

Vendor Application

For Student Activities Office Use Only

Application # _____

Student Activities Office
2001 Third St Norco CA 92860

Phone (951) 372-7007

Fax (951) 372-7129

The Norco College Office of Student Activities will be sponsoring the **Vendor Tables**.

Vendor Space Request Date(s): _____ **to** _____. **Semester:** _____

The following dates are **NOT** available: **ALL Saturdays, Sundays, and holidays**

How to Apply:

If you are interested in participating in our Vendor Tables/Sales, please mail, bring in, or email (edwin.romero@norcocollege.edu) the following **six (6)** items to the Norco College Student Activities Office:

- 1) The Vendor Date Request Form below
- 2) The signed Vendor Space Rental Agreement
- 3) A signed RCCD Hold Harmless Form
- 4) Proof of insurance (\$1,000,000 minimum)
- 5) A check or money order payable to **"Associated Students of Norco College"**
- 6) Permits can be obtained from the California State Board of Equalization :

<http://www.boe.ca.gov/>

A copy of your California State Seller's Permit or Norco City Business License.

Fees

Business

Daily Vendor Fee: \$100/day

Four Day Package: \$350

Eight Day Package: \$600

Sole Proprietor Business

Daily Vendor Fee: \$30/day

Four Day Package: \$100

Eight Day Package: \$160

VENDORS ARE RESPONSIBLE FOR PURCHASING DAILY PARKING PERMITS. Parking permits may be purchased at the yellow meters in parking lots A, B, D and S.

Parking permit prices are as follows: \$1 for 1 hour, \$2 for 4 hours, and \$5 for all day (per vehicle rate).

- Norco College will not provide tables, chairs, or canopies; vendors are welcome to bring their own.
- Total selling area is approximately 10' x 10'. **Table size, selling area and location are subject to change.**
- ***If you are a non-profit, you are exempt from paying the vendor fee. However, you must submit a completed vendor packet, as well as a 501(c)3 form.***

Applications will be processed in the order received and we will make every attempt to fulfill your choice of dates. However, if your requested dates are unavailable for any reason, it will then require further negotiation to fulfill your request. Within five (5) working days, any changes of unavailable dates can be made on your agreement without a processing fee. Completed application and payment will reserve your space. Telephone reservations are not available. As there is limited space, completed applications accompanied with payment will be processed first.

NORCO COLLEGE VENDOR DATE REQUEST FORM

PLEASE TYPE OR PRINT CLEARLY AND FILL OUT COMPLETELY

Name: _____ Business Name: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ Fax: _____ Cell: _____ E-Mail: _____	Seller's Permit # <i>(Also include a copy of your permit)</i> _____ Please list the products/services that you will be selling: _____ _____ Preferred Dates: _____ Alternate Dates: _____ Vending Time: _____ to _____
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Norco College Vendor Space Rental Agreement

Vendor Table Guidelines

1. Items sold must conform to space limitations as specified in the agreement (total selling area is approximately 10' x 10', subject to change).
2. Vendors may bring additional tables to display additional merchandise but MUST stay within their assigned 10' x 10' selling area. Failure to comply with this policy will result in suspension from vending and forfeit of fees.
3. All booths/displays must be professionally constructed, merchandise displayed attractively, no packing boxes, etc., shall be visible in the selling areas.
4. Selling is restricted to the assigned vending area. No solicitations outside of your assigned vendor space.
5. Failure to be present at your reserved time may result in space being resold without any refund to you.
6. All sales must be conducted in a professional manner.
7. Exchange/Return policy must be clearly identified and displayed at vendor table. Receipts with a contact phone number must be provided.
8. Must have a current California State Seller's Permit on display (excluding services); include the number on the contract and a copy of the permit. Permits can be obtained from the California State Board of Equalization (<http://www.boe.ca.gov/>).

