

# College of DuPage Student Activities Vendor Guidelines and Procedures

Revised July 17, 2008

***Please review and keep this  
information for reference***

## **SCHEDULING VENDOR SALES**

- Vendors are invited to come on campus by Student Activities staff and sponsored by student clubs in exchange for a negotiated fee (either a fixed fee or a percentage of sales)
- Each semester, Student Activities staff will contact authorized vendors to schedule dates for the following semester
- Placement on the authorized vendor list is **not** a guarantee that a vendor will be scheduled to come on campus

## **PRIOR TO DAY OF SALE**

- Vendors must be properly registered with Student Activities **PRIOR TO** being scheduled to come on campus
- Student Activities staff will send vendors a **Letter of Confirmation** concerning the agreed upon arrangements
- Vendors must notify the Student Activities Information Coordinator at (630) 942-2424 at least **72 hours in advance** to change the agreed upon arrangements. Failure to do so will result in a \$25 charge, cancellation of future vendor dates, prohibition of any and all future sales dates and removal as an authorized vendor.

## **RESPONSIBILITIES OF VENDORS**

- Vendors must check in at Student Activities, SRC 1800, prior to unloading any merchandise
- Vendors must provide their own equipment (carts, etc.) to load and unload their merchandise; no college equipment may be used
- Public Safety will not watch merchandise; vendors should arrange for someone to watch their merchandise while unloading and parking.
- College of DuPage is not responsible for any property brought onto or maintained on its campus by the vendor and/or his/her agents. The vendor accepts sole responsibility for any such property.
- Vendors must remain behind table; no aggressive sales tactics are permitted. Those who violate the policy will be asked to leave.
- Chairs, tables and product(s) on display must remain within the designated display area in order to prevent the walkways and doorways from being blocked
- The area must be kept safe
- The area must be left neat and orderly after the sale
- Vendors must provide a receipt to each customer
- Vendors are completely responsible for prompt replacement or full refund of defective merchandise
- Vendors must provide purchaser with option of canceling order within five working days after date of purchase (with written notification from buyer)
- Vendors must prominently display a notice with company name, address and telephone number; notice will also outline replacement, refund and cancellation policies
- Vendors offering any product, service and/or coupon at any cost in exchange for information must offer the same product, service and/or coupon at the same price to anyone who asks, regardless of whether or not that individual has provided the vendor with any of the requested information. This policy must be prominently displayed using the following or similar language:
  - Receipt of gift is not contingent upon providing any information
  - You do not have to provide any information in order to receive a free gift
- Vendors are solely responsible for collecting and remitting, as required by law, all sales tax
- Vendors must abide by all federal, state and city laws, ordinances and policies as well as all procedures, guidelines and policies of College of DuPage
- Vendors will not infringe upon copyrighted or trademarked materials of any entity
- No illegal reproductions may be sold
- Vendors must contact the Student Activities Information Coordinator at (630) 942-2424 or raposa@cod.edu regarding changes in arrangements. If the Information Coordinator is unavailable, contact Student Activities at (630) 942-2243. No refunds will be given in the event of a cancellation or no-show.
- Vendors must contact the Student Activities Information Coordinator at (630) 942-2424 or raposa@cod.edu if assistance is required while on campus or with any questions. If the Information Coordinator is unavailable, contact Student Activities at (630) 942-2243
- Vendors failing to comply with terms and conditions will result in termination of sale and forfeiture of any and all fees paid to College of DuPage, cancellation of future vendor dates, prohibition of any and all future sales dates and removal as an authorized vendor

## **VENDOR FEES**

- The Vendor Program at College of DuPage has been established so that student clubs can raise funds. On the Vendor Qualifying Form, all vendors are required to indicate the amount of compensation they will be paying (i.e., percentage of sales or flat per-day fee). Failure to complete this section will result in a delay in processing your application or rejection as a vendor.
- Percentage of sales
  - 15% minimum
  - In addition, there is a minimum fee of \$25 per day, due ten (10) days prior to the scheduled vendor date, with the balance due one (1) week after the date of the sale
- Flat per-day fee
  - Example: \$100 - \$150 per day
  - Due ten (10) days prior to the scheduled vendor date
  - All payments must be received in a timely manner. Failure to do so will result cancellation of future vendor dates, prohibition of any and all future sales dates and removal as an authorized vendor.
  - Make checks payable to College of DuPage. Please include sale date(s) on the check. Payments may be taken to Student Activities, SRC 1800, or mailed to:

College of DuPage  
Student Activities  
425 Fawell Boulevard  
Glen Ellyn, IL 60137-6599

## **LIMITATIONS OF VENDOR SALES**

- There will only be ONE vendor per location allowed at any one time
- Use of electricity will be allowed ONLY for lighting. NO audio or video or other electronic devices will be allowed.
- Student Activities is responsible for determining the types of vendors that are scheduled. Below is a list of products/services that are not permitted. This list may be revised at any time without prior notice at the discretion of Student Activities:
  - Edible products including, but not limited to, vitamins, nutritional supplements, energy drinks, etc.
  - Utility companies (i.e., power companies)
  - Insurance companies
  - Talent agencies
  - Products that cannot be monitored (i.e., memberships, classes, massages, medical clinics, subscription services, etc.)
  - Sale of alcohol or sexually related items
  - Manufacture, sale, dispensing, possession or use of weapons and any illegal drug or controlled substance
  - Credit card solicitation
- Vendors will be limited to use of two 8' tables, one 6' table and two chairs. ***Vendors are NOT to request equipment, additional tables and/or chairs or assistance from any college personnel.***
- Posting of signs other than on the table is not allowed (i.e., on walls, in bathrooms, etc.).
- Vendors may only be on campus to sell their products between the hours of 9:00 a.m. – 9:00 p.m. on the scheduled date

## **SPACE AVAILABLE FOR VENDOR SALES**

- **SRC/IC Foyer (NE Corner)**—located on the second floor between SRC and IC Buildings (near Public Safety)
- **SRC North (Lower Walkway)**—located in the SRC North outside of the bookstore. Note: this area will only be scheduled during certain times of the semester and at the discretion of Student Activities staff.

## **GENERAL**

- Vendors are reauthorized annually during the summer session. New vendors authorized prior to January 1 of the current year will be required to complete and return a new Vendor Qualifying form during the summer session of the current year. New vendors authorized after January 1 of the current year will be reauthorized during the summer session of the following year and annually each summer session thereafter.
- College of DuPage does not support the products and/or services provided by the vendors
- Student Activities staff reserves the right to inspect and approve quality and selection of merchandise
- College of DuPage reserves the right to prohibit the sales of products or services that are contradictory to its mission
- College of DuPage reserves the right to deny any vendor without cause. If vendor is denied, the payment check will be returned.
- College of DuPage reserves the right to cancel advanced reservation with as much notice as possible, and will attempt to reschedule the vending date
- College of DuPage reserves the right to cancel a vendor dates when an academic event, consistent with the mission of the college, must take higher priority. Vendor will receive 100% refund.
- Table fees are non-refundable, non-transferable and not dependent upon perceived success of the vendor's experience at the college.
- College of DuPage cannot be held responsible for any conditions that could result in a unproductive sale situation
- College of DuPage reserves the right to change this policy at any time

***Thank you for your cooperation!***