



2020-2021 VENDOR FAIR POLICIES

May 1, 2020 - 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 at UC Irvine is open to vendors of various goods/products. All vendors must have a valid California Seller's Permit and Certificate of Liability Insurance (COI) 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, information-only, donations, food trucks, alcohol, and UC Irvine 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

DATES:

Fairs are held once to twice each Quarter, Monday through Friday, with some being themed.

This year's 2020-2021 dates are with application due dates:

VENDOR FAIR DATES:

October 12-16 2020
December 7-11 2020
February 8-12 2021
May 3-7 2021

APPLICATION DUE BY:

Monday, September 21, 2020
Monday, November 16, 2020
Monday, January 18, 2021
Monday, April 12, 2021

COST:

All Vendor Fair space rates are good for the entire week, Monday through Friday.

10' x 10'	\$350
10' x 20'	\$475
10' x 30'	\$700
10' x 40'	\$750
10' x 50'	\$800

5-Day Parking Permit \$56 (Fee is non-negotiable and not assessed by Student Government and/or ASUCI)

Any booth size above a 10' x 30' are limited and NOT guaranteed; first-come, first-serve. Max booth size is 10' x 50'.

Vendors must stay within their given space at any one time. The space is as designated above as well as 10' max in height of designated space.

Prices subject to change at any time.

LOADING/UNLOADING:

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

8:00 am - 6:00 pm -- Open for business; **no vehicles allowed** onto Vendor Fair/Ring Mall until 6:00 pm

6:00 pm - 7:30 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 periods given. ASUCI is not responsible for these expenses.**

*** Failure to adhere to the loading/unloading policies above will result in a fine and/or removal from the Fair and future consideration.**

**** ONLY those vendors whom have included the Commercial Auto Liability \$1MM Combined Single Limit minimum into their Certificate of Insurance are allowed to drive onto University property. Otherwise, vendors must park in the parking structure/lot and cart/walk items to the Vendor Fair location (SEE LIABILITY INSURANCE).**

PAYMENT:

All payments must be received with the application **before** the deadline of each Vendor Fair or vendor will not be allowed to participate. Invoices will be emailed automatically after pre-approval. **Payment will not be accepted during the week of Vendor Fair.** Acceptable forms of payment include credit cards, company checks (no less than 15 business days in advance before the first Monday of the Vendor Fair), money orders, cash, and Cashier's Checks. Personal checks are no longer accepted. If you prefer to pay via credit card, one will be sent via Square prior to the application deadline. A receipt will be sent to you after the transaction has been taken.

SPACE ASSIGNMENTS:

- A. Space assignment and all other necessary paperwork will be sent to the vendor the week prior to the Fair after the 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 and University personnel have 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 personnel 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. If trash is accumulated in an area and cleaned, the vendor will be assessed a fee for removal.
- H. All vendors *must* keep all items within the space provided for them, including horizontal and vertical spacing. 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' x 10' booth as needed. Please note, that the booth may only extend 10' from the edge of Ring Mall Road.
- I. Subletting or "sharing" booth space is prohibited. One application per assigned space only.
- J. If you are found placing items in undesignated areas, such as planters, you will be asked to remove the items immediately or risk charges for any damages done.
- K. On-site equipment needs can be fulfilled by the Student Center & 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 in addition to the Temporary Vendor Permit.
- B. All vendors must have a copy of their valid CA 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.

ALL 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 and up to the sole discretion of the University to allow. 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.

Styrofoam is not allowed for use on the campus or from any vendors. If you do use Styrofoam to serve any items, you will be in jeopardy for future denials. Please adhere to using zero waste and/or recyclable products for serving items. UCI Dining can give you list of recommended items for serving.

CERTIFICATE OF LIABILITY INSURANCE:

- A. All vendors are required to hold Event Liability Insurance/Tenant Event Liability Insurance or overall Liability Insurance. Vendors that have current liability insurance that meet the University's stipulations can use their own. Otherwise, they will need to apply through their own policy or they can use the University's provider.
- B. *No vendor will be allowed* to participate until all paperwork has been verified and fully completed.
- C. Instructions are as follows for purchasing through the University:
 - a. Please utilize the following link for your insurance needs if you need insurance:
<http://uci.marshcampusconnexions.com/Constituencies/VendorsContractors/TenantUserEventLiability.aspx>
 - i. Go to Apply Online and complete the information as requested once clicking on the link. You are considered a 'Vendor-Exhibitor' at a 'Vendor/Exhibitor' event, taking place on Ring Mall, with no alcohol or Garagekeeper needed. You may already have your own insurance companies, so Marsh is an alternative option for you should you not already have insurance or are unable to obtain the required insurance from your own provider.
- D. *If you currently have such insurance, please be sure to review your current policy to ensure that it matches the requirement for Tenant User Event Liability Insurance that is **now required** to have by the University in SECTION E below.* Depending on the activity of the vendor or selling item, the University may request additional coverage.
- E. The University requires the below stipulations **for ALL vendors at minimum**:

