

**ASUCI FARMER'S MARKET AND VENDOR FAIR**  
**Off Campus Food Vendor Requirements**

By University policy, all food vendors who participate in events held on campus, such as the ASUCI Farmer's Market or Vendor Fair, must provide proof of insurance and health safety paperwork for approval prior to the event.

Please submit a copy of the following paperwork listed below:

1) **General Insurance** – must be current, have at least a policy limit of \$1,000,000 each occurrence, and must list the Regents of the University of California as additionally insured.

*Description of Operations should read:*

The Regents of the University of California as additionally insured.

*The certificate holder should read:*

Regents of the University of California  
Hospitality & Dining Services  
G318 Student Center  
Irvine, CA 92697-3700

2) **Automobile Insurance** – must be current, have at least a \$1,000,000 in combined single limit for each accident and must list the Regents of the University of California as additionally insured.

*Description of Operations should read:*

The Regents of the University of California as additionally insured.

*The certificate holder should read:*

Regents of the University of California  
Hospitality & Dining Services  
G318 Student Center  
Irvine, CA 92697-3700

3) **Worker's Compensation Insurance** – must be current and have at least a policy limit of \$1,000,000 per occurrence

4) **Seller's Permit**

5) **Health Permit** – must be current

6) **Health Inspection Report** – must be current, the address listed must be the address of the commissary where the food is prepared

7) **Food Handling Certificate** – must be current

8) **W-9**

Paperwork must be submitted no later than **two weeks** prior to your event. Paperwork can be submitted by mail, email or fax.

*Address:*

Hospitality & Dining Services  
G318 Student Center  
Irvine, CA 92697-3700

*E-mail:*

kmdougla@uci.edu

*Fax*

(949) 824-1657

*For questions, please contact Hospitality & Dining Services at: (949) 824-2759 or kmdougla@uci.edu*

# OFF CAMPUS FOOD VENDOR: CHECKLIST

- 1. General Insurance**  
    \_\_\_ Current  
    \_\_\_ \$1,000,000 Per Occurrence Policy Limit  
    \_\_\_ Regents of the University of California as additionally insured

- 2. Automobile Insurance**  
    \_\_\_ Current  
    \_\_\_ \$1,000,000 Combined Single Limit Policy  
    \_\_\_ Regents of the University of California as additionally insured

- 3. Worker's Compensation Insurance**  
    \_\_\_ Current  
    \_\_\_ \$1,000,000 Per Occurrence Policy Limit

- 4. Sellers Permit**

- 5. Health Permit**

- 6. Health Inspection Report**  
    \_\_\_ Current  
    \_\_\_ Address on Report is the same address as the Commissary

- 7. Food Handling Certificate**

- 8. W-9**