

Vendor Policy

Purpose

It is the intent of these guidelines and procedures to establish a vendor policy for the College that is manageable and will meet the needs and desires of students. At the same time, however, the College will not function as a place of commerce for vendors or businesses.

“Vendor” as used in this policy includes groups that do not directly sell a product and provide a service such as banks, insurance agencies, credit unions, religious organizations, Armed Forces recruiters, nonprofit organizations or other businesses. Vendor also includes College clubs and organizations that directly support quality of life, scholarship and excellence programs at the College.

The Associated Student Government at the College is the recommending body for implementation and enforcement of this policy. The Associated Student Government will make recommendations to the Dean of Student Services.

Guidelines

1. Repeated or regular vendors are welcome to distribute and sell products, merchandise or information on the College campus not more than three times in one academic year.
2. All vendors must prominently display a sign identifying who they are when visiting the College campus.
3. Vendors are limited to locating tables at one location as specified by the Associated Student Government and Dean of Student Services. Vendors may not move or carry petitions or merchandise from place to place around campus.
4. Tables will be limited to a total of two tables side-by-side for each vendor.
5. Vendors will be limited to no more than two days each visit. The time of day each vendor may visit the campus is from 8:00 a.m. to 4:00 p.m.
6. The type of product to be sold or distributed by each vendor must be approved in advance. The Associated Student Government will recommend whether or not the product should be approved to the Dean of Student Services. A vendor will not be permitted to sell products in competition with Food Service, the College bookstore, or other College department or club without prior approval.
7. Each vendor is responsible for set up and takedown of displays and signs. Vendors are responsible for leaving the campus premises in a clean and orderly condition.

8. Vendors may not yell or call out at students walking by. Vendors may not use audio, speaker or sound systems unless approved in advance.
9. Vendors may not solicit products, brochures or services through the College mail system. Notices and brochures of vendors may be posted on a designated board on campus with approval from the Dean of Student Services.

Procedures

1. All vendors and College club or organization sales will be scheduled through the Associated Student Government with consideration of other functions scheduled on campus. Vendors will request, in writing, permission to be on campus. The request letter shall include, at a minimum:
 - a. Name of organization;
 - b. Place of business;
 - c. Phone number;
 - d. Purpose of visit;
 - e. Total number of persons on campus;
 - f. Proposed dates of visit;
 - g. Product or service to be offered by organization;
 - h. Number of chair and tables to be utilized by vendor;
 - i. Statement that vendor has read these guidelines and procedures and agrees to follow them; and
 - j. If necessary, a request for waiver of fees and the reason why a waiver is being requested.
2. College clubs and organizations selling their own products may be granted an exemption from these guidelines and procedures upon recommendation of the Associated Student Government and approval from the Dean of Student Services.
3. The College will provide tables and chairs to vendors at a charge of \$50.00. This fee shall be paid in advance of the vendor's visit to the College campus.
4. College clubs or organizations may sponsor vendors to visit the College campus. College clubs or organizations wanting to sponsor a vendor must submit a written request to the Associated Student Government containing the information specified above. Vendors must display a sign indicating sponsorship by the College club or organization. Vendors sponsored by a club may not be required to pay a fee for table and chair usage but will be required to pay 15 percent of gross profits to the sponsoring club. Vendors distributing information as opposed to selling a product will not be required to pay 15 percent of gross profits to the sponsoring club. Clubs will be expected to help the vendor with set up and take down of displays, signage showing club sponsorship, counting of vendor receipts each day, and deposit of the club's 15 percent sponsorship.
5. The College reserves the right to deny any vendor access to the College campus. If a vendor becomes disruptive to the operation of the College, permission to visit the campus may be temporarily or permanently revoked. Vendors who are disruptive will be asked to leave the College campus. If a vendor does not leave when requested, the vendor may be cited for trespassing.

6. These guidelines and procedures do not apply to career market job fairs, other College career vendors, or the TVCC Pro-Tech Division Open House.

END OF POLICY

Legal Reference(s):

[ORS 294.100](#)
[ORS 341.290\(2\)](#)

Cross Reference(s):

GBC - Outside or Secondary Employment
GBI - Gifts and Solicitations
KJA - Campus Posting Guidelines