



VENDOR ACKNOWLEDGEMENT AND AGREEMENT

Event: _____ Date: _____

Location: _____

Designated Arrival Time: _____

Event Start Time: _____ Event End Time: _____

Sponsorship Amount for Booth Space: \$ _____

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_____ Booth space is not confirmed until sponsorship amount for the booth is received.

_____ Vendor location within the event is assigned prior to the event.

_____ All vendors must market the event at least twice on Social Media prior to and once during the event.

_____ Vendors may arrive no earlier than the designated time and must be in their space by 30 minutes prior to the start of the event. Vendors not in their assigned space forfeit the space. No refunds will be given.

_____ Resale of spaces is not allowed. The MSJC Foundation will not honor any vendor-to-vendor sale of spaces or loans. Your donation cannot be transferred.

_____ Vendors understand that once a space is paid for, no refunds will be honored.

_____ Vendors must provide their own table, chairs, pop-up, tent or other needed materials.

_____ MSJC will not provide electricity and vendors must disclose the use of any generator.

_____ All vendors must vacate the campus within 1 hour of the stated ending time. Vendors not cleaned and off campus by this time are subject to a \$100 fine.

_____ Vendors must remain at the event location throughout the duration of the market. Early exit is not permitted.

_____ Vendors are required to keep their booth area and the area directly in front of their booth clean. When leaving, your space MUST be clean and in the same condition as when you arrived, or you may be banned from further events. Violators are subject to a \$100 cleanup fine. Trash, boxes, or other debris may not be left on the grounds.

_____ Vendors shall keep all merchandise, display units, coverings, and all possessions within the boundaries of their assigned space. Pathways must be kept clear.

_____ In case of inclement weather (ie: rain, excessive heat, wind, etc.) no credits or refunds shall be issued to vendors.

_____ Excessive noises (such as stereos, radios, televisions, shouting, amplified voices) will not be allowed if such noises disturb other sellers or shoppers.

_____ Any vendor caught selling stolen, counterfeit, black market, illegal merchandise of any kind or any food or beverages, is subject to having said merchandise confiscated at the event, may face arrest by local authorities, immediate eviction from the event and loss of selling privileges without a refund.

_____ Consumption or possession of alcoholic beverages and all controlled substances is forbidden. Please see Board Policy 3550 and Board Policy 3560 for more information.

_____ Smoking is prohibited anywhere on campus. MSJC is considered a smoke-free and tobacco-free environment. Smoking and the use of e-cigarettes (vapes) is prohibited anywhere on campus. Please see Board Policy 3570 for more information.

_____ Vendor must observe MSJC nondiscrimination and prohibition of harassment procedures under Board Policy 3410 and Board Policy 3430.

_____ Sales of the following items are not permitted:

- Consumable products unless approved (food, alcoholic and/or non-alcoholic beverages, candy, gum, etc.)
- Firearms, ammunition, or weapons of any kind, fireworks
- Chemicals
- Stolen merchandise
- Items that by sale, possession, or use are in violation of PCC, City, County, State, or Federal Laws.
- Illegal products not normally obtained on the open market.
- Paraphernalia commonly used or associated with the use of any drugs.
- Live animals.
- Motor vehicles or cycles; any item that is misrepresented by the seller in any way
- **Due to the family atmosphere of the event, the management reserves the right to reasonably restrict the sale or display of any items in order to maintain a proper moral and wholesome environment.**

By signing this document, you agree to adhere to policies and procedures set forth by Mt. San Jacinto College. The person signing this document assumes all risk of injury and loss of property. Management reserves the right to revoke spaces and selling privileges at any time.

PRINT NAME

BUSINESS NAME

SIGNATURE

DATE