



Rollins College Vendor Table Policies

1. Tables are located outside or inside the Cornell Campus Center. 4 tables are available for rent, 2 indoor and 2 outdoor.
2. Tabling time is from 10am-2pm every day based on availability. Vendors must vacate property by 3 pm.
3. Vendors are only allowed to come twice a semester, four times a year total. Vendors must arrange table at least 5 business days in advance to vending day.
4. Tables are \$80.00 a day (price includes tax). 1 table and 2 chairs will be provided. Please bring a table cloth to cover the outdoor tables.
5. Signed contract and check made out to Rollins College must be received **by mail** on or before 2 business days prior to the vending day. Only checks or money orders will be accepted.
6. Refunds will not be given and rescheduling will not be allowed after 2 days prior to vending day. Client forfeits all fees paid if cancelling within 2 days, no show, or due to weather.
7. Vendors may not sell food products. Vendors are not permitted to sell items through the R-Card Tars Bucks system-cash/check sales only. If vendor would like to distribute edible samples permission must be granted through First Right of Refusal Form and vendor must provide certificate of liability insurance valued at three million dollars, naming Rollins College as additionally insured.
8. Vendors may unload merchandise in the parking lot behind the Olin Library and then must immediately move all vehicles to the SunTrust Parking Garage. One complimentary parking pass will be provided.
9. Vendors may not set up tents or canopies. If you are concerned with inclement weather please secure an indoor table.
10. Vendors may not block any entrances, exits, or walkways. Vendors are responsible for any fines incurred if breaking any fire code violation.
11. Vendors are not allowed to hang or stake signs around campus. Vendors must keep all material confined to assigned vending table.