

PROCEDURE

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| Subject | Vendor Events on College Property | Number: 1.26.02 |
| Source | Vice President, Finance and Administrative Services | Reference (Rule #) 6HX14-1.26 |
| 3 U H Services HQ W TV \$ | 8/14/2017 | |

PURPOSE:

It is the policy of the College that any and all College sponsored vendor daily sales events will have prior approval of the President of the College, or appointed designee. Events such as farmers markets, jewelry shows, art shows, flea markets, hobby shows, special auto sales, etc. and other events for the benefit of the College will be included in this category. Under no circumstances will the College allow the use or sale of fireworks, guns, weapons or any other specified dangerous items at such events. Sale or serving of alcoholic beverages requires prior authorization of the President of the College. No vendor or non-College organization may solicit or market products, programs, memberships or any other endeavor, without prior authorization of the President, or appointed designee.

Process:

7 KH & R Oshes Services Department, as part of the Finance and Administrative Services Division, shall oversee all event preparations and event supervision. These events can be designated single day events or can have regular recurring dates throughout the school year.

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- x All insurance certificates and hold harmless and indemnity agreements shall be signed and V X E P L W W H G W R e d W K H B & R O O H J H ¶ V e a s t t e n (1 0) b u s i n e s s d a y s p r i o r t o t h e e v e n t . T h e D i r e c t o r , B u s i n e s s S e r v i c e s o r h i s / h e r d e s i g n e e s h a l l h a v e f i n a l a p p r o v a l o n a l l s u c h d o c u m e n t s . S C F r e s e r v e s t h e r i g h t t o r e q u e s t t h e v e n d o r h a v e h i s / h e r i n s u r a n c e a g e n t s u b m i t c e r t i f i e d c o p i e s o f i n s u r a n c e p o l i c i e s f o r r e v i e w p r i o r t o s u c h a p p r o v a l . F a i l u r e t o f u r n i s h p r o p e r e v i d e n c e o f l i a b i l i t y i n s u r a n c e c o v e r a g e m a y r e q u i r e t h e v e n d o r t o p u r c h a s e s u c h a p p r o v e d i n s u r a n c e t h r o u g h t h e C o l l e g e a s o f f e r e d b y t h e F l o r i d a C o l l e g e S y s t e m R i s k M a n a g e m e n t C o n s o r t i u m .
- x Any and all vendors at such events shall adhere to ALL College policies, rules and procedures. \$ Q \ Y L R O D W L R Q R I W K H V H S R O L F L H V U X O H V D Q G S U R participate in such events on the Coll H J H ¶ V S U R S H U W \
- x Each vendor shall be responsible to manage its appointed space; to set up its product demonstration area; to supply all equipment necessary for the protection of vendor V ¶ S U R S H U W and to dismantle/ U H P R Y H I U R P W K H & R O O H J H ¶ V