



OFFICE OF EVENTS AND CONFERENCES
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CAMPUS TABLING/VENDING POLICY

Policy

Table/display space is available in specifically designated campus locations for RCNJ clubs/organizations, departments and offices by request through the Office of Events and Conferences. Individuals and/or external organizations are not permitted to sell goods or services or provide displays on campus.

Procedure

1. All table/lobby space requests must be submitted to the Office of Events and Conferences through the available scheduling software program.
2. Requests for table space for sales, promotions, displays by external organizations or individuals will be denied in accordance with policy.
3. To determine eligibility for an exception, see below. Requests for exceptions must be approved by the Director of Scheduling/Events and Conferences in consultation with the Director of the Center for Student Involvement (clubs) or director of the area in question.

Exceptions

There may be college sponsored events or programs where vending is seen as an important component, program enhancement, or necessary service within the larger context of the event or program. In such cases, vending or tabling by an external entity will be permitted, under the coordination of a specific organization or office/department. It may not be a *regularly scheduled* occurrence.

In such cases, the organization must obtain approval from the Director of Scheduling/Events and Conferences in consultation with the Director of the Center for Student Involvement (clubs) or director of the area in question. Such vendors will need to comply with established vending policies and procedures and must complete the necessary application and corresponding fee if applicable.

1. Ramapo Foundation activities (e.g. Summer Concert Series, other activities as approved by the Executive Director of the Foundation/Vice President of Institutional Advancement.)
2. Follett contracted vendors (ring or cap and gown vendors)
3. Sodexo contracted representatives
4. College Heritage Month celebrations or Special Fairs (e.g. Earth Day, Wellness Week).

Definitions

Vendors- external organizations or individuals who sell goods or services or provide promotional displays on campus. Examples include the direct sale of goods such as jewelry, Greek-letter paraphernalia, and clothing, the sale of a service such as cell phones, credit cards and bank services, or displays (awareness/advocacy/political/etc.)

Regularly Scheduled is defined as ongoing, based on a recurring basis (daily, weekly, monthly, etc.) rather than a specific event which may or may not be multi-day.

10/30/17 DS (formerly known as Prohibition of Vending Policy-10/12 and Cessation of Vending -11/05)