



Johnson C. Smith University

Greetings!

Johnson C. Smith University (JCSU) is pleased to extend an invitation to participate in this year's Homecoming Festi-BULL during Homecoming! Festi-BULL is a celebration of arts, culture, food, and entertainment.

Festi-BULL will be held on:

**Friday, September 26, 2025 from 12:00 p.m. – 6:00 p.m. and,**

**Saturday, September 27, 2025 from 11:00 a.m. – 8:00 p.m.**

The University is located at 100 Beatties Ford Road, Charlotte, North Carolina, 28216.

Please review the enclosed detailed information for vendor participation: (1) Vendor Application and (2) Vendor Guidelines/Agreement. Once you have read and completed all forms, please return them no later than **Friday, September 19, 2025**. Unfortunately, we will be unable to accept any applications after this date.

After your vendor application has been processed, we will send additional details relating to Homecoming activities, logistics, and parking.

We look forward to you joining us for this spectacular event as we welcome home the Golden Bulls and the local community.

If you have any questions or need any additional information, please feel free to give me a call at (704) 330-1495 or via email [tmoore@jcsu.edu](mailto:tmoore@jcsu.edu).

Sincerely,

**Tenessa Moore, MTA, CMP**

Director, Conference and Event Services | Department of Facilities

**Johnson C. Smith University | Carnegie Hall Basement**

100 Beatties Ford Road | Charlotte, N.C. 28216

**Phone: (704) 330-1495 office; (704) 726-6007 cell**

Email: [tmoore@jcsu.edu](mailto:tmoore@jcsu.edu) | [www.jcsu.edu](http://www.jcsu.edu)

Department Website: [www.jcsuevents.com](http://www.jcsuevents.com)



Johnson C. Smith University

## 2025 FESTI-BULL VENDOR APPLICATION

Name of Company: \_\_\_\_\_

Name & Title of Contact Person: \_\_\_\_\_

License (Tax ID Number): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ (Other) Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Please provide a detailed description of items that you intend to sell (see Vendor Guidelines):

---



---

### VENDOR FEES

	Date(s)	Fees	Load-In/Load-Out Times (*No Exceptions)
<input type="checkbox"/>	Friday, 9/26 & Saturday, 9/27	\$375.00 per Booth Space	7:00 am – 9:30 am/8:00 p.m.
<input type="checkbox"/>	Friday, 9/26	\$200.00 per Booth Space	7:00 am – 9:30 am/8:00 p.m.
<input type="checkbox"/>	Saturday, 9/27	\$200.00 per Booth Space	7:00 am – 9:30 am/8:00 p.m.
<input type="checkbox"/>	Friday, 9/26 (Food Truck Only)	\$275.00 per Truck	7:00 am – 9:30 am/8:00 p.m.
<input type="checkbox"/>	Saturday, 9/27 (Food Truck Only)	\$275.00 per Truck	7:00 am – 9:30 am/8:00 p.m.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Additional Tables Additional Chairs No Tables/Chairs (Provide Own)	Qty ____ @ \$6.00 ea. Qty ____ @ \$2.00 ea.	7:00 am – 9:30 am/8:00 p.m.

- Booths include: 1 - 8ft. Table and 2 chairs (vendor must provide your own table covers). Please note, additional tables and chairs may be requested. You may not mix JCSU provided tables/chairs with your personal tables/chairs to avoid inventory control issues. You may opt to provide your own tables/chairs without use of JCSU provided rentals.
- Booth locations will be assigned on a first-come, first-served basis.
- You are encouraged to bring along dollies/carts for easy transport (these items will not be provided by JCSU)

**Enclosed:** Cashier's Check \_\_\_\_\_ Money Order \_\_\_\_\_ Credit/Debit \_\_\_\_\_

Credit/Debit Payments Must Be Processed Online: [www.ticketreturn.com](http://www.ticketreturn.com) (type, JCSU in the search box)

Cashier's Checks/Money Orders Must Be Mailed and Made Payable To: **JOHNSON C. SMITH UNIVERSITY**



