



# Seton Hall University

## Galleon Lobby Vendor Table Reservation Form

### Bishop Dougherty University Center

**PLEASE PRINT ALL INFORMATION**

Applicant's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Table Information:**

Date(s) \_\_\_\_\_

Day(s) of the Week: Mon Tues Wed Thurs Fri

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Description/Items you will be selling/displaying/distributing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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By signing this form, I acknowledge that I understand and agree to the terms that the Department of Community Development has indicated on the back of this form and the University Standards. If I fail to meet or comply with the above provisions and regulations, I understand that I may forfeit the opportunity to rent and/or reserve a table at Seton Hall University.

Applicant's Signature: \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

**Department of Community Development Use Only**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Approved Dates: \_\_\_\_\_

Community Development Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please fax completed form to: (973)761-7662, or mail to:  
Seton Hall University / University Center 106 / 400 South Orange Ave / South Orange, NJ 07079*

# Galleon Lobby Table Rental Policies and Procedures

The following apply to all groups – departments, students, faculty and non-university – hereafter referred to as Vendor:

- I. All applications for a vendor table must be made directly through the Department of Community Development: University organizations – submit requests via the University Scheduler; Non- University Group – submit a signed Vendor Table Application & Policy form. Please attach a leaflet or copy of materials that you plan to distribute. Submit applications a minimum of 5 working days prior to requested date(s).
- II. Tables may be reserved Monday – Thursday, 10 a.m. – 6 p.m. when the University Center is open for normal operating hours.
- III. Driver's license or a valid Seton Hall University ID is to be left in the Community Development office, UC 107, as collateral for the table. It will be given back when the table is returned. The Vendor assumes responsibility for the condition of the said table during the rental period.
- IV. No displays or promotional materials may be attached or mounted on the walls behind the tables.
- V. The sale of food items is not permitted.
- VI. Failure to notify Community Development of cancellation 3 business days prior to a scheduled date will result in a \$25 fine and/or loss of reservation privileges.
- VII. Vendors must adhere to Seton Hall University and its Catholic Mission. This pertains to all vendor supplies and materials as well.

## Non-University Groups:

- I. The daily rental fee for a vendor table is \$75.00. A non-refundable \$40.00 deposit payable in cash, money order or bank check is due upon approval of requested date(s) with the balance due upon receipt of table.
- II. Credit card and telephone service vendors not contracted through Seton Hall University are not permitted to reserve a vendor table.