



Johnson C. Smith University

Greetings!

Johnson C. Smith University (JCSU) is pleased to extend an invitation to participate in this year's regular season and Homecoming football game day vendor opportunities!

2026 Home Football Game Days

Sept. 19	Fayetteville St.	1:00 pm	Hall of Fame Weekend
Oct. 10	Shaw	1:00 pm	Pink Game/Open House
Oct. 17	Lincoln	2:00 pm	Homecoming
Oct. 31	Virginia State	1:00 pm	Military/Camo/Senior Day

All vending at Johnson C. Smith University must be approved by the Vice President of Finance and Administration or his/her designee. Set up for JCSU Athletics Game Day Vendors will be assigned by the JCSU Vendor Coordinator and will be located within close proximity of the Irwin Belk Complex.

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 no later than **one (1) week from the requested game day**. Unfortunately, we will be unable to accept any applications after this date.

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.

Sincerely,

Tenessa Moore, MTA, CMP

Conference and Event Services Manager | 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 | www.jcsu.edu

Department Website: www.jcsuevents.com



Johnson C. Smith University

2026 JCSU FOOTBALL VENDOR APPLICATION

Name of Company: _____

Name & Title of Contact Person: _____

License (Tax ID Number): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ (Other) Phone: _____

Fax: _____ Email: _____

Website (if applicable): _____

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)
☐	September 19, 2026 – 1:00 p.m. *Fayetteville State vs JCSU	\$250.00 per Booth Space \$325.00 per Food Truck	11:00 am/End of Game
☐	October 10, 2026 – 1:00 p.m. *Shaw University vs JCSU	\$250.00 per Booth Space \$325.00 per Food Truck	11:00 am/End of Game
☐	October 17, 2026 – 2:00 p.m. *Lincoln University vs JCSU	\$300.00 per Booth Space \$375.00 per Food Truck	9:30 am/End of Game
☐	October 31, 2026 – 1:00 p.m. *Livingstone vs JCSU	\$250.00 per Booth Space \$325.00 per Food Truck	11:00 am/End of Game

Booths include one (1) designated 10 x 10 space. Booth locations will be assigned on a first-come, first-served basis.

Enclosed: Cashier's Check _____ Money Order _____ Credit/Debit _____

Credit/Debit Payments Must Be Processed Online: <https://www.urbantixs.com/e/game-day-vendors>

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

VENDOR GUIDELINES

1. The vendor reserves space to display, promote, and sell services and/or products.
2. The vendor set up during Homecoming only will include 1 - 8ft. table and 2 chairs (please bring your own table cover and tent if applicable). 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. - up to 2 hours before game time, except during Homecoming where all vendors must be set up on campus by 9:30 a.m. (**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 campus.
6. Vendors MAY NOT assign, sublet, or apportion any of the space contracted to any other individual or organization without the written permission of the Vendor Coordinator.
7. Vendors will be allowed to park in designated parking locations on campus (this information will be provided before 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 to be submitted with application to tmoore@jcsu.edu.** 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 game time events 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 HOME FOOTBALL GAME DAYS. 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

- Fully executed vendor application and payment may be sent via Postal Mail to:

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

- Fully executed vendor application and online payment receipt may be sent as a Word Document or PDF and sent via email to tmoore@jcsu.edu