Outside Vendor Contract Instructions

- Vendor must contact the Director of Student Life Assistant, Cynthia Ross (925-424-1297), to schedule the event.

- Vendor must fill out, sign, and return the Outside Vendor Contract two weeks prior to the event in order to secure the date.

- If the original contract information changes, it is the responsibility of the vendor to inform the Director of Student Life, Cynthia Ross, before coming to Las Positas College.

- Vendor must pay the entire fee of $100 per day before the day of the event or the event will be cancelled, unless other arrangements have been made with Cynthia Ross.

- Prior to the event, a time and place will be agreed upon to meet on the day of the event. Failure to show up on time for this meeting may result in cancellation of the event or a late fee of $25.

- Vendors must notify the Office of Student Life in writing (fax: 925-371-5572) by noon at least one day prior to the event if the event must be canceled. Failure to do so will result in a cancellation charge of $25 and vendor will be prohibited from returning to LPC.

- Vendor may not sell credit cards or anything that can place students in a financial bind.

- Vendor must set up on time and clean up on time. Please be aware that no vehicles are allowed on the campus. Vehicles must remain in designated parking lots. Vendor will need to cart materials, equipment, and supplies to the assigned table(s).

- Vendor may not approach anyone to solicit products and/or services. Vendor must remain at the assigned table(s) and allow individuals to approach them.

- Vendor is responsible for purchasing a daily parking pass ($2 fee/day) which is required of all LPC visitors. Failure to purchase a parking pass will result in a ticket.

- Violation of any of these rules can result in the immediate removal of the vendor from the LPC campus.

Signatures

Name of Company ___________________________ Name of Vendor Contact ___________________________ Date ___________________________

Cynthia Ross, Director of Student Life, Las Positas College ___________________________ Date ___________________________

THE SIGNED CONTRACT MAY BE FAXED TO ASLPC OFFICE @ (925) 371-5572
Outside Vendor Contract

Vendor’s Company Name: ____________________________________________________________

Vendor Contact: ____________________________ _____________________________
First Last

Contact Telephone: ____________________________ _____________________________
Cell # Work #

Contact E-mail: ________________________________________________________________

Mailing Address: ________________________________________________________________
Street

City State Zip

Date(s) of Event: ________________________________________________________________

Time(s) of Event: ________________________________________________________________

Location: 

☐ Outside Representatives _______ Number of Tables _______ Number of Chairs _______
☐ Inside

Canopy to Cover Table? Yes _______ No _______

Purpose for LPC Event:

For Office Use Only:

Date Contract Received: __________________________________________________________

Date Payment Received: __________________________________________________________

Location Assigned: 

☐ Student Center Dining Room
☐ Student Center Patio
☐ Upper Quad
☐ Other: ______________________________