VENDOR PROCEDURES
1. Fill out a “Vendor Application” form and turn it into the Student Activities Office.

2. Space size and fees:
   - Spring and Fall
     - 10’x10’ $75/day ($50 on Fridays)
     - 10’x20’ $100/day ($75 on Fridays)
   - Summer and Winter
     - Either Size
     - Flat rate: $50/day

Only cash or money order payment accepted. NO company/personal checks or credit card payments accepted. No exceptions. All fees are non-refundable. Payment is due on or before the day of appearance on campus.

3. Provide the office with a copy of the following documents:
   - A valid California Driver’s License or I.D.
   - A valid seller’s permit (contact your local City Hall for procedures). Non-profit organizations must submit proper documentation.
   - A valid, current semester ELAC I.D., if you are a student and/or employ an ELAC student and wish to get a student discount of $25.00 off per day (Spring/Fall only).
   - Written confirmation from an ASU Club President or Advisor if sponsoring a club and wish to get the sponsor discount of $25.00 off per day (Spring/Fall only, not combinable).

4. All paperwork must be turned in AND approved before sale/promotion of products or services. No sale representative is allowed to set up before this procedure is completed.

5. A parking permit will be issued upon request in the name of the vendor/representative indicated on the application unless otherwise requested. The permit will be available for pick up at the campus Sheriff’s department located at the stadium (See map) or sent via email.

6. All vehicles must be removed immediately after set up (no later than 8:30am).

IMPORTANT POLICIES:

Initial: _____ Priority is given on a first come, first served basis. Time and dates will be taken into account to determine who gets a space. You must reserve your space with the Student Activities office before appearing.

Initial: _____ There is an 8-hour limit per day. You must be packed up and ready to go no later than 7:30PM. Under no circumstances are you to leave any of your equipment and/or supplies overnight. Your vendor application will be revoked if you fail to adhere to this policy.

Initial: _____ Equipment: All guests (vendors, representatives, companies) are responsible to bring their own stands, tables, chairs, canopy, etc. We will not provide these for you.
Initial: _____ No firearms, weapons (or replicas), drugs (legal or illegal), pornography, or live animals may be sold.

Initial: _____ There is a 24 Hour Cancellation Notification. All vendors need to notify the representative at the Student Activities Office.

Initial: _____ Vendor privileges will be revoked after failing to notify the Student Activities Office of 3 or more cancellations. Cancelling 24hrs before event date will exempt you from this rule.

Initial: _____ Vendors must pay the vendor fee on or before the day of appearance on campus. Vendor privileges will be revoked after failure to make 2 payments.

Initial: _____ Vendors will set up across the ASU Parking Structure (D1) close to the lunch truck in the designated area. Vendors will need to remain within the white box marked “Vendor Location”. A star has been placed on the map to indicate the location (See Map).
VENDOR APPLICATION

Please Print Clearly

Date: ______________________

Vendor Name: ___________________________________________________

Vendor Representative: ____________________________________________

Drivers License Number: ___________________________ State: _______ Expires: __________

Business Address: ________________________________________________

City, State, Zip: __________________________________________________

Telephone: Business: ___________________________ Cell: ___________________________

Sellers Permit Number: ____________________________________________

Description of items to be sold/promoted:

________________________________________________________________________

________________________________________________________________________

Date(s) Requested:

Date(s): ___________________________ Payment(s): ___________________________

By signing below you agree to understand and follow the Vendor Policies and Vendor Procedures. Remember that the use of campus facilities is a privilege not a right. We reserve the right to revoke those privileges at any time if policies and procedures are not followed.

________________________________________________________________________

Vendor Representative Signature ___________________________ Date ___________________________

Note: Applications without a signature will not be approved.

OFFICE USE ONLY

Approved:

________________________________________________________________________

Student Activities Representative ___________________________ Date ___________________________