



Florida State College at Jacksonville

College Procedure as to Request to Authorize Vendors to Market, Buy or Sell Product or Services

1. The Vendor is to contact Campus Operations, to explore pre-approval and to request scheduling a mutually agreed-upon time to allow the Vendor to market, buy, or sell products or services or come on campus.
2. Campus Operations makes the requesting Vendor aware of the procedures of [APM 05-0701 Sales Representatives and Vendors on Campus](#) and obtains in writing from the Vendor a completed request form that includes but is not limited to the following:
 - A. Vendor name
 - B. Vendor address
 - C. Vendor contact person's name/phone number/email address
 - D. What specifically the Vendor wants to market or sell our students and staff or to solicit buying from College employees
 - E. What specifically the Vendor wants to hand out on campus (i.e., flyers, brochures)
 - F. The mutually agreed-upon dates
 - G. Agreement by the Vendor that they will be required to:
 - i) Affix a label or statement to any flyer handed out that *"The College has not evaluated nor endorsed the product or service. All questions about the product or service are to be directed to the Vendor and not the College"*.
 - ii) Agreement to not speak to students or staff about credit cards or student loans.
 - iii) Agreement to indemnify and hold the College harmless as well as to provide, upon request, a copy of their general liability insurance policy that lists the College as additionally insured.
3. Listed below is the Campus Operations contact information for each campus/center that would correspond with the requesting Vendor.

Campus/Center:	Point of Contact:	Email Address:
Downtown/ATC/URC	Jennifer Revenaugh	J.Revenaugh@fscj.edu
Kent Campus	Antoinette Everett	antoinette.everett@fscj.edu
Cecil Center	Sharon Hobbs	Sharon.Hobbs@fscj.edu
North Campus / Nassau Center	Toni Abbott	tabbott@fscj.edu
South Center	Michael Hines	michael.hines@fscj.edu
Deerwood Center	Erika Soto	erika.soto@fscj.edu



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Request to Authorize Vendors to Market, Buy, or Sell Products or Services

1. Vendor making the request:

Company Name:

Address:

Contact Name:

Title:

Telephone No.

Email:

2. Request is for the Vendor to call on, solicit/market/sell/exhibit on which campus or center?

3. Request is to call on, solicit/market/sell, and/or come on campus for which date(s)?

4. Benefit to the College? *(attach additional information, if needed)*

5. Specifically, what does the Vendor propose to market (buy/sell/service) on campus to students, faculty, and staff? Please be very specific and attach additional information, if needed.

6. Describe the proposed booth or exhibit: (i.e., Booth uses electricity or needs an internet connection, etc.)

7. The Vendor agrees to add a "label" that says "Florida State College at Jacksonville has not evaluated nor endorsed their products or services" as well as "all questions are to be directed to the Vendor."

Yes No

8. Describe the proposed handout/flyers. *(attach additional information, if needed)*

9. If required, will the Vendor agree to hold the College harmless and provide, upon request, a certificate of general liability insurance listing the College as additional insured? Yes No

**please double click on the signature field to initiate signing*

*

Vendor Signatory Name/Title

Signature

College Approval:

Executive Director of Campus Operations:

Cameron Fansher

Signature