



ALABAMA STATE UNIVERSITY

**WELCOME TO THE
ASU GAME DAY
EXPERIENCE**

2024 Vendor Guidelines and Procedures



eventsmanagement@alasu.edu | 334-229-4551

2024 FOOTBALL GAME DAY & EVENT VENDOR APPLICATION



Please complete and submit this form within **3 days prior to game day by 4 p.m.** Unapproved peddling, solicitation and sale of souvenir and novelty items are prohibited. The vendor fee is required to be paid in FULL prior to set up. Return this form along with vendor payment (money order, cashier's check payable to Alabama State University) to the **Department of Operations and Event Management, P.O. Box 271, Montgomery, AL 36104**. For more information, call **334-229-4551**.

CONTACT INFORMATION

VENDOR NAME _____

MAILING ADDRESS _____

CONTACT PERSON _____ PHONE # _____

E-MAIL ADDRESS _____ MOBILE PHONE # _____

VENDOR INTENT

PURPOSE OF BOOTH: NON ASU APPAREL AND PARAPHERNALIA NOVELTY ITEMS INFORMATIONAL)

DESCRIPTION OF ITEMS TO BE SOLD _____

TYPE OF PERMIT

SINGLE GAME (Check games below) \$400 for one day \$600 for two days

Sept 7: vs. Miles Oct 12: vs. Mississippi Valley State Nov 23: vs. Prairie View A&M -

PREMIUM GAME \$500 for one day \$800 for two days

Oct 5: Homecoming vs. FAMU Nov 16: Hall of Fame Classic vs. Jackson State Nov 28: Turkey Day Classic vs. Tuskegee

COMMENCEMENT \$350 **GENERAL EVENTS \$350**

Acadome Vendor Valley General

Set-up time subject to vary per event. Vendor shall **NOT** sell any product which uses the ASU name, image or logo. The selling of counterfeit merchandise is prohibited.

SPECIFY NAMES OF WORKERS (LIMIT 3 PER VENDOR):

1. _____ 2. _____ 3. _____

I have read and understand the vending information, regulations, procedures and responsibilities and will abide by the regulations set forth by Alabama State University. I also understand that if I, or any member of my party, fails to comply with these rules, my vending privileges will be revoked.

Signature of Vendor _____ Date _____

Method of Payment:

Check *Make payable to Alabama State University* VISA MasterCard Discover American Express

Card # _____ Expiration Date _____

Signature _____

- ADMINISTRATIVE USE ONLY -

APPROVED NOT APPROVED FEE PAID \$ _____ PERMIT # _____

CITY PERMIT COUNTY PERMIT PRODUCT LIABILITY INSURANCE ARAMARK APPROVAL LEARFIELD LICENSE

APPROVED BY _____ DATE _____

VENDOR SET UP INFORMATION

- Vendors will be allowed to set up on campus on designated days only.
- Mandatory vendor set-up time is between **6-9 a.m.** During these hours, vendors will be allowed to drive vehicles onto Harris Way (formerly Hall Street) to unload merchandise at designated vendor area. **NO EXCEPTIONS.**
- **At 9 a.m., Harris Way will close.** Vendors will not be allowed to drive vehicles along Harris Way to unload merchandise. Vendors will need to unload merchandise in the parking area to transport to vending location.
- All vehicles and merchandise must be removed from the campus 3 hours after the conclusion of the game.
- Vendors should leave vendor site in clean condition, including the disposal of boxes and trash.
- All set-up materials are to be provided by the vendor. Vendors must have tables and tents for all merchandise. Vendors will not be allowed to set up tents displaying other universities or teams not participating in the scheduled game.
- Vendors should bring to each game the following:
 1. Business Permit from the City of Montgomery and Montgomery County.
 2. Licensing Agreement from Learfield Licensing Partners to sell Alabama State University paraphernalia (if applicable)
 3. Tables and tents
 4. ASU vendor credentials and parking pass
 5. Items to be sold or sampled

