



**VENDORS AND SALES**  
TABLE RESERVATION REQUEST FORM

Please fill out this form **in its entirety** and return to 210 Lester Hall, by e-mail to union@olemiss.edu, or by fax to (662)915-5410. In order to ensure that sales and solicitations at the designated solicitation location are in accordance with established policies and procedures, the Ole Miss Student Union retains the authorization to supervise and direct any sales or solicitations by vendors in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza.

The following is the policy for reserving vendor space to sell merchandise in locations provided by the Ole Miss Student Union:

1. Reservations are made through the Ole Miss Student Union, where the reservation agreement must be completed.
2. **Available space for vendors is restricted to the preset locations in front of both Weir Hall and the Lott Leadership Institute on Galtney Lott Plaza between the hours of 10:00 a.m. - 4:00 p.m.**
3. Space is limited to two (2) vendors per day.
4. Vendors will not be allowed to sell merchandise at any other location.
5. Due to fire code and building regulations, tables may not be moved from assigned spaces.
6. There is a \$100 fee per day to reserve space in the Ole Miss Student Union vendor locations. Vendors requesting space for one week (five consecutive days), will be assessed a flat fee of \$450. For vendors that need a larger area, up to 3 booth spaces may be reserved for a fee of \$50 per additional space each day.
7. All fees must be paid at time of reservation. All payments must be in the form of cash, check, or Visa/MasterCard. *If the check is not properly processed by the bank, the reservation will be cancelled and the vendor will not be allowed to reserve space in the future unless cash is paid for reservation fee and commission.*
8. Vendors **MUST** pay 10% of all sales at the end of the day(s). This is in addition to the fee(s) for rental. All payments must be in the form of cash, check, or Visa/MasterCard.
9. The collection and reporting of any and all applicable sales tax is the responsibility of the vendor. The University does not have or assume any liability for the collection and reporting of sales tax. The Vendor is required by law to be registered with the Mississippi State Tax Commission. The vendor must furnish a copy of the Mississippi State Sales Tax Permit before setting up to sell merchandise.
10. Cancellations must be made 24 hours in advance or fees will be assessed.
11. Vendors will not be allowed to block book consecutive weeks. Reservations may only be made for up to one week at a time.
12. At the discretion of the Ole Miss Student Union, penalty fees (\$50 daily or \$250 weekly) may be assessed for vendors failing to appear on the date(s) reserved.
13. Vendors cannot sell merchandise that will conflict with the exclusive sales agreement that the University has with contracted businesses and/or corporations.
14. Due to location, absolutely no music or amplified sound is permitted at any time.
15. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Ole Miss Student Union.
16. The Ole Miss Student Union reserves the right to cancel the signed contract made with the Vendor. If the Vendor has items on display, the vendor must promptly remove all items and immediately leave the location. Rental fees received will NOT be reimbursed. The vendor will still be responsible for paying the 10% commission from sales. These commissions must be paid before leaving the location.
17. Fronting is prohibited. Fronting is when an individual or organization uses university space/facilities and services under the guise that the activity is a university-sponsored program. Violator's will have their reservation privileges revoked.
18. In the event that the university suspends campus activities or closes, the table reservation will be cancelled, and the user will have the opportunity to reschedule.
19. Failure to abide by these guidelines will result in loss of privileges.

**CONTACT INFORMATION:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Cell number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**SALES INFORMATION:**

Type of Sales: \_\_\_\_\_ Date(s) of Sales: \_\_\_\_\_

Times: (Begins) \_\_\_\_\_ (Ends) \_\_\_\_\_

**PAYMENT INFORMATION:**

Visa/MasterCard: # \_\_\_\_\_ Exp. \_\_\_\_\_ CVC \_\_\_\_\_

Check or Cash: \_\_\_\_\_

*\*Only Visa and MasterCard are accepted forms of payment for credit card users.*

*\*Credit card payments will be assessed a convenience fee of 2.5% per charge.*

*\*All checks must be made payable to The University of Mississippi.*

*I have read and agree to comply with the Policy for Sales on the Ole Miss campus.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ole Miss Student Union: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OMSU USE ONLY:**

LOCATION: Lott 1 Lott 2 Lott 3 Lott 4 Weir 1 Weir 2 Weir 3 Weir 4

Date paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Cash Card Check Check # \_\_\_\_\_

CC#: \_\_\_\_\_ Exp: \_\_\_\_\_

Table rental \$ \_\_\_\_\_ 10% Sales \$ \_\_\_\_\_ Sales Tax ID # & Issue State \_\_\_\_\_