

Loyola University Chicago  
Student Centers  
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**LOYOLA  
UNIVERSITY  
CHICAGO**

*Preparing people to lead extraordinary lives*

### **Loyola University Chicago Vendor Program Agreement for Use for Vending Space**

This letter of agreement, between **Loyola University Chicago** and \_\_\_\_\_, is for the use of lobby space in the **Lake Shore/Water Tower** (circle one) Student Center by \_\_\_\_\_ for the purpose of \_\_\_\_\_ on the following day(s): \_\_\_\_\_, from 9:00am until 5:00pm.

It is understood by both parties that the rental fee for the lobby space is as follows:

- A **NEW** Vendor: \$75 per day for one (1) table. Each additional table costs \$10.
- A **RETURNING VENDER**: \$60 per day for one (1) table. Each additional table costs \$10
- **WATER TOWER CAMPUS** Vendor Table (26 E Pearson): \$100 per day for one (1) table. Each additional table costs \$15
- **INTERNET ACCESS** costs \$100 per day. Space is limited and prior notification is required.

In return for the fee the Loyola University Chicago Student Center agrees to supply the requested tables and services.

**It is further understood that:**

1. No table space is guaranteed until an e-mailed or faxed copy of the billing statement has been sent to the information below. This billing statement will act as a confirmation for vender table(s).
2. All sales tax is to be the responsibility of the person(s) or organization(s) renting space.
3. Loyola University Chicago, or any of its components, assumes no liability for any loss, theft, or damage incurred by the vendor listed above (the organization of its agent) in regard to its merchandise, equipment, or personnel or the duration of the sale.
4. Payment is to be made in full **before sales begin** on the scheduled day of the vending.
5. Vendors cannot use audiovisual equipment of any kind without prior consent from the staff of the Student Center.
6. Vendors may not interfere with the regular flow of traffic by leaving their assigned tables, and/or by using verbal enticements to persuade patrons to purchase their products and/or services.
7. No candles, incense, or combustible materials may be burned inside the buildings of Loyola University Chicago.
8. Loyola University Chicago has the final decision as to what merchandise is to be sold and/or displayed for sale.
9. If any items of questionable nature or taste are displayed and/or sold the vendor will remove the item at the request of the authorized member staff of the Student Center or the Division of Student Affairs.
10. No material with drug or alcohol references or renderings may be displayed, distributed, or sold.
11. **No credit card vending or any type is allowed.**
12. **No storage space is available.** Please keep this in mind when scheduling vending periods.
13. Vending may take place only between the hours of 9:00am and 5:00 pm. No vending may take place outside of these hours.
14. All sales are final and no refunds are available.
15. If any of the terms of this agreement are violated, the vendor may be asked to vacate the premises by an authorized member of the staff of the Student Center, Division of Student Affairs, or Campus Security.

I hereby agree to the terms as outlined in this agreement for the use of vending space (please print):

\_\_\_\_\_  
Name of Company/Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date