



**PRAIRIE VIEW
A&M UNIVERSITY**
COLLEGE OF AGRICULTURE, FOOD, AND NATURAL RESOURCES



2025 PVAMU Ag Day on The Hill

Farm * Family * Food * Fun

Hosted by the College of Agriculture, Food, and Nutrition

Subject: Invitation to Participate as an Exhibitor/Vendor

Dear

I hope this message finds you well. I am writing to extend an invitation to you and your company to participate in Prairie View A&M University's (PVAMU) College of Agriculture, Food, and Natural Resources (CAFNR) “**2025 Ag Day on the Hill**” event. Ag Day on the Hill serves as a platform to invite the community onto the campus to experience all of the exciting developments taking place within CAFNR. To honor our tripartite mission, we will showcase work being done in the areas of Academics, Research, and Extension. We would be honored to have your presence contribute to its success.

Event Details for Exhibitors/Vendors:

- **Date:** April 11, 2025
- **Time:** 8:00 a.m. – 4:00 p.m.
- **Location:** Carden-Waller Cooperative Extension Building 250 E.M. Norris St. Prairie View, TX 77446
- **Fee:** Each vendor/exhibitor is asked to contribute at least 2 door prizes in lieu of a fee.

The 2025 Ag Day on the Hill presents an exceptional opportunity for exhibitors to share relevant information and for vendors to showcase their products and services. Your participation further demonstrates your commitment to supporting the university and its mission to help every Texan excel and experience personal and professional success.

By participating as an exhibitor/vendor, your company will benefit from:

1. Increased brand exposure and recognition among a diverse audience.
2. Networking opportunities with industry leaders, academics, and enthusiasts.
3. Support for our mission to promote educational excellence, hands-on-learning experiences, and community engagement.

We understand the importance of collaboration and mutual support in advancing initiatives across all agricultural and food industry sectors, as well as personal and family health and wellness. We sincerely hope that you will consider joining us in this endeavor.



Please let us know if you are interested in participating at your earliest convenience. If you have any questions or require further information, please contact the exhibitor/vendor committee chair, Chandra Adams at ccadams@pvamu.edu.

Thank you for your time and consideration. We eagerly anticipate the opportunity to collaborate with you and make the 2025 PVAMU Ag Day on the Hill a resounding success.

Warm regards,

Ag Day on the Hill Steering Committee

Ashley James, M.S. - Extension

Jacklyn Sanders, Ph.D. - Academics

Aruna Weerasooriya, Ph.D. - Academics

Erdogan Memili, Ph.D. - Research

Cc:

Gerard D'Souza, Ph.D.- Dean & Director of Land Grant Programs

Carolyn Williams, Ph.D. - Executive associate Director of PVAMU Extension

Registration	Funding Requests	Amenities
General Admission	Minimum of two (2) Door Prizes	2 – Ag Day Registrations 1 - Booth with table and skirt (2 chairs) 1- Your logo will be placed in the program

FORM SUBMISSION DEADLINE:

MARCH 17, 2025 at 11:59pm

E-mail completed forms to Chandra Adams at ccadams@pvamu.edu



2025 PVAMU Ag Day on the Hill Form

(Please complete the form and enclose payment)

Company/Organization _____

Contact Person _____

Contact Information (phone) _____

(e-mail) _____

Type: ☐ Exhibitor (Distributing Information Only)

☐ Vendor (Selling Goods/Services)

*Vendors must fill out the "Farmers Market Form" and be approved by the University

Booth Attendees Name(s): _____

Mailing Address

☐ By Checking this box, I agree to donate two (2) door prizes to be raffled at the Ag Day on the Hill Event.

Name of Submitter (PRINT)

Date

Signature of Submitter



AG DAY ON THE HILL VENDOR FORM



EXTERNAL
VENDOR
REGISTRATION
APPLICATION

Only fill out if
you are selling
goods.

