

# Vendor Agreement Form

This online form is intended to be used to reserve tabling spaces at the William T. Driscoll Student Center.

Reservations are accepted on a first come/first serve and as available basis and are granted at the sole discretion of the University of Denver. Your reservation shall include a table and parking permit and will cost \$60.00 per day. You must set-up and strike your display each day. You may not leave or store any products, display items or materials at the Facility. Any signs, banners or other display items require the prior approval of the University of Denver. If your display will require a power supply, you must make a request and receive approval from the University of Denver prior to setting up your display and you may be charged an additional fee for such use. You will be provided with instructions on where to park.

Please fill out the information below to the best of your ability. Forms will be checked and confirmed for reservation upon completion.

## Page 1

### Contact Information [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

### Company / Organization [Required]

### Reservation Start Date [Required]

### Reservation End Date [Required]

### Miscellaneous Other Reservation Dates

If you have any miscellaneous dates in which you are wishing to table, please list them here.

### Start Time [Required]

### End Time [Required]

### Description of Product or Service you wish to show on Driscoll Bridge. [Required]

### Insurance Certificate Upload

Off-campus businesses/organizations must provide a Certificate of Insurance that includes the University of Denver as an additional insured and has the standard general liability coverage as listed below. Please obtain the required certificate from your insurance agent and upload a digital copy at the time of registration.

Additional Insured - Please list University of Denver as additional insured in the description section of the certificate of insurance as noted:

- "The University of Denver shall be named 'additional insured' as respects their interest in vendor table activities with an anticipated date of [enter date here]."
- If your organization wishes to participate in multiple events throughout the year, please provide a certificate with the following 'additional insured' language and it will be kept on file for as long as the insurance policy is valid.  
"The University of Denver shall be named 'additional insured' as respects their interest in tabling activities on the University of Denver campus with anticipated dates of (today's date) Monday, September 1, 2014 – May 31, 2016 [or end of policy]"  
Standard General Liability Requirements - Minimum of \$1 Million per occurrence/\$2 Million aggregate.

If you have certificate of insurance, please upload now. If not, you will need to provide certificate of insurance by reservation date.

Please visit the links provided to review the terms and conditions of a reservation at Driscoll. Upon reviewing and accepting the terms, please indicate the option, "I Agree," in the Terms below.

Terms and Conditions: [http://www.du.edu/studentlife/driscoll/media/documents/terms\\_conditions.pdf](http://www.du.edu/studentlife/driscoll/media/documents/terms_conditions.pdf)

Vendor Agreement and Regulations: [http://www.du.edu/studentlife/driscoll/media/documents/vendor\\_agreement.pdf](http://www.du.edu/studentlife/driscoll/media/documents/vendor_agreement.pdf)

Terms and Conditions / Vendor Agreement Regulations [Required]

Please indicate whether you have read and agreed to the Terms and Conditions and other regulations of the Vendor Agreement.

Valid input:

- Select only one choice.

I Agree