



## Vendor Fair Policies

**ATTENTION VENDORS: PLEASE READ THE FOLLOWING INFORMATION AND THE ENTIRE APPLICATION IN DETAIL.**

### **YOU ARE RESPONSIBLE FOR:**

1. Signing both the Vendor Agreement and the Vendor Sales Policies
2. Understanding & adhering to the policies you have agreed to follow
3. Including pictures (this is NOT optional) of your product(s) with your application
4. Including your California Seller's Permit with your application
  - a. Only vendors that provide a copy of their CA Resale Permit will be considered for the fair. Previously submitted copies are not saved and must be re-submitted for each fair.

### **SELECTION CRITERIA:**

The ASUCI Vendor Fair is open to vendors of non-perishable food items. All vendors must have a valid California Seller's Permit and must not sell items that are prohibited by campus policies or non-compete contracts. Prohibited items include, but are not limited to, weapons, beauty products, books, flowers, discounted tickets and UCI trademark merchandise. All exceptions must be acquired in writing by the Vendor Fair Coordinator.

Selection is competitive. Each quarter we receive over 300 applications for about 40 spots. Our selections are based on:

- Desirability of the items or product
- Originality of the items or product
- Success of past UCSD Vendor Fair participation
- Price point of items
- Student feedback

### **LOADING/UNLOADING:**

*Loading and unloading are subject to the following schedule:*

- A. 6:00 am - 7:30 am – Vendors are allowed to drive up & unload at their assigned space.
- C. 8:00 am - 5:00 pm - Open for business
- D. 4:00 pm – 6: am – Vendors are allowed to drive up & unload at their assigned space.
- E. Vendors will not be permitted to enter the loading zones after 8:00 a.m. Those who do not set up by 8:00 am the first day of the fair will forfeit their space for the rest of the week unless prior arrangements have been made.

**\* Failure to adhere to the Loading/Unloading policies above will result in a \$50 fine per incident.**

#### **SPACE ASSIGNMENTS:**

- A. Your space assignment and all other necessary permits and paperwork will be sent to you with your acceptance letter.
- B. Once your space is assigned; there will be no changes prior to or during the vendor fair under any circumstances. Only the vendor fair coordinator has the right to re-assign spaces.
- C. Space preferences may be submitted, but will not necessarily be accommodated.
- D. ASUCI reserves the right to add or remove spaces relative to the Vendor Fair Map as needed.
- E. ASUCI *does not* guarantee to vendors any specific location within the Fair. We reserve the right to assign space at our discretion.
- F. All vendors are responsible for cleaning up their area on a daily basis. The campus has provided dumpsters for refuse disposal in the Aldrich Hall and Langson Library Loading Docks. All boxes should be broken down before disposal.
- G. All vendors **MUST** keep **ALL** items within the space provided for them. **ALL** equipment and components of a vendor's setup must fit within the allotted space they are assigned. Please note that your booth may only extend 10 feet from the edge of ring road.

#### **EQUIPMENT:**

- A. All vendors must provide their own tables, chairs, tents and any other necessary equipment.
- B. Vendors have the option to leave equipment at the vending site overnight, however **no overnight security will be provided**. Neither ASUCI nor the University of California is responsible for any damage or theft of any equipment or merchandise.
- C. Requests for access to electricity are not guaranteed, but we will do our best to accommodate requesting vendors. ASUCI will provide access to electricity only if it requested in writing, in advance, on the application. Extension cords, surge protectors and any additional equipment needed are responsibility of the vendor and will not be provided.

#### **PARKING:**

- A. One 5-day parking permit will be issued per vendor.
- B. Additional permits can be purchased at the Special Events Parking Office located on the ground level of the Student Center Parking Structure.
- C. No oversize vehicles are allowed. The permit provided for you is not valid for any vehicles that cannot fit within the boundaries of one standard parking space. Oversize vehicle permits can be purchased at the Special Events Parking Office located on the ground level of the Student Center Parking Structure.
- D. You must display a valid UCI parking permit on your vehicle dashboard at all times. You may not park in Reserved or "AR" spots. Additional restrictions are printed on the face of the permit.
- E. ASUCI is not responsible for lost parking permits or parking tickets.
- F. Campus Police will ticket those vendors who are not loading or unloading in the specific Loading Zones according to the schedule provided above.

**IN THE EVENT OF RAIN:**

The vendor fair is a rain or shine event. No refunds will be provided due to weather conditions.

**CANCELLATIONS:**

Applications may be withdrawn for a full refund, if notice is provided in writing no less than 5 business days prior to the start of the fair. All withdrawals after this date will not receive refunds.

**ADDITIONAL POLICIES:**

- A. Returned checks will be assessed a \$25 penalty fee, and applicants will not be considered for future fairs.
- B. Return policy must be visibly displayed to all potential customers. No Returns or Refunds are allowed, but proper signage must be displayed explaining policy.
- C. No amplified sound may exceed levels that are audible ten feet outside of your assigned space. This policy will be enforced at all times during the week.
- D. ASUCI reserves the right to refuse future applications from vendors who do not conduct themselves appropriately.

I have read and understand the above information and agree to abide by the rules and policies set forth by Associated Students of the University of California, Irvine (ASUCI). 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 Vendor Fair Coordinator.

Vendor Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_