



Vendor Table Request

Benson University Center

This form is a request only! Your reservation is not final until you have received a written confirmation from the Benson Administrative Office. Form should be returned to Benson Center Room 335.

- Vendor Tables are located on the 2nd floor of Benson University Center outside the food court.
- All persons wishing to sell merchandise or accept payment for services will need to make prior vending arrangements with the Administrative Coordinator, Amy Mohan (758-4414.) Please do not submit this form until these arrangements are finalized! Student Organizations who have already made arrangements to accept Deacon Dollars are excused from this requirement.
- Rental fee is \$60.00 per table per day. Fee is waived for Student Organizations selling their own tickets/items and for University Department information tables only.
- Rental fee must be paid in advance.

Today's Date: _____

Name of Event/Sale: _____ **Number of Tables:** _____

Event Date: _____ **Event Time: Start** _____ **am/pm** **End** _____ **am/pm**

Name of Department/Organization/Company: _____

Contact Person: _____ **Phone** _____

Email Address _____ **Mailing Address** _____

Describe the purpose of the event/what you will be selling: _____

Payment Due (if applicable): _____ **tables @ \$60.00 per day =** _____

If you have any questions concerning this agreement, please contact the Benson Center Administrative Office at (336)758-4869 or come to Room 335. Form may be faxed to (336) 758-4744.

Office Use Only

Date turned in: _____

Approved by: _____

Date Approved: _____

Date Paid: _____

Payment Method: _____