

## 2014 HOMECOMING GAME DAY VENDOR POLICIES AND PROCEDURES

It is the policy of Virginia Union University that no individual, organization or group can vend on or about the premises of the University's campus without a Current Business License, Vendor's Application and payment of the appropriate Vendor's Fee to the University. **Virginia Union University has the right to refuse any Vendor Application. Virginia Union University will assume no liability for any equipment.**

The Game Day Vending Policies and Procedures are as follows:

**Vendor's Fees:** One Day General Vending Permit \$350 food \$250 non-food \$100 non-profit

**Policy for Food Vendors:** Before a Vending Application is approved and a Vending Permit issued to Food Vendors the following documents must be submitted:

Current Business License

Current Health Department Certificate

### Important Information for All Vendors:

- **The Vendor's Fee and a copy of your Current Business (Vendor's) License must be submitted to the Office for Financial Affairs with the Vending Application by October 3, 2014. No applications will be accepted after this date.**
- Vendor's Fees should be payable by way of money order or certified check to: **Virginia Union University**, and mailed to Virginia Union University Attention: Institutional Advancement 1500 North Lombardy Street, Richmond, Virginia 23220
- **No vendor will be able to sale VUU paraphernalia nor does it condone the sale of illegal CDs and other copy written paraphernalia.**
- Vending sites are issued on a first come/first served basis.
- The University WILL NOT provide tables, chairs, electrical outlets, tablecloths, and signage.
- Your current Business License must be accessible at all times during the event.
- If selling food a permit from Virginia Health Department is required.
- The VUU Vendor Permit must be displayed at all times.
- Due to spacing vendors will **ONLY** be allowed 1 vehicle in the vendor designated parking location. All vehicles must be parked in the lot reserved for vendors. **Driving or parking is not allowed in the grass.**
- Food Vendors are required to have the proper receptacles at vending sites to discard oil and grease when preparing food.
- Vendors must have receptacles for trash and waste at vending sites. All trash and waste must be removed from the vending site and properly disposed.
- All Vendors will have the option to set up at 7:30a.m. and are required to shut down at dusk.
- Vendors will need to display the "OFFICIAL VUU Homecoming Vendor" badge the entire day.
- There is no rain date for this activity and no refunds for inclement weather.

**VIRGINIA UNION UNIVERSITY**  
**2014 GAME DAY VENDOR'S APPLICATION**

Please mail application w/check or money order made payable to Virginia Union University to:

Virginia Union University c/o Institutional Advancement  
1500 North Lombardy Street  
Richmond, VA 23220  
804-342-3938 (Office)

\*Please indicate if you are an alumna/ALUMNUS or employee for special discount

Type of Permit Requested:

(Please check one)    One Day ☐ Food \$350    ☐ General \$250    ☐ Non-Profit \$100

Vendor's Contact Information:

Name of Contact Person: \_\_\_\_\_  
Last First Middle Initial

D/B/A (Doing Business As): \_\_\_\_\_  
Name of Business

Mailing Address: \_\_\_\_\_

City State Zip Code

Telephone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

I am applying for a Vendor's Permit for the following Virginia Union University event:

Name of Event: \_\_\_\_\_ Date \_\_\_\_\_

Brief Description of Goods to be Sold: \_\_\_\_\_

Price Range of Goods to be Sold: From: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Signature of Vendor: \_\_\_\_\_ Date \_\_\_\_\_

Please Print Your Name: \_\_\_\_\_

Business (Vendor) License # \_\_\_\_\_

Health Certificate # \_\_\_\_\_

Fee Paid: Food \_\_\_\_\_ General \_\_\_\_\_ Money Order # \_\_\_\_\_ Check # \_\_\_\_\_

**For Office Use Only:** Date Received \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Amount \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_ Vendor Permit # \_\_\_\_\_

Alumni: \_\_\_\_\_ Employee: \_\_\_\_\_

# 2014 HOMECOMING GAME DAY TAILGATING POLICIES AND PROCEDURES

Virginia Union University invites and encourages fans to enjoy a great tailgate atmosphere prior to the Homecoming game. Tailgating on the street is not permitted.

Important Information for all tailgating:

- The tailgating application and fees must be submitted to the Accounting Office **by October 3, 2014.**
- Tailgating sites are issued on a first come/first served.
- Only prepaid tailgaters can set up Friday after 6:00p.m.
- Tailgating areas will be open on Saturday from 6:00a.m. to dusk.
- The University **WILL NOT** provide tables, chairs, or electrical outlets
- No food may be sold without proper University permit (See Vendor's Application).
- Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.
- No sales activities or solicitation are allowed on the University campus, including any/all tailgating areas, without permission from Accounting Office.
- Only Vendors will be allowed to sell merchandise.
- Tailgate credentials must be picked up by Friday, October 10, 2014 from the Office of Institutional Advancement.
- Tailgate credentials must be displayed in the window of the official tailgate vehicle. (1 vehicle per tailgate)

## Removal of Trash and Charcoal Fires

- All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around your assigned area.
- While tobacco use is strongly discouraged, all cigarette butts must be picked up.
- All leftover food/beverages must be placed in proper containers and stored.

## Groups tailgating must follow these risk management policies:

- While we would like for you to enjoy the Homecoming experience, we ask you make sure all visitors maintain orderly conduct during the Homecoming events.
- Educate ALL group members and guests about the tailgate policies.
- Contact University Police (804-257-5600) for all emergencies.

**Violation of these policies will no longer allow your group to tailgate at future events.**

**VIRGINIA UNION UNIVERSITY**

## 2014 GAME DAY TAILGATING APPLICATION

**Please mail application w/check or money order made payable to Virginia Union University to**  
**Virginia Union University c/o Institutional Advancement**  
**1500 North Lombardy Street**  
**Richmond, VA 23220**  
**804-342-3938 (Office)**

Type of Permit Requested: (Please check one)

- ☐ Car/SUV \$75  
☐ RV \$200  
☐ Tent \$175  
☐ Tent \$200 (10 x 10 or larger)

Tailgating Group or Organization: \_\_\_\_\_

Tailgating Contact Information:

Name of Contact Person: \_\_\_\_\_  
Last First Middle Initial

Mailing Address: \_\_\_\_\_

City State Zip Code

Telephone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_ Date \_\_\_\_\_

Please Print Your Name: \_\_\_\_\_

Lot Number Requested: Preference #1 \_\_\_\_\_ Preference #2 \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Money Order # \_\_\_\_\_ Check # \_\_\_\_\_

If you have any questions or concerns please address them to:

Christina Cobbs Accounting  
804-257-5796(Office)  
ccobbs@vu.edu (e-mail)

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### For Office Use Only:

Date Received \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Amount \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_