

**OFF CAMPUS VENDOR POLICY**  
**Valid for the 2008-2009 Academic Year**

1. All off campus vendors must register and reserve space through the Office of Conference & Event Services at 310.338.2975.
2. All vendor sales are restricted to the Herrean Plaza unless otherwise approved.
3. All sales on the Herrean Plaza are to take place between the hours of 10am and 3pm and with the use of one 6' table and two chairs, unless otherwise specified.
4. Merchant sellers must provide evidence that they are in compliance with State Board of Equalization Sales and Use Tax laws and possess applicable Business Permits.
5. Off campus vendors will be charged exactly seventy (\$70) dollars per table per day. The seventy (\$70) dollar fee must be paid by check or money order payable to:

Loyola Marymount University  
Conference & Event Services  
One LMU Drive, MS 8150  
Los Angeles, CA 90045

All payments must be made seven (7) business days prior to the Herrean Plaza sale date. If payment is not received seven (7) business days prior to the sale date, the reservations are subject to cancellation.

6. After payment has been received by Conference & Event Services, a Confirmation Notice and Herrean Plaza Permit will be issued. Confirmation Notices will be mailed for your records. Prior to your setting up on the Herrean Plaza, permits will be placed on the table designated for your company.
7. The vendor's name and Herrean Plaza Permit must be visibly posted on the table at all times.
8. Appropriate attire and respectful behavior is expected.
9. The use and/or possession of alcohol or any controlled substance or illegal drugs on University premises or at a University sponsored activity is strictly prohibited.
10. All products sold and actions taken by the vendor must be in compliance with the mission, goals and objectives of Loyola Marymount University. (Including LA Living Wage, No Sweatshop practices, and Fair Trade Coffee, and apparel licensing compliance)
11. All vendor fees paid to the University are non-refundable. Only in the case of inclement weather will Herrean Plaza dates be rescheduled. No exceptions are made.
12. Student organizations that sponsor off-campus businesses (vendors) as a fundraiser or as a part of their event, must seek approval from Student Life and Conference & Event Services.

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**13. Vendor Scheduling Procedure and Fees:**

- A. An Activity Planner approved by Student Life is required before the student organization may make any arrangements with Conference & Event Services. The business name, address and phone number and a description of the item(s) sold are required on the Activity Planner.
- B. Off-campus vendors are charged a fee of \$70 per day per space. A signed contract and payment must be received seven business days prior to the sale date.
- C. A confirmation notice will be generated and sent to the sponsoring group. Once all paperwork is completed and payment is received, a vendor permit will be issued. The permit will be displayed on the table itself on the date received.
- D. All vendor fees paid to the University are non-refundable. In case of inclement weather Herrean Plaza dates will be rescheduled.

**THE VENDOR AGREES:**

To defend, indemnify and hold harmless Loyola Marymount University, its officers, employees, students and agents from and against any losses and expenses, claims, suites or other liability including product liability, resulting from injury to any person or damage to property arising out of or in any way connected with the vendor's exercise of this privilege.

**THE VENDOR UNDERSTANDS:**

That should he/she violate any University policy or any law applicable to the Vendor's activities at the University, the Vendor shall be removed from University premises and the vendor permit revoked.

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Proposed Dates of Use**

\_\_\_\_\_  
Date

**OR**

\_\_\_\_\_  
Date