

DePaul University

External Solicitor Agreement Form - Loop Campus

Date: _____ Tax I.D. Number: _____

Name of Solicitor/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Fax Number: (____) _____

Name of contact person for firm: _____

Purpose for Promotional Table (Be Specific): _____

Loop Campus
DePaul Center
1 E. Jackson Blvd., 11th floor
Chicago, IL 60604

Date(s) Mon-Fri

Time(s) 9am to 5pm

- Reservations will be taken on a first-come-first-served basis.
- Each vendor may only reserve (1) promotional table per day.
- **RESERVATIONS MUST BE MADE ONE WEEK PRIOR TO RESERVATION DATE.**
- **All final payments are due on the day of your reservation.** Payment may be made by cash or check only. If paying by cash, money is due prior to set-up.
- Promotional Tables that have been reserved **MUST BE USED. Cancellations must be made one week in advance of the reservation date. Full payment is due for any cancellations made with less than one week's notice. Failure to notify the Office of Student Life of a cancellation may result in a suspension of future Promotional Table privileges.**

DePaul University will collect a commission of **\$150 per table per day.** (All proceeds go to fund DePaul student organizations.)

You will receive a confirmation on your assigned table number or other alternative dates via phone within 3 business days from the date the form was received. No dates will be confirmed by phone without a completed External Solicitor Agreement Form.

INDEMNITY

Solicitor agrees to indemnify and hold harmless the University from and against any expenses, damages, liability and costs (including costs of suit and attorney's fees) caused by or arising from, directly or indirectly, any act or mission of solicitor, its agents, contractor and employees, in connection with the subject matter of this agreement.

PLEASE CAREFULLY READ THE ATTACHED "PROMOTIONAL TABLE POLICIES & GUIDELINES."

By signing below, I am representing that I have the authority to bind the entity listed above. I also represent that I have read and understand and agree to the terms in this "External Solicitor Agreement Form," as well as the attached "Promotional Table Policies & Guidelines." I also understand that DePaul University explicitly reserves the right to immediately stop the use of a Promotional Table by, or to restrict the future Promotional Table usage of, any vendor or Organization who does not, in the sole discretion of DePaul University, adhere to these standards of conduct.

(Authorized Agent's Signature)

**Please complete and return this form to:
Office of Student Life, Office Manager
1 E. Jackson Blvd., Suite 11027
Chicago, IL 60604
Phone: 312.362.5015
Fax: 312.362.5011**