



EMORY

VENDOR REGISTRATION FOR 2014-2015

Vendors must register once per academic year by completing the following:

- This Vendor Registration Form
- Vendor Services Agreement
- A copy of your current business license
- A copy of your certificate of insurance

Date of registration _____

Business name _____

Vendor name _____

Vendor address _____

Vendor phone _____ Vendor e-mail _____

Items you sell (explain as needed)

- Candles
- Soap
- Scarves
- Jewelry
- Lotion
- Shea butter
- Gift baskets with _____
- Hats
- Bags
- Clothing _____
- Tickets/coupons _____
- Services _____
- Art _____
- Pottery
- Other _____

ENCLOSE

- One time registration fee of \$10 payable by cash, check to **Emory University**
- Declaration of insurance
- Vendor Agreement
- Business license
- This Vendor Registration Form

Send to

Ben Perlman, Director
 Emory University, Division of Campus Life
 R. Howard Dobbs University Center
 605 Asbury Circle, Drawer AAA
 Atlanta, GA 30322
 Ben.perlman@emory.edu, 404.727.5355
 www.emory.edu/DUC