic showdown in Green Stadium between the **Howard Bison and the North Carolina A&T Aggies**. Thousands of fans will mingle, shop, eat and enjoy the excitement of the game rivalry broadcast on a jumbo television screen, live on the Yard.

There is no other college event that parallels a Howard University 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. This event is regulated by District of Columbia Mayor's Task Force for Special Events; therefore, 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.

Each vendor will be provided with one (1) 10x20 tent and four (4) eight foot tables. This is the only tent that is approved for use during this event; vendors may provide additional tables.

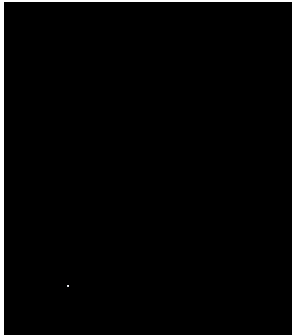
This package includes guidelines and forms that request pertinent information necessary to process your Short Term Vending Application and Indemnification. Carefully read all materials, complete and sign all forms.

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

FOR FURTHER INFORMATION CONTACT:

Aric Adams
Vending Coordinator
HU Homecoming Steering 2009
202 806 5932 or aricadams.rhythm@gmail.com

Juanita Edwards
Manager
Office of Trademark Licensing and Vending
202-806-2414 or j_edwards@howard.edu



HOWARD UNIVERSITY
 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 _____

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 the following documentation:

Business license or a photo ID _____ Valid Certified Food Manager Certificate _____

Valid Certificate of Insurance _____ (with requirements listed on the attached sample document)

TERMS AND CONDITIONS PLEASE READ CAREFULLY

1. **Food Vendor must submit a fee of \$900.00 by cashier's check, money order or credit card; payable to Howard University; along with the fully completed and signed forms by 5pm August 14th, 2009. Credit card payments may be processed by telephone by calling 202 806 2414. CASH, PERSONAL CHECKS, PARTIAL PAYMENTS CANNOT BE ACCEPTED.**
2. **The principals of your company must provide proof of a valid state issued Food Sanitation Certificate. Requirements of your Food Sanitation Certificate must be in effect while vending.**
3. **Vendor must place a leak-proof ground cover under cooking area that is sufficient to protect the ground from oil spills. The vendor must also clean spills and residue from your vending area.**
4. **The vendor, alone, is responsible for containing and removing used cooking oil from the premises.**
5. **Vendor must provide a certificate of insurance with required insurance coverage (sample provided.) This must be included when returning the application package.**

6. Vendors using propane must obtain a propane permit from the DC Fire Prevention Bureau, 441 4th Street, NW, Suite 370 Washington DC 20001. (202) 727-1614. **YOU MUST SUBMIT YOUR FIRE PERMIT TO THE HOWARD UNIVERSITY VENDING OFFICE by October 1, 2009. Vendors who do not submit their Propane Permit in advance may forfeit their vending reservation.**
7. **VENDOR LOAD-IN TIME: 6:00am and 7:00am BREAKDOWN: 6:00pm**
ALL SALES STOP PROMPTLY AT 6:00 PM.
8. Howard University has an exclusive agreement with Pepsi. ALL beverages served on campus must be Pepsi brands (including lemonade and iced tea.) **NO OTHER BEVERAGES. NO EXECTIONS**
9. Vendor agrees to cooperate with the requests of Campus police and event management staff
10. Vendor must prominently display a sign with your company's name and menu pricing.
11. Vendor agrees to attend, **in its entirety, a mandatory regulatory training session held at Howard University by District of Columbia Regulatory Affairs and the Fire Safety Bureau. Notification of the meeting date is forthcoming.**
12. In the case of damage of any kind to University property, as a result of the vendor exercising their vending privileges, the vendor shall pay such amount to restore the University property to its condition prior to use by the vendor.
13. Vendor acknowledges that this application 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 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 vending 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 10th Street NW Room 401, Washington DC 20059, or by calling 202.806.2414.

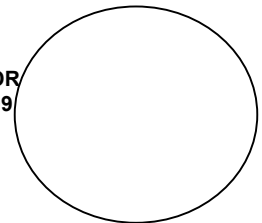
Authorized Vendor name / Print Name

Signature

Name of Business/ Print

Date

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



Howard University Homecoming 2009

Food Vendor Application Checklist

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

- Completed and signed Short Term Vending Application and Indemnification**
- Certified check or money order for \$900.00 made payable to Howard University.**
Credit card payments may be processed by telephone at by calling 202 806 2414
- Copy of driver's license, photo identification -OR- valid business license**
- Copy of your valid Food Sanitation Certification**
- Certificate of Liability Insurance (sample attached)**
- Refundable \$100.00 damage deposit payable with a separate check.**
This deposit will be returned two weeks after the event pending assessment of damage in your vending area
- Fire Permit must be received October 1, 2009,**

Completed Application Packet must be received by
5:00pm on Monday, August 14th, 2009

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