Payment and Fees Agreement

The vendor, ____________________________ (hereinafter, the vendor), is responsible for full payment of the Associated Students (AS) Farmers Market fee for each stall, that is a 10’x10’ space, that the vendor occupies. Stall fees are determined by the AS Accounting Office based on the product(s) being sold. If any additional space is needed, there will be an additional fee. The AS Accounting Office will email each vendor an invoice at the beginning of every month during the months of operation. For example, an invoice for February will be emailed at the beginning of the month and the vendor will have up until the end of February to pay the fees before accumulating an additional late fee.

It’s very important to give us the correct email address; AS is not responsible for correcting emails on applications. Each vendor is responsible for updating any changes to the business contact information. Vendors must communicate with the AS Accounting Office ASAP when changes are made. Our accounting office will be emailing vendors five business days prior to the first Thursday of the month.

If parking is requested, an addition $7 per week will be added to the invoice.

All Vendors are subject to pay the entire month in advance, regardless of attendance.

A $20 late fee will be assessed for invoices not paid by the first Thursday of the proceeding month. For example, if a vendor receives an invoice at the beginning of February and has not paid the invoice in full by the first Thursday of March, a late fee will be added for the month of February.

If payments are not received within 60 days, the vendor will not be allowed to operate at the Associated Students Farmers Market effectively immediately. Invoices that are 120 days past due may be sent to collections, per the AS Accounts Receivable Policy.

___________________________________  __________________________________
Signature of Vendor Representative             Date

___________________________________  __________________________________
Printed Name of Vendor Representative            Vendor Business Name