

# SALES/SOLICITATION AGREEMENT

Event and Meeting Services, Memorial Union  
Memorial Union Room 182  
Arizona State University, Tempe, AZ 85287-0901 FAX (480) 965-5834  
<http://www.asu.edu/mu>

**BEFORE A REGISTERED STUDENT ORGANIZATION OR DEPARTMENT MAY SPONSOR A NON-UNIVERSITY ORGANIZATION, THE NON-UNIVERSITY ORGANIZATION MUST HAVE ALL REQUIRED DOCUMENTS AND FEES ON FILE AND BE REGISTERED WITH THE MEMORIAL UNION:**

- **REQUIRED CERTIFICATE OF INSURANCE**
- **TEMPE PRIVILEGE LICENSE** (*if conducting sales*)
- **STATE SALES TAX LICENSE** (*if conducting sales*)

This Agreement is effective as of \_\_\_\_\_, 20 \_\_\_\_ between the Arizona Board of Regents for and on behalf of Arizona State University ("University"), the \_\_\_\_\_ Student Organization or Department ("Sponsor") and \_\_\_\_\_ "Non-Arizona State University Organization (NUO).

1. **USE OF MALL:**

A. University grants permission for the NUO to conduct business on the ASU mall with the following restrictions:

1. Location: \_\_\_\_\_
2. Purpose of use (if sales, describe items to be sold):  
\_\_\_\_\_
3. Dates(s) and time(s):  
\_\_\_\_\_  
\_\_\_\_\_

4. Table(s) or Display: \_\_\_\_\_
5. Size of location: Mall spaces are 10' x 15'
6. NUO must provide own tables and chairs
7. Vehicles cannot be parked at the location. If NUO must drop off goods, a decal must be requested and purchased to load/unload..

B. Contact person at sponsoring Student Organization/Dept: \_\_\_\_\_  
Telephone: \_\_\_\_\_

C. Upon NUO's arrival at the University, they will immediately notify: \_\_\_\_\_  
Telephone: \_\_\_\_\_

2. **COMPENSATION:** NUO must pay Sponsor no later than \_\_\_\_\_ (date) by check payable to the name of the Sponsor, as it appears in the opening paragraph of this Agreement. Full payment is due regardless of number of actual sales or use.

A. NUO will pay \$\_\_\_\_\_ per day (minimum is \$75) to Sponsor for each day set forth above.  
A total of \$\_\_\_\_\_ for this contract period.

3. **CANCELLATION:**

NUO will not bring, consume, or permit to be consumed, any alcoholic beverages or illegal drugs on the campus of Arizona State University. If NUO or any agent or employee of NUO is on University property while in possession of, under the influence of, or impaired to the slightest degree by intoxicating beverages, narcotics, marijuana, or other drugs, University or Sponsor may cancel this Agreement and the NUO will be liable for payment of all resulting costs, expenses, damages and claims. The NUO will reimburse Sponsor by check made payable to Sponsor within 10 days following the NUO receipt of demand for payment from Sponsor.

4. **LIABILITY INSURANCE:** NUO will procure and maintain, at NUO's expense, insurance coverage which meets all ASU requirements as outlined online at [http://uabf.asu.edu/insurance\\_services](http://uabf.asu.edu/insurance_services)

5. DAMAGES AND INDEMNITY: NUO will pay for the cost of any repair or replacement due to any damage caused by the NUO to University property. NUO will indemnify Sponsor, Arizona State University, the State of Arizona and the Arizona Board of Regents and their officers, employees, members and agents for all damages, claims, or allegations arising from any act, omission, or negligence Of NUO including without limitation, any damages, claims, or allegations of invasion of privacy, copyright infringement, or fraudulent business practices.
6. APPLICABLE LAW: NUO shall comply with the laws of the United States and Arizona, and with all ordinances, rules and regulations of Arizona State University and the Arizona Board of Regents.
7. RELATIONSHIP: Neither NUO nor NUO's agents or employees will for any purpose be considered employees or agents of University.
8. ORAL REPRESENTATIONS: This Agreement contains the entire agreement and understanding of the parties. No representation warranty, condition, or agreement will be binding upon the parties unless incorporated in this Agreement. This Agreement may not be amended except by a writing signed by all parties.
9. NO SPONSORSHIP OR ENDORSEMENT: By entering this Agreement for the use of space, University does not endorse or sponsor the activities of Sponsor or the NUO

**NON-UNIVERSITY ORGANIZATION      SPONSOR**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email for confirmation

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email for confirmation

\_\_\_\_\_  
Date

\_\_\_\_\_  
S.S. # (Individual) OR  
Tax I.D. # (Agency/Corp)