



## **2011-2012 VENDOR FAIR POLICIES**

*October 7, 2011 - Please read through the following document and indicate on the application that you understand the updated policies. Failure to adhere to any of the given policies will result in the removal of future Vendor Fair events.*

### **SELECTION CRITERIA:**

The ASUCI Vendor Fair is open to vendors of various goods/products. All vendors must have a valid California Seller's Permit and any other permit(s) needed to conduct business lawfully as determined by the State of California and the University of California and must not sell items that are prohibited by University policies or other non-compete contracts. Prohibited items include, but are not limited to: weapons, beauty products, textbooks, discounted tickets, and UCI trademark merchandise. All exceptions must be acquired in writing by the Vendor Fair Coordinator. Selection is competitive. Each Quarter, applications are received for approximately 40 spots. Our selections are based on, but not limited to:

- Desirability of the items or product
- Originality of the items or product
- Success of past Vendor Fair participation
- Price point of items
- Student feedback
- Number of vendors selling similar items
- Timeliness of application

### **LOADING/UNLOADING:**

**6:00 am - 8:00 am** -- Vendors are allowed to drive to allowed location & unload at their assigned space

**8:00 am - 5:00 pm** -- Open for business; no vehicles allowed onto Vendor Fair/Ring Mall until 4:00 pm

**4:00 pm - 6:00 pm** -- Vendors are allowed to drive to allowed location & load at their assigned space

Vendors who park in parking spots, reserved spots, and/or zones that are not designated for loading and unloading will be ticketed as enforced by UCI Parking and Transportation at the owner's expense. Vendors are not allowed to park and/or load in the entrance ring in front of the flagpoles in front of Aldrich Hall. Vendors will not be permitted to enter the loading zones after 8:00 a.m. Those who do not set up by 9:00 am the first day of the Vendor Fair will forfeit their space for the rest of the week unless prior arrangements have been made. UCI Parking and Transportation will be actively monitoring and ticketing vehicles on Ring Mall Road who do not abide by the time frames given. ASUCI is not responsible for these expenses.

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

### **PAYMENT:**

**Personal checks are no longer accepted.** Acceptable forms of payment include company checks (no less than 14 days in advance before the first Monday of the Vendor Fair), money orders, and Cashier's Checks. **Cash will be accepted on the**

**first day of the Vendor Fair only if requested with the application and arrangements have been made with the Vendor Fair Coordinator in advance.**

### **SPACE ASSIGNMENTS:**

- A. Space assignment and all other necessary paperwork will be sent to the vendor with your acceptance letter. Vendor is only purchasing for the weekly space in the Vendor Fair, no other components.
- B. Once 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 on a case-by-case basis.
- C. Space preferences may be submitted, but will not necessarily be accommodated.
- D. Vendor must abide by all spacing criteria as set forth by the University policy, including, but not limited to, location and placement.
- E. If the vendor's space is not in the designated space at any time during the Vendor Fair and/or the vendor moves the space without consent and/or the vendor moves the space after being asked not to, the vendor will be asked to move to the assigned space by University staff and will be subject to removal from the Fair and/or from further Vendor Fair events.
- F. ASUCI *does not* guarantee to vendors any specific location within the Vendor Fair. We reserve the right to assign space at our discretion.
- G. All vendors are responsible for cleaning up their area on a daily basis. The University has provided dumpsters for refuse disposal in Aldrich Hall and at the Langston Library loading docks. All boxes should be broken down before disposal.
- H. 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. If extra space is used beyond the purchased allotted space, the vendor will be charged for an additional 10 foot x 10 foot booth as needed. Please note, that the booth may only extend 10 feet from the edge of Ring Mall Road.
- I. Subletting or "sharing" booth space is prohibited. One application per assigned space only.
- J. On-site equipment needs can be fulfilled by the Student Center and Event Services department, pending availability of items, on the day-off at 949-351-7736.

