



VENDOR PERMIT POLICY

(Oct 25, 1994; revised July 22, 1998, Nov 18, 1998, July 10, 2002, Jan. 7, 2003, March 4, 2008, Oct 18, 2011, Dec 20, 2012, Aug 19, 2013, Aug 1, 2017)

Rio Hondo College will permit, with prior authorization, the sale or display of items on campus by outside vendors. The cafeteria contracted vendor, Bookstore and vending machine contractors are excluded from the following procedures and requirements.

1. A vendor interested in selling or displaying items on campus must apply for a **Solicitation Registration/Vendor Permit** at least ten (10) business days in advance of the scheduled event. This includes vendors that will be selling on behalf of any Rio Hondo official club. Solicitation Registration/Vendor Permits are available from the Student Life & Leadership Department in SU201. A request for a permit must include a full description of what items will be sold and/or displayed by the vendor. The College has the right to restrict items sold or displayed. Solicitation for a credit card account is not permitted.
2. An approved Solicitation Registration/Vendor Permit entitles a vendor to sell and/or display items within a 10' by 15' (maximum) space. **Hours of operation are: 8:00 a.m. to 9:00 p.m. Monday through Thursday, and 8:00 a.m. to 2:00 p.m. Friday.**

FEES: each space per day

First four weeks of each semester: \$100.00 per
day
Remainder of the semester \$75.00 per day

Payment in full is required within ten (10) working days after you have reserved your space(s). Payment must be by Money Order or official Company Checks; no personal checks will be accepted. Reservations made less than four (4) weeks in advance will not be guaranteed until payment is received. Vendor may not set up in space until payment is received. Vendors are responsible for any bounced checks including any fees associated with bounced checks.

Make payment to: Rio Hondo College ASRHC

Send payment to: Student Life & Leadership
Department Student Union - 201
3600 Workman Mill Road
Whittier, CA 90601-1699

3. Prior to reserving a date, a vendor must have on file with the College a copy of an insurance policy releasing Rio Hondo College from any liability associated with allowing

VENDOR PERMIT POLICY

the vendor on campus or the sale of any item. The policy must be for a minimum of one million dollars (\$1,000,000). An original copy of the insurance policy coverage must be presented at the same time the application for a Solicitation Registration/Vendor Permit is submitted. **Certificate of Liability Insurance must show the certificate holder as Rio Hondo College.**

4. A vendor may not sublease space to another individual, company, or anyone not listed on the original Solicitation Registration/Vendor Permit.
5. The College **will not** provide tables, chairs, canopies, or other equipment. The vendor must provide their own required equipment. No access for electrical service will be permitted without prior written permission of the Director of Student Life & Leadership.
6. Vendor-provided tables, chairs, canopies, displays, and equipment must be judged as safe by College personnel.
7. Only approved items may be sold and/or displayed. Items prohibited include: credit card solicitations, food (beverages and snacks included) and items commonly available from the Bookstore (textbooks, school supplies, backpacks, etc.). Exceptions will only be considered when written requests are provided at least ten (10) days in advance, and the vendor is selling on the premise of sponsoring one of the Student Life & Leadership programs.
8. All items for sale and/or display must conform to College policy. Specifically, no items promoting or depicting the use of illegal drugs or alcohol will be permitted. Any items or materials which express or advocate racial, ethnic, religious, or sexual prejudice will not be permitted.
9. A vendor must comply with appropriate Los Angeles County and/or State of California licensing requirements. Satisfactory evidence of this requirement (i.e. valid Resale Permit or Business License) must be presented at the time of application for the Solicitation Registration/Vendor Permit.
10. A vendor must have in their possession, while on campus, a copy of the approved Solicitation Registration/Vendor Permit, showing date/time/location and other pertinent information. At the request of a College official, this copy of the permit must be shown.
11. No one is permitted to use coercion to induce students to accept printed materials, sign petitions, purchase merchandise or participate in any commercial venture. No one will be permitted to disrupt the orderly operation of the College or interfere with the educational process of the College.
12. No amplification of sound is permitted.
13. **LOCATION:** Vendors are restricted to the Mid/Lower Quad (cement area).



VENDOR PERMIT POLICY

14. **PARKING:** Vendors will not be permitted to drive vehicles on walkways or other restricted roadways. **Vendors may not arrive on campus before 7:30 a.m. Parking permits must be purchased at the Parking Information booth for \$3.00 per day.** Parking is restricted to designated Student parking lots only. A copy of the Parking Regulations will be provided to the vendor at the vendor's request.

Vehicles are subject to the College's parking regulations, including properly displaying an approved Visitor's Parking Permit.

15. **SECURITY CHECK-IN:** You must check in at the security/parking booth to purchase your parking permit and to notify security of your arrival. If you need access to an unloading area, only security can give access and you must be accompanied by a security officer. Please be patient, any vendor found to bypass the security polls or drive on the sidewalk will be warned only once, any further violations and your access to our campus may be revoked.
16. **INCLEMENT WEATHER:** At the discretion of the College, alternative arrangements for sale and/or display will be made during inclement weather.
17. **CANCELLATION POLICY:** A vendor must cancel four (4) weeks prior to their schedule date so that we may reschedule. If not, the vendor will forfeit the rental fee for day(s) not shown or cancelled.



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SOLICITATION REGISTRATION/VENDOR PERMIT RIO HONDO COLLEGE (Updated August 1, 2017)

Office Use Only
Date Issued: _____
Confirmed By: _____

Fill out and turn in this form to the Student Life and Leadership Department (SU-201), no later than ten (10) working days of desired date.

Date(s): _____ Hours reserved: From: _____ To: _____

Location of Set Up: Mid Quad Lower Quad # of Representatives: _____

Name of Person: _____ Vendor Company/Organization: _____

Address: _____ Phone: _____

Specific type of Solicitation or Product: _____

Sponsoring RHC Department/Club: _____ Account #: _____

Approved permit entitles a vendor to sell/display items within a 10' by 15' (Maximum) space Hours of Operation: Monday – Thursday between 8:00 a.m. to 9:00 p.m. & Friday 8:00 a.m. 2:00 p.m.

Hold Harmless Statement and Release of Liability:

In consideration of my participation as a seller at Rio Hondo College and use of facilities of Rio Hondo College for selling or distribution of literature or solicitation of signatures, I, intending to be legally bound for myself, my heirs, representatives, successors and assigns, hereby hold harmless, release and forever discharge its officers, agents, representatives, board members, employees, attorneys, successors and assigns of Rio Hondo College from and against any and all claims, demands, liabilities, damages, causes of actions, costs or fees, arising out of or relating to my participation in activities such as selling or distribution of literature or solicitation of signatures, including, but not limited to, claims arising out of injuries or accidents sustained by me or any other person, or damage to property, in connection with my presence on campus. I further agree to be at stated location, at stated time, dates and sell or distribute only stated items. I understand that any deviation from the stated items above and the attached letter of Solicitation Registration Vendor Permit would be a violation of this agreement and that this agreement is revocable at any time by the Student Activities Office with no refund. I agree to be in location, stated above, on said dates and times above, and Solicit or sell, stated above only. If I fail to meet anything stated above, I understand that I will be asked to leave the campus and my Fee payment is not refundable. I agree to pay my fee.

Signature of Requester: _____ Date: _____

Student Life & Leadership Staff: _____ Date: _____

**THIS FORM MUST BE IN POSSESSION OF THE VENDOR WHILE ON CAMPUS
AND MUST BE PRODUCED WHEN ASKED BY COLLEGE OFFICIALS**

Office Use Only

Insurance Submitted: Yes No Expires: _____

Fee Paid: Yes No Amount: \$ _____ Date Paid: _____

Reviewed by: _____ Signature: _____