### Office of Student Life
#### Table Vending Application

<table>
<thead>
<tr>
<th>Organization/Company Name:</th>
<th>Organization/Company Address: (If Chabot Club, state &quot;Chabot College&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Contact Phone:</td>
</tr>
<tr>
<td></td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

Please Circle:  
- Sales  
- Informational  
- Non-Profit  
- Military Recruiting  
- Chabot Club  
- Other

If circled “Other,” please explain table purpose:

Describe Goods Sold / Services Provided: (read table vending policies on page 2)

Date & Time Requested: (one application per date)  
Amount of Tables Requested: (1 table is 72” x 30”)

#### Procedures to Table Vending:

1) **Complete Application:** Applications must be completed and signed. **One** completed application for **each** date.

2) **Methods of Submitting Application:** Only completed hard-copy applications will be accepted. Application must be received by Chabot College Office of Student Life at least 24 hours prior to the requested date. Please submit application as soon as possible, table reservation is on first-come basis. Table assignment is at the Office of Student Life’s discretion, and the College reserves the right to refuse services to anyone.  
   - **Option 1:** Mail completed application to Office of Student Life, Chabot College, 25555 Hesperian Blvd. (Room 2355), Hayward, CA 94545. Please recognize postal service delivery time.  
   - **Option 2:** Deliver completed application in person to the Office of Student Life.

3) **Payment:** Payment must accompany completed and signed application or it will not be processed until payment is received. Submit payment with a check or money order made payable to “Chabot College.” Table Vending fees are $50 per table per day for profit organizations. Vendors selling products must attach a copy of their Resale License to complete their application. Non-profit and Community organizations may be assigned a space free of charge (subject to availability). Please attach copy of your Federal 501C status to complete your application.

4) **Set-Up:** Check-in at the Office of Student Life in Room 2355 (Building 2300) prior to setting up and acquire a Visitor’s Sticker for each day and receive a receipt of your payment. Remember to keep your receipt as proof of payment. Ensure your Visitor’s Sticker is visible. Anyone without a sticker will be directed by Security or Staff to check-ins and/or asked to leave the campus.

5) **Time Allotted:** Hours of Table Vending are only 9:30am-5pm, Monday – Thursday. Be sure to remove all of your items from the Lobby by 5pm and clean your space and the area around it. Any damages or unclean areas will result in your loss of ability to reserve tables in the future.

“I have read, understand and will abide by the Chabot College Table Vending Policies. I also understand that failure to comply with these terms will result in forfeiture of all reservations and fees and may result in my inability to utilize or reserve vendor tabling services in the future.”

Representative Signature: __________________ Date: ____________

### Office Use Only

CIRCLE AND COMPLETE WHERE APPLICABLE

<table>
<thead>
<tr>
<th>Fee:</th>
<th>N/A or $ __________</th>
<th>receipt # __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment:</td>
<td>Resale License</td>
<td>or Proof of 501c Status</td>
</tr>
<tr>
<td>Reservation:</td>
<td>Noted in Reservation Binder</td>
<td>/ Called to Confirm</td>
</tr>
<tr>
<td>Additional:</td>
<td>Copy/Send to Transfer Center (if App. is from a college)</td>
<td></td>
</tr>
</tbody>
</table>

Stamp with Date Received: __________________

Received By: __________________
Chabot College Office of Student Life Table Vending Policies

The following policy applies to all individuals, groups, organizations and representatives while on the Chabot College campus for sale of products, distribution of goods, recruiting of individuals or signatures, solicitation and related activities:

Terms and Conditions

1. The right to be on campus for selling of products, distribution of goods, recruiting of individuals or signatures, solicitation and related activities is granted only with approval from the Director or Student Life (or designee), in the Office of Student Life (RM 2355).

2. Sales, distribution, recruiting, solicitation and related activities are to be conducted only on Mondays, Tuesdays, Wednesdays and Thursdays, from 9:30AM to 5:00PM, during the regular school year.

3. The College, through the Office of Student Life, solely reserves the right to assign vendor spaces in the approved vending, distribution, recruiting, solicitation and related activities area, which is limited to the first floor lobby of the Student Center, Building 2300.

4. The College reserves the right to limit the size of display areas and the duration of all vending, distribution, recruiting, solicitation and related activities.

5. Items for sale cannot violate copyright, trademark, patent or related laws. By signing this agreement the vendor warrants that they can produce, at the point of sale, written permission from the owner of any trademark, service mark, verification of authenticity and proof of authorized representation of an agency or organization, upon request of a College official.

6. Any items deemed to be in direct competition with the Campus Bookstore or Fresh ‘n Natural as determined by the College, may not be sold or distributed.

7. Chabot College does not allow solicitation for Visa, MasterCard, Discover, American Express, or any other credit cards or related services on College premises. In addition, sales or distribution of cellular phones, phone cards and pagers is not allowed on College premises. The College reserves the right to limit or disallow the sale or distribution of items at their discretion without prior notice.

8. Vendors agree to defend, indemnify, and hold harmless the College, its respective officers, employees, students and agents from and against any and all claims which arise due to vendor, and any and all claims of infringement of trademark or intellectual property rights, including attorney fees.

9. All vendors shall comply with all policies and guidelines of the College as they relate to sales, distribution, recruiting, solicitation, posting publicity and personal conduct, while on the College Campus. College policies and guidelines can be found in the Chabot College Handbook, which is available in the Office of Student Life, and/or online at www.chabotcollege.edu.

10. All vendors shall comply with all federal, state and local laws.

11. Table Vending fees are $50 per table per day for profit organizations. There is no charge for community and non-profit organizations. The College reserves the right to determine non-profit status of applicants and requires written proof of Federal 501C status.

12. Vendors who do not submit a completed application and payment are subject to a Stand-by fee of $60 per table per day, if a table is available.

13. Payment is due in full at the time of application/reservation. Stand-by fees of $60 per table per day will apply for any person who does not pay at the time of submitting the application/reservation.

14. The College will provide one table and two chairs for each vendor. Chabot College is not responsible for any loss, thefts or damages to vendor’s property; as such vendors are advised to stay at their table in their vendor space for sales, distribution, recruiting, solicitation and related activities. Vendors may not impede student’s mobility in the lobby area or move their vendor tables out of the lobby and/or to other areas on campus.

15. Tables may not be moved or relocated by any vendor.

16. There are no refunds.

17. Vendors may park in any Chabot College student parking lot and are responsible to pay the regular daily fee of $2.