

## Student Memorial Center Vendor Guidelines

1. Vendors of profit-bearing organizations will be charged a setup fee of \$15 per day. Setup may begin no earlier than 8:00AM and may conclude no later than 9:00PM. The following is included in the vendor setup fee:

- Two (2) 6-foot rectangle folding tables and two (2) chairs will be provided by the University

- Additional chairs are available for purchase at \$10.00 per chair.

- Payment (in form of check) is due the day of setup by 11:00AM.

Revised5.17.24

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Operations. Promotional items must be brought in-person to the SMC Information Desk for approval. Signage is permitted the day of event outside of the Student Memorial Center, so long it is free standing. All promotions and event advertisement must abide by the [MU Posting and Chalking Guidelines](#)

No sell or giveaway of animals, food, beverages, weapons, or obscene materials

No sell of alcohol or tobacco products, related paraphernalia and/or items advertising these products

No use of candles, incense, fog machines, or other items that may release a smell, smoke, scent, or odor

Credit card applications are prohibited

Vendors are responsible for repair costs of any damages sustained to University property while on site

Vendors sponsored by registered student organizations must abide by all vendor guidelines, including the vendor fee, and complete a vendor form request before being permitted to come to campus

8. Millersville University is not responsible for theft or loss of property
9. All non-for-profit vendors may table free of charge, but must abide by all vendor guidelines stated above

