

1. MERCHANDISE/SERVICES

- a. Vendors must obtain any business permits or licenses required by law and must be able to provide proof of such documents upon request.
- b. The SFSS reserves the right to limit the sale of similar merchandise to two vendors. The SFSS reserves the right to restrict the sale of goods that are already being provided to the student body by other SFSS or SFU services (such as food products).
- c. All goods and/or services to be sold and/or promoted must be disclosed at the time of booking. It is the vendor's responsibility to notify the SFSS of any changes to merchandise or service prior to vending date. All changes are subject to approval by the SFSS.
- d. Vendor permits will not be authorized for the sale, promotion, or advertisement of goods and/or services that promote violence, discrimination, or exploitation in their production process (as defined by AP-15 and AP-32). All merchandise and/or services must be legal as defined by provincial and federal laws and the vendor must have the legal right to sell and/or promote them.
- e. Neither the SFSS nor Simon Fraser University will be held responsible for any damage or theft of any equipment or merchandise. Vendors should not leave their equipment or products at the vending site overnight.

2. VENDING SPACE

- a. The vending fee includes one eight-foot table. A second table may be rented for a fee; however set-up must be contained within the 10 foot x 10 foot space, as shown:



- b. All sales activities must be confined within the rented 10 foot x10 foot space. Vendors may not solicit business outside their designated area. Vendors may not call out to students walking past their vending table.
- c. Racks or other display equipment must be freestanding and stable. Vendors must not attach anything to university walls, glass, art or displays.
- d. Vendors may not re-locate their designated vending space without prior permission from the SFSS.

3. SAFETY REGULATIONS

- a. No tables shall be erected in front of any doorway, ramps, fire equipment, elevators, lockers, alarms, or vending machines.
- b. Equipment shall not be left in the vending area on weekends.
- c. Extension cords must be taped down for their entire length. Vendors must not use tape that will leave residue behind.
- d. Fire regulations prohibit open flames, such as candles.

4. VENDING FEES

- a. Vending rates are subject to change without notice.
- b. Fees must be paid in full at the time of booking. The SFSS will not reserve space without payment.

5. VENDOR CANCELLATIONS & REFUNDS

- a. The SFSS requires five business days notice of cancellation to obtain a refund. The vending fee will not be refunded if a vendor cancels in under five business days.
- b. An administration fee of 10% or \$25 (whichever is less) will be applied to all cancellations that are eligible for a vending fee refund.

6. CUSTOMER REFUNDS

- a. Vendor's policy for customers' right to refunds or credit must be clearly displayed.

7. PERSONAL INFORMATION PROTECTION ACT

- a. The personal information you provide in this Vendor Application Package will be used solely for the SFSS Vending Program. By providing it, you give the Simon Fraser Student Society consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organisation. If you do not consent to this, please refrain from providing us with your information

Failure to comply with SFSS, SFU, Burnaby, or any government laws, by-laws, regulations, policies, rules, or anything written in the Term & Conditions may result in immediate cancellation of vending permit and jeopardize future participation in the vending program.

APPLICATION PROCESS

SFU operates on a tri-semester system; therefore, the SFSS offers Fall, Spring, and Summer vending fairs. Tables can be reserved before the semester begins and/or during the current semester.

Applications will be available online in advance of the semester. Interested vendors must download and complete the form, submitting it to the SFSS General Office on or before the deadline outlined in the application letter.

The SFSS will assign tables according to the days and locations requested in the application package. In the case of conflicting applications, we follow these criteria to aid in the selection process: 1) desirability of product or service, 2) variety of merchandise and/or promoted service on a particular day, 3) seniority of vendor. All selections are at the discretion of the SFSS General Office. After all the applications have been processed and tables assigned, the SFSS will notify each vendor of dates and locations. Payment for all days is required immediately upon notification.

Vendors may also choose to book vending days throughout the semester. In this case, they can contact or visit the SFSS General Office to inquire about available dates and locations, fill out the application form, and pay for the days selected.

LOCATION OF VENDING TABLES

Vending is located on the third floor in the South and East Concourse of the Academic Quadrangle (AQ), at SFU's Burnaby campus (see Vendor Map). There are 9 spaces available for reservation in the AQ. Each space is 10 x 10 feet and comes with one 8-foot table. A maximum of one extra table can be rented from the SFSS at the time of booking for a fee of \$5 plus tax.

TIMES

Vending takes place year-round, Monday to Friday, except when pre-empted by other large events, semester breaks and holidays. Vendors can set their own hours, but the concourse is busiest from 9:30 a.m. - 4:30 p.m.

