

**TRINITY UNIVERSITY
TABLING VENDOR MASTER SERVICES AGREEMENT**

This Tabling Vendor Agreement ("Agreement") is entered into effective as of _____ (Effective Date), by and between Trinity University ("TRINITY") and _____ (the "VENDOR").

Whereas TRINITY owns and operates, or lawfully controls the use of the property ("PROPERTY") described below, and VENDOR desires to use said PROPERTY, TRINITY agrees to make said PROPERTY and no other available to VENDOR at the date(s) and time (s) and for the purposes referenced below and no other, and in consideration for being permitted to use the PROPERTY for the stated purposes, VENDOR agrees to abide by the terms and conditions set out in this Agreement.

PROPERTY LOCATION: Event Location as specified by Trinity University. Vendor is permitted access only to the event location. _____

PURPOSE OF USE: _____

TERM/DATE(S): Effective as of the Effective Date for purpose of use until terminated in accordance with this Agreement.

COST/DEPOSIT: _____

TERMS AND CONDITIONS

1. SET UP/CLOSING: VENDOR may enter the campus from Stadium Drive and unload their products at the Trinity approved location and set up their table one (1) hour in advance of the event. Parking is available in designated Visitor Parking. Vendor is responsible for clean-up of their own debris after event.
2. If VENDOR is a political candidate, VENDOR is invited to table solely in their individual, non-candidate capacity. Further, VENDOR and TRINITY agree:
 - VENDOR is chosen to table solely for reasons other than candidacy for public office;
 - VENDOR cannot mention their candidacy or the election;
 - No representative of TRINITY can make any mention of VENDOR's candidacy or the election;
 - VENDOR will not conduct any campaign activity in connection with the VENDOR's attendance;
 - TRINITY must maintain a nonpartisan atmosphere on the premises or at the event where the VENDOR is present;
 - TRINITY must clearly indicate the capacity in which the candidate is appearing and not mention the individual's political candidacy or the upcoming election in the communications announcing the candidate's attendance at the event.
3. VENDOR shall be solely responsible for all taxes, assessments and similar charges resulting from any revenue generated by VENDOR's use of the Property under this Agreement, whether such revenue was collected by VENDOR, TRINITY or a third party.
4. SALES AND SOLICITATION: VENDOR will not engage in sales or solicitation of sales of goods or services except as described in the "Purposes of use", above. All sales and solicitation will be conducted in accordance with TRINITY policies and procedures.
5. INGRESS/EGRESS: All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the premises must be kept unobstructed by VENDOR and must not be used by VENDOR for any purpose other than ingress to or egress from the premises.
6. DAMAGE AND REPAIRS: VENDOR shall be solely responsible for all damages to buildings, grounds, fields and equipment incident to the use of the PROPERTY. VENDOR shall make no temporary or permanent modifications to the PROPERTY without the prior written consent of TRINITY. Damage or requests for modifications to the PROPERTY must be reported.
7. COMPLIANCE: VENDOR agrees to use and occupy the PROPERTY in accordance with all TRINITY policies, including but not limited to Alcohol and Drugs, Weapons, Tobacco Free Campus, Anti-Harassment and Sexual Misconduct policies, all applicable regulations, rules and practices and with all applicable municipal, state and federal laws, including but not limited to fire codes and the City of San Antonio Metro Health District codes. VENDOR shall not be entitled to use the PROPERTY for any unlawful purpose or for any purpose not agreed upon.
8. PERMITS/LICENSING/CERTIFICATION: VENDOR is solely responsible for maintaining any applicable permits, licenses, certifications and for adhering to all applicable laws and regulations.
9. ABANDONED PROPERTY: Any property left on the PROPERTY shall, after a period of ten days from the last day of the use under this Agreement, be deemed abandoned and TRINITY may dispose of such property in TRINITY'S sole discretion. VENDOR shall reimburse

TRINITY for any costs associated with disposal or remediation of such property in any abandoned property.

- 10. PERSONAL: This Agreement is personal and VENDOR shall not assign this Agreement nor allow any other person, group or entity to use the PROPERTY during the scheduled time(s) without the prior written consent of TRINITY.
- 11. FORCE MAJEURE: If the PROPERTY is rendered unsuitable for the conduct of the VENDOR’S activity by reason of force majeure, TRINITY and the VENDOR are released from their obligations under this contract. Force majeure means acts of God, civil or military authority, acts of public enemy, war, acts of terrorism, accidents, fires, explosions, earthquakes, floods, failure of transportation, strikes or other work interruptions other than by either party’s employees, pandemic, epidemic, or other outbreaks of diseases or other infections, or any other similar cause beyond the reasonable control of either party.
- 12. TERM and TERMINATION: This Agreement is effective as of the effective date and will continue for the agreed upon term. TRINITY may terminate this Agreement or cancel a specific event at any time in its discretion. VENDOR may cancel this Agreement by providing _____ hours/days/weeks written notice to TRINITY. Failure to provide the required notice may result in loss of deposit, if applicable.
- 13. NOTICES: Any notice, demand or communication required, permitted or desired to be given under this Agreement will be deemed effectively given when emailed, mailed by prepaid certified or registered mail, postage prepaid, return receipt requested, or delivered by hand, messenger or reputable overnight courier, return receipt requested, addressed as follows:

If for Vendor: _____

If for Trinity: _____

- 14. INSURANCE: Trinity, in its sole discretion, reserves the right to require Vendor to provide proof of insurance. For purposes of the Services provided under this Agreement, Trinity:

- _____ Requires Licensee to provide proof of liability insurance in accordance with the requirements of Exhibit A
- _____ Waives proof of liability insurance for Licensee

To the extent permitted by law, all insurance policies shall endorse Trinity University and its trustees, officers, employees, Student Organization, agents and volunteers as an Additional Insured, shall provide at least thirty (30) days advance written notice of any material change in or cancellation of the coverage, contain cross-liability and severability of interests coverage and will be primary and non-contributory. Licensee agrees to a waiver of subrogation in favor of Trinity for any policy for which Trinity is not endorsed as an Additional Insured. Until all of Licensee’s obligations hereunder have been fully performed, Licensee shall maintain, and shall also ensure that each of Licensee’s independent contractors, subcontractors and agents at every tier employed directly or indirectly by Licensee maintains with insurance companies licensed to do business in the State of Texas and that have an A.M. Best rating of A- or better, the types of insurance and with the minimum limits as provided herein Exhibit A.