Items To Be Sold

1. Items already being sold at Norco College (e.g. textbooks, college merchandise, or food) are not allowed for sale.
2. Items without redeeming social value (e.g. pornographic materials, drug paraphernalia, intimate apparel, pepper sprays, knives, guns, etc...) or items that are not in the best interest of our student population or anything that promotes, suggests and/or encourages discrimination of gender, race, ethnicity, national origin, religion, sexual orientation will not be accepted.
3. In order to avoid exposure to blood-borne pathogens and to observe universal precautions for infection control, vendors are prohibited from engaging in any activity that involves body puncturing, including but not limited to piercing of ears, noses, tongues, or any other body part, tattooing or any similar act that breaks the skin in any fashion.

College Guidelines

1. There will be no refund of total application fee, credit or subletting of space once vendor has been accepted.
2. A notice of five (5) working days prior to vending will be required for a change of dates from the original dates reserved. *Rescheduling due to weather may take place with only one (1) working day notice.*
3. No alcoholic beverages or other illegal substances allowed on campus.
4. Each vendor will only be allowed to request a maximum of two (2) parking permits per contract.
5. A \$25.00 fine will be charged for every returned check received.
6. Vendors must follow strict guidelines for loading and parking as written on the parking permit that is sent.

Norco College assumes no responsibility for theft, loss, liability claims, damage or any claims of any kind. All sales are between the seller and the buyer. The college assumes no responsibility for the financial transactions that occur between vendor and buyer. Security is the responsibility of the vendor. If the arrangements provided within this agreement are unsatisfactory to either party, before or during the activity, either party may terminate this contract. Failure to comply with these specified guidelines will result in suspension from vending at Norco College for one academic year.

I have read and agree to the terms of this contract

VENDOR SIGNATURE

DATE

FOR OFFICE USE ONLY

Student Activities Coordinator

DATE

To be signed by the Dean of Student Life or Vice President of Student Services if Coordinator is unavailable.

APPROVED

DENIED

RIVERSIDE COMMUNITY COLLEGE DISTRICT

HOLD HARMLESS AGREEMENT & INSURANCE REQUIREMENTS ADDENDUM TO

REQUEST FOR USE OF COLLEGE FACILITIES

1. The *User* hereby agrees to indemnify, defend and hold harmless the District and its officers, employees, and agents from any and all losses, damages, claims, liability, expenses or cost arising from any accident or occurrence causing any injury or damage to any person or property (including *User's* employees or property) relating or attributed to the District's authorization to use the District's facilities.
2. The *User's* obligation to indemnify, defend and hold harmless as hereinabove provided shall continue notwithstanding the expiration or revocation of the permission to use the District's facilities.
3. The *User* shall secure and maintain during the duration of this permission to use the District's facilities, public liability and property damage insurance to protect it from claims for damages for personal injury, including death, as well as from claims for damages for personal injury, including death, as well as from property damage which may arise from or which may be alleged to arise from the permission granted by the District. Such insurance shall include public liability insurance in an amount not less than \$1,000,000 for injuries, including death, and property damage as the result of any occurrence.
4. Policies or certificates evidencing such coverage shall be filed with the District. The policies shall not be cancelled without ten days prior notice to the District. The wording on the certificate is to read:

RIVERSIDE COMMUNITY COLLEGE DISTRICT IS ADDED AS AN ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF THE DISTRICT'S AUTHORIZATION TO

_____ **TO USE THE DISTRICT'S FACILITIES.**

(User's Name)

5. The insurance required hereunder shall not be deemed a limitation on User's agreement to save and hold the District harmless and if the District becomes liable for an amount in excess of the insurance, the *User* will save and hold the District harmless for the whole amount thereof.

This Addendum is incorporated into the REQUEST FOR USE OF COLLEGE FACILITIES signed by the *User*.

Organization

Signature of Authorized Person

Title

Date

PLEASE KEEP FOR YOUR REFERENCE

Important Phone Numbers and Locations