

ASUCI VENDOR FAIR
Off Campus Food Vendor Requirements

By University policy, all food vendors who participate in events held on campus such as the 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 must read:

The Regents of the University of California as additionally insured.

The certificate holder must read:

The Regents of the University of California
UCI SGSM
G244 Student Center
Irvine, CA 92697

- 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 must read:

The Regents of the University of California as additionally insured.

The certificate holder must read:

The Regents of the University of California
UCI SGSM
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

Paperwork must be submitted no later than **two weeks** prior to the event.

Paperwork (excluding the W-9) can be submitted by mail, email or fax to the Vendor Fair team at the following:

<i>Address:</i>	<i>E-mail:</i>	<i>Fax</i>
Student Government & Student Media G244 Student Center Irvine, CA 92697	vendorfair@asuci.uci.edu	(949) 824-2010

- 8) **W-9** - Do not email W-9 form. Please mail or fax to:

<i>Address:</i>	<i>Fax</i>
UCI Dining Services G318 Student Center Irvine, CA 92697	(949) 824-1657

For questions, please contact the Vendor Fair Commissioner at: (949) 354-4685 or vendorfair@asuci.uci.edu
Business hours: Monday through Friday, 8:30AM-5PM

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 - Do not email this document! Fax or mail in.**