

Vendor's Policy

Policy for Jacob Aron Student Union Vendors:

1. A Vendor's registration form must be completed and approved prior to setup.
2. Vendors may register by fax or by phone with the main office.
3. Vendors must pay a \$75.00 fee prior to setup, at the Cashier's Window in the William W. Sutton Administration Building.
4. Each vendor is provided with one table and two chairs.
5. The Student Union does not store merchandise for vendors.
6. Products are limited to crafts, selected and approved Greek apparel, plants, non-food items, and/or items of a unique nature. The Director of Student Leadership & Engagement must approve all items prior to sales.
7. All vendors must adhere to MVSU parking regulations. Parking passes are available at the University Police Department.
8. Registered Student Organizations (RSO) must complete a **Request to Conduct Fundraiser Form** and secure approval. They must also reserve a space with a Facility Reservation Form prior to setup.
9. All vendors, RSO and MVSU Departments, must leave their reserved area clean and notify the main office upon departure.
10. Vendors are not permitted to sell any MVSU apparel or merchandise.

MISSISSIPPI VALLEY STATE UNIVERSITY
JACOB ARON STUDENT UNION

VENDOR'S APPLICATION FORM

Please type or print:

Vendor's Name _____

Company Name _____

Home Address _____

Company Address _____

Home Phone Number _____

Company Phone Number _____

Contact Number _____

Fax Number _____

E-Mail Address _____

Description of merchandise to be sold:

Price Range: Least Expensive \$ _____ Most Expensive \$ _____

_____APPROVED _____DISAPPROVED

A Vendor's Fee of \$75.00 must be paid prior to setup at the Cashier's Window in the William W. Sutton Administration Building, and a copy of receipt presented to main office in Student Union.

Applications may be mailed to the below address or completed upon arrival and prior to setup:

Office of Student Leadership & Engagement
Mississippi Valley State University 7262
14000 Highway 82 west
Itta Bena, MS 38941-1400
Fax: 662-254-3753
Phone: 662-254-3526