

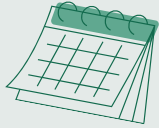


# FARMINGDALE STATE COLLEGE - OFFICE OF STUDENT ACTIVITIES VENDOR REQUIREMENTS



This document outlines our guidelines for vendors interested in partnering with our office. We value partnerships with vendors who can meet our needs effectively and uphold our standards of excellence. Please review these requirements carefully to ensure compliance and facilitate a successful collaboration.

## DOCUMENT TIMELINE



- In order to ensure that vendors are paid on the day of the event, all documentation mentioned below, or any additional required documentation, must be submitted to the Office of Student Activities **no less than ten business days** in advance.
- Vendors who have completed documentation at least five business days prior to the event, will still be confirmed, with a later payment date established.
- No new documents will be accepted for an event less than five business days prior to the event, and vendors will not be permitted on campus

## REQUIRED DOCUMENTS (ALL VENDORS)

### W9

Vendors must supply the office with a copy of their current W9 and an itemized invoice. The business address is correctly listed on each documents, as well as where the check may be payable to. Additionally, no gratuity cannot be paid through Office of Student Activities funding.

### COLs

The Office of Student Activities requires three (3) Certificates of Insurance for each party listed below. If a vendor has more than three (3) employees, proof of Worker's Compensation Insurance must be provided:

1. Farmingdale State College  
2350 Broadhollow Rd.,  
Farmingdale, NY 11735
2. State University of New York  
State University Plaza  
353 Broadway,  
Albany, NY 12246
3. Farmingdale State College -  
Student Government Association Inc.  
2350 Broadhollow Rd.,  
Farmingdale, NY 11735

Information on

## SUSTAINABILITY EFFORTS

In observance of the SUNY initiative, we ask when possible to reduce or eliminate the use of single use plastics when possible. This could include but is not limited to:

- Plastic Bags
- Plasticware
- Single use cups

## FOOD VENDORS ONLY

- **HEALTH PERMIT:** All food vendors are required to submit a Health Permit (issued through Suffolk or Nassau County, or through New York City's authorities)
- **FIRE MARSHAL APPLICATION:** Any vendor utilizing a generator or fire suppressant systems must complete the provided form for the Farmingdale Fire Marshal.
- Any vendor planning to serve foods tailored to religious or dietary restrictions, must provide all required applicable certifications.

Vendors are **not** permitted to openly sell to public without proper approval.