

## VENDOR GUIDELINES STUDENT ACTIVITIES OFFICE CAÑADA COLLEGE

The following guidelines apply to all individuals, groups, organizations, and representatives while on Cañada College campus for sales of products, distribution of goods, recruiting of individuals or signatures, solicitation and related activities.

### Terms and Conditions

1. The right to be on campus for the selling of products, distribution of goods, recruiting of individuals or signatures, solicitation and related activities is granted only with written approval from the Student Activities Coordinator.
2. Sales, distribution, recruiting and related activities are to be conducted only during authorized times (**Monday thru Thursday, from 9:00AM to 7:00PM**) during the regular school year.
3. The Student Activities Office, solely reserves the right of assignment to tables in the approved vending areas which is limited to the area outside the Student Activities Office in Building 5 and the front plaza.
4. The College reserves the right to limit the size of display areas and the duration of all vending, distribution, recruiting, solicitation, and related activities.
5. Items for sale cannot violate copyright, trademark, patent, or related laws. By signing this agreement the Vendor warrants that they can produce, at the point of sale, written permission from the owner of any trademark, service mark, verification of authenticity and proof of authorized representation of an agency or organization, upon request of a College official.
6. Any items deemed to be in direct competition with the Cañada College Bookstore, as determined by the College, may not be sold or distributed.
7. Solicitation for Visa®, MasterCard®, Discover®, American Express® or any other credit card company or related services are not allowed on campus. In addition sales or distribution of cellular phones, phone cards and pagers are not allowed on campus.
8. Vendors agree to defend, indemnify, and hold the College, its respective officers, employees, students and agents harmless from and against any all claims which arise due to Vendor, and any all claims of infringement of trademark or intellectual property rights, including attorney fees.
9. The Vendor shall comply with all policies and guidelines of the College as they relate to sales, distribution, recruiting, solicitation, posting and conduct, while on campus. College policies and guidelines can be requested at the Student Activities Office.
10. The Vendor shall comply with all federal, state, and local laws.
11. CHARGES
  - a. Corporations (e.g., hotels, restaurants, retail stores, banks, etc) are charged **\$50/day**. Corporations recruiting students for employment are not charged.
  - b. Merchants (individuals selling jewelry, arts and crafts, etc) are charged **\$35/day**
  - c. Non profit Organizations (Girls Scouts, Environmental groups, Habitat for Humanity, etc) are not charged. Non-profit organizations must present proof of Federal 501C status.
12. The College will provide one (1) table and two (2) chairs for each Vendor. Vendors are required to stay behind the tables for sales, distribution, recruiting, solicitation, and related activities. Vendors may not approach students in the cafeteria or other areas.
13. A completed permit request must be submitted and approved, with all related fees paid prior to set-up or commencement of sales, distribution, recruiting, solicitation, or related activities.
14. Refunds for pre-paid fees will only be processed when a notice of cancellation of reservation is received within one (1) business day of the scheduled reservation.
15. Vendors will be given a maximum of two parking permits. The College will not assume responsibility for parking tickets received due to a violation of Cañada College parking policies.