Regardless of whether insurance is waived, neither Trinity nor Trinity’s workers’ compensation insurance shall cover Licensee or Licensee’s employees, independent contractors, subcontractors or agents for any injuries or harm incurred by Licensee or Licensee’s employees, subcontractors or agents while performing services under this Agreement.

- 15. RELEASE AND INDEMNIFICATION:
 - A. TRINITY shall have no responsibility for the safety and/or security of any property belonging to VENDOR or to those persons participating in the use of the PROPERTY by VENDOR, its employees, independent contractors, subcontractors or agents. VENDOR expressly releases and discharges TRINITY, and its trustees, officers, employees, agents and volunteers (the “Releasees”) for any and all liabilities for any loss, all injuries including work-related claims, illness, including outbreaks of contagious or infectious disease, all auto liability claims, or damages to such persons or property.
 - B. VENDOR agrees to FULLY RELEASE AND FOREVER DISCHARGE TRINITY and its trustees, officers, employees, agents, and volunteers (the “Releasees”) of and from any and all claims and liability arising out of or relating to this Agreement and VENDOR’s use of facilities, including but not limited to damage to or loss of property, all injuries, including work-related claims, illness, including outbreaks of contagious or infectious disease, and death, and all auto liability claims of VENDOR and VENDOR’s employees, independent contractors, subcontractors and agents. VENDOR SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY TRINITY and its trustees, officers, employees, agents, and volunteers against any and all claims, all injuries, including work-related claims, all auto liability claims, demands, causes of action or damages, including attorneys’ fees, arising out of or relating to this Agreement and VENDOR’s or its independent contractors, subcontractors, or agents use of facilities of TRINITY.

16. **NO INFRINGEMENT OR MISAPPROPRIATION:** Vendor represents and warrant that the Professional Services to be performed hereunder by Vendor will not infringe or misappropriate intellectual property rights, including, without limitation, any patent, trademark, copyright, mask right, trade secret or proprietary know-how of others, and that Vendor will indemnify, defend and hold harmless Trinity, its trustees, officers, employees, agents, and volunteers from any and all liabilities, claims, demands, expenses or costs, including attorneys' fees, arising out of or related to any such infringement or misappropriation. The Vendor also represents that it is not bound by any agreement that would be violated by Vendor's performance of the stated Purpose or by Vendor's fulfillment of its obligations hereunder.
17. **INDEPENDENT CONTRACTORS:** Nothing herein contained shall be deemed or construed by the parties hereto nor by any third parties as creating the relationship of principal and agent, or partnership, or a joint venture between the parties hereto, it being understood and agreed that neither the method of computation of Fees, or any other provision contained herein, nor any of the acts of the parties hereto shall be deemed to create any relationship between the parties hereto other than that of TRINITY and VENDOR. This Agreement is not and shall not be construed as a lease.
18. **NON-DISCRIMINATION:** The parties to this Agreement will abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of their status as protected veterans or individuals with disabilities, and prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.
19. **RECITALS:** All recitals are incorporated into this Agreement and constitute terms and conditions of this Agreement.
20. **SEVERABILITY:** If any provision of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this Facility Use Agreement shall not be affected thereby.
21. **GOVERNING LAW:** The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Agreement. The venue for enforcement will be the state and federal courts of Bexar County, Texas.
22. **NO WAIVER:** Any failure or delay in the enforcement of the rights detailed in this Agreement by VENDOR or TRINITY shall not constitute a waiver of those rights or be deemed a basis for estoppel. VENDOR and TRINITY may exercise their rights under this Agreement despite the delay or failure to enforce the rights.
23. **COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. A facsimile or electronic signature of a party shall have full force and effect.
24. **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement between TRINITY and VENDOR. In the event of a conflict or inconsistency, the terms and provisions of TRINITY's Tabling Vendor Agreement shall govern and control.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers or representatives as indicated by their signatures below:

VENDOR¹:

TRINITY UNIVERSITY:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Note: Fully executed agreements are required for payment. Contracting authority for Trinity University is limited. All contract agreements must be signed by an Authorized Representative of Trinity University. To view the Authorized Representatives for Trinity please see the [Contract Policy and Procedures](#).

Department Review: _____ Date: _____

Print Name and Department

EXHIBIT A
INSURANCE REQUIREMENTS

Commercial General Liability (CGL) \$1 Million per Occurrence. Trinity University endorsed as additional insured. If distributing any products or food: Products and completed operations.

Auto Liability \$1 Million per Occurrence/Combined Single Limit for "Any autos" including owned, leased, non-owned, and hired vehicles.

Workers' Compensation Statutory Benefits; \$1 Mil Employers Liability applicable in state where the work is performed.

This Exhibit is hereby incorporated into the Tabling Vendor Master Services Agreement between Trinity and Vendor.