

Applicant Information

Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work Number: _____ Cell Number: _____ Fax Number: _____

Email Address: _____

Dates Requested: _____

Detailed Product Description

Please list and describe items you will be selling. Please be specific, you may attach a separate sheet if necessary.

Rental Costs**Please indicate the type of space needed:** \$85.00 2 (6 ft) Tables and 2 chairs \$150.00 10 x 20 Outdoor Space
Vendors may bring their own set up. Electrical outlets are available.
Photos of the set up should be sent with the application for approval.
This space is limited and will be booked on first come first serve
bases. Electrical Outlets are limited. Please indicate need by checking the box.**Method of Payment****Please specify payment type by checking the appropriate box below.** Enclosed Check (Please make check or money order payable to: **Northeastern Illinois University**)Credit Card (Check One) Visa MasterCard Discover

Account Number: _____

Expiration Date: _____ CVS Code: _____

Name (as if appears on card): _____

Billing Address: _____

* \$2.00 dollar processing fee will be added to all credit card transactions

* \$25 dollar fee will be charged for returned checks

* Payment must be received 14 days before your scheduled event



NEIU VENDOR APPLICATION

Application Check List

Your application will be considered only if the following items are complete:

- * Complete, sign and return page 1 and 2 of the application
- * Read the terms and conditions on page 3 and sign the agreement below
- * Enclose full payment made to **Northeastern Illinois University**

Complete application must be received 14 days before the event to be considered for participation.

Address for Submission of Application

Please email or fax your completed application, send fees and description to:

Izabella Woronko
Senior Events Administrator
University Events
5500 N. St. Louis Ave.
Chicago, Illinois 60625
Phone: (773) 442-4633
Fax: (773) 442-4635
Email: i-woronko@neiu.edu

Agreement

The above mentioned participant hereby submits this application for renting vendor space at NEIU. By signing the application the participant accepts and agrees to all the terms and conditions contained in each page of the agreement. Please return pages 1 & 2 of this agreement to the University Events office. Keep a copy of the entire agreement for your records.

Signature: _____

Print Name: _____

Date: _____

The signature above provides Northeastern Illinois University with the ability to process payment or charge all appropriate fees, as outlined above.

For Office Use Only

Vendor: _____

Table #: _____

Date Received: _____

Payment Received: _____

Accepted

Rejected

TERMS & CONDITIONS

The participant hereby submits its application to receive onsite Rights to rent space from NEIU on the date specified on the application form. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by Northeastern Illinois University Events Office in the exercise of its sole discretion and that, if your application is accepted, your participation will be subject to the terms and conditions contained herein.

EVENT DETAILS

- Upon arrival please go to Village Square (located east of the Information Center) in the Student Union Building.
- It is your responsibility to buy a \$5 daily parking pass, which allows you to park in any Level II parking lot (including the parking garage.) The daily pass can be purchased from the **Daily Permit Machine** located in the "H" Lot (South end of campus) or from the **Parking Office** located on the first level of the Parking Garage (F Lot.)
- All vendors are responsible for their own set-up and tear down. Set up may begin at 9 a.m. The area must be vacated by 7 p.m.
- The dimensions of your space must not exceed 12' x 7'. (2) Tables and (2) chairs will be ready for use upon your arrival.

If the set up is not in its designated place, contact University Events (773) 442-4270 or advise the Information Center located in Village Square.

CONDITIONS

- We require a minimum of **five (5) business days notice for cancellation** of your request of space. **NO REFUNDS WILL BE GIVEN.**
- If you **cancel within five (5) business days** your payment may be credited to your next scheduled date.
- You may only sell or promote what was specifically agreed upon during our initial reservation. **Under no conditions will unlicensed brand name merchandise be offered for sale.**
- Northeastern Illinois University and the University Police Department reserve the right to remove any individual from the campus for inappropriate behavior. This can result in the loss of vendor fees and/or legal action being taken against the individual and/or his or her employer.
- No items can be attached to the walls, or placed on the grass.
- Northeastern Illinois University cannot guarantee exclusivity of any products.
- I understand that Northeastern Illinois University reserves the right to assign or reassign any or all booth locations and spaces.
- Booth locations will be assigned on first come first serve basis.
- No guarantee of a specific booth or space location is given or implied by Northeastern Illinois University.
- Vendors will not be allowed to exhibit or sell my items unless a signed contract and payment has been received by the deadline on the application.
- Northeastern Illinois University and University Events Office are not responsible for any loss and/or damage to persons and/or property. Please note that minimal security will be provided. You are responsible for your own section.
- No open flames or campfires.
- Participant agrees to not have any amplified sound of any type within the space provided.
- Promoting outside of your designated area (cafeteria, bookstores etc) is not permitted

THANK YOU FOR YOUR PARTICIPATION!