2014 Registration Packet

Welcome to Aggieland Market
Connecting Campus and Community

Adult, Graduate & Off-Campus Student Services
Texas A&M University
Offices of the Dean of Student Life

Welcome Home to Aggieland Cig 'Em Week
Purpose of Aggieland Market

Aggieland Market is a vendor fair with the purpose of fostering a relationship between Texas A&M University and the Bryan/College Station community. This event is sponsored by TAMU’s Office of Adult, Graduate & Off-Campus Student Services in the Offices of the Dean of Student Life.

Businesses and community agencies who participate provide free giveaways, information about their services, and a fun environment for students, faculty and staff to learn more about the TAMU campus and Bryan/College Station. We look forward to your participation in this event which is held during Gig ‘Em Week, Aggieland’s Official Week of Welcome.

What will a booth at Aggieland Market do for you?
- You will be able to connect with TAMU students, faculty and staff during Gig ‘Em Week, Aggieland’s Official Week of Welcome
- Live radio broadcast will advertise the event to the community
- You will be able to hand out coupons, distribute information and samples
- You will be able to market your business / services while on campus

DATE:
FRIDAY, AUGUST 29, 2014

LOCATION:
SUL ROSS STATUE/ACADEMIC PLAZA
(SEE MAP ON P. 9)

EVENT TIME:
11:00 AM – 2:00 PM

Booth Space

All booth spaces are 10’ by 10’. They will be covered with a 10’ by 10’ canopy tent for shade and come furnished with an 8’ table and two chairs. A limited number of booth spaces are available for purchase. All booths will be reserved on a first-come, first-served basis and paying vendors have the opportunity to reserve and purchase up to three booth spaces. A wait list will be developed on a first-come, first-served basis after booth spaces are full. In the event of a booth cancellation and subsequent booth opening, organizations on the wait list will be contacted.

*Vendor displays and activities will be restricted to this 10’ by 10’ space. Additional canopy tents and games outside the confines of the designated reserved booth space will NOT be permitted. Subletting of a purchased booth space will not be tolerated. Any agency or vendor occupying a booth the day of the event not reserved under their organization name will be asked to leave. *

**You must use the tent provided in your 10’ x 10’ space, unless you are a sponsor of the event.**

Registration

Registration materials will be available online at: http://studentlife.tamu.edu/agoss.vendoraggielandmarket beginning on June 2nd. As in years past, a registration will not be finalized until all completed forms are submitted and the registration fee is paid in full.

The early bird registration deadline is July 7th with final registration ending August 1st. If any items of a registration packet are not submitted before the registration deadline, your booth space will be made available to the next registrant on the list.

Packet items may be mailed or dropped off to the address below or faxed to 979.845.6138.

Attn: Aggieland Market
TAMU 1257
Cain Hall C-215
College Station, TX  77843-1257

Confirmation

A confirmation letter and receipt of purchase will be emailed (or faxed or mailed) to you once we have received a completed registration packet and payment.
Registration Fee

**Vendors/Organizations:**
Early Bird Vendor Registration Fee: $350.00 (by July 7th)
Regular Vendor Registration Fee: $400.00 (by Aug. 1st)

**Non-Profit Organizations:**
Early Bird Non-Profit Registration Fee: $35.00 (by July 7th)
Regular Non-Profit Registration Fee: $45.00 (by Aug. 1st)

Please make all checks payable to “TAMU”. There is an online credit card payment option for the Aggieland Market registration fee. To pay through this method, please visit: [http://studentlife.tamu.edu/agoss.vendoraggielandmarket](http://studentlife.tamu.edu/agoss.vendoraggielandmarket) and utilize the link provided in the “Online Payment” section.

Each booth will be charged a registration fee. All registration fees are non-transferable and non-refundable. Registration packets post marked after July 7th will be charged the regular registration fee. Payment and registration materials must both be submitted by the deadline in order to complete registration. Online payments will be considered on time if made before 11:59 p.m. on the deadline date(s).

