



2024-2025 VENDOR FAIR POLICIES

February 19, 2025- Please read through the following document and indicate on the application that you understand the updated policies. Failure to adhere to any of the given policies will result in the removal of future Vendor Fair events.

SELECTION CRITERIA:

The ASUCI Vendor Fair at UC Irvine is open to vendors of various goods/products. All vendors must have a valid California Seller's Permit and Certificate of General Liability Insurance (COI) and any other permit(s) needed to conduct business lawfully as determined by the State of California and the University of California and must not sell items that are prohibited by University policies or other non-compete contracts. **Prohibited items include, but are not limited to: weapons, beauty products, textbooks, discounted tickets, information-only, donations, food trucks, alcohol, and UC Irvine trademark merchandise.** All exceptions must be acquired in writing by the Vendor Fair Commissioner. Selection is competitive and space is limited. Each Quarter, applications are received for approximately 40 spots. Our selections are based on, but not limited to:

- Desirability of the items or product
- Originality of the items or product
- Success of past Vendor Fair participation
- Price point of items
- Student feedback
- Number of vendors selling similar items
- Timeliness of application and required documents

DATES:

Fairs are held once each Quarter, Monday through Friday, with some being themed.

2024-2025 dates are **ARE HARD, NO EXCEPTION:** *Unless otherwise noted by the University

VENDOR FAIR DATES:

November 4-8, 2024
February 10-14, 2025
May 5-9, 2025

APPLICATION DUE BY:

September 8, 2024
December 15, 2024
March 16, 2025

*REQUIRED DOCUMENTS

AND PAYMENT DUE BY:

October 20, 2024
January 12, 2025
April 13, 2025

COST:

All Vendor Fair space rates are good for the duration of the event, i.e. the entire week, Monday through Friday.

If you are classified as a food/beverage/concessions vendor, you may be required to have a minimum 10' x 30' space, which will be determined by the University.

10' x 10'	\$350
10' x 20'	\$475
10' x 30'	\$600
10' x 40'	\$650

Parking must be purchased through UCI Transportation and Distribution Services (TDS and not through the application process. Your ID and email will be required to pick up your pass at the kiosk, regardless of which vehicle you use. [Click this HERE to purchase your weekly pass from UCI TDS.](#)

Any booth size above a 10' x 30' are limited and NOT guaranteed; first-come, first-serve. Max booth size is 10' x 40'.

Vendors must stay within their given space **AT ALL TIMES**. The booth sizes are designated above with a max height of 10' per space. Vendor Fair reserves the right to ask any participant to leave if they continue to spread outside of their purchased space and have been asked to correct.

Prices are subject to change at any time.

LOADING/UNLOADING:

6:30 am - 8:30 am -- Vendors are allowed to drive to allowed location & unload at their assigned space **ONLY on the day of their arrival****

9:00 am - 6:00 pm -- Open for business; **no vehicles allowed** onto Vendor Fair/Ring Mall

6:00 pm - 7:30 pm -- Vendors are allowed to drive to allowed location & load at their assigned space **ONLY on the day of their departure****

Vendors who park in parking spots, reserved spots, and/or zones that are not designated for loading and unloading will be ticketed as enforced by UCI Transportation and Distribution Services (TDS) at the owner's expense. Vendors are not allowed to park and/or load in the entrance ring in front of the flagpoles in front of Aldrich Hall. **Vehicles will not be permitted to enter the loading zones after 8:30 am.** Those who do not set up by 9:00 am the first day of the Vendor Fair will forfeit their space for the rest of the week unless prior arrangements have been made. **UCI Parking will be actively monitoring and ticketing vehicles on Ring Mall Road who do not abide by the periods given. ASUCI is not responsible for these expenses.**

*** Failure to adhere to the loading/unloading policies above will result in a fine and/or removal from the Fair and future consideration.**

**** ONLY those vendors who have included the Commercial Auto Liability \$1MM Combined Single Limit minimum into their Certificate of Insurance are allowed to drive onto University property. Otherwise, vendors must park in the parking structure/lot and cart/walk items to the Vendor Fair location (SEE LIABILITY INSURANCE).**

PAYMENT:

ALL PAYMENTS must be received before the payment due date (unless otherwise noted by the University or the vendor will not be allowed to participate and space will be canceled, no exceptions will be made.

Invoices will be emailed after approval. Payment will not be accepted during the week of Vendor Fair. The ONLY acceptable form of payment is credit card. A receipt will be sent to you after the transaction has been taken. No other forms of payment are acceptable, no exceptions.

