



OXNARD COLLEGE TEMPORARY VENDOR APPLICATION

Application must be received 3 weeks prior to desired vending dates.

VENDOR INFORMATION

COMPANY NAME: _____ CONTACT NAME: _____

ADDRESS: _____

PHONE#: _____ FAX: _____

EMAIL: _____ WEBSITE: _____

CALIFORNIA SELLER'S PERMIT # (PLS. ATTACH COPY): _____

DESCRIPTION OF ITEMS TO BE SOLD (PLS. INCLUDE PICTURES): _____

RETURN/EXCHANGE POLICY: _____

VENDING SPACE FEE

Vendors must provide all their own equipment. The following fees are for space rental only.

_____ Table Space (for standard 6 ft. table)	\$25.00 / day	\$ _____
_____ 10' x 10' Booth Space	\$40.00 / day	\$ _____
_____ 10' x 15' Booth Space	\$50.00 / day	\$ _____
_____ 10' x 20' Booth Space	\$60.00 / day	\$ _____
_____ Late Fee (if less than 3 weeks prior to vending dates)	\$25.00	\$ _____
	TOTAL	\$ _____

VENDING DATES

DATES REQUESTING: _____

VENDING LOCATION: Cafeteria Lawn (see map) VENDING TIME: 9:00 AM TO 5:00 PM

MAKE CHECK OR MONEY ORDER PAYABLE TO: **OXNARD COLLEGE STUDENT ACTIVITIES OFFICE**

SEND CHECK & COMPLETED APPLICATION TO:

**NIKKI CAYANAN
STUDENT ACTIVITIES OFFICE
OXNARD COLLEGE
4000 SOUTH ROSE AVENUE
OXNARD, CA 93033-6699**

Date received _____ Payment Received _____ Check/MO# _____ Accepted Yes No

Department Authorization: _____ Date: _____



OXNARD COLLEGE VENDOR AGREEMENT

This agreement is entered into (date) _____, between Oxnard College, hereinafter called "OC" and hereinafter called "Vendor".

WHEREAS, OC has agreed to permit temporary vendor sales on the OC campus as defined in the policy and procedures; WHEREAS, vendor desires to sell merchandise at OC and vendor has secured OC departmental sponsor through the department of Student Activities; and WHEREAS, OC has established regulations concerning the sale of merchandise at OC.

NOW THEREFORE, in consideration of being permitted to enter, visit and use space to vend merchandise at OC it is agreed as follows:

The OC Vendor Sales Policy and the Temporary Vendor Permit are attached to and hereby incorporated into this Agreement.

Conditioned upon final sponsoring departmental approval, OC grants vendor permission to sell merchandise under the following requirements:

- 1) VENDOR has read and fully understands the OC Vendor Sales Policy.
- 2) VENDOR confirms that the merchandise meets OC Vendor Sales Policy and all applicable state and federal requirements.
- 3) VENDOR confirms that he/she has the legal right to sell the merchandise and that the merchandise may be legally sold in California.
- 4) VENDOR in the capacity of a seller is not acting as an employee or agent of OC or Ventura County Community College District (VCCCD) and shall make no representation which may indicate an endorsement or guarantee by OC or VCCCD of the merchandise sold.
- 5) VENDOR shall defend, indemnify, and hold harmless OC, its officers, employees, and agents from and against any losses and expenses, claims, suits, or other liability including product liability resulting from injury to any person or damage to property arising out of or in any way connected with the VENDOR'S exercise of this Agreement, provided such injuries to persons or damage to property are due to the acts or omissions of VENDOR, its officers, employees or agents, or the products manufactured or sold by them.
- 6) Upon departmental approval VENDOR shall be issued a copy of the Temporary Vendor Permit which specifies date and location for the sale of merchandise, with an approved copy posted at the vending site.
- 7) VENDOR must prominently display at all times their policy regarding returns, refunds and/or exchange of merchandise.
- 8) VENDOR understands that should he/she violate the OC Vendor Sales Policy, or any law applicable to VENDOR's activities at OC this Agreement shall be terminated and OC Temporary Vendor Permit revoked.
- 9) This Agreement shall automatically terminate upon expiration of the Temporary Vendor Permit.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year hereinabove mentioned.

For the Vendor:

For Oxnard College:

Signature

Signature

Printed Name

Nikki Cayanan, Director, Student Activities Office
Printed Name



OXNARD COLLEGE VENDOR SALES POLICY

- I. **DISTRIBUTION OF INFORMATION:** A copy of all information you will be distributing to students must be included with your Vendor Application. Credit card companies will be required to provide consumer credit information to each student. It should include detailed information about the responsible use of, and possible financial problems of a personalized credit line. Company representatives are required to be BEHIND the table while promoting the product/service on campus.
- II. **INSURANCE:** All organizations coming on campus (vendors being the only exception) are required to provide Oxnard College with a Certificate of Insurance, in the amount of \$1 million, naming the Ventura Community College District as an additional insured.
- III. **LOADING/UNLOADING:** Vendors are allowed park temporarily at the curb next to the Cafeteria Lawn to load and unload equipment and merchandise. Vendors attempting to set up without parking immediately after loading/unloading will be ticketed.

LOAD IN TIME: 7:00 AM – 9:00 AM
LOAD OUT TIME: 5:00 PM – 7:00 PM
- IV. **LOCATION:** Cafeteria Lawn. Please be aware that the Cafeteria Lawn is considered a free speech area, therefore, the Student Activities Office is not responsible for any of the free speech activities occurring on the Cafeteria Lawn and its affects on student traffic.
- V. **SPACE ASSIGNMENTS:** Are on a first come first serve basis.
- VI. **EQUIPMENT:** Vendors must provide their own tables, chairs, tents, extension cords and all other necessary equipment.
- VII. **PARKING:** You must purchase a day permit from the parking kiosk. The cost is \$1/day. The Student Activities Office is not responsible for rectifying any parking tickets. To dispute a parking ticket, please contact the Campus Police.
- VIII. **IN THE EVENT OF RAIN:** No refunds will be issued. Vendors may reschedule the vending dates.
- IX. **CANCELLATIONS:** No refunds will be issued.

I have read and understand the above information and agree to abide by the rules and policies set forth by the Student Activities Office at Oxnard College.

Vendor (please print)

Date
