



**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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization/Company Name:** \_\_\_\_\_

**Date(s) 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.

If you pay in advance you will receive a 10% discount.

Vendors Signature \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation:

Location on Campus: \_\_\_\_\_ Fee: \_\_\_\_\_

A.S. Rep/ Vending Coordinator \_\_\_\_\_ Date: \_\_\_\_\_



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**CONTRACT FOR STUDENT 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 **\$20.00** 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, its 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 Student ID: \_\_\_\_\_
2. Copy of Seller's Permit: \_\_\_\_\_
3. Copy of State Issued ID: \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vending Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_



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Dear Vendor,

Vending at CCSF is an ongoing ‘event’ during the Fall and Spring semesters at the CCSF - Ocean Campus. Vendors are welcome to come during these times of year as long as there is not an event that has requested all of ram plaza on that specific day. You may come as many or few times as you want on any kind of basis you wish, meaning you may come consistently, sporadically or whatever else suits your fancy.

I am requesting that all vending contracts are turned in at least the day before the first day you vend. Please expect to pay in full by 11:00 AM every day that you vend. Times may vary depending on class schedule.

A word of advice is to be unique with the items you choose to sell. Too much competition for one type of item can be a negative thing because there is a chance that neither vendor will meet their intended quota. Remember that no food is allowed to be sold by vendors on campus.

Mondays and Wednesdays are usually the busiest days for vending and Fridays are typically the slowest. There is a discount for small business vendors on Fridays to make up for the lack of student attendance on campus. Vending is not permitted on the weekends.

The Associated Students and I strive to create a safe learning environment for all who attend. We will do our best to keep that motto fulfilled. We appreciate your vending with us here at CCSF and will do what we can to help you to feel like welcomed members of the community.

We want to work with everyone who is interested, so if you have any further questions don’t hesitate to contact me! The best way is by e-mail but you may also call or show up at the office during my office hours. My office hours are posted outside of room 209 of the Student Union.

Jonathan Leigh  
Vice President of Finance  
Associated Student Council  
Office Phone: (415) 239-3142  
[jleigh@mail.ccsf.edu](mailto:jleigh@mail.ccsf.edu)



**GO RAMS**



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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.
- 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 very busy 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:**

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# ASC Vendor Fees

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

If you have any questions, contact me at 415-509-1075 or my email [vfatimah@mail.ccsf.edu](mailto:vfatimah@mail.ccsf.edu). If you want to see me in person, my office is in SU 213.

**Revised: Jan. 13, 2016; Approved by AS Ocean Council Jan. 20, 2016**