



HOWARD UNIVERSITY SHORT-TERM VENDING Rules & Regulations

Food:

- 1) Must have a valid business license.
- 2) Valid form of picture identification (Drivers License/ID)
- 3) Must have \$100.00 security deposit (per event).
- 4) Must comply with all Food Services guidelines for special events under the Government of the District of Columbia, Department of Health.
 - a) For more info go to www.doh.dc.gov (under Food Safety & Hygiene Inspection Services Division link)
 - b) Contact DCRA @ 202.442.4400, Special Events Division
- 5) No Styrofoam permitted. Paper, plastic and aluminum only.
- 6) No dumping of oil or grease on University property.
- 7) All grease and dirty water must be properly disposed off-campus.
- 8) All trash must be secured in a heavy-duty garbage bag and neatly stacked for pick-up by Howard University Physical Facilities Management.
 - a) For questions contact: 202.806.1000
- 9) All vendors must follow Short-term Vending guidelines (i.e. setup times, breakdown times, parking, food handling protocol and proper signage).
- 10) All prices must be displayed prominently.
- 11) Must have food allergy warnings displayed (i.e. dairy, fish, nuts, shellfish, soy, wheat gluten and latex)

Merchandise:

- 1) Must have a valid business license.
- 2) Valid form of picture identification (Drivers License/ID).
- 3) Must have \$100.00 security deposit (per event).
- 4) All vendors must follow Short-term Vending guidelines (i.e. setup times, breakdown times, parking and proper signage).
- 5) All prices must be displayed prominently.
- 6) Must have visible return policy.
- 7) Must be approved through Collegiate Licensing Company to sell Howard University apparel and gifts
 - a) Please see www.clc.com

Jewelry Vendors:

- 1) Must be a valid business license.
- 2) Valid form of picture identification.
- 3) Must have \$100.00 security deposit (per event).
- 4) All vendors must follow Short-term Vending guidelines (i.e. setup times, breakdown times, parking and proper signage).
- 5) All prices must be displayed prominently.
- 6) Must have visible return policy.
- 7) Must have liability insurance for costume jewelry.