

Request for Gallery Tabling, Collection Bins, and External Vendor Sales

Club/Organization: _____ Date: _____
Representative: _____ Phone: _____
E-mail Address: _____

Please complete appropriate section(s) listed below.

Table Request: (Section 1) Collection Drive: (Section 2) External Vendor: (Section 3)

Section 1: Table Request

___D-Wing ___G-Wing ___I-Wing ___Campus Ctr. Food Court ___Campus Ctr. Coffee House
Please rank your preference (EXAMPLE: 1 D-Wing 3 G-Wing 2 I-Wing 4 Campus Ctr. Food Court 5 Campus Ctr. Coffee House)

Date(s): _____ (Maximum of 3 consecutive days) **Times:** _____ to _____

Purpose: _____ **# Tables:** ___ **# Chairs:** 2 per table

Is this a fundraiser? ___Yes ___No **Describe donations/sales:** _____

Charity/Beneficiary: _____

(Return form to Event Services and Campus Center Operations, Campus Center Suite 241)

Section 2: Collection Drive

___Lower A-Wing Gallery ___Lower D-Wing Gallery ___Lower H-Wing Gallery
Please rank your preference (EXAMPLE: 1 Lower A-Wing 3 Lower D-Wing 2 Lower H-Wing)

Date(s): _____ (Maximum of 10 consecutive days) **# Bins Requested:** _____

Item(s) to be collected: _____

Charity/Beneficiary: _____ **Phone:** _____

**Stockton prefers organizations utilize bins provided by the University; other bins must be approved by Student Development.*

(Return form to the Student Development Resource Rm.)

Section 3: Permission for External Vendor

Please note: A maximum of 2 tables may be requested, vendors may not bring their own table!

Date(s): _____ **Times:** _____ to _____

Purpose/Item(s): _____

Vendor Name: _____ **Phone:** _____

E-Mail: _____ **# Tables:** ___1 Table ___ 2 Tables

(Return form to Event Services and Campus Center Operations, Campus Center Suite 241)

For Office Use Only

Student Development, Resource Room Approval _____

Director of Student Development Approval Exception _____

Event Services & Campus Center Operations Approval _____

Guidelines for Gallery Tabling, Collection Bins and Outside Vendor

Tabling Requests

The *Request for Gallery Tables* form must be approved by the Office of Student Development through their Resource Room and submitted to the Office of Event Services & Campus Center Operations, Campus Center Suite 241, at least two business days before the planned tabling activity. The Office of Student Development will provide confirmation of the scheduled tabling activity by notifying the club/organization representative. A schedule of approved tabling activities can also be viewed on the University's Calendar of Events under the "tabling" filter.

Table locations for information/recruitment purposes for internal groups are designated to Lower D, G and I-Wing Galleries, as well as the Campus Center Coffee House and Campus Center Food Court. Table locations for information/recruitment purposes for external organizations is limited to Lower D, G and I-Wing Galleries.

Collection Drives:

The *Request for Collection Drive Bins* form must be submitted to the Office of Student Development through their Resource Room, at least 5 business days before the planned collection.

It is preferred that organizations utilize bins provided by the University; use of other bins must be approved by the Office of Student Development. Bins must contain a label that provides the following information: items solicited, charity/beneficiary, dates, and contact information of the hosting organization.

External Vendors

The *Request for External Vendors* form must be approved by the Office of Student Development through their Resource Room then submitted to the Office of Event Services and Campus Center Operations, Campus Center Suite 241, at least 5 business days before the planned vending activity. Table locations for vending purposes are designated to Lower D, G and I-Wing Galleries.

1. A club/organization is permitted to host two tabling fundraisers per month with an outside vendor. (Up to three consecutive days will be considered as one fundraiser). A hosted vendor is limited to a maximum of two tables each day, provided by the institution. Vendors may not bring additional tables. The University reserves the right to limit the number and type of auxiliary displays used by a vendor. Vendors may solicit between the hours of 9:00 am-5:00 pm, Monday through Friday. Exceptions to locations, days and times may be made at the discretion of the Director of Student Development and/or Director of Event Services and Campus Center Operations.
2. The same item or product may not be sponsored by more than one club/organization on the same day. A schedule of vendors and products can be viewed on the University's Calendar of Events under the "tabling" filter.
3. Requests to sell items that are sold by contracted vendors, i.e., food service, bookstore, or vending machines will not be approved.
4. External vendors will be charged \$30.00 per table per day or \$50.00 for a maximum of 2 tables per day. (Not for Profit organizations may reserve a maximum of 2 tables per day at no charge to disseminate information.) The Office of Event Services & Campus Center Operations will make reservations, collect fees and make deposits directly to the appropriate club/organization account. The vendor is responsible for paying the fee at the Office of Event Services & Campus Center Operations, Suite 241, before setting up for the day. Students are not permitted to accept payments from vendors.