

## SPACE RENTAL POLICY FOR VENDORS

### General information:

- Reservations for Fall term can be made after July 15.
- Reservations for Spring term can be made after December 1.
- You may call on or about those dates for information as to exact beginning and ending dates of the semester.
- In general, school begins around August 25 and ends around April 25.

### Daily charge:

- \$50 per day for one table or \$65 per day for two tables to be received no later than seven days in advance of the promotion. The fee will be charged whether the representative reserves space directly or through a student organization.
- If you plan to be here multiple dates during a semester, it is preferable that you plan all your dates at one time.

### Space request:

- Please complete the Emory space request agreement.

### Contact:

- Assign **one** - and only one - representative from your organization to work with the Emory Meeting Services Office.
- When that person leaves your company, send written notification of new contact.
- The company contact is to inform the Meeting Services Manager of the name of the representative expected at the University within three days of the date(s) scheduled.

### Request for dates:

- Fax your request for dates, up to one semester at a time.
- Your Emory contact will call you back, holding the dates for seven days.
- You will immediately send payment for the dates you are requesting.
- Once the dates you have requested are confirmed by receipt of your check and your receipt of written confirmation, they will not be changed, nor will payment be refunded. (Be sure that you supply a correct address so that your written confirmation can be mailed back to you.)

### Directions to campus:

- You will be provided with a campus map on request.
- Give your representative a copy of the map and a map of Atlanta. Do not expect this office to give directions to your representatives.
- Inform the representatives that they are required to check in at the Meeting Services office before setup on the first day of their promotion.

### A-V equipment:

- Your representative will be expected to provide his/her own equipment such as extension cords or VCRs.

### Location of table:

- Your representative will set up his/her equipment inside the Dobbs University Center at 605 Asbury Circle.
- Space is available on our outdoor, covered terraces, upon request.

### You may direct written correspondence to:

Office of the Meeting Services, Drawer AAA, Emory University, Atlanta, GA 30322.

### Telephone number:

- 404/727-5355.
- Fax: 404\727-0277.

PLEASE DO NOT SHIP ANY MERCHANDISE OR PROMOTIONAL ARTICLES TO THIS LOCATION FOR YOUR REPRESENTATIVES. WE WILL NOT ACCEPT SHIPMENTS. WE DO NOT HAVE ANY STORAGE SPACE AVAILABLE IN THIS BUILDING

**AGREEMENT FOR OCCUPANCY OF AREA INSIDE DOBBS UNIVERSITY CENTER**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the following parties:  
(1) EMORY UNIVERSITY through the R. Howard Dobbs University Center, (hereafter referred to as "Emory"); and (2) \_\_\_\_\_, (hereafter referred to as "Vendor").

**WITNESSETH**

WHEREAS, Emory is engaged in the operation of the Dobbs University Center (hereafter "DUC"), and

WHEREAS, Emory permits vendors and representatives from student organizations to operate in designated areas in the DUC in order to improve their availability to students, faculty and staff on Emory's campus, thereby enhancing the overall quality of the students' residential life; and

WHEREAS, Vendor has made application to Emory to operate in said designated areas and Emory has approved said application;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the receipt, adequacy and sufficiency of which consideration is hereby acknowledged, the aforesaid parties hereby agree with each other as follows:

**DESIGNATION OF SPACE**

1. Emory agrees to permit Vendor to occupy one of the spaces, as designated by Emory, located in the space in the Commons of the DUC. Each area is approximately six feet in length by three feet in width. The exact location of the area that the Vendor shall occupy shall be designated by the Meeting Services Coordinator, and said area shall hereinafter be referred to as the "Designated Area."

2. Vendor shall be permitted to occupy the Designated Area from 9 a.m. to 4 p.m. on \_\_\_\_\_ (hereafter referred to as the "Occupancy Period").

3. Prior to Vendor's initial occupation of the Designated Area, Vendor shall report to the Meeting Services Office, located in Room 220E of the DUC, in order to receive notice of the exact location of the Designated Area that has been assigned to Vendor.

4. Emory shall provide requested table/s and two chairs for use by the Vendor in the Designated Area. The Vendor may also bring and use additional equipment of its own, but any such equipment must fit within the confines of the Designated Area.

**VENDOR'S RESPONSIBILITIES**

1. Vendor agrees to submit to Emory for prior approval all products, signs, literature and other display and advertisement materials (hereafter collectively referred to as "products and materials") prior to their display and/or sale. Emory in its sole discretion may grant or withhold its approval from the use of said products and materials, and Vendor is prohibited from displaying or selling any unapproved products and materials. Products and materials shall be submitted to Emory for approval prior to the beginning of the Occupancy Period.

