



Thank you for your interest in vending at Sonoma State University. Enclosed is our Vendor Packet. In it, you will find our application, information about vending at SSU, including our insurance requirements, and a map of our vending location. Please take note of the following steps, which are important when reserving a booth for vending:

- 1) Submit Sales and Solicitation Application to the Events Office, at least two (2) weeks prior to first allowed vending day. (Application may be submitted via fax or email).
- 2) Once application is received by Events Office, Event Coordinator will notify vendor of any information regarding necessary approval.
- 3) Once all necessary approval is given, Event Coordinator will generate a Lease Agreement and send to vendor.
- 4) The signed Lease Agreement must then be sent back to Events Office for counter signature. Payment for vending also must be sent at this time.
 - a. Price for use of facility is: \$100/booth/day or \$125/booth/day, with a table provided.
- 5) A copy of the Lease Agreement, with both signatures, will then be given to the vendor.
- 6) Certificate of Insurance must be received by Events Office at least one (1) week prior to first allowed vending day.
- 7) Once the signed Lease Agreement, payment and insurance are received, vendor may select their desired vending booth.
 - a. **Booths are given on a first come first served basis.**
- 8) Events Office will then generate a Vending Permit.
 - a. Permit will outline valid dates and times and will specify the designated booth for vendor. Vendor may not utilize any location other than what is designated on the permit.
 - b. Permit must be displayed at all times during use of University facilities.

Please note that if inclement weather prevents you from adhering to date(s) as stated in lease agreement, we will credit you for another day (based on availability), or you will be given a refund. No refunds or credits are issued for any reason other than weather.

The University may rent tables if this is included in the application and is requested at least 4 business days in advance. The price for a booth with a 6' table is \$125/day. The University does not provide chairs or protective coverage for sun or rain.

Please call (707) 664- 4091, or email Cecilia O'Brien at cecilia.obrien@sonoma.edu if you have any questions.

Sincerely,
The Events Office at Sonoma State University

VENDOR GUIDELINES

POLICY

Vending at Sonoma State University (SSU) is covered within the "On Campus Sales and Solicitation of Funds" policy which incorporates Title 5 of the California Code of Regulations. The Events Office and the Vice President for Administration and Finance at SSU have the authority and responsibility to interpret and regulate this policy.

ADVERTISING

All advertising on campus for vendor sales must be approved by the Events Office. No signage/advertising may be posted on the walls, poles, benches, fences, balconies, doors, windows or any other landscape or architectural feature. Any vendor advertising their event with the media is asked to submit a copy of the press release to the Events Office, Sonoma State University, 1801 East Cotati, Rohnert Park, CA 94928.

ALCOHOL

The possession, consumption or sale of alcoholic beverages on campus is prohibited.

CANCELLATIONS

If you are unable to keep your scheduled day due to inclement weather, you will be given a credit for another day during the current vending period or you may be given a refund if no dates are available. No credits will be issued for any reason other than weather. A maximum of two (2) days' credit may be applied. Credit day(s) must be registered with the Events Office prior to coming to campus.

DAMAGES

Organizations using the Sonoma State University property shall safeguard and care for the property, and the person signing the agreement assumes responsibility for payment of damages resulting from their misuse of the property. The organization or person using the property shall guarantee orderly behavior of any and all persons using the property and shall be liable for any property damage to the buildings, furnishings, fixtures, equipment or other University property.

EMERGENCIES

All accidents must be reported immediately to the University Police Services. The telephone number is 707-664-4444, if calling from a campus telephone dial only 4-4444.

EQUIPMENT

The University may rent tables for vendor use if this is included in the application and is requested at least 4 business days in advance.

INSURANCE

1. The vendor is to provide the Events Office with a Certificate of Insurance at least one week prior to the first allowed vending day. Failure to provide a Certificate of Insurance will result in cancellation of the Agreement and no refunds will be issued.

2. Lessee agrees to provide proof of Public Liability and Property Damage Insurance in the form of an Endorsement stating that there is liability insurance presently in effect with the amount of at least \$1,000,000 liability, and \$500,000 property.

The certificate of insurance **must** contain the following language:

The insurer will not cancel the insurance coverage without ten (10) days prior written notice to the State. The State of California, the Trustees of the California State University, Sonoma State University, its officers, agents, employees, and volunteers are included as additional insured's, but only in so far as the operations under this agreement are concerned.

The State of California, Sonoma State University, The Trustees of the California State University will not be responsible for any premiums or assessments on the policy or policies.

LOCATION

Vending areas may not exceed 144 sq. feet. The area also may not exceed 10 feet in height. Should you need more space than one booth permits, you may reserve additional booths, at the established daily rate. Your booth location(s) will be shown on your Vending Permit.

ON SITE

A member of your organization must be present during the stated date(s) and time(s) while on campus.

The Vending permit issued by the Events Office must be prominently displayed at all times.

PARKING

Parking permits are required for all cars at all times. Permits must be displayed visibly. Permits may be purchased daily from the vending machines located at the entrance to the general parking lots. Daily parking fee is \$5.00. (Please note that parking is only permitted in lots marked as 'Non-Reserved'.)

SMOKING

No smoking will be permitted anywhere on campus, including residential community or parking lots.

TIME

Sales are limited to the first two weeks of the Fall semester; Monday to Friday 8:00 A. M. to 4:30 P. M. only.

UNLOADING AND LOADING

Unloading and loading of equipment may take place in the Information Booth or in the nearest parking lots. Driving on any interior roadway/walkway is prohibited.