### **ITEMS REQUIRED AT VENDOR BOOTH:**

- A. Vendors are required to have placed on their booth in plain view and sight the 'Vendor Fair Vendor (Date)' as given to the vendor at the time of check-in.
- B. All vendors must have a copy of their valid Seller's permits and any additional permits at their booth in the effect that they are asked to show these permits at any time during the Vendor Fair by University personnel.

### **EQUIPMENT:**

- A. All vendors must provide their own tables, chairs, tents, and any other necessary equipment.
- B. Vendors have the option to leave their personal, non-University equipment at the vending site overnight, **however, no overnight security will be provided.** Neither ASUCI, UC Irvine, 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 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. **Parking permits are required to park anywhere on UC Irvine campus. Parking permits may be added to your weekly space fee for the week, if you choose, at an additional fee so that you may have a pass for the entire week. Parking is not included in the original cost of the space fee.**
- 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 you purchase through ASUCI 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 UC Irvine 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, parking tickets, or other UCI Parking and Transportation fees.
- F. Campus Police will ticket those vendors who are not loading or unloading in the specific Loading Zones according to the schedule provided above.

### **STUDENT PRICING:**

In order to stimulate student life and provide an outlet for business and inspiration, ASUCI will now provide special weekly rates for students ONLY. All students must provide identification, valid permits, adhere to all policies set forth for vendors, and be present during all sales in their space during the week.

### **IN THE EVENT OF RAIN OR OTHER WEATHER:**

The Vendor Fair is a rain or shine event. No refunds will be provided due to any type of weather conditions.

### **CANCELLATIONS/REFUNDS:**

Applications may be withdrawn for a full refund if notice is provided in writing no less than five (5) business days prior to the start of the Vendor Fair. All withdrawals after this date will not receive refunds. No refunds will be given for any other cause, such as, but not limited to, amount of vendor sales and/or space location.

### **FOOD/BEVERAGE/CONCESSION VENDORS:**

Any vendor selling food/beverage/concession products must be processed in a timely manner through ASUCI, UCI Dining, and the Office of Environmental Health & Safety (EH&S) for participation in the Vendor Fair. There is a STRICT limit to the number of these types of vendors allowed at each Fair. Each is taken as a case-by-case designation only. Once processed through ASUCI for approval, the vendor will be processed through UCI Dining for additional approvals and liability insurance confirmation. EH&S will hold the final approval stage for issuance of a 1-year Health Permit. Once a vendor has been approved through all three (3) stages, they will be allowed to participate in any event held at the University as deemed by invitation only. This is an annual process only in which all permits and approvals will be valid for one (1) year calendar date from the date of approval. Any of the entities reserve the right to not approve any vendor at their discretion. If the vendor is not approved at any time during this process, they may continue to work with the said entity in an attempt to become certified as a vendor, but will not be allowed to participate until all areas have been cleared.

### **ADDITIONAL POLICIES:**

- A. University personnel will be monitoring the Vendor Fair from 8:00am to 5:00pm daily through the week of the Fair. All vendors must adhere to the policies these members put forth and/or any given directions. Failure to do so will result in the removal of the Vendor Fair and future Vendor Fairs, as deemed necessary.
- B. Returned checks will be assessed a \$25 penalty fee and applicants will not be considered for future Vendor Fairs.
- C. Return policy must be visibly displayed to all potential customers. “No Returns or Refunds” are allowed, but proper signage must be displayed explaining the policy.
- D. No amplified sound may exceed levels that are audible 10 feet outside of your assigned space. This policy will be enforced at all times during the week.
- E. ASUCI reserves the right to refuse any application as determined by any staff member, other than the Vendor Fair Coordinator, within/at ASUCI, UC Irvine, and/or University of California at their discretion.
- F. ASUCI reserves the right to refuse future applications from vendors who do not conduct themselves appropriately towards students, staff, faculty, or any other persons on University property.
- G. Vendors are invited to participate in the Vendor Fair at the sole discretion of ASUCI.