



STUDENT UNIONS

Northern Arizona University
PO Box 5670
Flagstaff, AZ 86011-5670

928-523-4313 (Phone)
928-523-9219 (Fax)
www.nau.edu/union

Vendor Booth Fees

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| Student Organizations: | NO CHARGE for Student Organizations registered with Student Life |
| NAU Departments: | NO CHARGE for NAU Departments |
| Non-Profit Organizations: | NO CHARGE for Flyer Distribution SALES - \$80 / 4 hours |
| External Organizations: | \$100 / 4 hours |
| Credit Card Sales: | Please call (928-523-4313) for details |

Student Unions Vendor Policies and Procedures

Violation of the following rules and regulations may result in immediate termination of reservations, permits, and eviction and/or prosecution of Vendor/User:

1. University Union, du Bois Center, and Health and Learning Center vendor booth space must be reserved with the Student Unions office, 928-523-4313.
2. Registered student organizations may be required to complete an event request form through the Office of Student Life, 928-523-5181.
3. Vendors providing items or services currently provided on campus may reserve vendor booth space for advertising ONLY. The **sale** of food, drink, clothing, textbooks, and off-campus housing is not permitted.
4. Vendors are not permitted to give away or sell food, beverages, drugs, vitamins/supplements, or weapons.
5. Vendors will be scheduled on a first come, first served basis.
6. Payment is due prior to the first scheduled date.
7. Vendors are required to submit a list of merchandise and samples of any flyers/handouts they intend to distribute while on the NAU campus for approval prior to the scheduled date. Student Union staff reserves the right to deny a permit for any product and/or service that is not beneficial to the University's students, staff, or faculty.
8. Parking permits are available at permit kiosks located at campus entrances or from Parking Services. Parking lots are very crowded during the first days of classes and parking in any specific lot is not guaranteed.

9. All vendors/users must comply with federal, state and local laws, and regulations of the Arizona Board of Regents, Northern Arizona University, or any specific limitation imposed herein by Campus Services and Activities.
10. External vendors, and some non-profit groups, may be required to provide a Certificate of Liability Insurance that has been approved by the University's Property and Liability Insurance Services office 30-days prior to arrival.
11. Vendors are responsible for reporting and paying all necessary city, state, and federal taxes to the appropriate agencies.
12. Vendors must comply and cooperate with all university officials who are acting in the capacity of their job duties.
13. Vendors are required to have a copy of their signed rental agreement with them while on the NAU campus. This may be requested to confirm their reservation.
14. Vendors must check-in at the Information Desk upon arrival.
15. Vendors are not permitted to conduct any door-to-door solicitation while on the NAU campus and must stay within their designated vendor space.
16. Vendors are not permitted to nail, tape, glue, or affix anything to the walls, windows, doors, etc. inside or outside the Student Unions.
17. Noise levels must be kept to a minimum in order to prevent interfering with other vendors. A vendor may be asked to vacate immediately and will be subject to a review regarding future use if sound levels become disruptive.
18. Alcohol consumption is not permitted on the NAU campus without an approved alcohol waiver.
19. The Student Unions are non-smoking facilities. Chewing tobacco, illegal drugs, firearms, and illegal gaming devices are prohibited in the Student Unions.
20. Vendors may not burn any substance at any time in the Student Unions or while using Union equipment. This includes, but is not limited to, candles and incense.
21. The Student Unions reserve the right to change, cancel, or relocate vendor booths, and/or events when necessary.
22. In the event that the Student Unions, or any portion thereof, is unavailable for occupancy during the term of the vendor reservation due to fire, casualty, acts of God, strikes, national emergency, or other cause beyond control of the University, the rental agreement and obligations of the group utilizing Student Unions will be terminated. The group utilizing the Student Unions waives any claim against Campus Services and Activities for damages.

Banners

1. Banners may be displayed at no charge to NAU Departments and registered Student Organizations.
2. Recommended banner size is 8 ft. wide x 3 ft. deep with grommets.
3. Banners are hung on a first come, first served basis for 2-weeks or as space permits.
4. Banners received by noon on Friday will be hung over the weekend.
5. Banners are not guaranteed to be returned, and may not come back in the same condition.