



# SMITH COLLEGE CAMPUS CENTER

## Outside Vendor Information

If you are interested in vending in the Smith College Campus Center, please fill in the information below. We schedule outside vendors twice a year, in January for the spring and in July for the following fall. We will keep your information on file and contact you in January/July to schedule a vending date.

Once a date(s) is selected, you will be sent a contract which must be returned to us prior to your vending date. Vending tables are located in the lower level of the Campus Center near the student mailboxes. Vending dates are limited and requests are processed in the order they are received.

For single day vendors, there is a \$50.00 fee due prior to vending date. For vendors booking consecutive dates, a fee equal to 20% of total sales will be charged upon completion of vending.

**Please note: Jewelry vendors will be limited to seven (7) vendors per semester.**

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

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

Telephone: \_\_\_\_\_

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

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

Type of items you sell: \_\_\_\_\_

Price range of items you sell: \_\_\_\_\_

I would like to vend during the fall semester \_\_\_\_\_ spring semester \_\_\_\_\_

Preferred vending day (Monday – Friday): \_\_\_\_\_

Preferred month: \_\_\_\_\_

Time you would like to vend (11 a.m. – 2 p.m. is the busiest time): \_\_\_\_\_

The College reserves the right to ask a vendor to remove any inappropriate items from their table. Should you have additional questions, please contact the Campus Center staff at [campuscenter@smith.edu](mailto:campuscenter@smith.edu) Please fax the form back to (413) 585-4166. Thank you for your interest.