Vendor Policies for Reserved Dates
Tufts University
Office for Campus Life/Mayer Campus Center
44 Professors Row, Medford, MA 02155

In order to vend at the Tufts University Mayer Campus Center, you must complete the Application for Authorization to Solicit/Vend/Distribute and receive approval from the Office for Campus Life before reserving vending dates.

- **Reservations:** Vending will be made on a first come, first serve basis and Monday through Friday between the hours of 9 AM to 5 PM, unless otherwise noted from the Office for Campus Life.

- **Vending Fees:** Appropriate vending fees are determined by the Office for Campus Life and stated via an invoice.
  - **Payment:** The OCL must receive a check, money order, or cash (paid in person) for the vending fee by the due date stated on the invoice. Checks & Money Orders should be made payable to “Trustees of Tufts College” and mailed to the Office for Campus Life (ATTN: Ashley Murray).
  - Failure to submit payment will result in the release of any dates on hold, Office for Campus Life operates on a NO REFUND policy.

- **Campus Center Arrival:** The best entrance to load and unload your merchandise from a vehicle is from the Professors Row side of the building (30 minute loading spot can be found in front of the Campus Center). Unless you are setting up on the lower patio, then please unload on the Talbot Avenue side. **Vendors may arrive after 8:30 AM, please check-in at the Office for Campus Life Room 110 (1st floor of the Campus Center, near ATMs) upon arrival.**
  - **Parking:** We distribute daily visitor parking passes out of our office, we have added the $5 parking fee to your total vending fee. This pass will allow you to park in any university parking space that is not metered, handicapped, shuttle stop or a no-parking zone surrounding the Campus Center on Professors Row, Latin Way or Talbot Ave (refer to map attached). [Campus Center Directions](#)
  - **Public Transportation:** You may take the Red Line to Davis MBTA Stop and may use the Tufts University Shuttle called “The Joey” for no charge which picks up on Holland Street. The shuttle will drop you off on the back side of the Campus Center. [Joey Shuttle Schedule](#)

- **Vending Location:** The Office for Campus Life reserves the right to assign a specific location to each representative on the day of scheduled vending, and will supply one (1) six – foot table. **Any additional space must be discussed with the OCL prior to the day of vending.** Vendors must not leave their assigned tables unattended.

- **Noise Level:** Vendors **may not** employ the use of stereos or radios, unless approved from OCL.

- **Advertisement:** Publicity on day of event will be posted on Twitter [@TuftsOCL](#) by the OCL. Other publicity of your event must be approved by OCL and location of advertisement is at our discretion.

- **Campus Center Departure:** Please notify the OCL or Information Booth when you are leaving for the day. Vendors will be responsible for reloading all remaining products. The OCL is not responsible for any items left on the patio or within the Mayer Campus Center. There is no storage available in the Campus Center.

*Please respect the policies for vending at Tufts University and the requests of the Office for Campus Life at all times. The OCL resources the right to request that representatives leave the premises in the event of a policy violation. Through your company, we are providing a service to our students, and expect that all items will be appropriate for all members of the Tufts community.*

Last updated: 12/2013
TUFTS UNIVERSITY
MEDFORD/SOMERVILLE CAMPUS

University Buildings
1. Aidekman Arts Center H9
2. Alumni Hall H9
3. Anderson Hall H6
4. Balch Arena Theater H9
5. Ballou Hall E6
6. Barnum Hall E6
7. Bendetson Hall E5
8. Bookstore F8
9. Boston School of Occupational Therapy (BSOT) B4
10. Braker Hall G5
11. Bromfield-Pearson J7
12. Bush Hall F10
13. Cabot Center (The Fletcher School) D6
14. Campus Center F9
15. Carmichael Hall C5
16. Chase Center, Carmichael Hall C6
17. Cohen Auditorium H9
18. Community Health (112 Packard Avenue) E9
20. Summer Session Office (108 Packard Avenue) D9
21. Cousens Gym H3
22. Curtis Hall H5
23. Dewick-MacPhie Dining Hall F9
24. Dowling Hall F4
25. East Hall F5
26. Eaton Hall & Computer Lab G6
27. Eliot-Pearson H1
28. Fine Arts House (11 Talbot Avenue) H8
29. Gantcher Center H2
30. Goddard Chapel F6
31. Granoff Family Hillel Center D5
32. Granoff Music Center H9
33. Halligan Hall H4
34. Haskell Hall F10
35. Health Services C8
36. Hill Hall E4
37. Hillside Apartments E4
38. Hodgdon Hall E9
39. Houston Hall C6
40. International Center D9
41. Jackson Gym G9
42. Lane Hall E4
43. Latins Way Apartments G10
44. Lewis Hall E10
45. Lincoln Filene Center G5
46. Miller Hall D5
47. Miner Hall H6
48. Mugar Hall C7
49. Olin Center for Language and Cultural Studies D6
50. Paige Hall H6
51. Pearson Chemical Lab F9
52. Performance Hanger G9
53. Psychology Building J6
54. Sophia Gordon Hall H7
55. South Hall G10
56. Robinson Hall H7
57. Science & Technology Center M7
58. Tilton Hall E10
59. Tisch Library G7
60. Urban & Environmental Planning (97 Talbot Avenue) E9
61. West Hall E5

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Unloading: You may unload all supplies in the 30 min. loading zone on Professors Row.

Visitor’s Parking Pass: With the pass, you are allowed to park in any university space on Professors Row, Latin Way or Talbot Ave (highlighted above) that is not metered, handcap or The Joey shuttle stop zone.