Alabama State University Department of Operations & Event Management
P.O. Box 271 • Montgomery, Alabama 36104
334-229-4551 • 334-229-6630 (FAX)
eventsmanagement@alasu.edu
www.alasu.edu

VENDING REGULATIONS & PROCEDURES

GENERAL INFORMATION

- All Vendors **must** submit a Vendor Application to the Department of Operations and Event Management located in the ASU Stadium Ticketing Office, **3 days prior to event(s) between the hours of 9 a.m. and 4 p.m.**
- Applications are accepted on a first-come basis.
- Approved vendors must pay a non-refundable vending fee.

APPAREL/ MERCHANDISE

Single Vending Permit: \$400 per event - non-refundable vendor fee

Premium Vending Permit: One Day - \$500 non-refundable vendor fee

Two Day - \$800 non-refundable vendor fee

The vending fee must be paid in full by cashier's check, money order or credit card in advance.

The vendor fee includes:

- One designated 10' x 10' space
- One designated parking space.
- ASU is not responsible for making provisions for inclement weather **(NO REFUNDS).**
The vendor fee is non-transferrable.
- A vending permit number will be issued when the vendor payment is received.
(An approved vendor permit must be displayed at all times that the vendor is set up.)
Vendor spaces will be designated by Operations and Event Management.
- A maximum of three (3) workers will be allowed to occupy each space. All workers must enter at the same time. Vendor credentials and one (1) parking pass will be issued with paid applications. Vendor workers must wear their vendor credentials at all times.
- Vending will be allowed in designated areas in Vendor Village.
Vending on other campus premises is not permitted.
- All equipment and merchandise must fit into the designated 10' x 10' space.
Additional vendor space can be purchased.
- Vendor permit does not allow access into the stadium.

VENDOR REQUIREMENTS

The selling of counterfeit merchandise is prohibited. All vendors must show proof of the following:

- Valid business permit from the City of Montgomery
- Valid business permit from Montgomery County
- Licensing agreement with the Learfield Licensing Partners (LLP) (if applicable)

Vendors selling food or beverages must meet requirements through the University's food and beverage provider, Aramark, and the Montgomery County Health Department as follows:

- Valid food service permit
- A \$1,000,000 product liability In case of any damage of any kind done to the said premises as a result of vending use, the vendor shall pay such amounts as shall be necessary to put the said premises in as good an order and condition as the same were at the commencement of the event.
- Liability Insurance of \$1,000,000 for each occurrence, naming Aramark and ASU as additional insured.
- ASU assumes no responsibility whatsoever for any property on ASU campus. ASU is expressly released and discharged from any and all liabilities for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy.

PROHIBITED ITEMS

Items not permitted for sale or distribution:

