**UCSD TEMPORARY VENDOR APPLICATION**


APPLICATION & PAYMENT must be received (not postmarked) by Wednesday, January 6, 2016

NO REFUNDS after Friday, January 15, 2016

**VENDOR INFORMATION:** *(Please Print Clearly)*

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

Address:  
Phone:  
City:  State:  Zip:  Email:  

California Seller's Permit# *(Current copy must be attached):* ____________________________  

Description of items to be sold and price range *(Attach pictures of merchandise if new vendor)*: ____________________________  

Description of your Return/Exchange Policy *(Must be posted at your booth):* ____________________________  

Library Walk Location Requests *(Requests are not guaranteed):* ____________________________  

**VENDING SPACE FEE:** *(Please check one – Check Parking Permit if planning to park on campus)*

<table>
<thead>
<tr>
<th>Information Table Space</th>
<th>Weekly 10'x10' space</th>
<th>Weekly 10'x15' space</th>
<th>Weekly 10'x20' space</th>
<th>Weekly 10'x30'</th>
<th>Weekly Parking Parking Permit (5 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$280.00</td>
<td>$340.00</td>
<td>$415.00</td>
<td>$480.00</td>
<td>$740.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

For Service Vendors/Vendors who don't have inventory, you provide your own table

Reserved for vendors selling tangible items who have stock

Reserved for vendors selling tangible items who have stock

Reserved for vendors selling tangible items who have stock

Reserved for vendors selling tangible items who have stock

TOTAL  

Make check or money order payable to: UC REGENTS

Send completed application & payment to:  
Kristen Disbro, CSI UCSD  
9500 Gilman Drive, MC 0078  
La Jolla, CA 92093-0078

Do NOT attempt to send Fed Ex or any other type of overnight delivery to this address. It is a mailing address, not a shipping address.

**For Office Use Only**

<table>
<thead>
<tr>
<th>Application Rec’d:</th>
<th>Payment Rec’d:</th>
<th>Check#/Money Order:</th>
<th>Space Assignment</th>
</tr>
</thead>
</table>
This agreement is entered into this ____________ of ____________, 201 __, between the REGENTS OF THE UNIVERSITY OF CALIFORNIA, hereinafter called “REGENTS”, on behalf of the San Diego Campus of the University of California, hereinafter called “UCSD” and hereinafter called “VENDOR”.

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

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

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

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

1. VENDOR has read and fully understands the UCSD Vendor Sales Policy.

2. VENDOR confirms that the merchandise meets UCSD 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 UCSD or REGENTS and shall make no representations which may indicate an endorsement or guarantee by UCSD or REGENTS of the merchandise sold.

5. VENDOR shall defend, indemnify, and hold harmless REGENTS, 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 department 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 UCSD Vendor Sales Policy, or any law applicable to VENDOR’S activities at UCSD, this Agreement shall be terminated and the UCSD 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: ________________________________
______________________________
Signature
______________________________
Printed Name

For the REGENTS: ________________________________
______________________________
Signature
______________________________
Emily Marx, Director, CSI
Printed Name
UCSD VENDOR AGREEMENT

I. STANDARDS OF CONDUCT:
To create a welcoming campus environment for all members of our diverse campus community, UC San Diego (UCSD) strives to maintain a climate of fairness, respect, and professionalism. As vendors on the UCSD campus, you play an important role in helping to maintain this climate. Accordingly, as a condition of participation in the Vendor Fair, vendors must adhere to standards of conduct that will maximize the benefits of the Fair for the campus community. Vendors may not engage in inappropriate, unprofessional, or disruptive behaviors, including, but not limited to:

- Shouting at patrons or community members
- Harassment, which may include initiating or persisting in unwanted conversations or impeding ingress to or egress from a booth or any other part of the Fair
- Offensive jokes, comments, remarks or statements
- Discrimination on race, ethnicity, gender, age, disability, sexual orientation, religion and/or political beliefs

The criteria for selection of vendors include:
- Desirability of the items or product
- Originality of the items or product
- Past performance during previous Vendor Fairs
- Price point of items
- Number of vendors selling similar items
- Student feedback
- Timeliness of application

Vendors are invited to participate in the Vendor Fair at the sole discretion of The Center for Student Involvement.

