



Student Vendor Authorization & Contract

_____ *doing business as* _____

-in return for authorization to operate a student concession business at Middlebury College -agrees to abide by and fulfil each and all of the following terms and conditions:

1. Affirms that she/he is a current student enrolled full time at Middlebury College. Middlebury ID # _____.
2. Affirms the business is 100% owned and operated by currently enrolled Middlebury College students.
3. Understands that the business must be stand alone and not rely on any Middlebury College services or systems. Food related business cannot use College kitchen facilities or purchase food from or through the College. Your proposal must include your plan to obtain any required inspections, licenses and approvals from government agencies.
4. Understands and affirms responsibility for the Payment Card Industry Data Security Standards (PCI DSS). The College's payment card processes and systems cannot be used by student vendors. ***The [PCI Compliance Team](#) recommends Student Vendors utilize [Square](#) for payment card processing; Square is the Merchant of Record thus may be responsible for a number of PCI DSS Requirements.*
5. Affirms that she/he is a U.S. Citizen or U.S. Lawful Permanent Resident or has the necessary visa or authorization to operate a business in the USA. If you are not sure, it is your responsibility to research the issue with an appropriate College official, such as an advisor in International Student & Scholar Services (ISSS).
6. Has provided Middlebury College with a complete proposal defining all services or products to be offered and all aspects of the business. Please note any funding you are receiving or plan to apply for from Middlebury College.
7. Has provided Middlebury College with complete and current confirmations that all required insurances, licenses, compensation provisions and tax compliance forms have been established or obtained.
8. Agrees to abide by all College rules and regulations as well as any and all stipulations separately enumerated by executed contract with Middlebury College.
9. Agrees to comply with all local, state and federal laws and regulations.
10. Agrees to pay, at rates set by Middlebury College, for all College services provided in connection with the student concession business. The College expects the vendor to avoid the use of College services. Anticipated requests for College services must be included in this request.
11. Agrees that any and all damage to College property is the responsibility of the student concession and its owner/operator and further agrees to reimburse the College for any such damage within 15 days of billing by the College. Agrees all claims for damages or refunds from students will be addressed to the satisfaction of the College within 15 days.
12. Agrees that any products offered by Student Concession will not compete with any identical or similar products sold by the College through any of its auxiliary operations and that sales at College events or in the routine course of College activities must be pre-approved by Student Activities and the department involved with or responsible for such events.

Student Vendor Authorization & Contract please print or type

Name of Student Concession (dba): _____

Principals/Owners of Concession: _____

Contact information; please include cell phones, e-mail and mailing address for each principal:

Description of business (products, services provided – specific and in detail:

College resources/services required by Student Concession (list in detail):

Access to College property required by Student Concession (specify):

Period of operation of Student Concession: _____

Additional contract terms as agreed with Middlebury College:

Date: _____

Student Concessionaire(s): I/we hereby agree to all the terms and conditions outlined here in and state that the information provided is accurate and complete:

Your request has been _____ Approved until _____
_____ Denied

Director of Business Services: _____

Covenants for Business: