
OFFICE OF STUDENT ACTIVITIES
COLLEGE OF SAN MATEO

TO: ON-CAMPUS VENDORS
FROM: AARON SCHAEFER, COORDINATOR OF STUDENT ACTIVITIES
SUBJECT: TABLING FEES
DATE: MONDAY, OCTOBER 26, 2009

Dear Vendors,

Please be aware that beginning September 1, 2009, we will be increasing the fees charged for tabling. Below is the new fee structure.

Free speech/non-profit	No Charge
Vendors offering goods and/or products (e.g. jewelry, crafts, etc.)	\$40.00 per 16x6 space
Vendors offering services (e.g. mobile phone service, banks, etc.)	\$50.00 per 16x6 space

Also note that we will no longer be able to setup and provide tables free of charge. Tables can be provided by Student Activities for a \$10 per table fee. This fee applies to all those tabling on campus. Requests for tables must be made at the time of booking. Vendors providing their own tables will not be charged the \$10 per table fee.

If you have any questions, please feel free to contact the Office of Student Activities at csmstudentactivities@smccd.edu or 650.574.6141.

AS:fkh