The registration fee includes:

- One 10’ by 10’ covered booth space
- One 8’ table and two folding chairs
- One parking permit for the University Center Parking Garage (*Except TAMU Departments)
- Free advertising on campus provided by AGOSS
- On site security
- Access to an on site EMT
- Free on site beverages
- Online payment option

**Electricity**

Electricity is not included in the registration fee but can be added for an additional $50.00 per booth. There are a limited number of booth spaces with electricity available and reservations will be made on a first-come, first-served basis. You will need to bring your own heavy duty extension cord. In addition, Wi-Fi is not included in this registration process as it is not available at the event location.

**Booth and Promotion Restrictions**

Vendors are encouraged to give away coupons, flyers, and/or free samples to event attendees.

- Absolutely NO alcohol, solely alcohol-related items, or displays may be promoted or distributed (i.e ‘beer pong’ table, shot glasses)
- No animals are permitted on the TAMU premises
  *Except service animals
- No music, other loud noises, or amplified sound may be emitted or broadcast at your booth

**Selling Restriction**

The purpose of Aggieland Market is to provide an environment where students can learn about the various vendors and organizations within the Bryan/College Station Community. To adhere to this purpose, sales of any kind will NOT be allowed during the event.

**Food and Beverage Restrictions**

Food distribution is permitted at your booth, but you must indicate you are distributing food on the registration form. Food or beverage items must be approved by our office and cleared through the TAMU Environmental Health & Safety Department. You must list any type of food or beverage you are bringing, how it is being prepared, and how it will be packaged/plated.

**Merchandise Distribution**

1.2 Only an Officially Licensed Vendor may produce merchandise bearing the Texas A&M University Trademarks. “Officially Licensed Vendors” or other University vendors may not always be the same.

1.3 Companies or individuals creating merchandise for sale or distribution may use University Trademarks only after entering into a specific license agreement with the University.

All vendors of the event must comply with TAMU’s exclusive contracts. A complete list can be found at [http://trademarks.tamu.edu/licensingTrademarks.html](http://trademarks.tamu.edu/licensingTrademarks.html). Sales of A&M logos are not permitted due to the nature of the event, but you can promote those products if you are licensed to do so.

Please contact TAMU Trademark and Licensing Office for clarification of rules or for questions at 979.845.4621 or visit: [http://trademarks.tamu.edu/](http://trademarks.tamu.edu/).

AGOSS staff reserves the right to remove any display and/or vendor that violates any restrictions listed herein or is not in keeping with the informational and educational purpose of Aggieland Market and the University mission. Please note that it is the responsibility of the vendor to contact Trademark and Licensing for merchandise approval.
Advising

Adult, Graduate & Off-Campus Student Services will be coordinating a general advertising campaign for Aggieland Market. The campaign will include:

- Public Service Announcements on Local Radio Stations
- Screen Savers in the MSC and Rudder Tower
- Posters on Campus
- Gig ‘Em Week ads
- Faculty and Staff Listservs
- Flyers placed in all on-campus residence halls
- Adult, Graduate & Off-Campus Student Services website and listservs

Please note our office will promote the event as a whole. See sponsorship opportunities on page 5 to learn how to advertise your business specifically.

Parking

The University Center Parking Garage is the designated parking area for Aggieland Market vendors. It is located across the street from the Memorial Student Center. Vendors will receive one (1) all-day parking permit with each booth registration, except TAMU Departments. Additional permits may be purchased for $15.00 each via the online payment site.

Please note that the University Center Parking Garage has a clearance of 6ft 8in. **

Vendors will receive the parking permit(s) the day of the event. It will be included in the ‘day of’ packet located at the event check-in table.

Parking tips

- When approaching the garage, proceed to the “reserved/contract parking” lane.
- The “FULL” sign may be on, but your permit will automatically give you access to the garage.
- The permit must be swiped for entry into the garage.
- Access out of the garage will not be permitted if the permit is not swiped upon entry.
- The permit allows you to come and go from the garage as you please throughout the day so you must keep it with you at all times.

**If you will be using a larger delivery truck or a large vehicle that may not fit in a parking garage, please indicate so on the Registration Form (pg. 6) and contact our office to request special parking in a surface lot instead of inside the garage.

Inclement Weather

In the event of inclement weather, Aggieland Market details will change. Inclement weather includes rain, lightening, wind, or any other weather that may risk the safety of participants and vendors. The decision to cancel Aggieland Market will be made by a member of the AGOSS staff as soon as possible and vendors will be notified via email. Please note we will utilize the e-mail listed on your registration form to contact you regarding any cancellation.

AGOSS staff reserves the right to cancel Aggieland Market up until the event start time. The refund policy for any cancellation will be as follows:

Cancellation Day Prior to Aggieland Market: A partial refund of the registration cost will be given in the following 6-8 weeks.

Cancellation Day Of Aggieland Market: No refund will be given.

For information about event cancellation, please contact the AGOSS Office at 979.845.1741
**Sponsorship Opportunities**

**Aggieland Market 2014 Sponsorship:**

$500  
This sponsorship includes the following extensive advertising opportunities for Aggieland Market:
- Name and/or logo of your business will be included on the posters for display at both on campus and off campus locations. A sample poster design may be seen on page 9 of this packet.
- Name and/or logo of your business will appear on the Aggieland Market page of the AGOSS website.
- Name and/or logo of your business will be included on flyers advertising Aggieland Market and day of event maps.
- Name of your business will be included in radio advertising the event during the months of July and August.
- Name and/or logo of your business will be included in any additional advertising our office may utilize to advertise Aggieland Market 2015.
- You may utilize your personalized 10’ x 10’ tent within your designated space, if you have one. This tent and any/all logos must comply with all information provided earlier in this document.

Please contact Tony Ghinelli (tonyg@studentlife.tamu.edu or 979.845.1741) or submit your registration packet no later than **July 7th** if you are interested in this sponsorship opportunity.

AGOSS Staff can provide you with details regarding needed logo or graphic type. You may include the additional sponsorship fees with your registration fees. If you choose to serve as a sponsor, please indicate this on the Registration Form.

Please note that you DO NOT have to be a sponsor in order to participate in Aggieland Market. These are only additional opportunities for interested parties. All businesses will be treated the same, regardless of sponsorship.

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**Contact Information**

Adult, Graduate & Off-Campus Student Services will be glad to address any questions or concerns you may have. For assistance please contact:

Adult, Graduate & Off-Campus Student Services  
Cain Hall C-215  
TAMU 1257  
College Station, TX 77843-1257  
p 979.845.1741  
f 979.845.6138  
agoss@studentlife.tamu.edu

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**Attendance**

Last year’s Aggieland Market had an attendance of approximately 4,500-5,000 people. This event is held the Friday of Gig ‘Em Week, TAMU’s Official Week of Welcome. Gig ‘Em Week events usually draw a large crowd. It is also the Friday before classes begin and we anticipate a similar number of attendees for this year’s 10th Annual Aggieland Market. Please note that these are only approximations as we are not able to guarantee the number of attendees. We do, however, want you to have a general idea of attendance to better prepare for the number of giveaway items, coupons, and/or flyers you will need for the event.
Registration Form

Vendor Business/Dept. Name ______________________________________________________

Contact Person _______________________________________________________________

Street Address ________________________________________________________________

City _____________________   State_______ Zip Code ___________ Phone No. __________________ Fax No. _________________

Email Address________________________________________________ Website___________________________

I will be DISTRIBUTING (please circle all that apply and give a detailed explanation of any food items):

Coupons/Gift Cards             Menus/Flyers/Brochures             Food (prepared/not pre-packaged)

Pre-Packaged Food             Promotional Items (sunglasses, lanyards, etc.)

Other: ______________________________________________________________

Explanation of what you are bringing: __________________________________________________________________________
________________________________________________________________________________________

Parking:
I will be bringing a vehicle that may not fit in the parking garage:        ____ YES ____ NO
(University Center Parking Garage Clearance is 6ft 8in.)

*Please note that TAMU Departments will not receive a parking pass in their registration packet. They are encouraged to utilize their current pass or purchase an additional pass below if necessary.

