

**Office of Programming and Leadership**

2500 North River Road Manchester NH 03106 - 1045 | Phone: 603.645.9608 | Fax: 603.629.4634

**Table/Vendor Reservation & Fundraiser Registration Form**

Today's Date: \_\_\_\_\_

Name of Vendor/Organization/Dept/Team: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Applicants Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Email: \_\_\_\_\_

**Table/Vendor Reservation Section:**

Day	Date	Times	Location Request
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Table Reservation Approved?: • Yes • No \_\_\_\_\_

Office of Student Life \_\_\_\_\_ Date

Is this a fundraiser? • Yes • No

If you answered yes, then please complete the next section. Thank you.

**Fundraising Registration Section:**

- **On Campus** (Please obtain the appropriate signature for you group/sports team/department.)
  - Approval • Sports Team \_\_\_\_\_ Director of Athletics
  - Signature: • Clubs \_\_\_\_\_ Director of Student Life
- **Off Campus** (Please obtain the appropriate signature for you group/sports team/department.)
  - Approval • Sports Team \_\_\_\_\_ Director of Athletics
  - Signature: • Clubs \_\_\_\_\_ Director of Student Life

Required Approval: \_\_\_\_\_ VP of Institutional Advancement

**Residence Life Approval:** \_\_\_\_\_  
 Director of Residence Life \_\_\_\_\_ Date  
 (Residence Life approval is for sales that take place in the Residence Halls only.)

**Dining Services Approval:** \_\_\_\_\_  
 Dining Services \_\_\_\_\_ Date  
 (Dining Service approval is for sales that involve prepared food.)

**Final Fundraising Approval:** \_\_\_\_\_  
 Director of Student Life \_\_\_\_\_ Date

## **Table/Vendor Reservation & Fundraiser Registration Form**

### **Guidelines:**

1. No more than two (2) representatives per table.
2. The table area will be left clean of advertisements and/or sales material once the group is finished with the table for the day.
3. Groups requiring AV must contact AV at 645-9615.
4. Outside vendors will only be allowed in front of the Campus Store, the Student Center lobby, and outside, if weather permits.
5. There will be three tables for clubs, teams or departments (campus groups) in the Cafeteria. There will be three tables for outside vendors and overflow for campus groups in the Student Center Lobby and in front of the Campus Store available on a first-come, first-served basis.
6. Special event tabling will be coordinated with Student Affairs and Dining Services. These requests can come from campus groups or outside vendors. Final approval will be handled by the Office of Student Life.
7. Clubs, organizations and teams will have the first opportunity to book tables for fall bookings on or before April 15<sup>th</sup>, and for spring bookings on or before November 15<sup>th</sup>.
8. Political groups will need to go through Conference Services for any type of activity they seek to present at SNHU. Conference Services can be reached at 645-9612.
9. Vendors can not sell or advertise candles, credit cards, alcohol, or other items as specified by the Director of Student Life. A charge of \$75.00 per table per day will be assessed to vendors.

### **Fundraising Guidelines**

#### **Guideline:**

1. No door-to-door sales are allowed on-campus unless they are approved by Director of Student Organizations & Leadership for administrative or academic facilities and the Director of Residence Life for residential areas.
2. If a fundraiser is in conflict with the institutions fundraising activities or competes with a contract agreement with an institutional vendor this is grounds for denial.
3. Any club, organization, department or sports team that plans to sell items or to sponsor a fundraising event must receive advance approval from the Director of Student Organizations & Leadership.
4. No club, organization, department or sports team may use the university name, logo, or other departmental logos on any promotional item, such as a t-shirts, hats, mugs, etc., without first receiving approval from the Director of Student Organizations & Leadership who will coordinate the approvals with the appropriate area(s).
5. Any fundraising activities during athletic competitions must be approved by the Director of Athletics.
6. Conducting a business from any residence is not allowed at SNHU.