

# Table Space Request and Agreement

VENDING • SALES • PROMOTION • SAMPLING • BUSINESS



This agreement serves as a table request and legal agreement for vendors, businesses and non-profit organizations that wish to obtain table space at Reed College.

VENDOR/ORGANIZATION/BUSINESS NAME

PRIMARY CONTACT

PHONE NUMBER

ADDRESS

CITY, STATE, ZIP

EMAIL

DATE

LOCATION(S)

**By signing below, you agree to:** **1.)** Comply with all applicable Reed College policies and the laws of the State of Oregon as they pertain to this table request. **2.)** Acknowledge that Reed College reserves the right, at its sole discretion, to require you to change behavior and/or be asked to leave the premises at any time for any violation of college policies or applicable laws. **3.)** Upon request by Reed College, provide a Certificate of Insurance demonstrating a minimum of \$100,000 in General Liability Coverage. This certificate must name Reed College as an additional insured and meet all insurance requirements as specified by the College. **4.)** Indemnify and hold harmless Reed College, its governing board, officers, agents and employees against any injury, loss, damage or other liability arising from the vendor's exercise of this Agreement.

ORGANIZATION/VENDOR/BUSINESS POINT OF CONTACT

SIGNATURE

DATE