

University of California, Davis
OFF-CAMPUS
NON-FOOD VENDOR APPLICATION

OFFICE USE ONLY	OFFICE USE ONLY
<p style="text-align: center;">Date Received _____ Received By _____</p> <p>EVENT NAME Black Family Day</p> <p>EVENT DATE May 20, 2017 EVENT SPONSOR Cross Cultural Center</p> <p>RETURN APPLICATION TO Monae Roberts 397 Hutchison Dr. Suite 1300, Davis, CA 95616</p> <p>DEADLINE: MUST BE POSTMARKED BY MAY 1, 2017</p>	<p>Vendor Fee \$25</p> <p>Liability Insurance _____ (proof enclosed)</p> <p>Auto Insurance n/a (proof enclosed)</p>

NOTICE OF FEES:

\$25 Event Fee

NOTICE OF INSURANCE: See page 4 for insurance requirements. Applications will not be processed without attached proof of insurance.

1) Business/Vendor Name:	2) Tax ID Number (Employer ID or SS#):
3) Business License or Resale Number and Type:	4) Business Owner's Name/Contact:
5) Business Address: Mailing Address: _____ City: _____ State: _____ Zip: _____	
6) Telephone Contact: Business Phone: () _____ Cell Phone: () _____ Fax #: () _____ Best Time to Call: _____	
7) Is this a non-profit organization? (if yes, please include copies of your federal and state non-profit, tax exemption status papers with this application) Yes <input type="checkbox"/> No <input type="checkbox"/>	
8) Who will be on site contact during event:	
9) Address of on site contact: Mailing Address: _____ City: _____ State: _____ Zip: _____	
10) Telephone: () _____	Best time to call:

11) List items/goods to be sold and their price:

1.	
2.	
3.	
4.	
5.	

12) (if applicable) Describe in full detail any demonstration or skill/craft that will be displayed, and equipment to be used. Example: Demonstration of wrought iron using hammer, anvil, tongs and a portable forge using coals.

ELECTRICAL NEEDS:

Vendors are responsible for providing all equipment, including 100 foot long 12 or 14 gauge extension cords and power strips. Shorter extension cords may not be strung together. All equipment and extension cords must be in good working condition, UL Listed and meet campus electrical requirements (see attached "Electrical Safety Requirements for Temporary Facilities").

List below EACH item of equipment that requires electricity, propane and/or charcoal. For electrical equipment, provide the amps OR volts AND watts required for each item. **Power is limited and items not identified will not be permitted.**

Equipment	Volts	Watts	Amps	Propane	Other(specify)
Examples: Lamp	110	100	5.12	5 gal	
Computer DVD Monitor Grill	120	200			
Total					

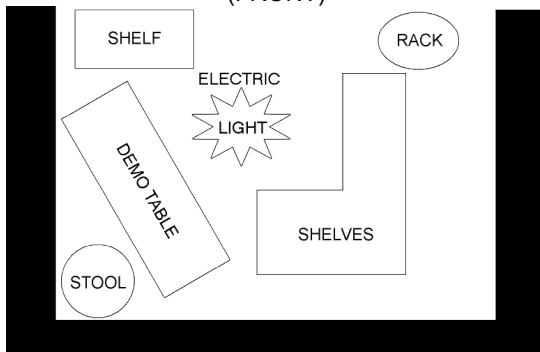
APPLICATIONS WITH INCOMPLETE ELECTRICAL INFORMATION WILL BE RETURNED.

PLOT PLAN VENDOR BOOTH

Draw a detailed plan of your proposed vendor booth
and specify dimensions below.

Booths may not exceed 10' x 10' without advance approval of event sponsor. No booth may exceed 200 sq. ft.

SAMPLE PLOT PLAN
(FRONT)



DIMENSIONS

Width(sides) _____

Length(front) _____

Height _____

Mark location of front of booth

VENDOR INSURANCE REQUIREMENTS

IMPORTANT: All off-campus vendors engaged in sales of goods and services (non-food) at special events on the University of California, Davis campus are required to carry insurance in the amounts listed below:

SALES OF GOODS AND SERVICES

General Liability	\$2,000,000	Aggregate
	\$1,000,000	Per occurrence
	\$1,000,000	Products and completed operations
	\$1,000,000	Personal Injury
Auto Liability	\$1,000,000	Per occurrence (or maximum of \$2,000,000 aggregate for one policy year)
Worker's Compensation	Statutory Requirement	

- You are required to provide proof of general liability in the amounts specified above and naming the Regents of the University of California as additional insured. Attach a Certificate of Insurance to this application if your policy meets these requirements.
- **OR**, you may purchase general liability insurance from UC Davis CampusConnexions to cover this special event. Go to <http://ucd.marshcampusconnexions.com> → Vendors and Contractors (Learn more) → Exhibitors. Print and complete the Exhibitor/Vendor Liability Insurance Application, then return via fax to 515-365-3005 or email to plsdsteam@marshpm.com. Once the application is received, Marsh will contact you. Attach the Certificate of Insurance for the coverage you purchase to this application.
- You are also responsible for providing the stated amount of automobile liability insurance.
- We cannot process applications without a Certificate of Insurance attached. For more information, contact the event sponsor at _.

Name of Vendor:

Mailing Address:

City:

State:

Zip:

Phone:

Please indicate enclosure of the following required items:

- Certificate of Insurance naming the Regents of the University of California as additional insured on a general liability policy meeting above requirements.
- \$25 Event Fee. If I am not approved as a vendor, the following will be returned to me: _____
- Proof of auto insurance.

Signature: _____

Date: _____

INDEMNIFICATION

Vendor shall defend, indemnify, and hold the University, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of vendor's activities on University premises but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of vendor, its officers, agents, or employees.

I have read and understand the information provided to me by the event organizers. I am aware that participation in this event is contingent upon:

- 1) Provision of all information requested at the time I submit this application;
- 2) Acceptance of application by event organizers, UC Davis Fire Department, UC Davis Property and Liability, and UC Davis Office of Environmental Health and Safety (EH&S);
- 3) Adherence to all guidelines provided;
- 4) All items or artifacts that I sell and/or exhibit being appropriate and consistent with the purpose of the event (event organizers have the right and authority to refuse and/or remove items or artifacts deemed inappropriate);
- 5) Successful completion of UC Davis Fire Department and UC Davis Office of Environmental Health and Safety (EH&S) inspections; and
- 6) My refraining from advertising or promoting this event. Publicity is the sole right of UC Davis.

I realize that failure to achieve satisfactory on-site Fire Department and/or EH&S inspections and/or failure to comply with the stated requirements are grounds for being excluded from participation in this and possibly future events on the UC Davis campus. I agree that fees already paid will not be refunded should my booth not satisfy the conditions stated in the Vendor Application and Information Attachments. I am also aware that if I have any questions regarding the requirements, I can contact EH&S at (530)752-3572 and the Fire Department at (530)752-1236 for assistance.

Signature

Date

RETURN COMPLETED APPLICATIONS TO EVENT SPONSOR

For Office Use Only

Accepted by: _____
(UC Davis Environmental Health & Safety)

Date: _____

Accepted by: _____
(UC Davis Fire Department)

Date: _____

Accepted by: _____
(Event Sponsor)

Date: _____