The Richard Stockton College of New Jersey  
DIVISION OF STUDENT AFFAIRS

Request for Gallery Tabling, Collection Bins, and Outside Vendor Sales

Club/Organization: ___________________________  Date: __________________

Representative: _____________________________  Phone: __________________

Email Address: ________________________________________________________________

Please complete appropriate section(s) listed below.

Table Request: (Section 1)  Collection Drive: (Section 2)  Outside Vendor: (Section 3)

Section 1: Table Request

__D-Wing  __G-Wing  __I-Wing  __Campus Ctr. Food Court  __Campus Ctr. Coffee House

Please rank your preference
(EXAMPLE: _1___D-Wing  _3_ G-Wing  _2__I-Wing  _4__Campus Ctr. Food Court  _5__Campus Ctr. Coffee House

Date(s): _____________________  Purpose: __Fundraiser  __Info/Display  __Ticket Sales  __Other: ___________
(Maximum of three consecutive days)
Number of Tables: _______  Number of Chairs: 2 per table  Times: __________ to __________
(Please Return Form to Event Services and Campus Center Operations, Suite 241)

Section 2: Collection Drive

__Lower A-Wing  __Lower D-Wing  __Lower H-Wing

Please rank your preference
(EXAMPLE: _1___Lower A-Wing  _3_ Lower D-Wing  _2__Lower H-Wing

Date(s): _____________________  (Maximum of ten consecutive days)

Item(s) to be collected) _____________________________________________________________

Charity Name: _____________________________  Phone: __________________

*Stockton prefers organizations utilize bins provided by the college, other bins must be approved by Student Development.
Number of bins requested _______
(Please Return Form to Campus Ctr. Student Development, Suite 240)

Section 3: Permission for Outside Vendor

Please note: A maximum of 2 tables may be requested, vendors may not bring their own table!

Vendor Name: ________________________________________________  Phone: __________________

Purpose: ____________________________________________  E-Mail: __________________

Number of Tables Needed:  1 Table _____  2 Tables _____

Date(s) __________________________  Time: __________ to __________
(Please Return Form to Event Services and Campus Center Operations, Suite 241)

For Office Use Only

Student Development Advisor’s Approval ____________________________________________
Student Development Director’s Approval ____________________________________________
Event Services & Campus Center Operations Approval ________________________________

Comments _________________________________________________________________
Tabling Requests

The Request for Gallery Table form must be approved by your Student Development advisor. The form must be submitted to the Office of Event Services & Campus Center Operations, Suite 241, at least two business days before the tabling activity to verify availability. The Office of Student Development will provide confirmation of the scheduled tabling activity by notifying the club/organization representative.

Informational Tabling

Table locations for information/recruitment purposes are designated in Lower D, G and I-Wing Galleries, as well as the Campus Center Coffee House and Campus Center Food Court.

Fundraisers/Vendors

The following procedures have been put in place to allow equal access and opportunities to all clubs and organizations and to ensure collection and accountability of funds while complying with College health and safety policies.

1. A club/organization is permitted two fundraisers per month in the gallery. Three consecutive days will be considered one fundraiser.

2. Table locations for vending are limited to Lower D, G and I Galleries. A single vendor is limited to a maximum of two tables each day. Vendors may not bring in additional tables. The College reserves the right to limit the number and type of auxiliary displays used by a vendor. Vendors may solicit between the hours of 9:30am-6:00 pm, Monday through Friday. Exceptions to locations, days and times may be made at the discretion of the Director of Student Development.

3. The same item or product may not be sponsored by more than one club/organization on the same day. A schedule of vendors and products will be kept for reference in the Office of Student Development, Campus Center, Suite 240, and can also be viewed on the College’s Calendar of Events under the tabling filter.

4. Clubs/Organizations will not be given permission to sell items that are sold by College contract vendors, i.e., food service, bookstore, or vending machines.

5. The cost for vendor space is $45.00 per day. An introductory fee of $25.00 per day may be offered for first-time vendors. The Office of Event Services & Campus Center Operations will collect fees and make deposits directly to the appropriate club/organization account.

6. The vendor is responsible for paying the setup fee at the Office of Event Services & Campus Center Operations, Suite 241, before setting up for the day. Students are not to accept payments from vendors.