VENDOR REGISTRATION

Any outside vendors hired by a Class or the APGA for Reunions must be registered with the Office of Alumni Affairs (milbrey@princeton.edu) no later than sixty days prior to the start of Reunions.

OVERALL CONTRACT REVIEW

The University requires a signed contract for any outside vendor needing access to the campus during Reunions. Outside vendors include the following: headquarters entertainment vendors, food vendors, beverage vendors, children’s activities vendors and P-rade entertainment vendors. The party to the agreement should always be “The Princeton University Class of _____” or the “Princeton University Association of Graduate Alumni.”

Vendor contracts should be sent to the Office of Alumni Affairs for review and approval PRIOR to being signed by the Class/APGA Representative. The Office of Alumni Affairs, after consulting with the appropriate departments at the University as necessary, will communicate any changes that the Class/APGA needs to make to a vendor contract in order to be approved.

In addition, in order for a vendor to gain access to the campus, the Class/APGA needs to submit all copies of the final (signed) vendor contracts, agreements and addendums at least thirty days prior to the start of Reunions. All documents should be sent to the Office of Alumni Affairs at milbrey@princeton.edu.

HEADQUARTERS AND P-RADE ENTERTAINMENT CONTRACTS

In order to protect the University’s interests, all entertainment contracts (headquarters and P-rade) must include the terms listed in the Entertainment Agreement Addendum.

Use of the Entertainment Agreement Form will ensure that the vendor contract complies with the University contracting policies and will expedite the University’s review. If the vendor refuses to use this form, they will be required at minimum to agree to the terms set forth in the Entertainment Agreement Addendum.

If a contract has already been signed by the Class/APGA without the approval of the University, please send the signed document to the Office of Alumni Affairs for review. Please note, the Class/APGA will be required to secure a signed Entertainment Agreement Addendum from the vendor in order to be in compliance with these guidelines and for the vendor to gain access to campus during Reunions.
BIG ACTS

If planning to hire a “big act” to perform at your headquarters site, please notify the University no later than January prior to Reunions or the University may not approve the entertainment. The University requires a production company if working with a big act. Note, additional security fees will be charged for the big act performance. Due to constraints of your headquarters site, there may be some logistics that could be an issue for a big act.

GUIDELINES FOR ENTERTAINMENT RIDER

Insurance
At minimum, the performer must provide to the University, prior to their performance, they have current Commercial General Liability insurance coverage for personal injury, bodily injury and property damage with a minimum combined single limit of $1,000,000 per occurrence/aggregate and Commercial Auto Liability Coverage with a combined single limit of $1,000,000 per occurrence/aggregate.

The University will NOT accept liability for the performers’ equipment and/or property.

Electrical Power and Lighting Specs
The headquarters sites have 100A 3-phase, camlocks or plugs, for band, lighting and sound. The 5th and 25th headquarters sites can be supplied with a 200A 3-phase power for band and lighting plus another 100A 3-phase for sound. The sound vendor, hired by the Class/APGA from the Reunions Approved Vendor List, should contact the University Electric Shop prior to Reunions. Band technical riders must be provided to the University at least one month prior to Reunions. Note, all stages are under tents and lighting set-ups must stay clear of the tent fabric.

Stage Specs
The stages are wooden, located under the main tent and constructed by University carpenters. Maximum size is 20’D x 40’W x 1’H. If additional size or height (2’ maximum) is required, the major reunion will be billed by the University. Modest drum risers can also be constructed and charged at an additional cost.

Sound Specs
The Class/APGA must work with one of the vendors listed on the Reunions Approved Vendor List. This vendor in turn needs to work with the University’s electricians.

Parking and Transportation
On-campus parking is not available for entertainers within or near the headquarters site. All entertainers must enter the campus from the Faculty Road entrance (bottom of campus) and unload/load and then park in Lot 32. Entertainers and vendors are not able to enter or exit the campus between 10:00 AM and 6:00 PM on P-rade Saturday. If the headquarters site is located near University Place or Nassau Street, metered spaces can be purchased by the Class/APGA from the Town of Princeton and can be used for entertainment vendors’ parking.

Security
Public Safety cannot provide staff for guarding a green room and the band’s equipment. Please assign your crew members to this task if required. If the band has a high profile, arrangements will need to be
made with Public Safety ninety days prior to Reunions for special arrangements and additional staffing, paid by the Class/APGA.

**Green Room**
The Class/APGA will need to use one of their allotted dormitory rooms within their headquarters site as a green room. Private bathrooms are not always available. Grounds and Building Maintenance can construct a small tented quick-change area near the stage if required. Occasionally a common room within a college can be utilized as a green room. Special furnishing requests may need to be provided by the Class/APGA.

**Food and Beverage**
Please remove any requests for alcohol in the rider as alcohol cannot be provided by the Class/APGA. In addition, reunion wristbands may not be given to entertainers.

**PRINCETON UNIVERSITY APPROVED VENDORS**

A vendor on the University’s Reunions Approved Vendor List has already provided the appropriate certificates of general liability insurance to Princeton University. Good business practice suggests that you should ask for a copy for your files.

A vendor on the University’s Reunions Approved Vendor List who is also a University “purchasing contract vendor” has negotiated pricing with the University’s Purchasing Department which may be extended to the Class/APGA. Contact the University’s Purchasing Department at 609-258-6847 if you have any questions regarding a purchasing contract vendor.

Please note, vendors providing **inflatable attractions** and vendors providing **sound and light** to a headquarters or meal site MUST be listed on the Reunions Approved Vendor List or meet the University’s Terms and Conditions and approved by the Purchasing Department.

**VENDOR LIABILITY INSURANCE**

All vendors, including professional entertainment groups and outside caterers, must provide evidence of general liability insurance coverage with limits of at least $1 million per occurrence/$1 million aggregate, unless they are on the Reunions Approved Vendor List. Amateur entertainers (garage bands, groups who play as a hobby) are not required to provide general liability insurance. Princeton University departments providing services (e.g. Dining Services) are already covered by Princeton University’s insurance coverage.

Certificates of Insurance should be forwarded to Risk Management no later than thirty days prior to the start of Reunion events. Please email Missy McGinn, Associate Director of Risk Management at *hmcginn@Princeton.edu* or fax 609-258-1281