1

Vendor
Registration

2

Vending
Terms & Conditions

3

Vendor Signature Indemnification &
& Agreement

4

Administrative
Action



PRAIRIE VIEW
A&M UNIVERSITY

PRAIRIE VIEW A&M UNIVERSITY
College of Agriculture, Food, and
Natural Resources (CAFNR)
PO Box 519 MS 2004 | Prairie View, TX 77445
Office Phone Number: (936) 261-5108



PRAIRIE VIEW
A&M UNIVERSITY

Prairie View A&M University

PVAMU Farmer Market

Short Term Vending Application/Agreement

The vendor application with the required documents and vendor fee must be received through Panther's Marketplace. Space is limited and will be picked on a first-come, first-served basis. Please fill out the form **completely**. Incomplete applications will **NOT** be processed. Your signature on this form indicates that you have read and agree to comply with the terms and conditions presented on this Short-Term Vending Application/Agreement form.

Type of Business (select all that apply) ☐ Organic Beauty/Skincare ☐ Candles ☐ Fresh Produce ☐ Plants

☐ Seedlings ☐ Health/Fitness ☐ Community Organization ☐ Students ☐ Other

Please explain other

Business Name: _____

Representative Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Instagram: _____ Website: _____

Dates Requested: _____

Day(s) of the Week: (select all that apply) ☐ Saturday- April 20, 2024 (2024 Ag Day on the Hill event)

Are you a licensed vendor? ☐ Yes ☐ No

Do you have liability insurance? ☐ Yes ☐ No

If yes, please provide a copy of the policy.

List Merchandise/Services to be sold, Distributed or Promoted:

(Vending of products or services not listed above shall be deemed to be vending without a permit)

Terms and Conditions

- Limited vendor's spaces are available. Vendor sales are limited to designated areas at Prairie View A&M University. No other vending is allowed on PVAMU property.
- PVAMU Farmers Market reserves the right to select the most appropriate vendors from the applicant pool.
- Vendor is responsible for the collection and payment of sales tax to the state of Texas and will indemnify and hold Prairie View A&M University harmless.
- Vendors **MAY NOT** assign, sublet or resell their share of space allotted. Vending is restricted to your assigned space **ONLY**. If vendors violate the terms the vendor agreement will be voided.
- Use of Prairie View A&M University's trademarks, including its name or logos must be licensed with CLC | Learfield Licensing. For licensing, please contact The Office for Marketing and Communications at PublicRelations@pvamu.edu or visit <https://clc.com/home/get-licensed/>. Items that are in the vendor's possession and not properly licensed may be seized by Prairie View A&M University Police Department. Items that are seized will not be returned to vendor and will be donated or disposed of by the University.
- Soliciting is prohibited beyond the perimeter of the assigned vending area(s).
- Vendors are not allowed to sell or display explicit merchandise (including sexual, drug related or profane materials), credit cards, income tax processing, tobacco, CBD or cannabis products, electronic smoking devices, weapons or firearms.
- Loud music, especially which exhibits profanity and/or vulgar language, will not be permitted.
- Tobacco, and alcoholic beverages are not permitted for sale, sampling, or dissemination of information. Sale of products is not permitted outside of your booth.
- Vendors will not be allowed to set up tents displaying other Universities or establishments merchandise.
- All vending locations must have a representative present at all times.
- No vendor shall sell any illegal item or items that infringes on registered trademarks.
- Vendors are responsible for removing their trash, spills and residue. Vendors may lose space in future if not in compliance.
- In the case of damage of any kind to university property, as a result of the vendor or its employees, the vendor shall pay such amount to restore the University's property to its original condition. The vendor will also indemnify and hold harmless the University, employees, and agents against any liability rising from their vending or from any breach of this permit. Such indemnity shall include, but shall not be limited to, costs arising from any litigation.
- Vendors shall provide a minimum of \$100,000 liability insurance and include insurance policy number.
- No cooking at the time of the PVAMU Farmers Market
- All set-up material is to be provided by the vendor. 10'x10' space. Vendors at the PVAMU Farmers Market at Panther Plaza will be provided (2) tables. **You will need to provide chairs, electrical cord, and all other needed items to assist with your area assigned.**
- Vendors are responsible for items needed in their booth, including a tent/canopy, chairs, etc.
- Vendors are responsible for their own electricity and electrical cords; some power outlets are available but **not guaranteed**.
- Vendors are responsible for the pleasant and safe presentations of their products. Any and all hazards – such as extension cords, etc. – need to be secured to ensure safety for all.
- Check in with the College of Agriculture, Food, and Natural Resources (CAFNR) prior to set-up or selling on Farmers Market day.
- Vending credentials may be picked up the week of or during check-in on the day of the event.



