



- b. Payments are to be paid immediately at the conclusion of business each day to a representative in the University Union & Student Activities (CUB) office located behind the Information Desk.
    - ii. Textbooks & SU apparel, Housing, Banking Services may not be sold or advertised by vendors
    - iii. No more than 1 (**one**) vendors can request space per day

**c. EXEMPT ORGANIZATIONS**

**NO FEE**

- i. Community Organizations or Non-Profits

2. Each application will require the appropriate General Enterprise Fee which covers the application, license, & table rentals for twelve-(12) dates (six-6) dates per semester with no more than two-(2) consecutive dates in a row. **Each additional date requested outside of the twelve-(12) allotted dates will be \$100.00 per date based upon availability.**
3. **All FEES ARE NON-REFUNDABLE** and Checks should be made payable to: *Shippensburg University Student Services Inc. or SUSSI*. All applications shall be returned in duplicate to:
  - Travis Houtz, Campus Life Office Manager
  - Office of Campus Life (CUB)
  - Shippensburg University
  - 1871 Old Main Drive
  - Shippensburg, PA 17257-2299
4. General Enterprises will be provided with One (1) - Six (6) Foot Table for each date on campus in the CUB Vending & Table Area located on the lower level of the building. Additional tables may be provided upon request based upon availability and a \$5.00 fee per table may be assessed.
5. General Enterprises shall be approved and licensed by the University Union & Student Activities Office.
6. The University Union & Student Activities Office shall maintain detailed General Enterprise information for each agency/individual which shall include the following:
  - a. Agency/Business Name
  - b. Contact Person's Name, Mailing Address, Phone & Fax Numbers and Email
  - c. Drivers License Number
  - d. Motor Vehicle Registration
  - e. Any other information required or deemed necessary
7. One (1) copy of the completed application materials will remain on file with the University Union & Student Activities Office. Upon arrival to campus the General Enterprise representative(s) will be required to have their license to conduct business on campus.
8. If the cost incurred with licensing a General Enterprise exceeds the \$200.00 General Enterprise Fee, all additional costs and fees shall be billed to the appropriate General Enterprise.
9. Licenses may be withdrawn at any time by the administrative staff of the University Union & Student Activities Office or the ECAC Chairperson/Student Association. In such cases, fees are non-refundable.
10. General Enterprises are only allowed to conduct business within the Ceddia Union Building (CUB) and its immediate surroundings.
11. Any entity engaging in a fundraising and/or profit making activity or solicitation without a permit/license will be fined and made to discontinue from participating in the activity until the correct procedures have been followed to obtain a permit/license. Violators falling under the category of General Enterprise will be charged with a \$100.00 fine per offense.

12. All applications to license a General Enterprise must be submitted at least ten-(10) business days prior to the date(s) being requested.
13. Door to door solicitation within University Housing (residence halls & apartments) is not allowed.
14. **SUSSI reserves the right to deny the selling of any merchandise or products which may be in direct conflict with University policies, bookstore or other contracted entities.**

**SUSSI GENERAL ENTERPRISES**  
**SAMPLE LIST OF MERCHANDISE & PRODUCTS TO BE SOLD**  
**JOE'S Miscellaneous Items**  
Dave Williams ~ (717) 555 – 1212 ~ [davewilliams@hotmail.com](mailto:davewilliams@hotmail.com)

**MERCHANDISE & PRODUCTS TO BE SOLD**

- **LIST EVERYTHING THAT WILL BE SOLD!**
- Imprinted Graphic T-shirts w/cartoon caricatures
- Posters
- Assorted leather handbags
- Assorted wool blankets, gloves and hats
- Assorted silver jewelry including earrings, bracelets, necklaces