

Prince George's Classic Health & Wellness Fair
Bowie State University
Saturday, October 4, 2008

If you are interested in being a vendor for the Prince George's Classic Health & Wellness Fair, please complete the enclosed form and return it with your payment **no later than Friday, September 26, 2008 by 5:00 p.m. (no exceptions)**. Vending locations will be at the Holmes Hall Quad area (outside area) and the Wiseman Student Centre Mall area (inside area) for \$100.00. **Required information is necessary to register prior to the event, therefore we will not have on-site registration available.** **NOTE:** We are anticipating a variety of vendors, and there is a possibility that other vendors may sell your identical items.

Registration Process

1. Send in the completed registration form with payment
2. All vendors will be required to have an insurance certificate that carries a minimum coverage of \$1,000,000.00 in bodily injury and a minimum of \$1,000,000.00 coverage for property loss. The policy must carry the name Bowie State University as additional insured. **The insurance certificate is mandatory for all vendors.**
3. You will receive via mail your receipt and general information. Your information will be sent to the address listed on the registration form (please write legibly).
4. The insurance certificate will be due by Friday, September 26, 2008 to the Attention of Ms. Karen Tyler.

On-Site Check in on October 4th

1. When you come onto campus from route 197 you should make a left at the stop sign (Loop Road) and follow the road around to lot "E" (behind McKeldin gym).
2. Vendor registration will be located in the Wiseman Student Centre, room 111.
3. It is mandatory that all vendors register between 6:00 a.m. - 7:00 a.m.
4. Due to the 50 Million Pound Challenge Walk that will be held on campus in the morning, **all vendors must be registered and unloaded no later the 7:30 a.m.**
5. Your on-site packet will include general information, one admission ticket to the football game and a vendor's permit.
6. You will be allowed to purchase one additional game ticket at the discount rate of \$10.00. To take advantage of the discount rate, you must purchase the ticket by September 26th.
7. Vending hours are from 8:00 a.m. until 6:00 p.m.
8. The vendor permit must be visibly displayed on your table at all times. If you do not visibly display the permit, you will not be in compliance and you will be requested by Public Safety to leave the campus.

The following rules apply:

- **Two rectangular tables and two chairs will be provided per permit.**
- You must remain in the area that you have been assigned. Vendors are not allowed to roam the campus to sell merchandise.
- **Permits are non-transferable.**
- No vehicles are allowed on the campus greens or sidewalks.
- Lot "E" is the assigned lot for all vendor parking. This lot is located behind McKeldin Gymnasium.
- You must properly dispose of all boxes, trash, etc. in the dumpsters.
- **No vendors are allowed to use Bowie State University licensed materials (University Mascot (bulldog), logos, seal, etc.) on any merchandise being sold or distributed without permission. Please contact Mr. John Cunningham (301-860-3744) or Ms. Carla Smith (301-860-3795) in the Auxiliary Services Department for licensing information Monday – Friday from 9:00 a.m. until 5:00 p.m.**
- Cellular accessories are permissible (carrying case, holders, etc.).
- Assignments are made based on needs and first come first serve basis; however, Bowie State University reserves the right to assign space in order to lessen any conflict of displays or products.
- Payment Options: Payments can be made by cash (in person only), check (payable to Bowie State University), money order or Visa/Master card.
- **Vendors that are prohibited (due to University contracts or policy):** Including, but not limited to food products/services, alcoholic products, tobacco products, credit card products/services, cell phones/services, black market items (tapes, clothes, music, etc), combustible items.
- Vendors will be allowed to reserve space in both the Quad & Wiseman Student Centre Mall areas. The fee for both areas would apply.

Cancellation:

Vendor fees are non-refundable

If you have any questions or concerns, you may contact Karen Tyler at 301-860-3814 or kt Tyler@bowiestate.edu.

Another way to advertise during the football game:

If you are not able to attend as a vendor there is the option of displaying your company's banner in the stadium. The banner could display your company's name, logo, message, etc. We are preparing for over 5,000 people to attend this game. Each banner would have to be approved through the Athletic Department. You may contact Mr. Derek Carter, Athletic Director at 301-860-3571 for more details.

Thank you for supporting Bowie State University.



**VENDOR REGISTRATION FORM
FOR THE PRINCE GEORGE'S CLASSIC HEALTH & WELLNESS FAIR**

Company Name: _____

Contact Person: _____

On-Site Person: _____

Address: _____

City, State, Zip: _____

Telephone No.: _____

Fax/Email Address: _____

Please list all items being sold: _____

Circle the one/s that applies:

Requested Area: Wiseman Student Centre (WSC) or Quad Area

Insurance certificate: _____ Attached _____ Will send by Friday, September 26th

I have enclosed a _____ *Check _____ Money Order _____ Cash/must be paid in person at the WSC
Card Type _____ Visa _____ Master Credit Card # _____ Exp. ____/____
3-4 Digit Security Identifier on back of card: _____

Printed Name: _____ Signature: _____

I authorize Bowie State University to charge my credit card in the amount of: \$ _____

CANCELLATION: Vendor fees are non-refundable

*Make checks and money orders made payable to Bowie State University.

Return the completed form to: Bowie State University, Attn: Ms. Karen Tyler, Wiseman Student Centre, Room 111, 14000 Jericho Park Road, Bowie, MD, 20715. Receipt of this form acknowledges that you have read the rules and will abide by them. Would you like future invitations to other BSU events? Yes _____ No _____