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- The University is not responsible for unforeseen circumstances or sales, in the event of inclement weather.
- This permit is not considered to be a contract.
- Post load-in, all vehicles, including trailers, must be removed from the vendor's lots. No vehicle will be allowed in Vendors Row during the operating vending hours. Late arrivals are not permitted.
- Load-in/setup time will be sent out no less than one week in advance of each event. All vehicles must be moved to the vendor's parking lot or available parking outside of the vendor's sales area before the allotted selling timeframe. Any vehicle found inside the sales perimeter will be subject to towing.
- No vehicular traffic will be allowed in the vending area during the selling timeframe.
- Vendors must be broken down within an hour of the vending activation end time. Activation times are in place to ensure smooth transitions and to help minimize any potential hazards with pedestrians and emergency vehicles.
- Spaces are reserved only for business and marketing purposes; political booths will not be allowed.
- Vendor spaces are first come, first serve basis approved spaces.
- No late applications will be accepted.

TERMS AND CONDITIONS ARE SUBJECT TO REVISION.

PVAMU Farmers Market reserves the right to remove any vendor at any time for any reason. Any confrontation with another vendor or representative of PVAMU will result in the termination of your application and an immediate request to leave the campus.

AGREED AND ACCEPTED BY:

VENDOR

Name: _____

Date: _____

Signature: _____

If you have any questions regarding these policies, please contact the College of Agriculture, Food, and Natural Resources (CAFNR) at (936) 261-5108.

Indemnification

The vendor hereby releases Prairie View A&M University and its officers, employees, students, and agents from any liability for property damage or personal injury to the vendor or its employees, agents, or guests on University property for the purpose of exercising the privileges of this permit. In addition, the vendor agrees to defend, indemnify, and hold harmless the University and its trustees, officers, employees, students, and agents from and against any claim, action liability, or costs, including without limitation attorney's fees, related to any act or omission of the vendor or its principals, officers, employees or agents, or other persons admitted to the premises by the vendor, related in any way to the vendor's exercising privileges of this permit.

Applicant represents that it is familiar with and will comply with all applicable laws, regulations, and rules applicable to activities it will perform under this permit, including without limitation the most current Prairie View A&M University Short Term Vending Regulations. Failure to comply with applicable laws, regulations, and rules will subject the applicant to termination of current vending privileges, denial of future vending privileges, and such other liabilities and consequences as may be appropriate under the law and University policy.

Inquiries should be addressed to ATTN: PVAMU Farmers Market– College of Agriculture, Food, and Natural Resources (CAFNR), P.O. Box 519; MS 2004, Prairie View, Texas 77446-0519, (936) 261-5108.

I, the undersigned vendor/promoter, have read and agreed to the terms and conditions for participation as a vendor on the Prairie View A&M University premises.

Print Name

Signature

Date

*******ADMINISTRATIVE ACTION*******

☐ Vendor Approved ☐ Vendor Not Approved ☐ No Access

PVAMU License Vendor ☐ Yes ☐ No

Does the vendor have insurance? ☐ Yes ☐ No

Approved By: _____ Date: _____

Spot #: _____

Spot #: _____



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THE PVAMU FARMERS MARKET IS POSSIBLE BY THE PARTNERSHIP WITH:

AUXILIARY SERVICES, COLLEGE OF AGRICULTURE FOOD, & NATURAL RESOURCES, AND RECREATIONAL SPORTS CENTER



**PRAIRIE VIEW
A&M UNIVERSITY**

AUXILIARY SERVICES



**Excellence
Lives Here**

COLLEGE OF AGRICULTURE, FOOD, AND NATURAL RESOURCES