## 2025 VENDOR GUIDELINES

1. The vendor reserves space for the purpose of displaying, promoting, and selling services and/or products.
2. The vendor set-up will include 1-8ft. Table and 2 chairs (please bring your own table cover). If damage has occurred to any of the items provided, a damage fee of \$50.00 will be required before departure.
3. Vendors are allowed to set up between 7:00 a.m. - 9:30 a.m. only (**NO EXCEPTIONS**).
4. When vending Johnson C. Smith University merchandise, it is imperative that all items possess the appropriate licensing. To initiate the licensing process, kindly proceed to <https://login.core81.com/licensee-registration> for the completion of your application. Should you require any clarification or have concerns, please do not hesitate to reach out to the University Communications and Marketing team at 704.378.1032. Your cooperation is greatly appreciated.
5. Johnson C. Smith University will assign vendors his/her space. Vendors will be responsible for keeping their area(s) clean during the event, as well as cleaning up thoroughly before leaving the Festi-BULL Homecoming Celebration.
6. Vendors MAY NOT assign, sublet, or apportion any of the space contracted to any other individual or organization without written permission of the Vendor Coordinator.
7. Vendors will be allowed to park in designated parking locations on campus (this information will be provided prior to your arrival).
8. Vendors are required to occupy ONLY the area they were assigned.
9. Vendors are not permitted to erect ANYTHING on campus facilities, fences, walls, or trees.
10. Sound devices or any noise-making machines must be conducted or arranged so that noise will not result in disturbing adjacent vendors.
11. All vendors must supply their own equipment for payment processing inclusive of Internet access.
12. Vendor must obtain all permits and licenses required by state and county laws, and must pay all federal, state, and county taxes. Proof of such license and permits is required. Any violation of Mecklenburg County, City of Charlotte, or North Carolina State laws is subject to Permit revocation and/or fines.
13. If an act of God, war, fire, strike, or any outside cause prevents Johnson C. Smith University's Festi-BULL from being held, Johnson C. Smith University may retain a portion of the Vendor's rental fee required to compensate Johnson C. Smith University for expenses incurred up to the time such contingency shall have occurred.

**Indemnification**

VENDOR agrees to defend, indemnify and hold harmless Johnson C. Smith University and its trustees, officers, representatives, employees, agents, servants, students, faculty, and staff from and against any and all third-party claims, demands, causes of action, or liabilities incurred by Johnson C. Smith University or its trustees, officers, representatives, employees, agents, servants, students, faculty, and staff, arising from VENDOR's negligence or willful misconduct under this Agreement or the negligence or willful misconduct of VENDOR's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of VENDOR, except as may arise solely from the negligence or willful misconduct of Johnson C. Smith University or its trustees, officers, representatives, employees, agents, servants, students, faculty, and staff only in the manner and to the extent permitted under North Carolina law, including but not limited to the NC Tort Claims Act, GS 143-291, et seq., and without waiver of its sovereign immunity.

Johnson C. Smith University, including its governing board, trustees, directors, officers, employees, and any Participants, agents or volunteers acting at Institution's direction (collectively referred to as "Releasees") shall not be liable or responsible in any way for, and VENDOR hereby waives all claims against Johnson C. Smith University with respect to or arising out of or related to, any death, injury or illness including any death, injury or illness related to infectious diseases or emerging infectious diseases identified by the CDC or otherwise, that may be suffered or sustained by VENDOR or any employee, invitee, guest, or agent of VENDOR or any other person as a result of any VENDOR'S actions or inactions, directly or indirectly, or any loss or damage or injury to or theft or loss of any property belonging to VENDOR or any employee, invitee, guest, or agent of VENDOR on [Institution] property including but not limited to any property placed by VENDOR in or about Johnson C. Smith University's buildings, properties or facilities. The provisions of this paragraph shall survive the termination of this Agreement with respect to any damage, injury, illness, or death occurring before such termination of this Agreement. If VENDOR is a governmental body, the VENDOR agrees to indemnify Johnson C. Smith University for the full amount of any claim Johnson C. Smith University must contribute toward the settlement amount due to the amount of the claim exceeding the state statutory liability limit for governmental entities. If VENDOR requires its participants to sign a hold harmless and/or an indemnification agreement, such agreement shall release Johnson C. Smith University in the same manner as VENDOR.



Johnson C. Smith University

I HAVE READ AND AGREE TO ADHERE TO THE GUIDELINES AS OUTLINED REGARDING VENDORS FOR JOHNSON C. SMITH UNIVERSITY FESTIVILLE HOMECOMING CELEBRATION. I UNDERSTAND THAT ALL GUIDELINES BECOME PART OF THE CONTRACT BETWEEN JOHNSON C. SMITH UNIVERSITY AND VENDOR. GUIDELINES HAVE BEEN FORMULATED IN THE BEST INTEREST OF ALL CONCERNED. ALL ISSUES NOT COVERED WILL BE DECIDED BY JOHNSON C. SMITH UNIVERSITY RISK MANAGEMENT AND VENDOR COORDINATOR.

ACCEPTANCE OF TERMS AND FEES:

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

Return:

- Completed Vendor Application
- Fully Executed Signature Page of Vendor Guidelines/Agreement
- Vendor Fee: Online Payment Receipt or Cashier's Check/Money Order Payable to Johnson C. Smith University)

A fully executed vendor application may be sent via Postal Mail to:

Tenessa Moore, JCSU  
c/o Homecoming Vendors  
100 Beatties Ford Road  
Charlotte, NC 28216

A fully executed vendor application may be sent as a Word Document or PDF and sent via email to [tmoores@jcsu.edu](mailto:tmoores@jcsu.edu)

**DEADLINE TO SUBMIT THE ABOVE ITEMS TO JOHNSON C. SMITH UNIVERSITY  
IS FRIDAY, SEPTEMBER 19, 2025.**