



**Homecoming Vending Application/Agreement**

**NOTE: A vending space (see layout) is assigned on a first paid basis.**

Company Name: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

Name/Phone No. of On-Site Representative:  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Alternate Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date(s) for Vending: \_\_\_\_\_

Vending Space # (s) \_\_\_\_\_

Vending Space(s) Total	_____
Generator (if applicable)	_____
Total Amount Due	\$ _____

The payment options are as follows:

- Online at [www.wildcatticketoffice.com](http://www.wildcatticketoffice.com),
- FVSU Cashiers' Office - Troup Administration Building, Suite 230
- Via U.S. Mail – see address at bottom of Vendor Requirements page

Forms of payment accepted: Cash, Cashier's Check, Money Order, Debit and Credit Card (MasterCard, American Express, VISA or Discover Card). **No personal checks.**

Fort Valley State University forbids the use of copyright materials according to Federal and State Copyright Laws. A copy of Fort Valley State University's Vending Requirements is attached. All vendors will be issued an official FVSU vendor sign, which must be visible at all times while vending on FVSU premises. Please contact the vending office at 478-825-3309.

**Disclaimer's Clause:**

*Fort Valley State University is not responsible for any damage or loss to personal property or merchandise maintained by a vendor on University property. Also, Fort Valley State University is not responsible for injuries sustained while engaging in vending activities on the property of Fort Valley State University.*

**List Merchandise for Sale:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Vendor Requirements

1. Mandatory Cleaning: Vendor must remove all property debris and rubbish after using the vending space.
2. Fort Valley State University will provide no tables.
3. Stadium parking is prohibited. All truck and trailers will be allowed to load and unload at designated times on the day vending begins.
4. Vending spaces will be clearly marked and property placed in unauthorized vending areas will be removed at the owner's expense.
5. No alcoholic beverages or any illegal substances are allowed on University property. Illegally reproduced products are prohibited.
6. At Homecoming, no music may be played during the 30 minute period prior to the scheduled start of the game.
7. **Generators are allowed.** Electricity is available for an additional fee of \$25.00 with advance payment.
8. All requests to sell products and merchandise containing Fort Valley State University marks or name must be submitted to the Marketing and Communications department; licensing and trademark information may be viewed at <http://www2.fvsu.edu/licensing>.
9. All items for sale must be of "good taste" and items with profanity or nudity cannot be sold.

**All food vendors** must contact the Peach County Health Department-Environmental Health Department for temporary food service permits.  
Brandon Thornton @ 478-825-6126 or Jeffrey Gunter @ 478-825-6134

By signing this document, you affirm that you have read and will adhere to the vending requirements listed above.

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Name of Applicant (Please Print)

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Signature

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Date

Please submit signed application to [vending@fvsu.edu](mailto:vending@fvsu.edu) or mail to:  
Fort Valley State University  
C/O Vending  
1005 State University Drive  
Fort Valley, GA 31030