

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 between the hours of 9 AM to 5 PM, unless otherwise noted from the Office for Campus Life.
- **Payment:** Reservations must be confirmed by the Office for Campus Life, and the OCL must receive a payment for the vending fee prior to the vending date. Payments should be made by Credit Card. As part of your vending date confirmation you will receive an on-line payment link. While we prefer payment on-line, you may pay by check, money order (payable to “Trustees of Tufts College”) or cash. Payments must be made prior to the start of vending. Failure to submit payment will result in the release of any dates on hold, Office for Campus Life operates on a NO REFUND policy. The one-day vending fee is \$100 per day, **this fee may increase in cases where additional space is requested or needed**. Orientation week vending is \$150 per day (poster sales companies fee is 10% of sales).
- **Parking:** Parking is available at the Dowling Hall Parking Garage at 419 Boston Ave. Medford MA, 02155. The fee is included in your vending payment. Upon departure we will give you a code to enter at the parking kiosk in Dowling Hall which will allow you to exit. Please click for directions to [Campus Center](#) & [Dowling Parking Garage](#).
- **Campus Center Arrival:** The best entrance to load and unload your merchandise from a vehicle is from the Professors Row side of the building (44 Professors Row, Medford MA, 02155). *Vendors may arrive after 8:30 AM, please check-in at the Office for Campus Life Room 110 upon arrival.*
- **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 and may be subject to an additional fee.** 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 [Tufts event calendar](#) by the Office for Campus Life. 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 reserves 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.