SPACE ASSIGNMENTS

- A. Space assignment and all other necessary paperwork will be sent to the vendor the week leading to the Fair. Vendor is only purchasing for the weekly space in the Vendor Fair, no other components.
- B. Once space is assigned, there will be no changes prior to or during the Vendor Fair under any circumstances. Only the Vendor Fair Commissioner and University personnel have the right to re-assign spaces on a case-by-case basis.
- C. Space preferences may be submitted, but will not necessarily be accommodated.
- D. Vendors must abide by all spacing criteria as set forth by the University policy, including, but not limited to, location and placement.
- E. If the vendor's booth is not in the designated space at any time during the Vendor Fair and/or the vendor moves the space without consent and/or the vendor moves the space after being asked not to, the vendor will be asked to move to the assigned space by University personnel and will be subject to removal from the Fair and/or from further Vendor Fair events.
- F. ASUCI *does not* guarantee to vendors any specific location within the Vendor Fair. We reserve the right to assign space at our discretion.
- G. All vendors are responsible for cleaning up their area on a daily basis. The University has provided dumpsters for refuse disposal in Aldrich Hall and at the Langston Library loading docks. All boxes should be broken down before disposal. If trash is accumulated in an area and cleaned, the vendor will be assessed a fee for removal.
- H. All vendors *must* keep all items within the space provided for them, including horizontal and vertical spacing. All equipment and components of a vendor's setup must fit within the allotted space they are assigned. If extra space is used beyond the purchased allotted space, the vendor will be charged for an additional 10' x 10' booth as needed. Please note, that the booth may only extend 10' from the back of their approved space.
- I. Subletting or "sharing" booth space is **ABSOLUTELY PROHIBITED**. One application per assigned space only. Attempting to circumvent this rule in order to avoid paying full price for the space is grounds for being banned from future Vendor Fairs.
- J. If you are found placing items in non-designated areas, such as planters, you will be asked to remove the items immediately or risk charges for any damages done.
- K. On-site equipment needs can be fulfilled by the Student Center & Event Services department, pending availability at 949-351-7736.

ITEMS REQUIRED AT BOOTH

- A. Vendors are required to have placed on their booth in plain view and sight the 'Vendor Fair Vendor (Date)' as given to the vendor at the time of check-in in addition to the Temporary Vendor Permit.
- B. All vendors must have a copy of their valid CA Seller's permits and any additional permits at their booth in the event that they are asked to show these permits at any time during the Vendor Fair by University personnel.

ALL FOOD/BEVERAGE/CONCESSION VENDORS:

Any vendor selling food/beverage/concession products must be processed in a timely manner through the University for participation in the Vendor Fair. **There is a STRICT limit to the number of these types of vendors allowed at each Fair.** Each is taken as a case-by-case designation only and is up to the sole discretion of the University to allow. Once processed through ASUCI for approval, the vendor will be processed through other internal departments within the University, including but not limited to Environmental Health and Safety, for additional approvals and liability insurance confirmation. The University will hold the final approval stage. Any of the entities reserve the right to reject any vendor at their discretion. If the vendor is not approved at any time during this process, they may continue to work with the said entity in an attempt to become certified as a vendor, but will not be allowed to participate until all areas have been cleared.

Styrofoam is not allowed for use on the campus or from any vendors. If you do use Styrofoam to serve any items, you will be in jeopardy for future denials. Please adhere to using zero waste and/or recyclable products for serving items. UCI Dining can give you a list of recommended items for serving.

The process to approve such vendors can take 12 weeks or more for approval. The University will have the final decision on the set-up of the booth as well as overall participation.

If you are classified as a food/beverage/concessions vendor, you may be required to have a larger space than you are requesting, which will be determined by the University at the time of review.

In addition to the Certificate of Liability Insurance required, all applicable vendors must include the following with their application for consideration and approval:

- **HEALTH PERMIT** - must be current
- ***HEALTH INSPECTION REPORT** - must be current, the address listed must be the address of the commissary where the food is prepared
- **FOOD HANDLING CERTIFICATE** - must be current
- **W9**

***Vendors are subject to an on-site health inspection on Day 1 of the Fair and, if not in compliance at that time or at any time, will have to become compliant in order to continue with the Fair. If at any time a vendor refuses to comply or is disorderly with University administration, the vendor will be asked to leave the premises, and future participation will be in jeopardy.**

All Food/Beverage/Concession booths require overhead protection. NO EXCEPTIONS. Vendors who are preparing food on-site with electrical heating element equipment can be under a canopy with NO side walls. Booths with an open flame (propane, sternos, etc.) will be required to have an OPEN, uncovered space dedicated to that preparation equipment and it cannot be placed under an enclosed booth/canopy. Vendors will be charged for the space required by the University housing the open flame, less the 10' 'buffer' space between the canopy booth and the open flame equipment. Also please note that electrical is extremely limited and may not be available. Please keep this in mind while planning your booth.

The University follows all requirements, at minimum, of the Orange County Temporary Food Facility guidelines.

CERTIFICATE OF LIABILITY INSURANCE:

- All vendors are required to hold General Event Liability or overall Liability Insurance. Vendors must meet University limits and stipulations on their policy. Limits are NON-NEGOTIABLE.
- Vendors must agree to participate until all paperwork has been verified and fully completed.
- If you currently have such insurance, please be sure to review your current policy to ensure that it matches the requirement for different types of Liability Insurance that **are required** by the University. Depending on the activity of the vendor or selling item, the University may request additional coverage.
- The University requires the below stipulations **for ALL vendors at minimum - NO EXCEPTIONS: COMMERCIAL GENERAL LIABILITY - MANDATORY, NO EXCEPTIONS**

COMMERCIAL GENERAL LIABILITY

\$1,000,000	Each Occurrence
\$100,000	Damage to Rented Premises
\$5,000	Medical Expense (any one person)
\$1,000.000	Personal & Advertising Injury

\$2,000,000	General Aggregate (for comprehensive general liability and property damage covering activities for general use of University Properties)
\$2,000,000	Products Completed Operations
\$100,000	Fire Damage (any one fire)

COMMERCIAL AUTO LIABILITY*

\$1,000,000 Combined Single Limit

** Only those vendors who have included the Commercial Auto Liability \$1MM Combined Single Limit minimum are allowed to drive onto University property. Otherwise, vendors must park in the parking structure/lot and cart/walk items to the Vendor Fair location. If at any point during the Fair this stipulation is not followed, the vendor will be asked to provide this coverage and will not be allowed to return to the Fair until then. Future Fair participation may be jeopardized.*

WORKERS' COMPENSATION & EMPLOYERS' LIABILITY - MANDATORY, NO EXCEPTIONS

\$1,000,000 Statutory Limits – WORKERS' COMPENSATION

\$1,000,000 EMPLOYERS' LIABILITY

Please include on your insurance exactly:

Description of Operations/Locations/Vehicles information must read:

The Regents of the University of California are Additional Insured.

Certificate Holder Information exactly as shown below:

The Regents of the University of California

Attn: Student Center & Event Services

UCI Student Center & Event Services

A-311 Student Center

Irvine, CA 92697-2050

949-824-5252

reserver@uci.edu

The UNIVERSITY shall be furnished with a Certificate of Insurance naming THE REGENTS OF THE UNIVERSITY OF CALIFORNIA as ADDITIONAL INSURED in the additional remarks box above the Certificate Holder Information.

For questions regarding, please contact: Chris Richmond
UCI Risk Services
(949) 824-6510

PHOTOS OF MERCHANDISE AND SIGNAGE:

All vendors are required to submit photos of their merchandise and signage for review by the University. These can be uploaded on the application itself. No vendor will be approved if these elements are not provided.

EQUIPMENT:

- A. All vendors may provide their own tables, chairs, canopies, weights, and any other necessary equipment.
- B. **Outdoor canopies must be weighted at all times!!** Weights must be fully attached to all the canopy poles and meet the appropriate weight requirements for the size of canopy, as detailed on the [Vendor Fair website](#). If sandbags are used, they must be tied to the pole; two (2) one-gallon milk jugs (per pole) filled with water may be used as long as they are fully attached to the poles. Use of hard objects for weights is not recommended as they can cause other injuries if run into. Any vendor that does

not have a weighted canopy on all four sides will be asked to remove the canopy for safety reasons. Larger canopies will require more weights in specified areas upon inspection.

C. Vendors may rent select equipment through the Student Center (tables, chairs, weights). Items will be delivered between 7:30am – 8:00am either on day 1 of the Fair or same day if ordered on-site. Please indicate on the application the need for equipment. Deadlines and pricing are as follows (all weekly charges):

Max 2 weeks prior (Pre-Register):

Table and 2 Chairs \$50.00
Additional Chairs \$5.00

Max 1 week prior (Late-Register):

Table and 2 Chairs \$100.00
Additional Chairs \$10.00

- D. Vendors have the option to leave their personal, non-University equipment at the vending site overnight, **however, no overnight security will be provided.** Neither ASUCI, UC Irvine, nor the University of California is responsible for any damage or theft of any equipment or merchandise.
- E. Electrical as well as amperage is very limited for this event. Requests for access to electricity are not guaranteed, but will do our best to accommodate requesting vendors. We will acknowledge the request for access to electricity only if it is requested in writing, in advance, on the application. Failure to adhere to University policy of electrical use and placement will result in removal from the Fair and future Fairs. Extension cords, surge protectors, and any additional equipment needed must meet the university safety requirements, are the responsibility of the vendor and will not be provided.