COMMERCIAL GENERAL LIABILITY

\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate (for comprehensive general liability and property damage covering activities for general use of University Properties)
\$2,000,000	Products Completed Operations
\$1,000,000	Personal & Advertising Injury
\$100,000	Fire Damage (any one fire)
\$5,000	Medical Expense (any one person)

COMMERCIAL AUTO LIABILITY*

\$1,000,000	Combined Single Limit
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** Only those vendors whom have included the Commercial Auto Liability \$1MM Combined Single Limit minimum into their Certificate of Insurance are allowed to drive onto University property. Otherwise, vendors must park in the parking structure/lot and cart/walk items to the Vendor Fair location. If at any point during the Fair this stipulation is not followed, the vendor will be asked to provide this coverage and will not be allowed to return to the Fair until then. Future Fair participation may be jeopardized.*

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY*

\$1,000,000.00 Statutory Limits – WORKERS' COMPENSATION

\$1,000,000.00 EMPLOYERS' LIABILITY

** Only those vendors whose sole business owner is doing the set-up/tear-down/working may waive this additional stipulation coverage. If at any point during the Fair this stipulation is not followed, the vendor will be asked to provide this coverage and will not be allowed to return to the Fair until then. Future Fair participation may be jeopardized.*

Please include on your insurance exactly:

Certificate Holder Information exactly as shown below:

The Regents of the University of California

Attn: Natasha Monnereau

Student Government & Student Media

G-244 Student Center

Irvine, CA 92697

The UNIVERSITY shall be furnished with a Certificate of Insurance naming THE REGENTS OF THE UNIVERSITY OF CALIFORNIA as ADDITIONAL INSURED in the additional remarks box above the Certificate Holder Information.

For questions regarding, please contact:

Christ Richmond

UCI Risk Services

(949) 824-6510

EQUIPMENT:

- A. All vendors may provide their own tables, chairs, canopies, and any other necessary equipment.
- B. Outdoor canopies must be weighted at all times. Weights must be fully attached to all the canopy poles and be at least 20 lbs in weight, per pole. If sandbags are used, they must be taped or tied to the pole; two (2) one-gallon milk jugs (per pole) filled with water may be used as long as they are fully attached to the poles. Use of hard objects for weights is not recommended as they can cause other injuries if run into. Any vendor that does not have a weighted canopy on all four sides will be asked to remove the canopy for safety reasons.
- C. Vendors may purchase equipment through the Student Center (tables, chairs). Items will be delivered daily between 7:30am – 8:00am and removed daily at 6:00pm. Please indicate on the application the need for equipment. Deadlines and pricing are as follows (all weekly charges):

Max 2 weeks prior (Pre-Register):

Table and 2 Chairs	\$50.00
Additional Chairs	\$5.00

Max 1 week prior (Late-Register):

Table and 2 Chairs	\$100.00
Additional Chairs	\$10.00

- D. 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.

- E. Requests for access to electricity are not guaranteed, but will do our best to accommodate requesting vendors. We will acknowledge the request for 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:

Students whom are currently undergraduate or graduate, registered, and fee-paying while matriculated at the University may apply to become a vendor. Student status will be checked with the Registrar. Students must comply with all policies outlined, including the need for all Permits and Certificate of Insurance with their name and contact information on the documents. Outside companies cannot utilize a student's status to apply and be a vendor at the student-discounted rate, i.e. student ambassadors, interns, etc. All applications will be subject to review to ensure these are student-led/ran initiatives. Vendors under this distinction are seen as a third-party and not under the umbrella of the University. Limited space is available for student vendors.

All Vendor Fair space rates are good for the entire week, Monday through Friday:

10' x 10' \$250

Prices/Programs subject to change at any time.

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. If payment is made via credit card and a refund needs to be made within the allotted time period, there will be a 3% charge to the transaction in addition to the payment that was originally made. If an application is cancelled by the applicant after being approved to participate in the Vendor Fair, it cannot be reinstated.

Same-day/week of cancellations may affect future participation in the Vendor Fair and will be looked at on a case-by-case situation. Any charges incurred for equipment rental on a same-day/week of cancellation will be at the discretion of the Student Center, whom provides these services.

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. The University is moving towards a zero-waste outcome at all events and eventually, the entire University. Please be mindful and respectful of this goal and use zero-waste and recyclable products.
- C. Returned checks will be assessed a \$35 penalty fee and applicants will not be considered for future Vendor Fairs.
- D. 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.
- E. No amplified sound may exceed levels that are audible 10' outside of your assigned space if you are in a designated space. Only certain spaces are designated amplified sound spaces. This policy will be enforced at all times during the week.
- F. 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.
- G. The University 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.
- H. Vendors are invited to participate in the Vendor Fair at the sole discretion of ASUCI and the University.
- I. ASUCI, UC Irvine, and the University of California are not responsible for items sold, lost, returned, exchanged, and those policies associated with. All policies associated with returns and/or exchanges as well as the sale of items are within the right of the vendor.