2. Any use by Vendor of the Emory University Seal, Coat of Arms or Name on Vendor's products or materials, must be approved in advance by Emory. Please allow ample time for the processing of such requests.

3. Vendor shall be responsible for installation and removal of its exhibit/display in the Designated Area. At the termination of the Occupancy Period, Vendor shall be responsible for the clean-up of the Designated Area and shall insure that the Designated Area is returned to the state in which it existed at the time that the Vendor began its occupancy.

4. Vendor agrees to conduct all of its activities from behind its table within its Designated Area, and shall not at any time or in any manner impede the flow of persons into or out of the DUC. Vendor shall abide by all Emory and DUC regulations.

5. Vendor and Vendor's representatives shall at all times maintain a professional demeanor. Vendor and Vendor's representatives shall also dress in appropriate attire, observe all no-smoking policies and refrain from the use of stereos, tape players, microphones and other similar sound producing or amplification devices.

6. Vendor agrees that it will not use any advertising or other publicity materials that directly or indirectly indicate the availability of alcoholic beverages at any event or function, except to indicate any age requirement for attendance at said event or function.

7. The Vendor shall be responsible for the reporting and payment of all applicable sales taxes to the appropriate state and local authorities.

8. Vendor shall be responsible for obtaining, at Vendor's sole expense, any business licenses or permits necessary for conducting operations in the Designated Area. Vendor shall also be responsible for compliance with any laws or regulations regarding the carrying and posting of such permits or licenses. Vendor shall be solely responsible for any fines or penalties assessed as a result of Vendor's failure to obtain or properly post any necessary permits/licenses. Upon request by Emory,

Vendor shall produce any such licenses/permits to Emory representatives for inspection, and failure to produce any necessary permit/license may result in the cancellation of this agreement by Emory.

9. Vendor agrees that it shall at all times be responsible for ensuring compliance with all applicable laws and regulations, whether federal, state, or local, pertaining to credit cards and credit, including, but not limited to, those related to the marketing of credit cards.

**FEES**

1. Vendor agrees to pay to Emory a total fee of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), at the rate of fifty dollars per day for one table (\$50.00), or sixty-five dollars per day for two tables (\$65.00) as rent for use of the Designated Area during the above-specified Occupancy Period. Said fee must be paid in full at time Vendor's application for occupancy is accepted by Emory, and space will not be reserved until fee is paid. All fees will be waived for Emory Departments and Emory Student Government Association chartered Student Organizations.

2. All fees paid by Vendor are completely non-refundable. Vendor, however, may arrange to transfer its reservation of the Designated Area to another time period, provided that Vendor notifies Emory of its intent to do so at least two business days in advance of the beginning of its Occupancy Period.

**LIABILITY**

1. Vendor hereby assumes total responsibility for the safety, security and protection of Vendor's goods, person and representatives. Vendor acknowledges that Emory shall bear no responsibility whatsoever for any damage or loss of any type to Vendor's person or representatives or to any of Vendor's property.

2. Vendor shall bear full responsibility for any loss or damage to person or property arising out of Vendor's activities under this Agreement. Vendor agrees to hold harmless Emory and its trustees, officers and employees from and indemnify them for any and all claims, damages, litigation expenses, and attorney's fees arising from or in connection with Vendor's activities under this Agreement. The provisions of this and the preceding paragraph shall survive termination of this agreement.

**DEFAULT AND TERMINATION**

1. If Vendor breaches any of the provisions of this agreement, Emory, at its option, may immediately terminate Vendor's occupancy, retain any fees paid by Vendor, and cause Vendor to remove itself from the Designated Area.

2. Emory reserves the right to terminate this agreement at any time for any or no reason. In the event of such termination, Vendor shall immediately surrender occupancy of the Designated Area to Emory, and Emory shall refund to Vendor a prorated portion of any fee that Vendor has paid. Said proration shall be calculated on the basis of \_\_\_\_\_ dollars per hour of occupancy.

**MISCELLANEOUS**

1. Unless otherwise noted, all occupancy related costs shall be borne by Vendor.

2. Any communications with Vendor shall be directed as follows: (Address and telephone number)

\_\_\_\_\_  
\_\_\_\_\_.

3. Any communications with Emory shall be directed as follows:

R. Howard Dobbs University Center, Drawer AAA, Emory University, Atlanta, GA 30322

Attention: Meeting Services Manager. Phone: (404) 727-5355.

WHEREFORE, the parties have executed this Agreement on the date first written above.

EMORY UNIVERSITY

VENDOR

BY: \_\_\_\_\_ BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_