


PROCEDURE

Subject	Vendor Events on College Property	Number: 1.26.02
Source	Vice President, Finance and Administrative Services	Reference (Rule #) 6HX14-1.26
President's Approval/Date:	 8/14/2017	

PURPOSE:

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 Business Services Department, as part of the Finance and Administrative Services Division, shall oversee all event preparations and event supervision. These events can be designated single day events or can have regular recurring dates throughout the school year.

- All College sponsored vendor events shall be pre-approved by the Vice President of Finance and Administrative Services or his/her designee.
- The Manager of Business Operations shall be responsible to set up such events; to manage all necessary paperwork supplied by individual vendors; to make all necessary arrangements for facilities, custodial, security and utilities for the day of the event; and, to obtain all signed applications/insurance forms.
- All vendors will be responsible to complete application forms fully, supply proper proof of insurance, appear for orientation briefings and fully cooperate on all reasonable requests of the Business Services Department. All such elements **MUST** be in place at least ten (10) business days prior to the event, unless approved by the Manager of Business Operations.

- All insurance certificates and hold harmless and indemnity agreements shall be signed and submitted to the College's Director of Business Services, at least ten (10) business days prior to the event. The Director, Business Services or his/her designee shall have final approval on all such documents. SCF 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' 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 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 staffing. College employees, although attending 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 and local 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. All SCF campuses are tobacco free.
- The distribution of alcohol will only be granted under the approval of the President.
- 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 Finance and Administrative Services for approval.
- Locations are to be approved by the Director of Business Services or designee.
- 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.