Check/ Money Order Amount:

_____ x $350.00 = ________ Early Bird Vendor Registration Fee (postmarked by July 7)

_____ x $400.00 = ________ Regular Vendor Registration Fee (postmarked by August 1)

_____ x $35.00   = ________ Early Bird Non-Profit Agency Registration Fee (postmarked by July 7)

_____ x $45.00   = ________ Non-Profit Agency Registration Fee (postmarked by August 1)

_____ x $15.00   = ________ Additional parking  (per permit)

_____ x $500.00 = ________ Sponsorship fee (postmarked on or before July 7)

_____ x $50.00   = ________ Electricity hookup

$________ Total amount enclosed

Online Payment at: http://studentlife.tamu.edu/agoss.vendoraggielandmarket

Make checks payable to: TAMU

SEND ALL CHECKS TO AGOSS OFFICE DIRECTLY

Attn: Aggieland Market
TAMU 1257
Cain Hall C-215
College Station, TX  77843-1257

Check appropriate box:

☐ Vendor/Business

☐ Non-Profit Agency

☐ Texas A&M University Department*

Texas A&M University Department*
Commitment Form

Please return this form along with your registration form and payment.

As a participant of Aggieland Market 2014, I understand and will abide by the following rules:

Please initial next to each statement.

______ - Do not bring any alcohol or alcohol related items (including, but not limited to shot glasses, beer mugs, posters, or t-shirts with alcohol references) or display any alcohol related games (i.e. ‘beer pong’).
______ - Do not leave your booth unattended at any time.
______ - Do not expand outside of your designated 10'x10' booth space (either to open area or empty tents).
______ - Be responsible for setting up and taking down booth display(s).
______ - Do not leave anything at your booth at the end of the day.
______ - Do not bring any animals to campus.
______ - Do not violate any Texas A&M rules regarding advertising and marketing.
______ - Do not break any federal, state, or local laws.
______ - Follow rules regarding food distribution.
______ - Follow all guidelines regarding handouts and distribution.

In order for you to participate in Aggieland Market 2014, it is required that you comply with the University’s policy of nondiscrimination. Please read the following notice and initial next to it:

______ - “I hereby agree to comply with a policy of nondiscrimination when using the services of the Offices of the Dean of Student Life and Adult, Graduate & Off-Campus Student Services. I will not engage in discrimination to prospective customers on the basis of race, color, religion, sex, disability, familial status, national origin, sexual orientation, or intend to make such preference, limitation, or discrimination.”

I agree to follow not only the rules listed above, but also the complete guidelines listed in this Aggieland Market 2014 packet and any instructions given by AGOSS Staff members.

I am aware of all the rules and my responsibilities for participation in Aggieland Market 2014 and understand that if I violate any one of these rules I may be asked to leave the event immediately, fined by the AGOSS office, suspended from future Aggieland Markets, or be held responsible for any damage done to the surrounding area, materials, etc.

Business Name: __________________________________________________________

Printed Name: __________________________________________________________

Signature: _____________________________________________________________

Date: ________________________________________________________________

Please note fines for damages can be assessed up to 6-8 weeks after Aggieland Market. Fines will be billed. Failure to pay fines assessed may result in your business being ineligible to participate in future Texas A&M University events.
# Texas A&M University @ College Station & Galveston Substitute Form W-9

## Part 1 - Tax Status (complete only one row of boxes)

<table>
<thead>
<tr>
<th>Individuals: Individual Name: (First name, middle initial, last name)</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fill out this row)</td>
<td></td>
</tr>
</tbody>
</table>

**A sole proprietorship may have a "doing business as" trade name, but the legal name is the name of the business owner.**

<table>
<thead>
<tr>
<th>Sole Proprietor Business Owner’s Name: (REQUIRED)</th>
<th>Business Owner’s Social Security Number</th>
<th>Business or Trade Name (OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(First Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Last Name)</td>
<td>or Employer ID Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partnership: Name of Partnership: Partnership’s Employer Identification Number</th>
<th>Partnership’s Name on IRS records</th>
</tr>
</thead>
<tbody>
<tr>
<td>(or an LLC with multiple owners) (Fill out this row)</td>
<td>(see IRS Mailing label)</td>
</tr>
</tbody>
</table>

