Thank you for your interest in participating in the Campus Center Open Market. The Campus Center is the gathering place for the UH community - students, faculty, staff and alumni. The mission of the Campus Center is to provide programs and services that are of interest to the UHM community, especially its students.

Open Market vendors are allowed to book table space in Campus Center at the Open Market Vendor rate. Table space locations are in pre-determined areas in Campus Center's 1st and 2nd floors. The rate is as follows:
- 2 table spaces - $35/day
- 3 table spaces - $50/day

There are several requirements to become an Open Market vendor with the Campus Center. First, a proposal needs to be submitted and approved. Upon approval of your proposal, you will be asked to sign an Open Market Memorandum of Agreement. Lastly, you will be required to turn in a copy of your current liability insurance of $1,000,000 and listing the University of Hawaii as additional insured by the policy and your G.E. tax license. Open Market vendors are required to bring their own tables and equipment.

The proposal (which can be a brief letter) should include the following information:

a. company name
b. person responsible/contact person
c. contact email address, telephone number, and mailing address
d. list of items to be sold
e. prices of items to be sold
f. estimated number of times per month you will come to Campus Center
g. how the proposed items will be of interest to students

Please address your proposal to the Campus Center Meeting and Event Services office. You can drop off your proposal to CC 209 or mail it to:

Student Life & Development
University of Hawaii at Manoa
2465 Campus Road, Campus Center 209
Honolulu, HI 96822

Your proposal will be reviewed and you will be informed within 3 working days if your proposal has been accepted.

If you have additional questions, please contact (808) 956-2525 or the Campus Center Scheduling Officer by phone at 956-4817, or email at ccmes@hawaii.edu.
OPEN MARKET VENDOR REGULATIONS

A. Schedule of tables in designated areas of the Campus Center Complex shall be handled through the Campus Center Meeting & Event Services (CCMES) Office.

B. The normal hours for reserving tables are: Monday –Friday, 8am – 5pm.

C. When loading and unloading equipment, vendors must park in the designated loading area near Kuykendall. If you are not sure where this is please contact our office.

D. Vendors are responsible for bringing their own chairs and tables. All equipment must fit in designated areas as requested.
   a. Campus Mall - $35 per day per independent VENDOR for each CC mall space measuring 12 feet X 6 feet (2 table areas).
   b. Campus Mall - $50 per day per independent VENDOR for each CC mall space measuring 18 feet x 6 feet (3 table areas)

E. Vendors are responsible for making parking arrangements. You may talk to the Parking Office (808-956-8899), or park in the Lower Campus Parking Structure.

F. Posting banners or posters on our walls is prohibited. If you need to post banners/posters you can request rolling corkboards from our office.

G. If you choose to play music in your area, you must keep it at a reasonable volume level. We will give you a warning if we receive complaints.

H. Vendors must make bookings on a consistent basis (2-3 times a month). If it is observed that this is not occurring, Campus Center Meeting and Event Services has the right to terminate the contract.

I. Open Market Vendor Contracts between the University of Hawaii and your company will be made by semesters.

J. Payment: For new vendors, payment is due on the day of the bookings. Payment can be processed several different ways:
   a. Cash
   b. Personal Check
      i. Payment should be made to: University of Hawaii
   c. Credit/Debit Card Payment
      i. We accept: MasterCard, Visa, Discover, or JCB