



Evergreen Valley College

Campus Vendors & Information Tables Agreement Form Policies & Procedures for Off-Campus Organizations

All off-campus organizations who wish to solicit information on the Evergreen Valley College campus must have prior approval from the Office of Student Life. Approval is granted by the Director of Student of Student Development & Activities. NO off-campus organizations will be permitted to distribute information, collect information or sell anything ON college property without prior approval and written permit.

- Off-campus organizations that have been granted approval shall have a signed copy of the Vendor Contract/Hold Harmless Agreement in their possession while on campus, which serves as their permit.
- Off-campus organizations requesting table space must complete and submit to the Office of Student Life, a Vendor Contract/Hold Harmless Agreement at least 1 business day prior to their proposed date(s) on campus.
- Absolutely NO credit card vendors. Banks and other financial institutions are allowed on campus; however, they are not permitted to solicit students for credit card accounts.
- Designated table spaces are provided outside in front of the Gullo Student Center or inside the building. Evergreen Valley College will provide no more than two (2) six-foot tables and four (4) chairs per vendor. Off-campus organizations can bring their own tables & chairs, if they choose.
- Representatives of off-campus organizations can only provide, distribute, collect information and/or monies from their table. The table front must display a clearly legible sign indicating the organization's name. If a representative is found to be walking around campus soliciting information to students, s/he will be asked to leave the College property.
- Representatives of off-campus organizations are not allowed to block the flow of traffic, harass the campus population, have amplified sound or music, or in any way disrupt the normal atmosphere of the campus.
- Food sales will not be permitted at tables due to the College contract with the contracted food service company. Raffle will not be permitted at any table spaces as it is considered gambling, which is illegal on campus.
- Due to space limitations, only two off-campus organizations will be allowed on campus per day. As to not create an environment of competition, only one off-campus organization of its kind will be allowed on campus per day. This does not apply to campus wide sponsored events & activities.

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- Off-campus organizations can request to be on campus no more than two days per month. Requests will be approved based on availability and a first come, first serve basis.
- It will be the responsibility of the off-campus organization to obtain appropriate parking permits. The Office of Student Life is not responsible for parking violations.
- Off-campus organizations that come to Evergreen Valley College with the purpose of soliciting information to students, with no exchange of money (cash, checks, and/or credit card information) are considered "Information Vendors." There is no fee.

Off-campus organizations that come to Evergreen Valley College with the purpose of selling or having monies exchanged between themselves and students are considered "Sales Vendors." A \$25 per day fee applies to all "small business/individual business" representatives. A \$50 per day fee applies to all "corporate business" representatives, those businesses that have more than one (1) office, branch or location.

- All sales vendors must provide a resale/business license and certificate of Insurance (which names Evergreen Valley College as additional insured).

Sales Vendor payments can be made by cash or check and given to Business Services, Acacia Building, AC-115 or the Director of Student Development & Activities, Gullo I-205 on the day of your arrival. Checks shall be made out to:
EVC-Associated Students.

- The college reserves the right to deny access to any vendor that does not complete this contract.
- For questions, please contact the Director of Student Development & Activities at 408-223-6768.

I have read the above, understand its contents, and voluntarily agree to its terms.

Signature

Date

Printed Name