PARKING:

- A. **PARKING MUST BE PURCHASED THROUGH UCI Events and Services (i.e. Parking) AND IS THE RESPONSIBILITY OF THE VENDOR.** Please visit the following link to purchase your weekly pass: [Link to UCI Park by Plate](#)
- B. **Parking permits are required to park anywhere on UC Irvine campus.** You may not park in Reserved or “AR” spots. Additional restrictions are on your Park by Plate reservation.
- C. Parking is available in Lot 1 as well as the Student Center Parking Structure
- D. No oversize vehicles are allowed. The permit you purchase is not valid for any vehicles that cannot fit within the boundaries of one standard parking space. Oversize vehicle permits can be purchased at the Special Events Parking office located on the ground level of the Student Center Parking Structure.
- E. ASUCI is not responsible for lost parking permits, parking tickets, or other UCI TDS fees.
- F. Campus Police will ticket those vendors who are not loading or unloading in the specific Loading Zones according to the schedule provided above.

STUDENT PRICING:

Students who are currently undergraduate or graduate, registered, and fee-paying while matriculated at the University may apply to become a vendor. Student status will be checked with the Registrar. Students must comply with all policies outlined, including the need for all Permits and Certificate of Insurance with their name and contact information on the documents. Outside companies cannot utilize a student’s status to apply and be a vendor at the student-discounted rate, i.e. student ambassadors, interns, etc. All applications will be subject to review to ensure these are student-led/run initiatives. Vendors under this distinction are seen as a third-party and not under the umbrella of the University. Limited space is available for student vendors.

All Vendor Fair space rates are good for the entire week, Monday through Friday:

10' x 10' \$250

Prices/Programs subject to change at any time.

IN THE EVENT OF RAIN OR OTHER WEATHER:

The Vendor Fair is a rain or shine event. No refunds will be provided due to any type of weather conditions unless at the discretion of the University.

CANCELLATIONS/REFUNDS:

Applications may be withdrawn for a full refund if notice is provided in writing no less than five (5) business days prior to the start of the Vendor Fair. All withdrawals after this date will not receive a refund and a credit will be made for a future Fair. No refunds will be given for any other cause, such as, but not limited to, amount of vendor sales and/or space location. If an application is canceled by the applicant after being approved to participate in the Vendor Fair, it cannot be reinstated, including after the application deadline.

Same-day/week of cancellations may affect future participation in the Vendor Fair and will be looked at on a case-by-case situation. Any charges incurred for equipment rental on a same-day/week of cancellation will be at the discretion of the Student Center, who provides these services.

ADDITIONAL POLICIES:

- A. University personnel will be monitoring the Vendor Fair from 8:00am to 5:00pm daily through the week of the Fair. All vendors must adhere to the policies these members put forth and/or any given directions. Failure to do so will result in the removal of the Vendor Fair and future Vendor Fairs, as deemed necessary.
- B. The University is moving towards a zero-waste outcome at all events and eventually, the entire University. Please be mindful and respectful of this goal and use zero-waste and recyclable products. Remember that you are responsible for waste in your space. Failure to maintain a clean and clear event space for the duration of your stay will result in removal from this and future Fairs.
- C. Return policy must be visibly displayed to all potential customers. "No Returns or Refunds" are allowed, but proper signage must be displayed explaining the policy.
- D. No amplified sound may exceed levels that are audible outside of your designated space. Only certain spaces are designated amplified sound spaces. This policy will be enforced at all times during the week. The University reserves the right to ask you to adjust or turn off any music. Refusing to do so may result in consequences for the current and future Fairs.
- E. ASUCI reserves the right to refuse any application as determined by any staff member, other than the Vendor Fair Coordinator, within/at ASUCI, UC Irvine, and/or University of California at their discretion.
- F. The University reserves the right to refuse future applications from vendors who do not conduct themselves appropriately towards students, staff, faculty, or any other persons on University property. Vendors conducting themselves inappropriately at the time of the Fair will be asked to leave the University with no refund and will not be allowed at future Fairs.
- G. Vendors are invited to participate in the Vendor Fair at the sole discretion of ASUCI and the University.
- H. ASUCI, UC Irvine, and the University of California are not responsible for items sold, lost, returned, exchanged, and those policies associated with. All policies associated with returns and/or exchanges as well as the sale of items are within the right of the vendor.