

## VERNON COLLEGE VENDOR GUIDELINES

The following contains the guidelines of Vernon College for outside individuals, organizations and groups that target services to students.

### Definitions

- Solicitation is any verbal or written effort to raise funds through the sale of merchandise, services, or through charitable donations as well as to influence or gain support for an issue or cause.
- A vendor is any person who provides information, goods, or services to the student body or staff.
- Students, faculty and staff are not vendors unless they are acting on behalf of an organization or individual outside of the college.

### Procedures

#### **The decision to allow vendors will be based on the following criteria:**

- Presentation does not promote illegal, fraudulent, deceptive or misleading products or activities, which may endanger student's health, safety, and physical well-being.
- The vendor's presentation has a direct benefit to the student body, i.e., other colleges and universities for transfer, potential career employers, social agencies, products or services which may be deemed beneficial to the student body.
- The vendor's presentation does not violate existing college contracts.
- Vernon College does not allow use of its facilities for any political campaigning, political fund raising, or religious or secular events except those specifically sponsored by Vernon College student organizations.
- The vendor is sponsored by a campus club advisor, faculty or staff member.
- The vendor will contact Student Services.
- Vendor (and sponsor) will complete vendor agreement and return it to Student Services.
- Student Services will reserve the space and accommodate setup.
- Each location has its own unique facilities. These facilities must be reserved using the attached On-Campus Vendor Reservation form.

#### **Responsibilities of vendors on campus will include, but not be limited, to:**

- Sponsorship by a college club, organization or staff member
- Reservations confirmed **at least two weeks prior** to being on campus.
- Vendors will solicit participants only at his/her table.
- Posting of literature is confined to the table or assigned space.
- Vendors will solicit only on scheduled date and time.
- Vendor is responsible for being familiar with College policies and procedures directly related to the use of facilities and the prohibited unlawful use, possession, distribution, manufacturing or sale of any alcoholic beverage, controlled substance or illegal drugs on the Vernon College campuses.

#### **Responsibilities of the sponsor:**

The sponsoring club, or organization will:

- Ensure the vendor does not promote illegal, fraudulent, deceptive or misleading products or activities, or products which may endanger students' health, safety and physical well-being.
- Ensure that the vendor's presentation has a benefit to students and staff.

**VERNON COLLEGE  
ON-CAMPUS VENDOR RESERVATION FORM**

Vernon College will only approve those groups or companies promoting products that are in the best interest of the students, faculty, staff, and/or administration. Vernon College has the right to deny any group or company not adhering to the Code of Conduct as set forth in the current Student Handbook.

**Vendor** \_\_\_\_\_

**Vendor Representative(s)**

**Vendor's address**

\_\_\_\_\_  
Mailing address City State Zip

**Vendor's telephone number**

\_\_\_\_\_  
Work ext. Cell

**Sponsoring campus organization (if applicable)**

**The purpose of this vendor will be to:**

**\*Is there any printed material to be used:** \_\_\_no \_\_\_yes  
(please attach copy)

**\*Are there free gifts or incentives to be given away:** \_\_\_no \_\_\_yes  
(please provide sample(s))

**Date and Location of set up**

**Starting time:** \_\_\_\_\_ **Ending time:** \_\_\_\_\_

I understand and agree to comply with existing regulations of Vernon College.

\_\_\_\_\_  
Name of Vendor

\_\_\_\_\_  
Vendor Representative Signature

**Approved by:**

Student Services Representative \_\_\_\_\_

\_\_\_\_\_  
Date