

VENDOR PROCEDURES

1. Fill out a "Vendor Application" form and turn it into the Student Activities Office.

2. Space size and fees:

<u>Spring and Fall</u>	<u>Summer and Winter</u>
20'x10' \$75/day	Any Size
20'x20' \$100/day	Flat rate: \$50/day

Only cash or money order payment accepted. NO company/personal checks or credit card payments accepted. No exceptions.

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 \$50.00/day.

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 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)

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 serve basis. Time and dates will be taken into account to determine who gets a space.

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 pets may be sold.

Initial: _____ No loud or profane music.

Initial: _____ **Vendor permit must be visible at all times.**

Vendor Name: _____

East Los Angeles College
Student Activities Office

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Tel (323) 265-8742

Fax (323) 265-8622

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:

January: _____

Payment(s): _____

February: _____

Payment(s): _____

March: _____

Payment(s): _____

April: _____

Payment(s): _____

May: _____

Payment(s): _____

June: _____

Payment(s): _____

Vendor Name: _____

July: _____

Payment(s): _____

August: _____

Payment(s): _____

September: _____

Payment(s): _____

October: _____

Payment(s): _____

November: _____

Payment(s): _____

December: _____

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.

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OFFICE USE ONLY

Approved:

Student Activities Representative

Date

