

# WAYNE STATE UNIVERSITY

## Student Center Vendor Table Rental Information



Vendors may reserve and rent the vendor table space in the Student Center for sale and/or distribution of their products and/or services only if they have become a registered vendor have been granted approval

for the sale and/or distribution of their products and/or services. Examples of successful sale items include low cost silver jewelry, lotions, perfumes, keychains and some types of clothing. Approval is based solely on the type of product or service being offered. Products deemed illegal or prohibited by city, state, and federal laws and ordinances will not be approved for sale or distribution. Products and/or services prohibited for sale and/or distribution by federal, state, or local laws and/or ordinances, or by the Wayne State University Board of Governors Statutes and/or Presidential Executive Orders will not be approved for sale or distribution. Approval is given without prejudice and is not based on the content or views of the seller/distributor.

There is one official site available for vendors to reserve. The one site is located in the Student Center on the first floor in the North Commons, across from Bene Pizza. **The cost to reserve the Student Center Vendor Table is \$80.00 per day.** Payment must be received on or before the day of rental. Acceptable forms of payment are:

- Cash
- Money Order or Cashier's Check payable to Wayne State University
- Electronic payment options are available at <https://commerce.cashnet.com/1Housing>
- Personal checks not accepted in person

Vendors may reserve the vendor table no more than four weeks in advance for no more than one day per week. Vendors may reserve a table by calling the Reservations Office at 313-577-4585 beginning at 8:30 a.m. on Mondays for the five available dates during the week that is four weeks in the future.

A completed Vendor Contact Information Form must be on file in the Reservations Office prior to making a request for table space.

Vendors may only reserve one table per week. However, vendors may extend or make another reservation within the same week if the desired table is not reserved or claimed by 11:00 a.m. on the day

requested. This exception to the one table per week rule can only be invoked on the morning of the day that the table is not reserved or claimed. Only one six foot table will be set up, and that table is provided by the Student Center.

Tables, materials, and furnishings must be kept on the carpeted area of the floor. Tables and equipment on the tiled floor or hallways must be moved since they obstruct traffic flow and violate fire laws. Likewise, business activity must be conducted from the table. Individuals may not pass out literature or printed materials in the foyers or hallways of the Student Center.

Absolutely no food or other ingestible items may be sold or distributed from a vendor table. No credit card solicitations, or paintball promotions are permitted. Absolutely no display materials such as posters, leaflets, signs, etc. may be posted or hung on the walls, pillars, ceilings, or doors of the Student Center. Furthermore, display boards and/or other such items brought in by the vendor to be displayed behind the table may be no more than five feet tall and not more than five feet wide. Vendor's chairs, tables, display items may not extend more than six feet east of the tile/carpet border. Likewise, the vendor's tables, chairs, display items, etc., may not completely enclose the area between the two pillars. A display easel will be provided upon request.

Parking fees are the sole responsibility of the vendor. Unloading and loading of materials is permitted at the Student Center Loading Dock. Parking at the Student Center Loading Dock is not permitted. Public parking is available in any of Wayne State University's parking structures for a fee of \$6.50 per day. Parking fees are subject to change.

A "no show" is an occurrence for which a reservation is made and the reserving vendor does not utilize the space during the time for which the reservation was made. Excessive cancellations are numerous individual or series of events that are booked and subsequently cancelled with less than two business days notice. Given such, vendors incurring three or more voluntary "no shows" and/or excessive cancellations will be considered in violation of vendor policy.

Individuals and organizations that violate any part of this policy may be removed from the premises immediately and/or prohibited from using and/or reserving space in the Student Center in the future.

# WAYNE STATE UNIVERSITY

Student Center Reservations Office  
5221 Gullen Mall Room 135 Student Center  
Detroit, MI 48202  
Phone: 313-577-4585 Fax: 313-577-3520  
www.studentcenter.wayne.edu

## Vendor Contact Information

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

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mobile Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Items that will be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Return this page to the Reservations Office **prior** to requesting a table reservation.*

*I have read and understand the University policies governing the use of a vendor table in the Student Center.  
I assume responsibility for the proper payment of all charges related to vendor table use.*

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Vendor Signature

Date