II. LOADING/UNLOADING:
A. 6:00 am - 7:00 am: Vendors are allowed to drive onto Library Walk & unload at their assigned space
B. 7:00 am: All cars must be off Library Walk
C. 7:00 am - 9:00 am: Vendors may use designated loading/unloading zones
   - Vendors will not be permitted to enter the loading zones after 8:45 a.m.
D. 9:00 am - 5:00 pm: Vendor Fair is open for business
E. 5:00 pm - 6:00 pm: Vendors may use designated loading/unloading zones.
F. 6:00 pm: Cars are allowed back on Library Walk
G. 6:00 pm - 7:00 pm: Vendors are allowed to drive on to Library Walk & load at their assigned space
H. Failure to adhere to the Loading/Unloading policies above will result in a $50 fine per incident

III. LOCATION: Library Walk - adjacent to the Price Center. Concrete thoroughfare with high student traffic. (Location may be changed without notice.) Please be aware that the Library Walk is considered a free speech area, therefore, the CSI office is not responsible for any of the free speech activities occurring on the Library Walk and its effects on student traffic.

IV. SPACE ASSIGNMENTS:
A. Your space assignment and all other necessary permits and paperwork will be sent to you with your acceptance letter via email.
B. Once your space is assigned, there will be no changes prior to or during the vendor fair under any circumstances.
C. The CSI Office reserves the right to add or remove spaces relative to the Vendor Fair Map as needed.
D. The CSI Office does not guarantee to vendors any specific location within the Fair. We reserve the right to assign space at our discretion.
E. All vendors are responsible for cleaning up their area on a daily basis. The CSI office has provided dumpsters for disposal, located along Library Walk. All boxes should be broken down before disposal.

V. EQUIPMENT:
A. All vendors must provide their own tables, chairs, tents and any other necessary equipment.
B. The vendor has the option to leave equipment at the vending site overnight, however neither the CSI office nor the University of California are responsible for any damage or theft of any equipment or merchandise.
C. The Center for Student Involvement recommends a dolly or hand truck for when driving privileges on Library Walk end at 7:00am each morning.
VI. PARKING:
   A. A PERMIT IS REQUIRED TO PARK ANYWHERE ON THE UC SAN DIEGO CAMPUS. Discounted permits are available for purchase as part of the Vending Space Fee portion of this application.
   B. Additional daily permits can be purchased at any of the campus information booths (see campus map, maps.ucsd.edu/mapping/viewer/default.htm)
   C. CSI is not responsible for lost parking permits or parking tickets.
   D. Parking instructions are indicated on the front and back of the One Day Parking Permit. Vendors are responsible for filling out the parking permit and parking in valid locations.
   E. Campus Police will ticket those vendors who are not loading or unloading in the Loading Zone.
   F. Additional weekly permits may be purchased from the UC San Diego Parking Office.

VII. IN THE EVENT OF WEATHER: There will be no refunds due to weather. Canopies must be properly constructed and anchored. For safety and security, UC San Diego may require vendors to use additional weights to secure their canopy, or require the vendor to dismantle the canopy due to windy conditions. Please note, however, it is NOT the responsibility of UC San Diego to instruct vendors how to construct or dismantle its canopy. Vendor will hold UC San Diego harmless from and indemnify UC San Diego against any injury or liability resulting from vendor use, construction, or removal of vendor canopy at any time or for any reason including, but not limited to, windy conditions.

VIII. CANCELLATIONS:
   A. There will be NO REFUNDS after Friday, January 15, 2016

I have read and understand the above information and agree to abide by the rules and policies set forth by the Center for Student Involvement office (CSI). If I break or ignore any of the policies outlined above, my participation in the vendor fair, as well as any future vendor fairs, will be jeopardized. I also understand that all vendor fair selections are the sole responsibility of and will be made at the discretion of the CSI Office. In addition, CSI has the right of first refusal in regard to vendor selection.

Vendor Name (please print): _______________________________________________________

Vendor Signature: __________________________________ Date: ________________________