

NIACC Student/Faculty/Staff/Alumni Marketplace



Application

Wednesday, February 19, 2020

10:00 AM - 2:00 PM

NIACC Activity Center

Name(s): _____

Name of Business: _____

Connection/Affiliation to NIACC: _____

Mailing Address: _____

City, State Zip: _____

Email: _____

Cell: _____

Describe Product and/or Service you provide: _____

Price Range of Products/Service (Make prices even dollar amounts): _____

Do you need Electricity and/or Extension cord? _____

NIACC Student, Faculty, Staff, and Alumni Marketplace Disclaimer:

All vendors will have **one** table to display their products and should be set up by **9:30 AM** in the NIACC Activity Center. Table linens and NIACC plastic bags will be provided. Exhibitors will be responsible for staffing their booth and the security of their merchandise. Special arrangements can be made for faculty needing to teach class during this timeframe.

Exhibitors will **not** be responsible for the collection of revenues for sold merchandise or sales tax for this event. The NIACC Pappajohn SBDC staff will receive payment for all merchandise and NIACC will send the exhibitor a check for the merchandise that was sold. All revenues generated will go to the exhibitors and expenses incurred are the responsibility of the exhibitors. **All income should be considered taxable, and it is the exhibitor's responsibility to report this income, and to pay all associated federal and state income taxes.**

Payment Process: Duplicate Sales receipts provided.

1. Exhibitors complete the NIACC duplicate sales receipts for each customer: item purchased, price and total, then direct them to the **cashier** with both copies **without** the merchandise to pay.
2. The customer pays for their merchandise.
3. They will bring back the yellow sales receipt to collect their merchandise from you, the Vendor.
4. Please keep the yellow copies for your sales records.

NIACC is **not** responsible for lost, stolen, and damaged goods.

Your *signature* below acknowledges that you have carefully read this *waiver* and release form.

Signature _____ Date _____

Application Deadline: February 10, 2020

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