



OFFICE OF EVENTS AND CONFERENCES

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## **Prohibition of Vending/Tabling Policy**

*(per November, 2005, formerly Cessation of Vending Policy)*

Ramapo College does not permit vendors to reserve space on campus or allow outside organizations or individuals to reserve tables for any purpose. Such organizations will need to be part of a larger program or event or otherwise sponsored by a college office or organization (see exceptions below). In these situations, vending may not be a regular occurrence.

The above policies will be observed and enforced by the Office of Events and Conferences.

### **Exceptions/Clarification**

1. There may be some college sponsored events or programs where vending is seen as an important component or necessary service within the larger context of the event or program. In such cases, vending will be permitted, under the coordination of a specific organization or office. Examples from the past include, TD Bank representatives, and possibly others, at check in weekend or welcome month events, vendors with African items as part of an African Ancestry or Black Solidarity event, Greek Letter items during Greek Week or at an IGS sponsored event or meeting, or special fairs or celebrations (holiday fair, earth day, etc.). In such cases, the organization will have to get approval through the event planning and approval process, in consultation with the Director of Center for Student Involvement and Director of Scheduling/Events and Conferences. Such vendors will need to comply with already established vending policies and procedures and must complete the necessary application and corresponding fee.

2. The Summer Concert Series run through the Foundation hosts food and novelty vendors. The logistical and financial arrangements for these vendors will be managed by the Division of Institutional Advancement.

### **Definitions/Terms**

For the purposes of this discussion, **vending** is defined as the sale by an outside individual, organization or company of a product or service. This would include direct sale of goods such as jewelry, greek-letter paraphernalia, clothing, etc., as well as the sale of a service, such as cell phones, credit cards and bank services.

**Regular** is defined as ongoing, based on a regular occurrence (daily, weekly, monthly, etc.) rather than specific event which may or may not be multiday.

*Updates: October 2011, February 2012*