



Graham University Center  
11200 S.W. 8<sup>th</sup> Street  
Building GC, Room 1210  
Miami, FL 33199  
Office: 305-348-3916 or 305-348-0244  
F: 305-348-3448 [hyltonm@fiu.edu](mailto:hyltonm@fiu.edu)  
[www.guc.fiu.edu](http://www.guc.fiu.edu)

# ***Community Fair 2018***

We are pleased to invite you to participate in the Community Fair Days, enclosed is information that pertains to your participation. Fairs are held at the Graham Center, Modesto A. Maidique Campus from 9:00 a.m. to 6:00 p.m.

**TO PARTICIPATE:**

- a) Fill out the attached Application Form, read and sign the Table Rental Guidelines
- b) Forward it electronically to [hyltonm@fiu.edu](mailto:hyltonm@fiu.edu) indicating your preferred date(s)
- c) Wait to be contacted with approval and space availability
- d) Do not mail or leave payment in the Graham Center Office with an application

**REQUIRED DOCUMENTS: The following documents are required at least (10) business days prior to the event date:**

- 1. Peddler's, Business, or Occupational License.
- 2. Copy of State Driver's License or Picture I.D.
- 3. Federal I.D. number, W-9, or Tax I.D. # (Corporation Only)
- 4. Proof of Valid Liability Insurance with the text below naming FIU for the day – Sample attached

***Following statement in the Certificate Holder Box (bottom left of page): The Florida International University Board of Trustees, Florida International University, the State of Florida, The Florida Board of governors, and their respective trustees, directors, officers, employees and agents are listed as additional insured and/or loss payee as appropriate to the type policy.***

**RESERVATIONS:** A Vendor table space is reserved **ONLY** after your application is approved and you have been contacted by the Graham Center Office. A reservation is not confirmed, until a signed application, table rental guidelines form and payment are received. Vendors may reserve a maximum of (2) tables each day.

**SETUP:** Table setup may begin at 8:00 a.m.

**TABLE ASSIGNMENT:** The GC Office will assign table space upon submission of a completed (with signature) Community Day Fair Application. Table assignments are not transferable to another vendor.

**FEES:** One 6' table per day is \$64.20 (tax included) with payment due at least (10) business days prior to the event day. Only cash and business checks are accepted. Make check payable to FIU.

**CANCELLATIONS / REFUNDS/ NO SHOWS:** Cancellations must be received at least (10) business days, prior to the event, otherwise, payment is forfeited. **A refunds will not be issued for No Show or Late Cancellation.**

**INSUFFICIENT FUNDS:** If a business check is returned with an insufficient fund status, the vendor will not be allowed to participate in future Community Day Fairs. The vendor will be charged all bank fines and cash must be submitted for all outstanding charges.

**PARKING:** Vendors may purchase a parking permit at the FIU Department of Parking & Transportation office located on the MMC campus, building PG 5, 11200 SW 8th Street, Miami, FL 33199 or online <https://parking.fiu.edu/permits/information/events/> Have your vehicle's license plate, make and model ready, as well as the date(s) you will be on campus. Parking at metered spaces is a "Pay By Phone" system, charged on an hourly basis.

**LOADING DOCK:** Unloading is allowed **only at the GC loading dock**. Unloading permits are associated with a vehicle's license plate. To use the GC **LOADING DOCK**, request an unloading permit at the time you purchase your parking permit. Parking citation appeal is the responsibility of the vendor.

# Community Day Fair Application

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

[If

Applicable]

Address: \_\_\_\_\_

[Street]

[Apt./Room/Suite #]

[City]

[State]

[Zip Code]

Phone Number: \_\_\_\_\_

[Home/Business]

\_\_\_\_\_

[Mobile/Cell]

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fill-in the item(s) you're selling or promoting: (see below) \_\_\_\_\_

**Items you may NOT sell:** [Food, Clothing, Shoes, Video Games, Vitamins, Hair Products, and Medications].

**Items you may NOT promote:** [Credit Card Applications]

## 2018 FAIR DATES

**1 table each day: \$64.20**

**2 tables each day: \$128.40**

	(1) Table	(2) Tables		(1) Table	(2) Tables
I. Spring Welcome Back Fair:					
• Jan. 24 <sup>th</sup> Wed.	[ ]	[ ]			
• Jan. 25 <sup>th</sup> Thur.	[ ]	[ ]			
I. Valentine's Day Fair:					
• Feb. 13 <sup>th</sup> Tue.	[ ]	[ ]			
• Feb. 14 <sup>th</sup> Wed.	[ ]	[ ]			
II. Spring Fair (End of Semester):					
• April 18 <sup>th</sup> Wed.	[ ]	[ ]			
• April 19 <sup>th</sup> Thur.	[ ]	[ ]			
III. Mother's Day Fair (Summer A):					
• May 9 <sup>th</sup> Wed.	[ ]	[ ]			
• May 10 <sup>th</sup> Thur.	[ ]	[ ]			
			IV. Summer Fair (End of summer):		
			• July 18 <sup>th</sup> Wed.	[ ]	[ ]
			• July 19 <sup>th</sup> Thur.	[ ]	[ ]
			V. Fall Welcome Back Fair:		
			• Sep. 5 <sup>th</sup> Wed.	[ ]	[ ]
			• Sep. 6 <sup>th</sup> Thur.	[ ]	[ ]
			VII. Holiday Fair:		
			• Nov. 28 <sup>th</sup> Wed	[ ]	[ ]
			• Nov. 29 <sup>th</sup> Thur.	[ ]	[ ]

**RETURN ALL FORMS VIA FAX or MAIL**

# Table Rental Guidelines

## Vendors:

- Must abide by the University's Policies and Procedures and respect the rights of others.
- Only engage in conversation or solicitation with those passersby who voluntarily approach their display table.
- May not amplify their voices and shall refrain from verbal or physical confrontations. The University's policy on Sexual Harassment must be observed and differences resolved in a calm respectful manner.
- May use sound amplification however, must not interfere with the normal operation of offices and services or nearby tables.
- Must observe State/Federal laws on the consumer's right to know. The sales and distribution of banned goods, such as non-approved FDA products, environmental toxic products, leather goods from endangered species, etc. are prohibited.
- Must disclose all aspects of a sale or offer and fully inform the consumer of the benefits, warranties, refunds and risks involved.
- Sell legal merchandise and not misrepresent manufacturers nor violate trademarks and/or copyright laws.
- Are responsible for the professional presentation of their table, a table cloth is encouraged!
- Cannot discriminate in the method of conducting business with respect to race, color, creed, age, disability, sex, religion, marital status, national origin or veteran status.
- Are to remove their possessions at the end of each day. The GC will not facilitate storage of personal belongings and is not responsible for lost items and/or for safe keeping of items.
- Agree to indemnify and hold harmless FIU, the FIU Board of Trustees and the State of Florida, The Florida Board of Governors, their respective trustees, officers, employees and agents, from and against any and all liability fines, suits, claims, demands, actions, costs, attorney's fees and expense of any kind or nature whatsoever, for any damages incurred, whether economic, punitive, compensatory or otherwise which may be sustained by reason, based upon or in any way arising out of the user's failure to reasonably accommodate any disabled individual who is a guest, invitee or employee of FIU's premises, and from and against any orders, judgments or decrees which may be entered pursuant thereto. All rights, privileges and immunities afforded the State of Florida, the FIU Board of Trustees and, The Florida Board of Governors, FIU, by law, remain in full force with any agreement to use the Graham University Center. Users will pay any damages and claims connected with the solicitation of program/services.

**I have read the Community Day Application, Table Rental Guidelines and I agree to fully abide by them.**

Full Name: \_\_\_\_\_ Business name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DRIVING DIRECTIONS**

### **From Miami International Airport**

Take the I-836 WEST exit from the Airport  
Follow I-836 to the Florida Turnpike  
Take the Florida Turnpike SOUTH exit  
Follow the Florida Turnpike to the Tamiami Trail exit (SW 8th Street)  
Take the SW 8th Street EAST exit  
Follow SW 8th Street, FIU will appear on the right before SW 107th Avenue

### **From I-95, Downtown Miami, Ft. Lauderdale, and West Palm Beach – North**

Take I-95 to I-836 WEST  
Follow I-836 to the Florida Turnpike  
Take the Florida Turnpike SOUTH exit  
Follow the Florida Turnpike to the Tamiami Trail exit (SW 8th Street)  
Take the SW 8th Street EAST exit  
Follow SW 8th Street, FIU will appear on the right before SW 107th Avenue

### **From Turnpike – South**

Take the Florida Turnpike SOUTH  
Follow the Florida Turnpike to the Tamiami Trail exit (SW 8th Street)  
Take the SW 8th Street EAST exit  
Follow SW 8th Street, FIU will appear on the right before SW 107th Avenue

# FIU Graham Center

FLORIDA INTERNATIONAL UNIVERSITY  
11200 S.W. 8th Street Miami, Florida 33199

