

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 Saturday, Summer and Winter
 20'x10' \$75/day Either 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. All fees are non-refundable.

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 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 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 served 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.**