

Vendor Sponsorship Agreement Form

All off-campus vendors MUST be sponsored by a registered student organization in order to do business at UNCW. Remember the following steps:

- The student organization sponsoring the vendor must reserve space on campus with the online Campus Reservations System at least ten (10) days prior to the event.
- A Vendor Sponsorship Agreement Form must also be completed. The Vendor Sponsorship Form is available in the Campus Activities & Involvement Center, FSC 2029 or online at www.uncw.edu/studentorgs/forms-and-resources.htm
- The student organization should receive at least 15% of the vendor's revenue generated by the event. This percentage can be negotiated but we recommend a minimum of 15%.
- Vendors must be accompanied by a student organization member at all times and must have their copy of the Vendor Sponsorship Agreement Form on-hand at the time of the event.
- The student organization sponsoring the vendor must place a sign in front of the event entrance or table indicating their sponsorship. This sign should include a contact email for a member of the organization.
- No vendors that compete with an entity of the University will be approved.
- The Campus Activities & Involvement Center will not approve credit card solicitation.

Section One: Contact Information

Student Organization: _____

Primary Contact: _____ Phone Number: _____ Email: _____

Are any other student organizations co-sponsoring this event? Yes No

If yes, include contact information below:

1) Student Organization: _____

Primary Contact: _____ Phone Number: _____ Email: _____

2) Student Organization: _____

Primary Contact: _____ Phone Number: _____ Email: _____

3) Student Organization: _____

Primary Contact: _____ Phone Number: _____ Email: _____

4) Student Organization: _____

Primary Contact: _____ Phone Number: _____ Email: _____

Vendor: _____

Primary Contact: _____ Phone Number: _____ Email: _____

Section Two: Items

Please provide a list of all items to be sold or distributed in the space below:

Section Three: Dates and Times

Please fill out the chart below with the necessary information.

Date	Times	Student(s) Present	Contact(s)	Vendor Representative(s) Present	Contact(s)

Section Four: To Be Completed by Off-Campus Vendor

Submit a copy of this page to the Campus Activities and Involvement Center, and keep a copy of this page on site while the sale is going on. If the on-site representative is going to change at any point during the sale, please make a note and give additional names on the back of the page.

Vendor Company Name: _____

Name of On-Site Representative: _____

Vendor's Address: _____

Vendor's Phone Number: _____ Vendor's License Number: _____

The Vendor is expected to:

- Provide a display that is consistent with the purpose and goals of the event as stated herein.
- Provide a 15% minimum of revenue generated by the event to the sponsoring organization and fulfill the terms of this agreement with the sponsoring organization.
- Attach a copy of the vendor's permit and prominently display the agreement form at the location of activity.

Agreed Upon Payment to the Sponsoring Organization: _____

Signature of Vendor

Date

Signature of Student Org Representative

Date

Campus Activities & Involvement Center
 2029 Fisher Student Center
 910-962-3553
activities@uncw.edu

Section Five: Revenue Record

To be completed by the sponsoring organization and returned to CAIC, FSC 2029

Total Sales: _____

Amount to Vendor: _____

Amount to Sponsoring Organization: _____

Item Sold	Cost Per Item	# of Items Sold	Subtotal
		Total Sales	
		% to Student Organization	
		Total for Deposit	

Campus Activities and Involvement Center Signature: _____ Date: _____

Student Org Representative Signature: _____ Date: _____