



Associated Students Council – Ocean Campus

City College of San Francisco

50 Phelan Avenue, SU 209, San Francisco, CA 94112

Tel: 415-239-3142 Fax: 415-239-3755



Vendor Request Form

(Please Print and Fill Out Completely)

Name of Individual: _____ **Date:** _____

Organization/Company Name: _____

Date Requested:

From _____ **To** _____

From _____ **To** _____

From _____ **To** _____

Time Requested:

Monday _____ **Tuesday** _____

Wednesday _____ **Thursday** _____

Friday _____

Reminder: The vendor must provide his or her own tables and chairs. They are also responsible for the remove of any trash in their assigned area.

If you are planning to be on campus for at least four consecutive days, a fifth day can be added for 50% off the price of regular day.

Vendors Signature _____ Date: _____

Confirmation:

Location on Campus: _____ Fee: _____

A.S. Rep/ Vending Coordinator _____ Date: _____



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Contract for Corporate Vendors

Please fill out completely

Date	Seller's License		
Company Name			
Address			
State		Zip	
Contact [Your] name			
Tel Number		Fax	
E-mail address			
Brief description of items you will sell			
Price Range			

I agree to pay **\$180.00** to the Associated Students on each day that I vend in Ram plaza. If vending for a period of time **3 days or longer**, I agree to issue a check payable to the Associated Students no later than **5 business days before said vending date unless otherwise determined.**

I know that it is my responsibility to pay all local, state, and federal taxes on items that I sell and that I have at all times the business license and business tax registration certification necessary for selling.

As a seller at CCSF using campus space to vend my goods and services, I the undersigned, agree to defend, indemnify and hold harmless the Associated Students Council, the San Francisco City College District, it's Board of Trustees, officers, agents, and employees, individual and collectively from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal attorney fees, arising from personal or bodily injuries, property damage or any cause of action whatsoever, however caused, brought, or recovered against any of the mentioned above, that may arise for any reason from or during or alleged to be caused by my activities.

I further agree upon request to provide a Certificate of Insurance for liability coverage to the Associated Students and the College District from a company licensed to do business in California.

I further agree to comply with the Associated Student's Vendor guidelines and understand that the Associated Student Council and Vending Coordinator have the right to refuse any vendor on campus.

THE FOLLOWING ITEMS MUST BE PROVIDED:

- 1) Copy of Certificate of Liability Insurance**
- 2) Copy of a State Issued ID**

Vendor's Signature _____ **Date** _____

Vending Coordinator's Signature _____ **Date** _____

Dean of Student Activities _____ **Date** _____



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Vending Rules and Guidelines

- **We do not permit food sales of any kind (Farmers' Market is an exception).** School clubs sell food for fundraisers in the same area, so the school **does not allow** any sales (or gifting) of food by outside vendors, even small things like candy or fruit.
- We *do not* provide chairs, tables or electricity.
- No vending on weekends or during summer semester.
- No illegal/offensive merchandise.
- Vending Fees will generally be collected by 11:00 AM. Cash or Check are the only methods of payment accepted and a vendor must have exact change if paying in cash. The Vending Coordinator does not carry change. Checks must be made out to City College of San Francisco.
- If you wish to get the discounted rate, you must come into my office (Student Union room 209) and discuss this with me. These days DO NOT have to be in a row, but they must be predetermined days. If, for some reason, (especially if it rains) you cannot make it on one of the chosen days, please leave me a message (415) 239-3142 with the day you would like to reschedule to, your name and your number so that I can call you back.
- The Associated Students reserves the right to disallow or remove vendors at their discretion.
- Vendors are each allotted a 10' X 10' space.
- Vending here at CCSF is only done in Ram Plaza (outdoors - see the attached map). If you bring a canopy, sandbags or cinder blocks are recommended as it can get windy.
- Vendors usually get here about 8:00 am and leave around 3:00. You can come earlier and leave later if you wish. Remember that parking can get difficult between 9:00 AM and 12:00 PM.
- Vendors can bring their vehicle to Ram Plaza to load/unload their wares, but then must **park in student parking which costs \$3 for the entire day**. If you get a parking ticket while loading/unloading or at any other point of your business with CCSF, the neither the Associated Students nor City College of San Francisco is responsible for paying the fee.
- Due to my schedule, I have to collect the fees at around 11:00 in the morning (usually) and only have time to visit in the afternoon to make sure that the vendors are doing ok and do a little paperwork. Vendors will not be permitted to vend if they show up after 11:15 in the morning.
- These rules are subject to change and a vendor must re-sign the new rules sheet before they will be allowed to vend again.

Vendor Request

Date _____
 Name of Individual _____
 Organization / Company Name _____
 Phone Number / Contact _____
 E-mail address _____

By signing, the vendor agrees to the above rules and guidelines

Vendor's Signature: _____

ASC Vendor Fees

Type of Business	Fee per Day (Mon – Fri)	Weekly Rate (Mon - Fri)	Early Payment (20% discount)
Student Entrepreneur	\$20 (\$10 on Friday)	\$90	\$72
Small Business / Non Profit	\$40 (\$20 on Friday)	\$180	\$144
Corporation	\$180 (\$90 on Friday)	\$810	\$648

Each Vendor must sign contracts agreeing to the Associated Student’s terms

‘Type of Business’ defined:

- **Student Entrepreneur:** Student currently enrolled in 6 or more units at City College of San Francisco
- **Small Business:** Those business in which there are equal to or less than 20 employees, including the manager, president, and/or the CEO
- **Not-For-Profit:** An incorporated organization which exists for educational or charitable reasons, and from which its’ shareholders or trustees do not benefit financially.
- **Corporations:** A separate legal entity owned by shareholders who enjoy protection from personal liability. Independent Contractor: Those persons who are hired by a business or corporation to sell goods or acquire sales leads. Contractor must present documentation acknowledging both Independent Contractor status and affiliation with the business that contracted the vendor. By Policy, **CCSF includes franchisees and independent contractors in the corporation billing bracket.**

CCSF does not provide tables, chairs, or booths. It is the vendor’s responsibility to bring everything they will need for operations. Also, **CCSF does not provide electricity** for vendors. If vendors need electricity, it is their responsibility to bring a generator or auxiliary power.

To receive the ‘Early Payment – discounted weekly rate,’ the fee must be collected in full by the Friday prior to the start of the week the vendor will be profiting in.

No sale or promotion of credit cards or illegal merchandise will be permitted.

Cash and/or Checks are the only payment methods accepted. The vending fee is due before 11:00 AM everyday unless arrangements have been made and agreed upon by the Vending Coordinator.

**Checks are preferred.* Vendors must have exact change if paying with cash.*

If you have any questions, contact me at 415-509-1075 or my email vfatimah@mail.ccsf.edu.

If you want to see me in person, my office is in SU 213.