


PROCEDURE

Subject	Vendor Events on College Property Page 1 of 2	Number: 1.26.02
Source	Business Services	Reference (Rule #) 6HX14-1.26
President's Approval/Date: 8/17/10		

Policy:

It is the policy of the College that any and all College sponsored vendor daily sales events will have prior approval of the President of the College, or appointed designee. Events such as farmers' markets, jewelry shows, art shows, flea markets, hobby shows, special auto sales etc. and other events for the benefit of the College will be included in this category. Under no circumstances will the College allow the use or sale of fireworks, guns, weapons or any other specified dangerous items at such events. Sale or serving of alcoholic beverages requires prior authorization of the President of the College. No vendor or non-College organization may solicit or market products, programs, memberships or any other endeavor, without prior authorization of the President, or appointed designee.

Process:

The College's Auxiliary Services function, as part of the Business and Administrative Services Division, shall oversee all event preparations and event supervision. These events can be designed single day events or can have regular recurring dates throughout the school year.

- All College sponsored selling events shall be pre-approved by the Vice President of Business and Administrative Services.
- The Manager of Auxiliary Services shall be responsible to set up such events; to manage all necessary paperwork supplied by individual vendors; shall make all necessary arrangements for facilities, custodial, security and utilities for the day of the event; to obtain all signed applications/insurance forms.
- All vendors will be responsible to fully complete application forms, supply proper proof of insurance, appear for orientation briefings and fully cooperate on all reasonable requests of the Auxiliary Services Department. All such elements MUST be in place at least three business days prior to the event.
- All insurance requirements, hold harmless agreements and indemnity agreements shall be signed and submitted to the College's Director of Business Services, at least three business days prior to the event. The Director, Business Services shall have final approval on all such documents. The Department reserves the right to request the vendor have his/her insurance agent submit certified copies of insurance policies for review prior to such approval. Failure to furnish proper evidence of liability insurance coverage may require the vendor to purchase such approved insurance through the College as offered by the Florida College System Risk Management Consortium.
- Any and all vendors at such events shall adhere to ALL College policies, rules and procedures. Any violation of these policies, rules and procedures may affect the vendors' future ability to participate in such events on the College's property.

- Each vendor shall be responsible to manage its appointed space; to set up its product demonstration area; to supply all necessary equipment necessary for the protection of vendors' property; and to dismantle / remove from the College's premises all of the vendors' property within two(2) hours of the published end time of the event..
- Each vendor shall supply its own employees. College employees, although supplied at the event, shall NOT be utilized by any vendor for activities other than those necessary for the protection / servicing of College property.
- Vendors will be required to adhere to ALL federal, state of Florida and Manatee county laws, regulations and ordinances as respects their operations.
- As a drug/alcohol free environment, State College of Florida will not tolerate the manufacture, distribution, possession or use/abuse of alcohol or illegal drugs on any campus or at any SCF sponsored event.
- The College does NOT guarantee continuance of any regularly scheduled vendor selling events. The College shall endeavor to give the vendors a minimum of thirty (30) days notice of its intent to cancel such events.
- Requests for recertification for vendor participation at future events, once authorization has been lost due to an infraction of College policy, rules and procedures, must be submitted in writing to the Vice President of Business and Administrative Services for approval.
- Location to be approved by the Director of Business Services or Designee.
- The College complies with the Federal Campus Sex Crisis Prevention Act. Therefore, persons employed, carrying on a vocation, or students, who are registered sex offenders must provide notice to the Chief of Public Safety in accordance with State Law
- Vendors understand that any event may be cancelled at the last minute due to Acts of God, weather related emergencies or other emergency situations at the College.