

**FSA Application for Vendor Permit**

**Stony Brook University, 157 East Side Dining, Stony Brook, NY 11794-3260**

**Fax: 631.632.6573 Phone: 631.632.6517**

Event Name:

Vendor Contact Name:

Vendor Address:

NY State Tax ID # :

*Please submit a copy of your valid NYS Certificate of Authority or a completed W-9 Form*

Company Name:

Phone Number:

Fax Number:

E-mail address:

Event Date/s:

Number of tables needed:

Amount Paid:

Type of Goods/Services being sold or rendered (please be specific): **\*MUST BE COMPLETED**

Check and complete (ONLY) if this a Union, Government Agency/Politician or Religious Group

*Note: Union, Government Agency/Politician or Religious Groups require a University department sponsor*

Sponsor Name:

Sponsor Phone:

Sponsor Email:

Any fees due for the permit should be made payable to the **Faculty Student Association**

# Terms & Conditions

**Should the vendor be granted the permit so applied for, said vendor, by said acceptance, agrees to the following:**

- Vendors agree to indemnify and hold harmless the State of New York (SUNY), Stony Brook University (SBU), and the Faculty Student Association of the State University of New York at Stony Brook Inc. (FSA), from and against any damage, fine judgment, expense or charge suffered, imposed, assessed or incurred for any violation, or occasioned by any act, neglect, or omission of Vendor acting by himself/herself or any or all, acting singly or together, of his-her employees, servants or agents. So too, as concerns the obligations of SBU, or FSA, the permit shall be deemed executory only to the extent of monies received by them hereunder and no liability shall be incurred by them beyond said monies.
- Vendors shall comply with all applicable Federal, State, and local laws and campus regulations regarding the sales of their products/services.
- The permit is only valid for the dates specified.
- Vendors must comply with all regulations of SBU and FSA currently in effect or that may be in effect during the term of the permit. FSA has the right to refuse any vendor offering samples or giveaways that violate any University policy or contract. Sample sizes and products must be preapproved before permit is issued.
- Our department is unable to act as a sponsor for unions, governmental agencies/politicians, or religious groups. These must obtain a sponsor from Labor Relations/Governmental Affairs, or Interfaith Center.
- Permits are not transferable and can only be used for vendors specified.
- Permits will be revoked if vendor becomes a nuisance or causes any commotion whatsoever.
- The permit may be revoked for failure to comply with any or all of the terms stated above. Such revocations may be without notice and the permit fee, if any, will be forfeited by the vendor. No refunds will be issued for no shows or cancellations. If the building is closed due to emergency or weather a new date will be assigned.
- SBU and/or FSA may delay enforcement of the above terms but any such delay shall not be construed to limit their authority to enforce the rights of SBU or FSA.
- Vendors at his/her own expense shall obtain a sales tax collection number from the State of New York, Department of Taxation and Finance. Vendors must make this information available if requested.
- Vendors shall be responsible to be aware of all regulations of any governmental entity, including Stony Brook University having jurisdiction over the sale of the items proposed to be sold. Vendors shall be required to obtain the proper Health Department permit, if applicable, and shall be required to show evidence of same if required. Vendors further agree to abide by all necessary rules and regulations included but not limited to, the regulations for the sale of non-prepackaged foods. Any violation of the health regulation shall be deemed to cancel the Permit without further notice.
- Vendors are required to carry appropriate insurance, including product liability insurance, vehicle insurance (for vehicles used on campus), and general liability insurance. At any time FSA may request a copy of your certificate of insurance. Failure to comply with the request for a copy of certificate of insurance will result in cancellation of the Permit without further notice.
- Pursuant to Article 129-A of the New York State Education Law 6437 (Prohibition on the marketing of credit cards) the advertising, marketing, or merchandising of credit cards to students by vendors is prohibited by the University. Banks, credit unions and other businesses approved to be present at student orientations/opening of school weeks or other campus activities may not provide credit card applications to students during those events. For more information call the FSA Services Office at (631) 632-6517.

Signature:

Today's Date: