



## **VENDOR GUIDELINES**

### **RESERVATIONS**

All vendors must reserve space in Hunsaker Plaza through Event Services. The Vendor Reservation Request must be completed, signed, and submitted to Event Services no less than **ONE WEEK PRIOR** to the event. A Certificate of Insurance is also required and must be received by Event Services **ONE WEEK PRIOR** to the event.

Vendors are only permitted in situations where the table is meaningfully connected to the educational mission of the University (e.g. job/educational opportunities for students), or approved student-specific vendors. Tabling by outside groups that consists of espousing a political or other viewpoint is usually not permitted. Requests will be reviewed for approval by a committee including (but not limited to) Event Services, Student Affairs, and Public Safety.

#### **Vendor Type 1**

- Non-sales oriented, information booth, sign-ups, etc.
- Event Services will provide one (1) 6' table and two (2) folding chairs
- \$50.00 per day, paid prior to setup\*

#### **Vendor Type 2**

- Sales, vendor making a profit, etc.
- Event Services will provide one (1) 6' table and two (2) folding chairs
- \$75.00 per day or 20% of total sales, whichever is greater, \$75.00 paid prior to setup and additional payment given to Event Services is sales exceed \$375.00\*
- Vendor is required to track sales via receipts to be shared with Event Services

In the event of inclement weather, alternate dates may be scheduled.

\*Payment may be made by cash, check, or credit card (Visa, Mastercard, or American Express). A \$25.00 fee will be assessed for returned checks.

### **INSURANCE**

A Certificate of Liability Insurance must be received by Event Services **ONE WEEK PRIOR** to your event.

The University of Redlands requires all non-University events to carry a Tenant User Liability Insurance Policy. The policy must include the following:

1. Insured party must be the host of the event or a vendor providing services (not the University of Redlands).

2. General Liability limits set at \$1,000,000 for each occurrence and \$2,000,000 aggregate.
3. If bringing an automobile on campus for the purpose of the event, Automobile Liability limits set at \$1,000,000 for combined single limit.
4. If the host of the event or the vendor providing a service is bringing workers on campus, Workers Compensation and Employer's Liability is required at the state mandated limits.
5. The University of Redlands must be named as an additional insured, on a primary and non-contributory basis, by endorsement.

If vendors do not have an insurance company, a Certificate of Insurance can be purchased through Marsh, the University of Redlands special event insurance partner. The cost is based upon the type of event and number of expected guests. Please visit the link below and follow the step by step directions.

1. Visit <http://www.marshcampus.com/redlands>
2. Select Tenant User Liability Insurance Policy from the "Products" drop down menu
3. Click the "Apply Now" button the right side of the page
4. Follow the steps to obtain a policy

A Certificate of Insurance can also be obtained through your business or homeowners insurance company.

## **SET UP PROCEDURES**

Vendors must check in with Event Services prior to setting up. Set-up can begin no earlier than 8:30am and must be completely cleaned up by 6:00pm. Vendor spaces are 10'x10' in size and no part of the displays can exceed these dimensions. Use of confetti, straw, bird seed, rice, glitter or smoke machines is strictly prohibited. At no time are vehicles allowed in the Hunsaker Plaza. Any deviation from this must be approved by Event Services before set-up begins.

Vendors are expected to return the area to the condition in which they find it. All trash must be removed.

Vendor is responsible for any damages caused. Should damages occur, the University will provide information concerning the location of damages and, if possible, the date and time they occurred. All decisions regarding facility and/or lawn/garden damages and damage fees are the exclusive right of the University.

Vehicle parking on University property is governed by the University's Public Safety Office and the Redlands Police Department. Parking permits are required and can be obtained from Event Services. All state, local and University parking policies must be followed. Vendor assumes all responsibility for vehicles parked on University property. Under no circumstances is the University responsible for damage to any vehicle while located on University property.

Requests for wireless access while on campus must be submitted, in writing, seven (7) business days in advance. Failure to submit a request will result in inability to provide access to the campus wireless system network. The University accepts no responsibility for the safety of

information downloaded by any individual associated with the User group. All downloads are done at User's own risk. User accepts full responsibility for the legality of all content downloaded by the User or User attendees.

## **MERCHANDISE**

Vendors may sell only the merchandise specified on the Vendor Reservation Request and may not sell items in direct competition with existing University of Redlands entities (i.e. University Bookstore, Bon Appetit).

Merchandise must be displayed in a showcase manner. Items sold should be displayed in cases, neatly folded on tables, or if appropriate, hung on hangers or clothing racks. Boxes touching the ground may be used for storage only and must be put under the display table. Vendors may not store additional merchandise outside of the contracted space, nor place merchandise or objects in planter spaces or grass areas. Merchandise and displays are not allowed to be stored overnight on campus.

Items deemed illegal by the Federal Government, State of California, local authorities, or University of Redlands policy may NOT be sold.

## **HARASSMENT**

No one shall solicit or persist in trying to persuade or engage someone who has clearly indicated a desire to be left alone. Vendors may not use aggressive sales tactics to lure customers. Behavior such as blocking a person's walkway, use of products on a person or continually requesting a sale is not permitted. Failure to abide by this will result in immediate removal from the University of Redlands.

## **ADDITIONAL UNIVERSITY AGREEMENTS**

Any individual or organization renting facilities at the University must abide by and conform with all University rules, policies and regulations. The University of Redlands reserves the right to disallow any vendor on campus.

Vendors who do not abide by the policies set forth within this document, or additional regulations that may be placed upon them the day of, are subject to immediate removal from University property. The University of Redlands reserves the right to modify these guidelines as situations arise. In the event of a change, Event Services will attempt to contact any vendors already contracted and notify them of the change.

The University's failure to insist upon or enforce strict performance of any provision of these guidelines shall not be construed as a waiver of any provision or right. Neither the course of

conduct between the parties, nor trade practice, shall act to modify any provision of these guidelines.

Vendor shall defend, indemnify and hold the University of Redlands, its Trustees, officers, agents and employees, harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Vendor, its officers, agents, or employees.

The University of Redlands shall not be responsible for any loss of or damage to Vendor's property, or the property of its employees, contractors or agents, located on the University of Redland's premises, unless such loss or damage is directly caused by the negligence or willful misconduct of the University of Redlands or its employees.

*Updated – February 2020*



## VENDOR RESERVATION REQUEST

Organization/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Nature of vending, please be as detailed as possible: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Requesting: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**By signing below, I acknowledge I have read and agree to the Vendor Guidelines and understand a Certificate of Liability Insurance must be submitted to Event Services ONE WEEK PRIOR to my event. I am prepared to pay the reservation fee and for any damage or cleaning fees that may be incurred.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Event Services ONLY:**

Student Involvement and Success Approval and Notes: \_\_\_\_\_

Event Services Approval: \_\_\_\_\_ Reservation #: \_\_\_\_\_