

# Table Vending Program Policy

317 Student Union  
41 Campus Center Way  
Amherst, MA 01003  
Main: (413) 545-0412  
Vending: (413) 545-0198  
Fax:(413) 545-0198



## *Procedure*

- ~ **READ AND KNOW THE GENERAL RULES BELOW.**
- ~ Complete and submit an application, applicable forms/documents, and signed policy.
- ~ Submit a Table Request Form and confirm scheduled dates.

## *General Rules*

- 1) The first two weeks of the semester are designated strictly for University organizations and Student groups. Tables for the sale of goods are available after the two-week period.
  - 2) Before setting up, all scheduled vendors and groups are required to sign in and pay at the Information Desk with the Vending Representative between 9am-10am. If the vendor is late, he/she must go to the Tickets Unlimited office to make payment BEFORE setting up. A vendor cannot be late more than two times a semester without a prearranged agreement. A vendor who is late after two times will not be allowed to vend that day. All tables must be folded up and put away, and the vendor must throw out all trash by 5:00pm. Vendors will face a penalty if they do not break down their allotted space or if they leave items behind. If there are vacant spaces pre-approved Category A groups can walk on from 10:15am-11:00am.
  - 3) All reservations require 48 hours notice to cancel. A cancellation form must be submitted to Tickets Unlimited 48 hours prior to the date of reservation being cancelled. It is the vendor's responsibility to make sure Tickets Unlimited has received a cancellation form 48 hours in advance. If a form has not been received, half the daily fee will be charged to the vendor and they will be responsible for paying this fee within one week of the date. No reservations will be accepted until the fee is paid. Category A and F will be subject to suspension from the concourse if they do not give 48 hours notice to cancel their reservations.
  - 4) Each reservation is allotted 1-8ft x 4ft folding table and 2 chairs in the space specified by the vending officer. A second table will be allotted to a vendor only if there is one available in the morning during check-in from 9am-10am. Vendors will also be able to bring in tables as long as they do not exceed the allotted space. If a vendor sets up a second table without the permission of Tickets Unlimited, then a representative may ask the vendor to break down the extra table(s). If a vendor violates this policy more than 3 times in one semester, Tickets Unlimited reserves the right to suspend the offender's privileges indefinitely. Category A and Category F vendors will be allotted one table/day/reservation. Category A and Category F vendors will also have the opportunity to request an extra table during check-in. All categories are subject to suspension if they set up more than one table/day.
  - 5) All displays must be neat and orderly, and the Vending Representative on duty reserves the right to make adjustments to a vendor's set-up if it falls within guidelines set forth by the University of Massachusetts/Amherst. Soliciting beyond the table and excessive noise is not permitted. Radios are not allowed, unless the item(s) being sold directly pertain to music. If a vendor must be asked to lower the noise coming from their table more than once, then Tickets Unlimited reserves the right to ask the offending vendor to leave the concourse. Any Vendor who is asked to leave the concourse for a noise violation will not receive a refund for the day.
- \*\*6) Tickets Unlimited/Vending will accept cash or checks for payment. **In the event that a personal check is issued with**

I have read and understand the current Ticket's Unlimited Table Vending Policy and agree to abide by its provisions as administered by Ticket's Unlimited.

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

Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Group/Business Name (please print): \_\_\_\_\_

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**insufficient funds**, Tickets Unlimited/Vending reserves the right to append an additional charge of \$25 for each bounced check, and suspend vending privileges until the charge and the original daily fee are paid. Tickets Unlimited/Vending also will no longer accept a personal check for the payment in the future from the offending party

7) In the event of inclement weather, vendors should call the following phone numbers to find out if the campus is open. If the campus is closed prior to the start of the day, vendors will not be obligated to pay the fee for that day. School Cancellation Hotline: 413-546-3630, Dean of Students Office: 413-545-2684

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

Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Group/Business Name (please print): \_\_\_\_\_