

# Merchant/Vendor Rentals

The Ceddia Student Union Building (The CUB) has space available for merchants/vendors to have a table on campus in the CUB Vending and Table Area located on the lower level of the building. Policies, costs, and an application for the rental of this space can be found below.

[Policies, Procedures, & Guidelines](#)  
[Application](#)

General Enterprises shall refer to all agencies/individuals engaged in distributing information and product services and/or sales/profit making on merchandise outside of the jurisdiction of the Student Government Association and the Administration of Shippensburg University. General Enterprises shall be defined as Off-Campus Vendors, Products, Services and Information Tables. The following policies & procedures apply to all General Enterprises wishing to conduct business at Shippensburg University.

1. If you answer yes to any of the following bullets, you are required to fill out an application for a vendor table:
  - a. Not affiliated with the University
  - b. Shippensburg University student selling items for profit (not fundraising on behalf of a student group)
  - c. Due to University services already provided, the following vendors will not be approved:
  - d. Any vendor in competition with our University partners:
    - i. The University Bookstore
    - ii. University Housing
    - iii. Banking Services/Financial services
    - iv. Mail Services
    - v. Food Services

2. Textbooks, Shippensburg University apparel, Housing, and Banking Services may not be sold or advertised by vendors. Items promoting other institutions of higher education are also not permitted to be sold or advertised.
3. Credit Card marketing or offers are not permitted on campus by any vendor
4. General Enterprises shall apply for vending date(s) using the General Enterprise License Application available through the University Union & Student Activities Office located in the Ceddia Union Building (CUB). Vending dates will not be considered or scheduled until the license application, applicable fees, and required documentation are submitted. **No more than one (1) vendor can request space per day.**
5. The categories for General Enterprises along with the appropriate fees are as follows:
  - a. **PROFESSIONAL SERVICES (Solicits Services) \$200.00 (September - April)**
    - i. Examples of professional services are hair salon, tax service, tailor, tattoo parlor, etc.
  - b. **FOR-PROFIT VENDORS (Sells Merchandise & Products) \$100.00 (September - April)**
    - i. The following documentation and fees are applicable per date requested for **For-Profit Vendors Only** (*All fees & commissions collected as revenue shall be deposited and contributed to SUSSI*):
      1. A detailed typed list of all merchandise and products to be sold. Lists will be verified to avoid selling conflicts with our University partners.
      2. Please see an example of a typed merchandise list below:
        - a. **Davey's Miscellaneous Shop**  
**Dave Williams**

~ (717) 555-1212 ~

davewilliams@hotmail.com

### **SAMPLE LIST OF MERCHANDISE & PRODUCTS TO BE SOLD**

- i. Imprinted Graphic T-shirts w/cartoon caricatures.
  - ii. Posters
  - iii. Assorted leather handbags
  - iv. Assorted wool blankets, gloves and hats
  - v. Assorted silver jewelry including earrings, bracelets, necklaces
- ii. 15% Commission Fee on sales for each date scheduled
    1. For-profit vendors will be required to record ALL SALES each date they are on campus on the General Enterprise Sale & Commission Form.
    2. Payments are to be made immediately at the conclusion of each business day to a representative in the University Union & Student Activities (CUB) office located behind the Information Desk.

### **6. NON-PROFIT VENDORS (Sells Merchandise & Products) \$25 (September – April)**

- a. The following documentation is required for **Non-Profit Vendors**:
  - i. A detailed typed list of all merchandise and products to be sold. Lists will be verified to avoid selling conflicts with our University partners.
  - ii. Please see an example of a typed merchandise list below:

## 1. Davey's Miscellaneous Shop

Dave Williams

~ (717) 555-1212 ~

davewilliams@hotmail.com

### **SAMPLE LIST OF MERCHANDISE & PRODUCTS TO BE SOLD**

- a. Imprinted Graphic T-shirts w/cartoon caricatures.
- b. Posters
- c. Assorted leather handbags
- d. Assorted wool blankets, gloves and hats
- e. Assorted silver jewelry including earrings, bracelets, necklaces

## 7. EXEMPT ORGANIZATIONS (Informational) NO FEE

- a. Community Organizations or Registered 501(c)(3) Non-Profits
  - i. If applicable, 501(c)(3) documentation must be provided.
- 8. Each application will require the appropriate General Enterprise Fee which covers the license and table rentals for up to twelve (12) dates, six (6) dates per semester, with no more than two (2) consecutive dates in a row. **Each additional date requested outside of the twelve (12) allotted dates will be \$100.00 per date based upon availability.**
- 9. **All FEES ARE NON-REFUNDABLE.** Checks should be made payable to: **Shippensburg University Student Services Inc. or SUSSI.** All applications, associated fees, and required documentation shall be returned to:

**Shippensburg University**

**Amy Podoletz**

**Campus Life Office Manager**

**1871 Old Main Drive**

**Shippensburg, PA 17257-2299**

10. General Enterprises will be provided with one (1) 6-foot table for each date they are approved to be vending. Additional tables may be provided upon request based upon availability and a \$5.00 fee per table will be assessed.
11. General Enterprises shall be approved and licensed by Sussi and coordinated by the University Union & Student Activities Office.
12. The University Union & Student Activities Office shall maintain detailed General Enterprise information for each agency/individual which shall include the following:
  - a. Agency/Business Name
  - b. Description of business
  - c. Contact Person's Name, Mailing Address, Phone, and Email Address
  - d. Drivers License Number
  - e. Motor Vehicle Registration
  - f. Any other information required or deemed necessary
13. One (1) copy of the completed application materials will remain on file with the University Union & Student Activities Office. Upon arrival to campus the General Enterprise representative(s) will be required to have their license to conduct business on campus.
14. If the cost incurred with licensing a General Enterprise exceeds the \$200.00 General Enterprise Fee, all additional costs and fees shall be billed to the appropriate General Enterprise.

15. Licenses may be withdrawn at any time by the administrative staff of the University Union & Student Activities Office and/or SUSSI. In such cases, fees are non-refundable.
16. General Enterprises are only allowed to conduct business within the Ceddia Union Building (CUB) and within 50 feet of CUB entrances.
17. Any entity engaging in profit-making activity and/or solicitation without a license will be fined and made to discontinue from participating in the activity until the correct procedures have been followed to obtain a license. Violators will be charged with a \$200.00 fine per offense.
18. All applications, fees, and documentation to license a General Enterprise must be submitted at least ten (10) business days prior to the date(s) being requested.
19. Door to door solicitation within University Housing (residence halls & apartments) and University office and academic buildings is not allowed.
20. **SUSSI reserves the right to deny the selling of any merchandise or products which may be in direct conflict with university policies, bookstore or other contracted entities.**