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## VENDOR INFORMATION

Room Scheduling & Events Management Office

Thank you for your interest in being a vendor at Edmonds College. Below are the College's policies regarding vending on our campus. Please review these policies.

### What we need from you:

- Business License ID number (see Vendor Registration Form)
- Room Scheduling Request Form – each time you plan to sell on campus (or all three dates on one form for entire academic year)
- Vendor Registration Form – once per academic year

### Vendor Day:

- Vendors will be welcome on campus on **Wednesdays** during the regular academic year; no reservations are accepted during summer quarter, finals week or breaks

### Fee Information and Other Guidelines:

- The vending fee is **\$45** per day, payable at time of registration. Check or exact cash only
- Each vendor will be limited to a maximum of three (3) Wednesdays per quarter
- Vendors are **responsible for their own tables and chairs**. Please do not use student study tables (see also “Vending in Snohomish Lobby”)
- Regular hours for vendors are 8:30 a.m. to 4:30 p.m. Evening classes are also held on campus, and vendors may stay later if desired, on those nights when evening classes are in session; please note ending time on request form
- Your completed facilities use request form, returned to [scheduling@edmonds.edu](mailto:scheduling@edmonds.edu) with your \$45 per day payment, will allow your assignment as a vendor on the Edmonds College Campus, always subject to space availability. If no form is on file, we reserve the right to deny vending access
- Please bring a copy of your confirmation with you while on Edmonds College Campus
- There are two designated locations for vendors: indoors - the first floor of Snohomish Hall (SNH), and outdoors - in the courtyard (CRT). Space will be assigned based on preference and/or availability

### Information about Vending on Edmonds College Campus:

- Vendors marketing services or other non-tangibles may do so if their marketing materials meet all Better Business Bureau standards, and do not contain any information that may mislead the students or employees of Edmonds College, or any visitors to campus
- Displaying, pricing, and labeling of all merchandise is the responsibility of the vendor

- If a vendor does NOT want customers touching or handling merchandise without assistance, it is the vendor's responsibility to post readable signs at the display space instructing customers to NOT handle any merchandise without requesting the vendor's assistance or permission
- Vendors are professional guests on the Edmonds College Campus, and are expected to maintain a professional business-like and courteous demeanor at all times while on campus. Vendors may not participate in any activity that interferes with Edmonds College's operations, or the provision of higher education programs to its registered students. If Campus Security or an Edmonds College administrator feels any vendor fails to adhere to these policies, the vendor will be asked by Edmonds College Campus Security to remove all merchandise and leave the campus in a cooperative and professional manner as quickly as possible
- Vendors may not physically touch any Edmonds College student, employee or visitor at any time for any reason
- Any matters regarding the potential purchase/sale of the vendor's merchandise are strictly between the vendor and the potential customer
- All merchandise and personal property of the vendor are brought to the Edmonds College at the discretion and risk of the vendor, including any vehicles parked on Edmonds College campus while the vendor is on campus
- All merchandise is displayed for sale or marketing at the vendor's own risk
- Security of all merchandise and personal property belong to the vendor is the responsibility of the vendor. This includes any vehicle(s) the vendor may park on campus. Edmonds College does not provide any special or additional security protection to the designated vending areas over and above that which it provides to any other area of the campus during normal business hours of Edmonds College's campus
- Edmonds College is not responsible for stolen or damaged merchandise or personal property, or for any losses or damages that may be incurred by the vendor for any reason

**Further Questions?**

- If assistance is required, the vendor may contact Edmonds College Campus Security at 425.754.0154
- Questions? Contact Room Scheduling & Events Management Office – 425.640.1781 or the Center for Student Engagement and Leadership Office – 425.640.1581