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 TABLE PER DAY** before the day of the event or the event will be cancelled, unless other arrangements have been made with Cynthia Ross. Vendors may not bring their own tables unless previously agreed upon with the Director of Student Life. Non-profit organizations must submit official verification of their non-profit status in order to receive the non-profit tabling fee rate. Non-profit organizations may visit the campus twice per semester without paying the tabling fee.

- 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.

- Vendor 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 items of any type.** 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 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 is responsible for purchasing a daily parking pass ($2 fee/day **CASH**) 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**

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Name of Vendor Contact</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Ross, Director of Student Life, Las Positas College</td>
<td></td>
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</table>

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

Vendor’s Company Name: ______________________________________________________

Vendor Contact: ___________________________________________________________

Contact Telephone: ___________________________ ___________________________

Contact E-mail: _________________________________ __________________________

Mailing Address: ___________________________________________________________

Date(s) of Event: ___________________________________________________________

Time(s) of Event: ___________________________________________________________

Location: ___________________________ ___________________________

Location Assigned: □ Quad □ SSA Dining Room □ ASLPC Patio □ SSA Patio □ Other: ___________________________

For Office Use Only:

Date Contract Received: ___________________________________________________

Date Payment Received: ___________________________________________________

Number of Representatives _____ Number of Tables _____ Number of Chairs _____

Canopy to Cover Table? □ Yes □ No _____

Purpose for LPC Event: _____________________________________________________