



Office of Student Life & Leadership Vendor Terms & Responsibilities

Vendor's Terms & Responsibilities

1. Vendor's may only reserve four days per month.
2. Create a login account with [Facilitron](#) and upload current insurance documents.
3. Email copy of business license and CA State Board of Equalization Sales Permit to studentlifeandleadership@palomar.edu.
4. Reservation fee is eighty-five dollars (\$85.00) per day at the Office of Student Life & Leadership (SU-201). Fees must be paid prior to event or on day of event by check or credit card.
5. Vendor will not hinder the ability of students to pass through the area and will refrain from approaching and/or harassing students. Vendors cannot solicit on other parts of the campus. Vendors must stay within their assigned area, behind their own table.
6. Use of Palomar Community College District facilities is contingent upon the terms outlined in [AP 6700](#).
7. Any vendor using District facilities under this contract, shall be responsible to read & understand terms of District Access & Liability as well as Policies and Procedures.
8. All taxes shall be included in the price of the merchandise.
9. It is the responsibility of the vendor to report all sales to the appropriate authorities and the vendor is responsible for computation and reporting all of taxes to the appropriate authorities.
10. Represent all merchandise truthfully.
11. If required, to make available all sale receipts to the Office of Student Life & Leadership to verify gross sales amounts.

General Terms- Not Prohibited

1. Tent stakes are **not permitted** on the college grounds. Vendor is to provide own table and chair.
2. No vendor will sell Palomar College or Comet logo merchandise.
3. Palomar College is a non-smoking and/or other Tobacco Use campus [BP 3570](#)
4. The presence of animals on district property is subject to [BP 3580](#) . Please review this policy to determine compliance.
5. Items promoting or depicting the use of illegal drugs or alcohol not permitted.
6. Any items or materials which express or advocate racial, ethnic, religious, or sexual prejudice are not permitted.
7. Tattooing and piercing services are prohibited

Vendor Signature:

Date: