

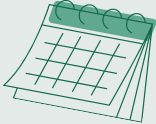


FARMINGDALE STATE COLLEGE - OFFICE OF STUDENT ACTIVITIES
VENDOR REQUIREMENTS



The Office of Student Activities oversees much of Farmingdale's student engagement programming, as well as our student based clubs and organizations, and our campus' Student Government Association. This document outlines our guidelines for vendors interested in partnering with our office. We value partnerships with vendors who can meet our needs effectively and uphold our standards of excellence. Please review these requirements carefully to ensure compliance and facilitate a successful collaboration. Thank you for your interest in working with the Office of Student Activities.

TIMELINE



In order to ensure that vendors are paid on the day of the event, all documentation mentioned below, or any additional required documentation, must be submitted to the Office of Student Activities no less than ten business days in advance.

Vendors who have completed documentation at least five business days prior to the event, will still be confirmed, with a later payment date established.

No new documents will be accepted for an event less than one week away, and vendors will not be permitted on campus



ALL VENDORS...

... must supply the office with a copy of their current W9 and an itemized invoice. Please be sure the business address is correctly listed on each documents, as well as where the check may be payable to. The information on these documents must match in order to be accepted by the office. Additionally, please note, no gratuity cannot be paid through Office of Student Activities funding.

... must be able to supply Certificates of Insurance for all four (4) parties listed below, preferably each on separate certificates. If a vendor has more than three (3) employees, proof of Worker's Compensation Insurance must be provided:

- | | |
|---|---|
| 1. Farmingdale State College
2350 Broadhollow Rd.,
Farmingdale, NY 11735 | 3. Auxiliary Service Corporation
Farmingdale State College
2350 Broadhollow Rd.,
Farmingdale, NY 11735 |
| 2. Farmingdale State College -
Student Government Association Inc.
2350 Broadhollow Rd.,
Farmingdale, NY 11735 | 4. State University of New York
State University Plaza
353 Broadway,
Albany, NY 12246 |



FOOD VENDORS ONLY

All food vendors are required to submit:

- Health Permit (issued through Suffolk or Nassau County, or through New York City's authorities)
- A picture of their Food Truck's Mobile Registration Sticker (if applicable)



Any vendor utilizing a generator or fire suppressant systems must complete the provided form for the Farmingdale Fire Marshal.



Any vendor planning to serve foods tailored to religious or dietary restrictions, must provide all required applicable certifications.

Day of: How it works?

For any vendor who has invoiced per serving, students will receive an office provided raffle ticket. Only those with the correct colored ticket are able to receive a serving in order to ensure no additional portions are given out. Students are often waiting in line at least 30 minutes ahead of the start of service.