All vendors must provide his or her own equipment for transporting merchandise.

PLEASE NOTE: There are only 10 available vending booths. Each vendor's booth location is determined based on receipt of signed Lease Agreement, insurance and payment. Booths are distributed on a first come, first served basis.

Campus Sales and Solicitation Application

Organization applying for approval: _____

Address: _____

Individual responsible: _____

Phone: _____ Fax: _____

Email: _____

On Campus Contact: _____

Date(s) of sales and solicitation: _____

Time of day: _____ Electricity/Table (Y/N): _____

Description of Activities: _____

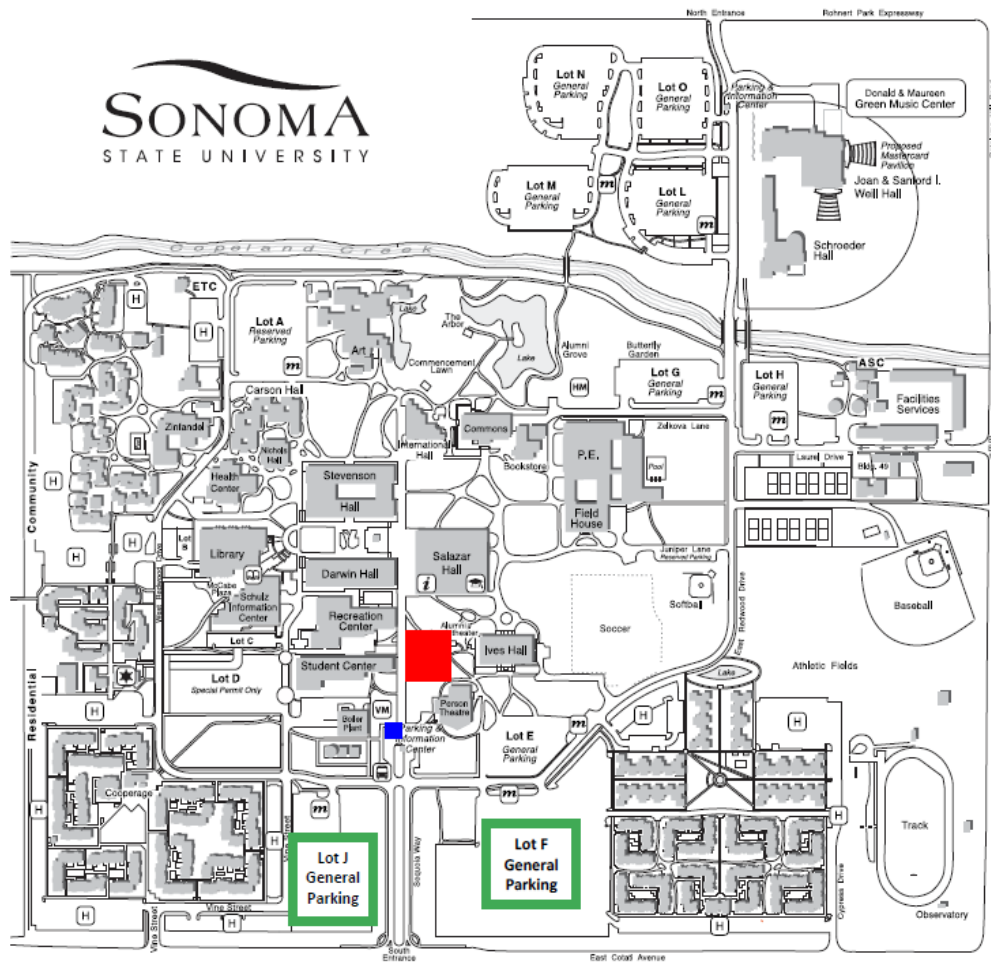
NOTICE TO APPLICANTS:

- 1) Price for use of facility: \$100/booth/day. There is an additional \$25/day fee for a table.
- 2) No food or beverage may be distributed at any time during vending. Any violation of the University food policy will result in immediate termination of Vendor Agreement.
- 3) PARKING: Parking permits are required for all cars during posted hours Monday-Friday. Permits may be purchased daily from the vending machines in the general lots. Daily parking fee is \$5.00. (Please note that parking is only permitted in lots marked as 'Non-Reserved.')
- 4) UNLOADING & LOADING: Unloading and loading of equipment may take place by the main entrance Info Booth. **Driving on any interior roadway/walkway is prohibited.** All vendors must provide his or her own equipment for transporting merchandise.
- 5) PERMIT: Please remember to display your Vending Permit at all times during your use of University facilities.
- 6) LOCATION: Vending areas may not exceed 144 sq. feet. The area also must not exceed 10 feet in height. Vendor may not utilize any space other than what is designated on Vending Permit.

In case of an emergency, please contact University Police Services immediately. The telephone number is 707.664.4444, if calling from a campus phone dial only 4-4444.

For Office Use Only:

Approval: _____
Appropriate Cabinet Member Date:



- Designated Unloading and Loading
- Parking between Loading and Unloading, Parking Permit required

Vending Area

LOADING AND UNLOADING

Vendors may drive no further than the yellow bollards on any interior roadway on campus to load or unload.
 Vendors must provide their own equipment for transporting merchandise.
 -The map shows the designated loading and unloading area by the Parking Information Booth.

-Parking permits are required and may be purchased daily from the vending machines located at the entrance to the general parking lots.
 Daily parking fee is \$5. Lot D is a reserved parking lot, permits are \$8 and can be purchased at the Parking Information Booth.