

## VENDOR GUIDE

To select a vendor utilize all your resources. Ask fellow student leaders and program planners what vendors they've used, and if they had a good experience. Look online. Ask vendors for quotes.

Discuss the following with vendors as soon as possible in your planning:

- Ask for a contact person and give them one for your organization/event
- Specific location of event – a venue walk-through is always a good idea!
- Risk Management (Goal: safe events!)
  - Certificate of Insurance (COI) – this is proof that a vendor has the appropriate insurance for their business in order to operate on campus. Send vendors the “COI Requirements” document, and request that they send the appropriate COI to Risk Management (Angie Irvin – [airvin@smu.edu](mailto:airvin@smu.edu)).
- Payment
  - They must have a W-9 on file with the Comptroller
  - They must provide an itemized invoice
  - SMU does not pay sales tax or make deposits
  - Payment is made via check at the conclusion of the event
- Parking
  - Passes can be purchased on-line from Park 'n Pony via the [Event Parking Request Form](#)
- Power – what are their needs? Outlets, generators, a SMU electrician?
- What space is required for the activity? Set-up? Storage?
- Waste management – Does the vendor need access to trash or recycle bins? Restroom facilities?
- If it's an outdoor event, what is the rain plan? When will the rain call be made and communicated to vendors?
- Contracts - Students do not sign contracts!
  - Many vendors require a contract, including DJs, artists, performers, catering, stage/light/sound companies, inflatable games and rentals
  - Not sure if your vendor/service provider needs a contract? Ask Student Activities!
  - To process a contract:
    - a) Ask the vendor for an invoice
    - b) Complete the [Contract Information Form](#). Attach the invoice to the form and take it to Risk Management (Dawson Service Center) for an approval signature – make sure you have a COI (see above). Then bring the invoice and form to Lydia Dale in Student Activities.
    - c) Lydia will format the contract and route it for signatures. She will then mail it to the vendor/service provider.
    - d) Notify your vendors that the contract may not be fully executed (signed by all parties) before the event – however, that will not hinder their payment.
    - e) Contracts should be submitted 60 days in advance whenever possible.