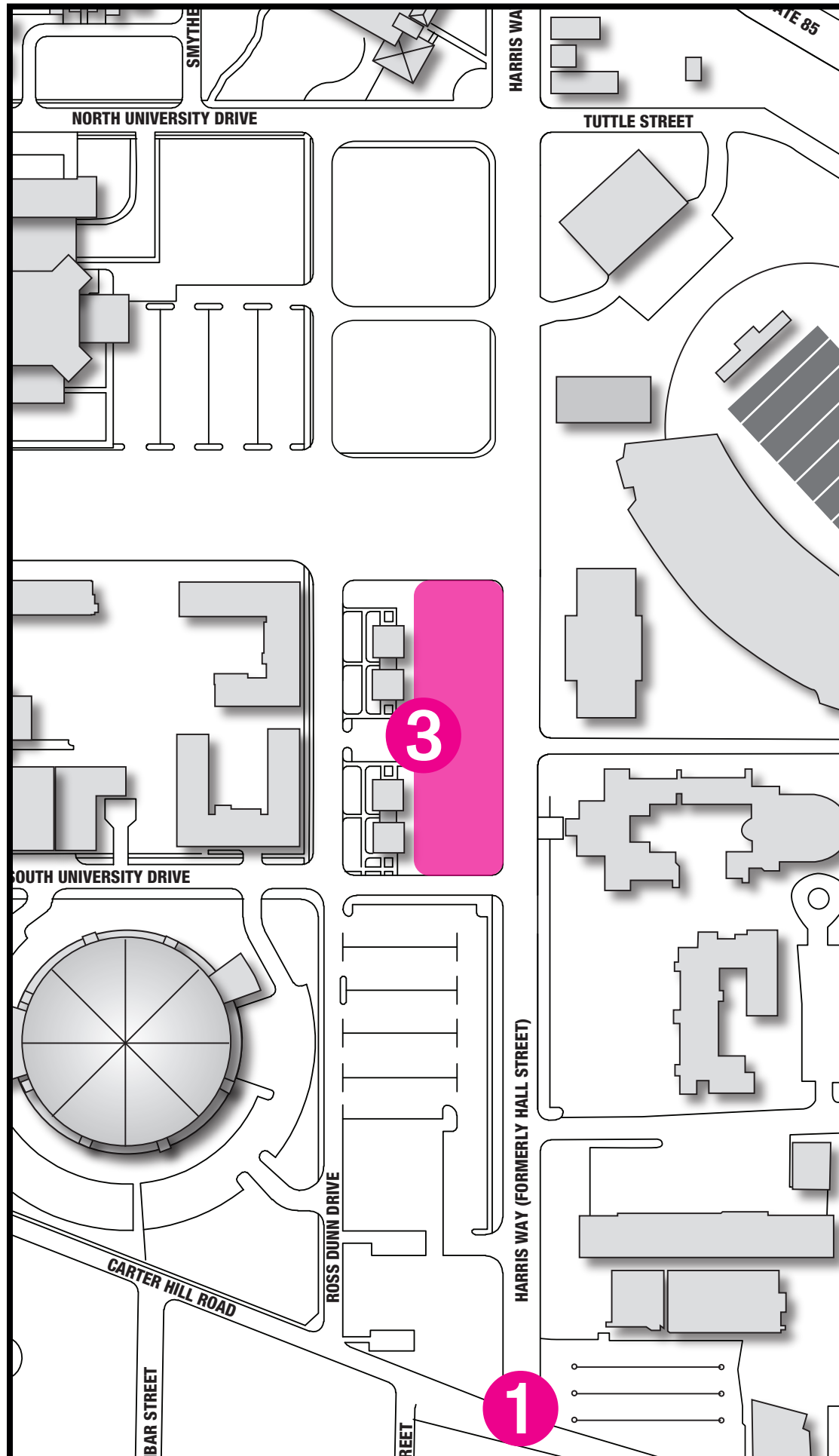
- Tobacco ■ Alcoholic beverages
- Items deemed inappropriate or offensive in conflict with the University's mission of providing a family atmosphere.

