SAN DIEGO CITY COLLEGE

VENDOR AGREEMENT

The ______________________ (Club/Organization) agrees to sponsor __________________ to sell their Merchandise which includes: ______________________ to the students of San Diego City College.

As part of the following activity the Vendor will be allowed on campus on the following date(s): ______________________, during the hours of ______________________.

In exchange for this right, the Vendor agrees to pay $_____ (Non-profit), $50 (Small business), $75 (Food Vendor) $100 (Corporate) per day for a total of $_____________. This amount must be paid to the A.S. Cashier (D-106 Window) 5 working days IN ADVANCE of the scheduled event.

VENDOR INFORMATION:

Representative Name: __________________________________________________________
Business Name: ______________________________________________________________
Address: _______________________________________________________________________
Phone: _____________________________________________________________________
Tax I.D.: ___________________________________________________________________

_________________________________________  _________________________________
Signature of Vendor                          Print Vendor Name

Signature: A.S. President / Vice President  Approved: Dean of Student Affairs

Vendor Agreement Checklist – Copy Submitted:

➢ Caterer’s License       Yes ____ No ____
➢ Restaurant License      Yes ____ No ____
➢ Proof of Insurance      Yes ____ No ____
➢ Food Handler Certificate Yes ____ No ____

Special Note: Final approval pending President’s Cabinet Authorization.

Copy Distribution:
1) Original – Student Affairs
2) College Police
3) Cafeteria Manager
4) Cashiers