Vendor and Solicitor Policy

• Vendors and solicitors must reserve a space one week in advance. This is so our activities and events can be organized and that space that day will be available. To reserve a space and day call the ASB office at 408-848-4777

• Vendors and solicitors must display their receipts at all times. To pay fees you must go to the Business Office at Gavilan College.

  The Business Office Hours are:

  Monday—Thursday: 9:00 a.m. - 12:00 noon and 1:00 p.m. - 3:00 p.m.
  Friday—9:00 a.m. - 12:00 noon

• Solicitors that wish to obtain signatures are encouraged to stay within the confines of the quad and gazebo areas of campus.

• Solicitors and vendors are not to approach students outside of the space given.

• Bank, financial, and/or any other credit card institutions are not permitted to solicit credit card applications on campus.

• Displaying and selling any items with symbols of drug or alcoholic paraphernalia is forbidden.

• The Vendor Application and Agreement form must be signed, as well as all the fees must be paid before Vendors and Solicitors are to conduct business or set up. All paperwork and fees may be paid the day of business. The Vendor Application and Agreement form is only required once, unless the vendors business or wares change.

• Vendor fees are $30.00 and Corporations are $45.00. If one would like use tables supplied by ASB it is a $5.00 fee per table. Non-profit organizations, firefighters, police officers, and military personnel are exempt from fees.
GAVILAN COMMUNITY COLLEGE VENDOR APPLICATION

Part I: To be completed by Vendor/Company

Name: Vendor’s Full Legal Name: __________________________________________
City____________________________Street_____________________________ Zip: _________
Business phone #______________________________ Contact Phone: ____________________
Email: ________________________________________________________________________

Description of Wares. Circle all that apply (a new list will need to be provided if wares change):
- Jewelry
- Food
- Posters
- Key chains
- Clothing
- Office supplies
- School supplies
- Books
- Electronics
- Music
- Tickets
- Collecting Signatures

If other please describe: __________________________________________________________________

Vendor signature acknowledges receipt of Gavilan College ASB Vendor Policy and agrees to the terms and conditions thereof.

Applications will not be considered complete until all of the following are received:
- Vendor Application, signed/dated
- Vendor Agreement, signed/dated
- Copy of CA State Board of Equalization Seller’s Permit and/or Temporary Sellers Permit (required), and copy of Health Permit (if applicable). For more information about obtaining a Sellers permit go to: http://www.boe.ca.gov/info/reg.htm or Toll-free: 800-400-7115 Or California Relay Service (CRS): 711 (for hearing and speech disabilities).
- Copy of Receipt of payment from Gavilan’s Business Office.
- List of items to be sold (first time vendors to Gavilan College only (unless wares have changed)

Submit application materials to, or for any questions or comments contact:
Gavilan College
Office of Associated Student Body
5055 Santa Teresa Blvd.
Gilroy, CA 95020

asb.vpstudentserv@gavilan.edu primary
Or
asbpres@gavilan.edu secondary
Phone- 408-848-4777

Part II: Office Use Only

Reviewed by Gavilan College ASB Officer: ________________________________________________

Position: _________________________________ Date ________________

Approved by VP of Student Services (or ASB President): _________________________________

Position: _________________________________ Date ________________

Director of Student Activities _________________________________ Date ________________
Vendor Agreement Form

Gavilan Colleges’ Associated Student Body (ASB) would like to thank you for your business. As a vendor wishing to conduct business at Gavilan Community College, I hereby agree to the following terms (please read and initial each statement):

________ I will reserve my vendor space within a one week minimum advance notice.

________ I will display my receipt from the Gavilan Business office at all times. If this is not done I understand I will be subject to being escorted off Gavilans’ campus by Gavilan Security.

________ If I am a vendor seeking signatures I agree to stay within the confines of the student center and gazebo areas of the campus. I understand I am forbidden to approach students outside of the confines of my vendor space about conducting business. I agree to conduct business in the Student Center or any other designated area assigned to me by ASB or other Gavilan personnel.

________ I understand the fee for Vendors will be $30.00, and for corporations $45.00. I understand that I can be provided with a table if requested for a $5.00 fee per table (if supplies are available).

________ I understand that any rude, racist, sexist, false statements, any other behavior or remarks that can be seen as unprofessional or offensive may have me escorted off campus, by security; and may end business transaction between Gavilan College’s Associated Student Body, and this vendor or solicitor.

________ I understand that there will be no refunds given unless Gavilan’s ASB overbooks their vendors, or assigns the vendor to the wrong day of conducting business. I understand that if I am absent the day of business and I have previously paid the Vendor fee to the business office I will not get refunded, unless the ASB office is given 3 days (72 hours) notice before the scheduled date of business that I will be absent.

Vendors Signature: ___________________________________________ Date:_______________

ASB VP of Student Services (or active Senate Member) Signature: ____________________________ Date: ____________________

Position: ____________________________ Date: ____________________

Director of Student Activities: _________________________________________ Date:________

By signing this document I understand that if I do not comply with any of the above, I am subject to Gavilan Colleges ASB revoking any and all privileges given to me by conducting business with Gavilan’s ASB.