**COPPIN STATE UNIVERSITY**

**AFRICAN AMERICAN HISTORY COMMITTEE**

**THE 26th ANNUAL AFRICAN MARKETPLACE**

**THURSDAY, February 27, 2025 – 9:00 AM to 5:00 PM**

**Tawes Student Center**

**2500 W. North Avenue – Baltimore, MD 21216**

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*The Twenty Sixth Annual African American Marketplace is scheduled for Thursday, February 27, 2025, 9:00 am to 5:00 pm in the Tawes Center. If you wish to be a vendor at this year’s Marketplace, please complete the response form and return it with your payment by February 20, 2025.*

**VENDOR TERMS**

**NO VENDOR WILL BE ALLOWED TO SET-UP IF FULL PAYMENT HAS NOT BEEN RECEIVED IN ADVANCE.**

**USE OF SPACE:** No Vendor shall sublet, assign, or share any part of the space allocated to them without consent of the Coppin African American History Committee (CAAHC). Solicitation or demonstrations by vendors must be confined within the bounds of their respective vendor area. Aisle space should not be used for vending purposes, displaying signs, solicitations, or distribution of promotional materials for vending purposes.

**PARKING: ￼**Free parking will be available. Spaces will be identified closer to the event for vendors after payment has been made.

**COVID POLICY:**  Masks are not mandatory, but safe and healthy practices are supported.

**APPEARANCE OF VENDOR TABLE SPACE:** Vendor Table presentations should be arranged so that they do not obstruct the general view, nor hide the tables of other vendors. All parts of the vendor presentation and table must lend itself to an attractive appearance. Management reserves the right to cancel any vendor table that does not conform to the CAAHC standards. If there is such restriction or eviction, CAAHC is not liable for any refund or other vendor expenses. Vendors must vacate the premises immediately and as expediently as reasonably as possible.

**SALES:** Vendors are permitted to make sales in the assigned vendor Marketplace area. Obtaining the appropriate licenses/permits, as required by law, collecting, and remitting sales taxes and any other legal business requirements are solely the vendor's responsibility.

**SALE ITEMS:** No marijuana/Cannabis, THC, or any product derived from the marijuana/ Cannabis plant, including products that have been synthesized, will be allowed to be sold on the Campus of Coppin State University. This includes pipes or any items used to ingest marijuana or cannabis in any fashion.

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** DAMAGE TO THE FACILITY/EQUIPMENT:** The Vendor must surrender space occupied by them in the same condition as when space was initially assigned. The Vendor or agent shall not injure or deface the walls, columns or floors of the facility, the table, equipment, or furniture provided. When such damage appears, the Vendor shall be liable to the owners of the property so damaged.

**STORAGE:** All goods are stored at the vendor’s risk. Management shall not be liable for any injury, damage, loss, theft, destruction, including, not by way of limitation, damage from atmospheric conditions or rust, negligence (whether caused by ourselves, our agents, employees or other) failure to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God, or any act beyond our control.

**CANCELLATION OF MARKETPLACE:** If a fire strike or other circumstance beyond the control of CAAHC cause the Marketplace to be cancelled, full refund of Vendor’s table/space fees will be made. If the event is rescheduled, the Vendor will have the option of vending on the alternate date without the need to process a refund, or to request the refund. Only the total amount for use of the space will be refunded; no other fees associated with vending at the event incurred by the Vendor with be distributed.

**FAILURE TO OCCUPY SPACE:** Spaces not occupied by 12:00 pm will be forfeited by the Vendor. This space may be reassigned, removed, or repurposed by CAAHC. No refunds will be given for failure to occupy.

**RESPONSIBILITY OF CAAHC AND COPPIN STATE UNIVERSITY: Vendor assumes responsibility and agrees to protect, indemnify, defend, and hold the CAAHC and Coppin State University harmless against all claims.** In addition, Vendor acknowledges that Coppin State University does not maintain insurance covering Vendor’s property and that is the sole responsibility of the Vendor to obtain business interruption and property damage insurance covering such losses by the Vendor.

**ROUTINE SECURITY TO THE MARKETPLACE IS PROVIDED:** Vendors take sole responsibility for securing possessions before, during and after the hours of the Marketplace while on the campus.

**PAYMENTS:** Please see the application for prices, payment, and instructions for securing your space. Discounts are available for Coppin faculty, staff, students, and alumni.

**CONTACT:** James A. Brown, Marketplace Coordinator, 410-951-3364, jbrown@coppin.edu.

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