

MERCHANT COVE

What is Merchant Cove?

- Merchant Cove is a designated merchant table area located in front of the cafeteria window on the Forum side.

How much does it cost the merchant?

- \$50 per day (No more than three days in a row).

How does this benefit my club?

- Inviting a merchant on campus is a great way to raise money! The \$50 reservation fee goes directly to your club account!

What does the vendor get for the registration fee?

- Three tables and two chairs are included. The merchants may bring one additional small rack.

Can I have more than one merchant on the same day?

- Only one merchant per day is allowed on campus.

How many times can I ask a merchant to come on campus?

- Merchants cannot exhibit more than 3 days in any given month.
- No more than two merchants per club monthly (maximum 6 days each club, per month).

Who can make reservations for the Merchant Cove?

- Merchant reservations must be made through the Student Activities office and by the **CLUB ADVISORS ONLY!**

What happens if I have a merchant who is not on the approved registration list?

- If you have a new merchant who is not on the list, please have the merchant contact Cliff Scutella, Director of Student Activities (585-343-0055 x6261, CMScutella@genesee.edu) in order to be approved and added to the registered merchants list. They will need to fill out additional paperwork.

What can the merchant sell?

- Merchandise must be authentic. We will not accept “knock off” items or sign up’s for a future offsite private party.

Making a Merchant Reservation (Club Advisors ONLY)

1. You may register via Google Forms. <https://goo.gl/forms/HIV4Bx1JISWUc8Wn1>
 - a. If you have a new merchant who is not on the list, please have the merchant contact Cliff Scutella, Director of Student Activities (585-343-0055 x6261, CMScutella@genesee.edu) in order to be approved and added to the registered merchant list.
2. After viewing the calendar online, contact the merchant and inquire what dates they might be interested in.
3. Once you and your merchant have decided on a day, fully complete the form and click submit.
4. You will receive a confirmation e-mail that states all of the information you entered. Forward this e-mail to the merchant for confirmation and to request for payment.
5. Payment needs to be made one week in advance from the event date and should be brought directly to the Student Activities Office.
6. Student Activities will print the table signs and place them on the table the morning of the merchant's reservation date.
7. All merchant facilitation and communication is done directly with the club advisor that invited them on campus. If problems escalate, the club advisor can then report to the Student Activities Office.

CLUBS ARE RESPONSIBLE FOR ALL CONTACT WITH THE MERCHANT!

Including sending the merchant form, **welcoming the merchant on campus the morning they set up** and checking with the merchant to be sure they sent their payment in.
(Please contact Student Activities office if you need payment verification)

Student Activities Office, located in the Student Union, Rm S115
(585) 343-0055 #6261
SA@genesee.edu