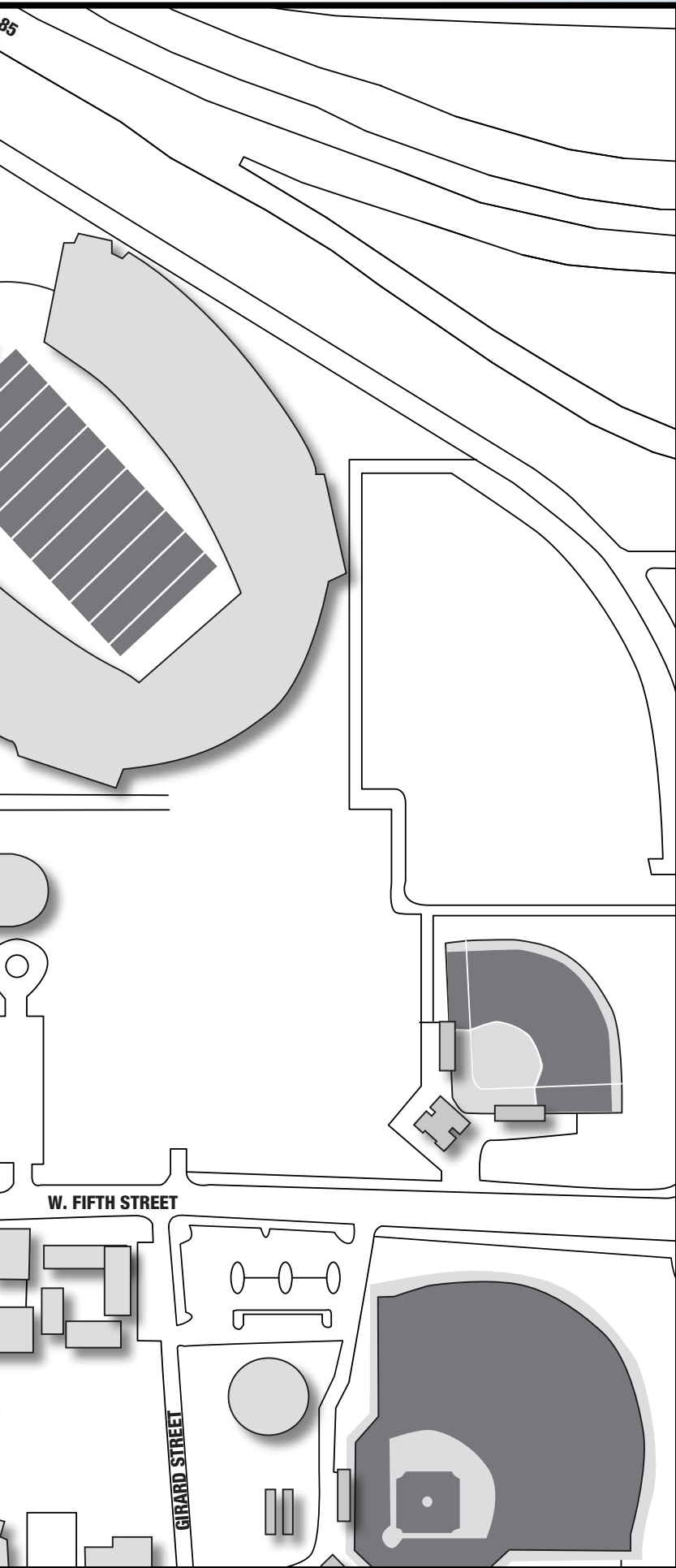
VENDOR'S RESPONSIBILITIES

- Vendor agrees to submit to ASU for prior approval all products, signs, literature and other displays and advertisement material (hereafter collectively referred to as “products and materials”) prior to their display and/or sale. ASU in its sole discretion may grant or withhold its approval from the use of said products and materials and Vendor is prohibited from displaying or selling any unapproved products and materials. Products and materials shall be submitted to ASU for approval no later than five (5) days prior to the beginning of the Occupancy Period. ASU strictly prohibits credit card solicitations on campus and unauthorized use or reproduction of copyrighted or patented materials, i.e. videos, compact discs, cassette tapes, etc.
- **Vendor shall not sell any product which uses the Alabama State University name, logo or image.** Trademark infringements will be reported to the Learfield Licensing Partners (LLP) and dealt with accordingly. Vendor acknowledges and agrees that University has the right and obligation to control the nature and quality of goods sold by Vendor under this Agreement. Alabama State University may demand the removal of any merchandise of “bad taste”, i.e. profanity, nudity or any item categorized in this manner.
- Vendor will not be allowed to set up tents displaying other universities or teams not participating in the scheduled game.
- Vendor shall be responsible for installation and removal of its exhibit display in the designated area. Vendor must remove from the University campus all debris or trash resulting from his/her commercial vending, as well as products and equipment brought by vendor onto the University campus. Vendor must leave the University campus in the same condition in which it was in prior to use by the Vendor.
- Vendor or Vendor’s representatives shall at all times maintain a professional demeanor. Vendor and Vendor’s representatives shall also dress in appropriate attire (shirts and shoes required), observe all University no-smoking, alcohol and drug policies and refrain from the excessive use of stereos, tape players, microphones and other similar sound producing and amplification devices. Excessiveness will be determined at the sole discretion of ASU. Appropriate attire will be determined at the sole discretion of ASU.
- Vendor agrees that it will not use any advertising or other publicity materials that directly or indirectly indicate the availability of alcoholic beverages, cigarettes or drugs.