VENDOR DISTINCTIONS & DEFINITIONS

Different types of vendors are given different rates. Below is a list of the different distinctions and their definitions:

<i>Ad Campaigns</i>	Span multiple locations either simultaneously or consecutively, promote products/services of a company with significant impact in their market.
<i>Contract Sales</i>	Vendors whose purpose is to register new clients for a contract program, such as cell phones, credit cards, subscriptions, or banking.
<i>Small Business</i>	Independently owned and operated, has a small number of employees (rule of thumb is 10 or less), low volume of sales, small amount of assets and/or limited impact on the market.
<i>Large Business</i>	Employs a larger number of employees (rule of thumb is 10 or more), high volume of sales, large amount of assets, dominant in its field of operation, and/or has a significant impact on the market.
<i>Craft</i>	A business where all items are handcrafted by the vendor. Items are determined as craft if the starting materials are significantly altered or enhanced by the vendor and/or the handcrafted components functionally or aesthetically dominate any commercial components.
<i>Non Profit</i>	An organization whose primary objective is to support an issue or matter of private interest or public concern for non-commercial purposes, without concern for monetary profit.
<i>SFSS Student</i>	Currently registered at SFU and is the primary owner and operator of the business. A student enrollment record must accompany the vendor application and proof of business ownership must be submitted upon request.

RATES

The vending fee varies depending on the type of business and merchandise and/or service being sold and/or promoted. The rates below includes one 8 foot table, but do not include tax. The SFSS donates 10% of the vendor fee to the SFU Food Bank. Summer rates are 30% less than Fall & Spring. * If an SFSS student is promoting something that is non-company related (ie. club activities), the fee is reduced to \$5 plus tax.

	Ad Campaign	Contract Sales	Large Business	Small Business	Craft	Non Profit	SFU Student
Sales	\$200	\$150	\$120	\$60	\$35	\$15	\$15
Promo	\$200	--	\$100	\$45	--	\$15	\$15

PAYMENT

Payment is due at the time of booking. The SFSS will not reserve any vending date without first receiving payment for those days. Payment can be made either by cash, debit card, credit card, or cheque (post-dated cheques will not be accepted).

CANCELLATIONS

The SFSS requires 5 business days notice of cancellation to obtain a refund. The vending fee will not be refunded if a vendor cancels in under 5 business days. Please note that an administration fee of 10% or \$25 (whichever is less) will be charged for **all** cancellations eligible for a refund.

SPECIALS

- Buy Four, Get One Free: If a vendor books one full five-day week, from Monday to Friday, the Friday is free.
- Vendor Loyalty Rewards: Vendors booking their tenth (twentieth, thirtieth, etc.) day will receive that day for free. These days do not need to be consecutive.

PARKING

Daily parking passes can be purchased from the SFSS General Office at the time of booking. The rate of a daily vendor pass is significantly less expensive than purchasing a pass from the parking meter. If you have booked for 3 or more consecutive days, it is more economical to purchase a weekly parking pass from the Parking Office, WMX 3110 (please see Vendor Map for location). The Parking Office requires an SFSS Vending Permit to purchase the pass and is open 8:30-4:30, Monday to Friday. Please note that you can only park in the "B Lots" when you use the weekly pass.

LOADING

The most convenient loading zone is located in Strand Hall receiving area. This loading bay has a flat walking path that leads to the 3rd floor East Concourse of the AQ. If this loading bay is not available, an alternate loading bay is located in Saywell Hall (SWH). Please refer to the Vendor Map for locations.

NAME _____ BUSINESS NAME _____

WEBSITE _____ EMAIL _____

PHONE _____ 2nd PHONE _____ FAX _____

MAILING ADDRESS _____
street address city province postal code

Type of Business
 (complete both 1 & 2)



- Sales
- Promotions



- Contract Sales
- Advertising Campaign
- Small Business
- Large Business
- Craft
- Non Profit
- SFSS Student (must provide class record)

Goods/Information to be Sold/Promoted (please list *everything* & attach photographs or provide website):

Mark off the days you want to vend with an 'X' (Days shaded in a grey box are not available for vending):

September					October					November					December				
m	t	w	r	f	m	t	w	r	f	m	t	w	r	f	m	t	w	r	f
									1	1	2	3	4	5					
	7	8	9	10	4	5	6	7	8	8	9	10		12	6		8	9	10
13	14	15	16	17		12	13	14	15	15	16	17	18	19	13	14	15	16	17
20				24	18	19	20	21	22	22	23	24	25	26					
27	28	29	30		25	26	27	28	29										

Please ensure that you mark the correct days as we will assign them according to this list. Please note all of the days you request may not be available & payment will be due immediately after vending days are confirmed. **FYI: Exam period begins Dec. 8 and ends Dec. 18.**

Preferred table location:
 (see vendor map for reference)

_____ 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____ 5th choice _____ 6th choice _____ 7th choice

- Require Additional Tables?** (\$5/day) **Require Parking Pass?** (\$5.50/day) **Require Access to Electricity?**

Comments:

I have read and I understand the information provided in this package and agree to abide by the rules and policies set forth by the Simon Fraser Student Society as well as all federal, provincial, and local laws, codes, and regulations. If I break or ignore any of the outlined terms, my participation in the vending program will be jeopardised and may result in immediate cancellation of my vending permit without a refund.

 Vendor Signature

 Date of Signature

mail, fax or submit this form to:

SFSS General Office | MBC 2250, SFU | Burnaby, BC | V5A 1S6
 p 778.782.3870 f 778.782.5843 e sfssgo@sfu.ca