

**SAN DIEGO CITY COLLEGE
ASSOCIATED STUDENT GOVERNMENT
VENDOR AGREEMENT**

The _____ (Club/Organization) agrees to sponsor _____ (Business) 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 \$_____ (\$100 Non-profit), (\$150 Small business), (\$150 Food Vendor), (\$200 Corporate) per day for a total of \$_____. This amount must be paid at the Cashier/Accounting Office (B-203) at least 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: _____ **Date:** _____ **Approved:** _____ **Date:** _____
A.S. President
A.S. Vice President
A.S. Public Events Coordinator
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: Vendors MUST pay first in order to set up for the scheduled event.

Copy Distribution:
1) Original - Student Affairs
2) Cashiers

Hold Harmless Statement

Individual or Company Name

Agrees to same and hold harmless the San Diego Community College District, it's employees, trustees, and students from any and all liability, costs, litigation or claims for injury or death to any person, including, Vendor or Vendor's employees; or for damage to any property, including but not limited to that of Vendor or the San Diego Community College District arising from any cause related to Vendor's Direct or indirect participation on City College. Vendor will arrange insurance to insure this potential liability in amounts sufficient to protect itself and the San Diego Community College District.

I agree with the above information and have read and understand City College's Procedures and Rules for Selling and the Hold Harmless Statement

Signature of Requestor

Date

Telephone

Company Name

Seller's Permit #/ Tax I.D.

Address

Seller's CDL#

Exp. Date

Food Handling Card #

Signature (Dean of Student Affairs)

***IMPORTANT TO NOTE:**

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

Administrative Approval Form for Food Vendors

Per the District, the following items are required for consideration of food vendors on campus. Please note that the following steps have been provided already to Student Services:

- Temporary Food Facility Permit
- Food handler Certificates for vendor staff who will be working at the site
- Liability insurance in the minimum amount of \$1mm with a rider that names the SDCCD as also covered in the agreement identifying San Diego Community College District specifically
- Hold Harmless Agreement - completed by the vendor
- Vendor-Seller Agreement - completed by the vendor
- Administrative approval (Vice President or designee signature is pending)

Approved: _____
Denise Whisenhunt
VP Student Services

Requested by: the Dean of Student Affairs/Date:

Date of Event: _____

Event Name: _____