This information sheet has been designed to clarify questions frequently asked by vendors utilizing the Campus Center. If, after reviewing this information, you have questions, please do not hesitate to contact the Business Office at 330-244-3231.

SPONSORSHIP
Sales and solicitation by non-university groups at Kent State University Stark is only permitted inside the Kent State Stark Campus Center upper-level (or other location with the Director of Business Affairs and Operations’ approval). With proper sponsorship, you may utilize lobby space with the Campus Center upper level for sales and/or solicitation purposes. Please refer to this information when making arrangements for future programming at Kent State Stark. All vendors wishing to utilize Kent State Stark lobby tables for sales and solicitation purposes must obtain a campus sponsor. It is the responsibility of the vendor to recruit your own sponsor. This sponsor acts as a liaison between the vendor and the university and is responsible for reserving your table space with the Business Office.

SPONSOR RESPONSIBILITIES
Your sponsor is responsible for reserving, canceling and changing your space reservation with the Business Office. Special note: Your sponsor must check you in each morning with the Business Office.

GENERAL INFORMATION
Tables are assigned in the order of application, as available. A maximum of one table per day may be requested per group with a maximum of three (3) groups per day. Each group may only request a maximum total of two (2) days per semester. Vendors are not permitted to solicit or approach customers from any area other than the table location.

FOOD AND INGESTIBLE ITEMS
The sale or distribution of food, beverages and other ingestible products is governed by policy and procedure statements and is NOT PERMITTED without receiving prior written approval from the Director of Business Affairs and Operations.

TABLE SPACE AND EQUIPMENT
You are renting a 6’ x 8’ lobby space. One 6’ table and two chairs will be made available in your scheduled lobby space. Additional equipment (chalkboards, VCRs) may be requested by your sponsor for an additional fee. Vendors may bring in one clothing rack provided it does not impede the free flow of traffic, create potential fire hazards and must fit within the allotted 6’ x 8’ space. Table top displays are permitted; use of additional tables is NOT permitted.

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VENDOR FEE AND OTHER CHARGES
Each vendor will be assessed a $25 per day rental charge, plus additional fees for required equipment. Additionally, if the lobby area is left in poor condition (i.e., excess paper, cardboard, trash) you will be charged a clean-up fee (minimum $15). **It is required that the vendor fee and Vendor Permit Agreement be submitted two weeks prior to the scheduled date.** Non-profit community service organizations can request an exemption of the fee on a case by case basis.

LOADING/UNLOADING
Vendors may utilize the lower level loading dock to load/unload their materials. Please contact the Business Office to request a cart and to have doors unlocked. If assistance is requested with loading/unloading, you will be charged $15 per hour for labor if available (1 hour minimum). Unfortunately, due to space limitations, Kent State Stark cannot provide overnight storage for your materials.

NO SHOWS/CANCELLATIONS
Cancellations should be given to the Business Office at 330-244-3231 as soon as possible. If a table is scheduled and not used within one hour of the time reserved, the table can be reassigned to another group for the remaining available time on that day. The vendor is still held responsible for the facility rental incurred due to non-cancellation.