

## Campus Services and Activities

### CAMPUS EVENT OPERATIONS AND SUPPORT (CEOS) VENDOR POLICIES

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

1. Vendors must comply with federal, state, and local law, rules or regulations of the Arizona Board of Regents, Northern Arizona University, and any specific limitations imposed by the CEOS office.
2. Vendors are required to comply and cooperate with all University officials who are acting in the capacity of their job duties.
3. Vendors must submit a list of merchandise, giveaways, and/or services they intend to provide while vending on the NAU campus. CEOS staff reserves the right to deny a permit for any product and/or service that is not beneficial to the students, staff, or faculty of NAU.
  - a. The CEOS office reserves the right to charge a commission on goods/services sold on campus.
4. Vendors are responsible for reporting and paying all necessary city, state, and federal taxes to the appropriate agencies.
5. Vendors must stay within their assigned and designated selling space and may not conduct any door-to-door solicitation while on the NAU campus.
6. Vendors are not permitted to give away or sell food, beverages, drugs or vitamins/supplements.
7. Alcohol consumption is not allowed in public areas on the NAU campus.
8. Vendors may not nail, tape, glue, or affix anything to the walls, windows, doors, etc. inside or outside on University property.
9. Noise levels must be kept to a minimum to prevent interfering with other vendors, offices, residence halls or classrooms. If sound levels become disruptive the responsible party may be asked to vacate immediately.
10. Staking of tents or other objects is not permitted on University grounds.
11. Electricity is NOT available.
12. There are no facilities on campus for vendor storage.
13. Parking permits are available for purchase from the CEOS department.
14. Any fee received by NAU is not refundable. Exceptions will only be made for applications that are denied.
15. Reserving parities must meet the requirements set by NAU's contracting and insurance department.