- Vendor shall be responsible for the reporting and payment of all applicable taxes to the appropriate federal, state and local authorities.
- Vendor shall be responsible for obtaining, at Vendor’s sole expense, any business licenses or permits necessary for conducting operations in the Designated Area. Vendor shall also be responsible for compliance with any laws or regulations regarding the carrying and posting of permits or licenses. Vendor shall be solely responsible for any fines or penalties assessed as a result of Vendor’s failure to obtain or properly post any necessary licenses/permits. Upon request by ASU, Vendor shall produce licenses/permits to ASU representatives for inspection. Failure to produce any necessary license/permit may result in the cancellation of this agreement by ASU.
- Vendor agrees that it shall at times be responsible for enduring compliance with all applicable laws and regulations, whether federal, state or local, including laws pertaining to credit cards and credit, including, but not limited to, those related to the marketing of credit cards.

VENDOR ENTRANCE GATE & PARKING

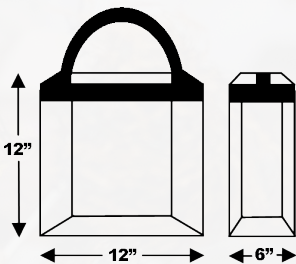
- 1 Between 6 to 9 a.m. vendors must use the campus entrance at the corner of **Harris Way and Carter Hill Road**.
- 2 Vendor parking is available in Zones designated by the University.
 - Vendors must show parking credentials to gain access into the parking area. Vendors are allowed one vehicle per parking pass.
 - ASU will not provide storage space for vendors.
 - All vendors must be set up before 10 a.m.
- 3 Vendor set-up area





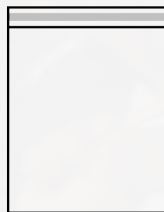
STINGER MAKES IT CLEAR

Approved Items



Clear Tote

Made of plastic, vinyl or PVC, does not exceed 12" x 6" x 12"

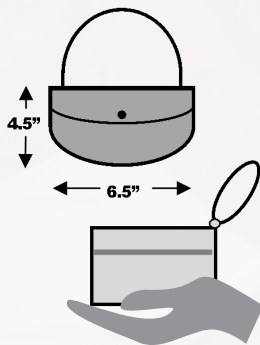


Plastic Storage Bag

One gallon re-sealable clear



Seat Cushion and seat cushion with back



Small Clutch Bag

No larger than 4.5" x 6.5"



Medical Bag

containing medically necessary items after a proper inspection at gate of entry.

Diaper bags are permitted when entering with an infant/toddler after a proper inspection at gate of entry.

 NO SMOKING

PROHIBITED ITEMS

- Smoking Paraphernalia
- Illegal Substances
- Purses
- Camera Cases
- Printed Plastic Bags
- Binoculars Cases
- Mesh Cases
- Tinted Plastic Bags
- Backpacks
- Fanny Packs
- Oversized Totebags
- Infant Seats or Strollers
- Non-service Animals
- Lawn Chairs
- Outside Food or Beverages
- Outside Alcoholic Beverages
- Cans or Coolers
- Umbrellas
- Flags or Banners
- Artificial Noise Makers
- Selfie Sticks
- Video Cameras



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