

# Undergraduate Student Handbook

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## Vendors

Saint Mary's College of California

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## **Vendors**

Vendors from off campus can contract with Student Involvement and Leadership to come to campus and showcase services that meet specific student needs. The goal of the program is to connect students with companies that not only interest them, but also companies that are responsive to the needs and goals of our community.

## **Vendor Guidelines**

The purpose of bringing vendors to campus is to provide Saint Mary's College students with easy access to a variety of services we believe they will find helpful while students on our campus. To insure that our students, faculty, staff and vendors have a positive experience, the following guidelines are in effect for all vendors:

- Vendors wishing to set up displays larger than an 8ft. table (i.e. banners, signs, larger displays) must obtain permission from the office in advance. Appropriate displays will be accommodated as space permits.
- Vendors must remain at their tables at all times. Walking around the campus, approaching students, etc. is not permitted and may result in removal from campus and the inability to advertise on campus in the future.
- Competing services may be present on campus. We will attempt NOT to place competitors next to one another; however, this may occur.
- Negative promotions or other practices which detract from the positive atmosphere of the campus will result in removal from campus and the inability to promote on campus in the future.
- Refunds are not available for cancellations made within a week of the campus visit.
- California legislation requires colleges to adopt policies to regulate the marketing practices used on campuses by companies marketing credit cards. Due to these policies, Saint Mary's College will not allow any vendor to market credit cards.
- Storage of equipment and/or merchandise will not be provided by Saint Mary's College of California.
- No more than two vendors are allowed per table.

### **Vendor Pricing**

- \$75 per day - 10:00am - 3:00pm
- You will be supplied one six foot table and two chairs.
- Additional six-foot tables may be requested at an additional cost of \$25.00 for up to 2 extra sets of tables and chairs.
- Fill out the *Campus Vendor Registration* to reserve a spot: <https://www.stmarys-ca.edu/for-community-visitors/for-vendors>

Contact Information:  
 Student Involvement and Leadership  
 925-631-4852  
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