

## Student Memorial Center Vendor Guidelines

1. Vendors of profit-bearing organizations will be charged a setup fee of \$75 per day. Setup may begin no earlier than 8:00AM and teardown may conclude no later than 10:00PM. The following is included in the vendor setup fee:
  - a. Two (2) 6-foot rectangle folding tables and two (2) chairs will be provided by the University
    - i. Additional tables/chairs may be requested for an additional charge, but are subject to availability and staffing
  - b. Payment (in form of check) is due the day of setup *before* event setup begins or setup will not be permitted
  - c. Payments may be mailed in advance to the address below. Payments will not be processed until after the event has concluded. All checks must be made payable to Millersville University.
    - i. Mailing Address:

Millersville University  
c/o SMC Operations  
PO Box 1002  
Millersville, PA 17551-0302
2. Setup is limited to the following designated areas inside/outside of the Student Memorial Center (Reservable Spaces can be found [HERE](#)):
  - a. Indoor Vending Spaces: SMC Tabling Areas 1 & 2, SMC Atrium
  - b. Outdoor Vending Spaces: SMC Promenade
  - c. Placement of vendors is at the discretion of Student Memorial Center Operations and is on a first-come first-served basis
  - d. Vendors will be limited to the space in which they reserve. Door-to-Door and/or on-foot solicitation is prohibited
3. Vendor requests must be submitted and approved at least one week in advance of desired date for setup. However, it is recommended requests be made several weeks in advance due to high demand. Submission of vendor application does not guarantee reservation has been approved.
4. For-profit Vendors are required to provide the following documentation as part of the vendor request application:
  - a. Business License
  - b. Local Sales Tax Permit
  - c. Certificate of liability insurance
5. Loading and unloading is permitted up to 30 minutes during the reservation window in the loading zone in front of the SMC Clock Tower as long as it doesn't interfere with any previously scheduled outdoor events. Vehicles must be moved upon completion.

- a. The vendor is required to request and obtain a guest parking pass through the Parking Division at Millersville University. Click [HERE](#) to request a guest day pass through the MU Parking Portal.
- b. The loading zone is limited to the concrete area in front of the SMC clock towers. The paved brick patio is not permitted to be driven on.
- c. If using the loading zone, you are required to notify the Information Desk (X4636, Option 9) upon arrival and *before* pulling into the loading zone. A SMC employee is required to block pedestrian traffic before you are able to drive into the loading zone.

6. Vendor Cancellation Policy

- a. No-call no-show: \$75 fee
- b. Cancellation occurs within /ess than 24 hours before contracted time - \$50 fee will be assessed.
- c. Cancellation occurs within /ess than 48 hours before contracted time - \$25 fee will be assessed
- d. Cancellations made at least 48 hours before contracted time
  - i. 1<sup>st</sup> Cancellation occurs at least 48 hours before contracted time – No fee
  - ii. 2<sup>nd</sup> Cancellation occurs at least 48 hours before contracted time - \$25 fee
  - iii. 3<sup>rd</sup> Cancellation occurs at least 48 hours before contracted time - \$50 fee
- e. All notices of cancellations must be sent in writing to [SMC@millersville.edu](mailto:SMC@millersville.edu) and include the name of vendor, date of event, and reason for cancellation.
- f. If the University closes due to inclement weather or other unforeseen circumstances the reservation will be automatically cancelled with no fee. Visit the [MU Homepage](#) for up-to-date closing information.
- g. The University has the right to cancel reservations at any time; however, the University will try to give as much advanced notice as possible.

7. Vendor expectations:

- a. Vending area must be kept tidy and clean in appearance
- b. A vendor representative must always remain in the reserved vending area
- c. Vendors are not permitted to harass, heckle, intimidate, challenge, or confront patrons who pass by/through the vending area
- d. Vendors are limited to no more than two (2) days per semester
- e. Items that are not consistent with [Millersville University's EPPIIC Values](#) are not permitted
- f. All practices must abide by local, state, and federal laws
- g. The sale of items that directly compete with the [University Store](#) are not permitted
- h. All items must be legal (no bootleg items, copyright infringement, etc.)
- i. No sound is permitted due to licensing laws
- j. Lotteries, raffles, and other games of chance that include a fee are prohibited
- k. No merchandise may be placed on floor or walls unless approved by SMC Operations
- l. Vendor may bring their own tables/racks if approved on original application and it does not exceed the dimensions of the space
- m. Promotional signage may be placed on designated bulletin boards in the SMC up to three weeks before event and is subject to the review and approval by SMC

Operations. Promotional items must be brought in-person to the SMC Information Desk for approval. Signage is permitted the day of event outside of the Student Memorial Center, so long it is free standing. All promotions and event advertisement must abide by the [MU Posting and Chalking Guidelines](#)

- n. No sell or giveaway of animals, food, beverages, weapons, or obscene materials
  - o. No sell of alcohol or tobacco products, related paraphernalia and/or items advertising these products
  - p. No use of candles, incense, fog machines, or other items that may release a smell, smoke, scent, or odor
  - q. Credit card applications are prohibited
  - r. Vendors are responsible for repair costs of any damages sustained to University property while on-site
  - s. Vendors sponsored by registered student organizations must abide by all vendor guidelines, including the vendor fee, and complete a vendor form request before being permitted to come to campus
8. Millersville University is not responsible for theft or loss of property
9. All non-for-profit vendors may table free of charge, but must abide by all vendor guidelines stated above

Millersville University  
STUDENT MEMORIAL CENTER