



Sun Devil Suggestions

- Each student organization is allowed a specified number of fundraising activities per month.
- Each vendor is allowed to be on campus a specified number of days per semester (please contact MU Event & Meeting Services for the most updated vendor information).
- Vendors representing credit card companies are not permitted on campus

Paperwork Overview for Vendor Registration

- The following documents must be submitted to the SORC office, ASU, PO Box 873001, Tempe, AZ 85287-3001 or faxed to (480) 965-7311.
- City of Tempe Privilege License (To obtain a license, call 480-350-2955)
- State of Arizona Tax License (Contact 602-255-2060 for more information or visit the State's office at 1600 W Munroe in Phoenix. 15 – 20 working days are required for processing.)
- Proof of insurance (A certificate of insurance displaying appropriate insurance coverage as described in the Vendor Agreement)

Paperwork Overview for Student Organization Sponsorship

Once the above mentioned forms are file with the SORC, complete the following paperwork:

- A Vendor Agreement (do not sign until the vendor has completed their portion; **make three copies of this signed agreement**- see below)
- An Outdoor Event and Sales Area Request Form

Two weeks before your event

- Make sure your vendor is registered with the SORC
- Complete and make three copies of the Vendor Agreement
 - Give the original to Event and Meeting Services
 - Give on copy to the vendor
 - Keep one copy for your files
- Complete the Outdoor Event and Sales Area Request Form
- All forms need to be submitted to Event and Meeting Services, Room 182 in Memorial Union next to the Info Desk

Three days prior to the scheduled date

- Pick up the confirmation sheet from Event and Meeting Services
- Collect the minimum \$75 from the vendor

The Day of the event

- Check-in with the Vendor
- Display banners and signs identifying your organization as the sponsor

Resources

To learn more about campus vendor regulations, check out the *Student Organization Resource Guide and Policy Manual*.

Be sure to reference the Event and Meeting Services web site: www.asu.edu/mu/event.htm for information about mall space and vendors. Additional mall and vendor information is available at: www.asu.edu/clubs (select "Mall and Vendor information")

And check out these other *Best Practices* that will help you when working with vendors:

- *Fundraising policies*
- *Obtaining Funding*
From ASASU
- *Budgeting*
- *Business Etiquette*

And remember...

Working with vendors requires several forms; these forms can be accessed at the following web site: <http://www.asu.edu/clubs/sorc/mall.htm> or from the SORC, located on the 3rd Floor of the Memorial Union; Sun Devil Involvement Center.