



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 SMALL BUSINESS VENDORS

(Please Print and Fill Out Completely)

Date: _____ Seller License #: _____

Name of Individual: _____

Company Name: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____

Describe Products to be Offered or Solicited: _____

Price Range: _____

Note: No Food or Drink may be given or sold. Please disclose any inherent risks in products distributed.

1. The vendor agrees to pay **\$40.00** to the Associated Students for each day items are sold on campus. This amount must be paid at the time of collection or the vendor will not be allowed to remain on campus that day.

2. It is the vendor’s responsibility to pay all local and federal taxes on items that are sold, as well as, at all times, to carry the business license and business tax registration certification for selling.

3. In consideration of participation as a seller at City College of San Francisco and the use of the campus space in setting up a table to vend, the undersigned agrees to defend, indemnify, and hold harmless the Associated Students Counsel, the San Francisco Community College District, it’s Board of Trustees, officers, agents, and employees, individually and collectively from 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 the undersigned’s activities.

The Following Items Must Be Provided:

- 1) Copy of Certificate of Liability Insurance**
- 2) Copy of a State Issued ID**
- 3) Copy of Seller’s Permit**

Vendor’s Signature: _____ Date: _____

Vending Coordinator: _____ Date: _____

Dean of Student Activities: _____ Date: _____



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Vending Rules and Guidelines

- **We do not permit food sales of any kind (Farmer's 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.
- 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, for some reason, (especially if it rains) you cannot make it on one of the chosen days, please leave a message at (415) 239-3142 with the day you would like to reschedule to, your name and your number.
- 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.
- 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	\$190 (\$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 12:00 PM 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.*