**A corporation may use an abbreviated name or its initials, but its legal name is the name on the articles of incorporation.**

<table>
<thead>
<tr>
<th>Corp. or Tax-Exempt Entity: Name of Corporation or Entity: Employer Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fill out this row)</td>
</tr>
</tbody>
</table>

## Part 2 - Exemption: If exempt from Form 1099 reporting, check your qualifying exemption reason below:

- Corporation: Note that there is no corporate exemption for medical & health care payments or payments for legal services
- Tax Exempt Entity under 501(a)(includes 501 © (3), or IRA
- The United States or any of its agencies or instrumentalities
- A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies
- A foreign government or any of its political subdivisions or an international organization in which the United States participates under a treaty or act of Congress

**Under penalties of perjury, I certify that:**

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

## Part 3 - Certification

**All line items must be filled in before vendor setup is completed.**

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Preferred Method of Distribution for PO's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Fax</td>
</tr>
<tr>
<td>Remit To Address</td>
<td>Mail</td>
</tr>
<tr>
<td>Order Address:</td>
<td>Email Generic Email</td>
</tr>
</tbody>
</table>

**Preferred Method of Distribution for PO's**

- Fax
- Mail
- Email
- Generic Email
- E-Travel/Concur

**Remit To Address**

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Phone:**

**Please mail to:** Texas A&M University, Financial Management Services-Accounts Payable, Tamu Ms 6000, College Station, Texas 77843-6000 (979) 845-8286 fax (979) 458-4191
Below is a sample of the distributed poster. Posters are distributed to each vendor, on campus residence hall, and various additional locations. All sponsors will have the opportunity for their logo displayed at the bottom of the poster.

FREE STUFF FRIDAY!

Come browse Aggieland Market to learn about local businesses and services. All students, faculty, and staff are welcome.

T-shirts and koozies! Food and Fun! Activities!

Coupons & Discounts! Great Information! Free Give Aways!

WELCOME TO AGGIELAND

Aggieland Market
Businesses and Community
Friday, August 23rd
11:00 am - 2:00 pm
Academic Plaza
(next to Sul Ross Statue)

Thanks to the following sponsors who made Aggieland Market 2013 possible:

- Texas A&M Physicians
- Barnes & Noble at Texas A&M University
- Hope Pregnancy Center
- Coufal Frater
- OfficeMax
- Candy 95.1
- The Zone

tamubookstore.com
My Registration is NOT complete until I have done the following:

☐ Submitted Registration Form  
Registration begins June 2, 2014 and ends August 1, 2014; all registration materials must be postmarked by no later than August 1, 2014.  
Date Completed: ______________

☐ Submitted Commitment Form  
Date Completed: ______________

☐ Submitted Form W-9 (EVERY Aggieland Market participant is required to complete this form)  
Date Completed: ______________

☐ Paid my full Registration Fee  
In addition to any other fees for options I select, postmarked by August 1, 2014.  
Date Completed: ______________

☐ Opted to be an Aggieland Market Sponsor  
and arranged for logo/business name graphic format with Adult, Graduate & Off-Campus Student Services by July 7, 2014 for sponsorship.  
Date Completed: ______________

☐ If I am distributing food or beverage in any form, I have provided information on the type of food or beverage I am bringing, how it is being prepared, and how it will be packaged/plated. I have submitted any forms deemed necessary by the Environmental Health & Safety Department (EHSD). The Environmental Health & Safety Department (EHSD), along with the Brazos County Health Department (BCHD), is responsible for conducting food safety inspections of the permitted temporary food vendors on campus and approving distribution of food on campus by staff, students, or vendors. Please visit their website at: https://ehsd.tamu.edu/Safety/foodsafety/default.aspx  
Date Completed: ______________

Feel free to contact our office if you have any questions or problems:  
Adult, Graduate & Off-Campus Student Services  
Cain Hall, Room C-215  
p 979-845-1741  
f 979-845-6138

Please note this form is for your records only.