2017-2018 VENDOR FAIR POLICIES

October 30 2017 - 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 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 (case-by-case), 
- donations, 
- 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 2017-2018 dates are with application due dates:

<table>
<thead>
<tr>
<th>VENDOR FAIR DATES</th>
<th>APPLICATION DUE BY</th>
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<tbody>
<tr>
<td>October 9-13 2017</td>
<td>Monday, September 18 2017</td>
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<tr>
<td>December 4-8 2017</td>
<td>Monday, November 13 2017</td>
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<tr>
<td>February 12-16 2018</td>
<td>Monday, January 22 2018</td>
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<tr>
<td>May 14-18 2018</td>
<td>Monday, April 23 2018</td>
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**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 feet x 30 feet are limited and NOT guaranteed; first-come, first-serve. Max booth size is 10 feet x 50 feet.

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

**PRICES SUBJECT TO CHANGE**

**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 time frames 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.

**PAYMENT:**

**ALL PAYMENTS MUST BE RECEIVED WITH THE APPLICATION BEFORE THE DEADLINE OF EACH VENDOR FAIR OR VENDOR WILL NOT BE ALLOWED TO PARTICIPATE. Personal checks are no longer accepted.** Acceptable forms of payment include 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. If you prefer to **pay via credit card**, you must request a Credit Card Authorization Form, fax back or email scan with all requested information prior to the application deadline. Visa and MasterCard are acceptable and 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 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. 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 feet x 10 feet 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. 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. 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.
LIABILITY INSURANCE:
A. All vendors are required to hold Event Liability Insurance/Tenant Event 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:
   a. All vendors will now be required to hold Tenant User Event Liability Insurance or overall Liability Insurance. 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. Please utilize the following link for your insurance needs: http://uci.marshcampusconnexions.com/Constituencies/VendorsContractors/TenantUserEventLiability.aspx
   b. 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. The UNIVERSITY requires minimum of $1,000,000.00 per occurrence and $2,000,000.00 aggregate for comprehensive general liability and property damage covering activities for general use of University Properties. The UNIVERSITY shall be furnished with a Certificate of Insurance naming THE REGENTS OF THE UNIVERSITY OF CALIFORNIA as ADDITIONAL INSURED.

Please include on your insurance:

Certificate Holder Information exactly as shown below:
The Regents of the University of California
Attn: Jacquelyn Kuniyoshi
UCI Student Center & Event Services
A311 Student Center
Irvine, CA 92697-2050

Additional remarks box above the Certificate Holder must include: ‘The Regents of the University of California is names as additional insured.’

For questions regarding, please contact:
Jacquelyn Kuniyoshi
949-824-5252
kuniyosj@uci.edu

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 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):

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<tr>
<th></th>
<th>Max 2 weeks prior (Pre-Register):</th>
<th>Max 1 week prior (Late-Register):</th>
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<tbody>
<tr>
<td>Table and 2 Chairs</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Additional Chairs</td>
<td>$5.00</td>
<td>$10.00</td>
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</table>

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. 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:**

Not available at this time. All pricing stands as-is for all vendors.

**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 three (3) percent charge to the transaction in addition to the payment that was originally made.
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 $25 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 feet 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. 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.

H. Vendors are invited to participate in the Vendor Fair at the sole discretion of ASUCI.

I. ASUCI, UC Irvine, and the University of California are not responsible for items sold, lost, returned, exchanged and those policies associated with.