

**College of DuPage
Office of Student Life
Vendor Guidelines and Procedures**

Please review and keep this information for reference

The Vendor Program at College of DuPage has been established so that student clubs can raise funds. Vendors are invited to come on campus by the Office of Student Life in exchange for an established fee in accordance with the following guidelines.

BECOMING AN AUTHORIZED VENDOR

1. Vendors wishing to participate in the program must submit a completed **Vendor Approval Form**.
2. Vendors must be properly registered with the Office of Student Life prior to being scheduled to come on campus.
3. Student Life staff will send vendors a **Letter of Confirmation** upon approval.
4. Vendors are reauthorized annually during the summer session.
5. The Office of Student Life is the final authority in determining who may participate in the vendor program.
6. Approval as an authorized vendor does not guarantee that a vendor will be scheduled to come on campus.

SCHEDULING PROCESS

1. The Office of Student Life controls the time and place of vendor scheduling.
2. There will only be one vendor per location allowed at any time.
3. Each semester, Student Life staff will contact authorized vendors to schedule dates for the following semester.
4. Vendors must notify Chris Raposa, Student Life Information Coordinator, at (630) 942-2424 at least **72 hours in advance** to cancel or change a scheduled date. Failure to do so will result in a \$25 charge or removal as an authorized vendor.
5. The Office of Student Life reserves the right to cancel advanced reservations with as much notice as possible and will attempt to reschedule. If rescheduling is not possible, the vendor will receive a 100% refund.

VENDOR FEES

Vendors that sell a physical product.....15% of sales with a guaranteed minimum of \$25 per day
Banks\$100 per day
Cell Phone Companies.....\$50 per day
Any other vendorto be determined by Office of Student Life

1. Payments are due on the scheduled vendor date.
2. Percentage of sales is due within seven (7) days of the scheduled vendor date (if applicable).
3. Failure to pay in a timely manner will result in removal from the Vendor Program.
4. Table fees are non-refundable, non-transferable and not dependent upon perceived success of the vendor's experience at the college.
5. Make checks payable to College of DuPage. Please include sale date(s) on the check.
6. Payments may be taken to the Office of Student Life, SRC 1800, or mailed to:

College of DuPage
Office of Student Life
425 Fawell Boulevard
Glen Ellyn, IL 60137-6599.

LIMITATIONS OF VENDOR SALES

1. Vendors will be limited to the equipment provided and are NOT to request equipment, additional tables and/or chairs or assistance from any college personnel.
2. Posting of signs other than on the table is not allowed (i.e., on walls, in bathrooms, etc.).
3. 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.

RESPONSIBILITIES OF VENDORS

1. 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.
2. Vendors must remain behind the table; no aggressive sales tactics are permitted. Those who violate the policy will be asked to leave.
3. Use of electricity will be allowed ONLY for lighting. NO audio or video or other electronic devices will be allowed.
4. Vendors must provide a receipt to each customer.
5. Vendors are completely responsible for prompt replacement or full refund of defective merchandise.
6. Vendors must provide purchaser with option of canceling an order within five working days after date of purchase.
7. Vendors must prominently display a notice with company name, address and telephone number, as well as replacement, refund and cancellation policies.
8. Receipt of a free gift is not contingent upon providing any information.
9. 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.
10. No illegal reproductions may be sold.
11. Vendors must contact Chris Raposa, Student Life Information Coordinator, at (630) 942-2424 or raposa@cod.edu regarding changes in arrangements. If Chris Raposa is unavailable, contact the Office of Student Life at (630) 942-2243. No refunds will be given in the event of a cancellation or no-show.

GENERAL

1. The Office of Student Life does not endorse the products and/or services provided by the vendors.
2. Student Life staff reserves the right to inspect and approve quality and selection of merchandise.
3. The Office of Student Life cannot be held responsible for any conditions that could result in an unproductive sale situation.
4. The Office of Student Life reserves the right to revise this policy at any time.
5. Vendors failing to comply with these terms and conditions will be removed as an authorized vendor.

Thank you for your cooperation.