

Vendor Agreement

As a vendor, I understand I will be responsible to pay \$50.00 per day (in advance) to COS Student Senate.

Reserving dates on the COS Master Calendar must be done Two (2) WEEKS BEFORE THE PROMOTION/CAMPUS VISIT. MUST COMPLETE HOLD HARMLESS/INDEMNIFICATION FORM AND PROVIDE INSURANCE WITH COS AS ENDORSEMENT FOR THE DAY(S) ON CAMPUS.

CANCELLATION/NO REFUNDS:

When a date is set on the calendar, no refunds or rescheduling will be given to the Vendor unless the vendor has cancelled two weeks prior to the scheduled Promotion/Campus Visit.

WEATHER:

If it is raining/inclement weather on the day of the event, a vendor has two options. 1) Vendors may set up in our covered breezeway at the front of the campus or 2) may reschedule for another date - The two weeks before the campus visit rule will still apply for rescheduling a campus visit. No cash refunds will be given.

VENDOR FORMS:

Vendor campus visit request will be processed and date(s) scheduled when all forms/documents are received by the Student Activities & Affairs office.

Vendor Agreement, Hold Harmless & Indemnification Agreement, and Proof of Insurance.

PARKING:

The vendor may use the twenty-minute (20) parking areas to unload materials, but must purchase a \$2.00 parking pass per day to park on campus.

The vendor will contact the Student Activities and Affairs Office, Room 123 Giant Forest Building, to obtain the **Approved Vendor Permit** which must be displayed at the vendor table at all times.

CREDIT CARD VENDORS MUST:

1. Not use the COS mailing address for any publicity, solicitation, student applications, etc. Use only the student's mailing address.
2. Distribute an educational handout describing perils of credit cards.
3. Post both the introductory rate and the permanent interest rates.
4. Post credit card annual fee charges.
5. Vendors will not be allowed to promote free gifts in conjunction with their promotion.

Vendor Guidelines:

- All forms must be submitted no less than two weeks prior to requested date(s). *(May be subject to exceptions) (Agreement, hold harmless form, proof of liability insurance)*
- Business/Organization information must be transparent *(no hidden costs, fees, interest, solicitation, etc.)*
- No food or beverage sales – this in direct competition with COS Food Services
- No merchandise items that are in direct competition with the COS Bookstore/Barnes and Noble

I have read and agree to the above terms. I understand that any violation to the Vendor Agreement will exclude my business from vendor participation at College of the Sequoias.

Please return this to the COS Student Activities and Affairs Office. (nancy@cos.edu or Giant Forest Bldg. Room 123)



Vendor Agreement

Vendor's Company Name: _____

Vendor Signature: _____

Vendor Printed Name: _____

Total Amount Due: _____ Today's Date: _____

Area Code + Phone Number: () - _____

Email: _____

Desired visit dates: _____ *(subject to approval and availability)*

Time on campus: _____ *(Monday – Friday anytime between 8 am – 4 pm)*

of chairs needed: _____ # of tables needed: _____ *(vendor must provide their own canopy and table cloth)*

COS Administrative and Board Policies:

- | | |
|------------|--------------------------------------|
| AP 5610 | Voter Registration |
| AP/BP 5570 | Student Credit Card Solicitation |
| AP/BP 3900 | Free Speech, Time, Place, and Manner |

SAA Office Use Only:

Vendor Date(s) Approved: _____

Approved by: _____ Date form received: _____

Payment amount: \$ _____ Date payment received: _____

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