

On-Campus Vendor Policy

College of San Mateo ("CSM" or "the College") agrees to make space available to vendors on campus in order to provide unique products and services that might not be otherwise available to CSM students. For purposes of this policy, a vendor is defined as a business person or business entity who wishes to offer their products and services at College of San Mateo. Such vendors must follow the guidelines outlined below in order to be sponsored in such a manner.

1. Each vendor must complete and sign an Vendor Agreement form.
2. Vendors must follow all College policies while present on campus. Generally, this means that vendors must present their products and services only at a table in designated areas. Vendors must stay behind their tables or in their vendor space and may not follow, shout, or otherwise harass students, staff, faculty, administrators, or community members while vending their products on campus. Those in violation of these guidelines will be asked to leave campus.
3. Any and all payments are due upon arriving on campus, and must be paid prior to vendors setting up. Payment may only be made via cash or check.
4. Campus groups and organizations also use the same areas to conduct events and activities. At times, space may be limited for vendor use. In such cases, every reasonable accommodation will be made to provide vendors with alternative days and times on a first come, first served basis until all vendor spaces are taken.
5. Vendor spaces are primarily intended to vend products and services that are not generally available in local retail stores, which are offered to students at a discount, or which are of particular unique benefit to students. Although the College wishes to encourage and allow most types of products and services, the College does, at its sole discretion, reserve the right to refuse a vendor if, for any reason, the College feels that the product, service, or conduct of the vendor is not in the best interest of the students of College of San Mateo. Such determination will be made by the College Student Life & Leadership Manager, or his or her designee.
6. Items that are not allowed to be vended on campus, under any circumstances, include alcohol, drugs, firearms, or any other item not allowed on the college campus by College/District policy and/or state and/or federal law.
7. In order to allow for a variety within a limited amount of space and time, vendors will be allowed to vend for a maximum of five (5) class-session days per week and no more than ten (10) class-session days per month. Vending can only take place when classes are in session, typically Monday through Thursday from 8 a.m. to 10 p.m. and Friday from 8 a.m. to 4 p.m.
8. The Student Life & Leadership Manager, or his or her designee, shall act to resolve any conflicts or issues that may arise in the course of implementing this policy, or in resolving any issues that are not specifically covered in this written document that relate to vendors and/or vending.