

1. GENERAL GUIDELINES

- A. The SFSS reserves the right to:
 - a. Limit the sale of similar merchandise to two vendors.
 - b. Restrict sales of goods that are already being provided to the student body by other SFSS or SFU services (such as food products).
 - c. Limit the total number of student vendors.
- B. All goods and/or services to be sold and/or promoted must be disclosed at the time of booking. It is the vendor’s responsibility to notify the SFSS of any changes to merchandise or service prior to vending date. All changes are subject to approval by the SFSS, failure to do so can result in immediate cancellation of vending permit and no refund will be granted.
- C. Vendors may not solicit business outside their designated area, or aggressively market to students. Failure to respect these guidelines are grounds for immediate cancellation of current and future vending permits.
- D. Vendors must follow all [University Policies](#) while on-campus. This includes presenting only the products and services approved on the application form and only at the table assigned, not using amplified sound, staying behind the table(s) or in their Vendor space, and not following, shouting, or otherwise significantly disturbing students and employees while vending their products on campus.
- E. Vendor permits will not be authorized for the sale, promotion, or advertisement of goods and/or services that promote violence, discrimination, or exploitation in their production process.
- F. All merchandise and/or services must be legal as defined by provincial and federal laws and the vendor must have the legal right to sell and/or promote them.
- G. Vendors are NOT allowed to sell cannabis and cannabis products, including health products and cosmetics.
- H. Vendors may not loan or sell their table to another vendor.
- I. Vendors must not bring their own table.
- J. Vendors should not leave their equipment or products at the vending site overnight. Neither the SFSS nor the Simon Fraser University will be held responsible for any lost, stolen, damaged articles, money, equipment or merchandise.

2. SAFETY REGULATIONS

- A. All items from daily sales must be removed from the table and surrounding space at the end of each day. No equipment shall be left in the vending area on weekends.
- B. No tables shall be erected in front of any doorway, ramps, fire equipment, elevators, lockers, alarms, or vending machines.
- C. Extension cords must be taped down for their entire length. Vendors must not use tape that will leave residue behind. Fire regulations prohibit open flames, such as candles.
- D. In the event of inclement weather, please review the [SFU Road Report website](#) and the SFU social media pages for any campus closure.

3. VENDING FEES & REFUND

- A. Vending rates are subject to change without notice.
- B. Application: Fees must be paid in full before scheduled the vending date. The SFSS will not reserve space without payment.
- C. The vending fee includes one eight-foot table. A second table may be rented for a \$5/day (if there is extra space available); however set-up **must** be contained

within the 10 foot x 10 foot space, as shown:

- D. The vending fee will not be refunded if a vendor cancels within five business days of the scheduled vending date. An administration fee of 10% or \$25 (whichever is less) will be applied to cancellation that is eligible for a vending fee refund.
- E. If the University is closed due to weather or emergency situations on a date the Vendor is scheduled, the SFSS will work with the vendor to reschedule their reservation.

4. VENDING LOCATION & TIME

- A. Locations may change based on the availability, construction, etc. Please refer to vendor map for most updated information
- B. Vendor must be present for minimum of 4hrs each day between 10AM and 5PM.
- C. All sales activities must be confined within the rented 10ft x 10ft space.
- D. All signs and racks or other display equipment **must** be freestanding, stable and kept behind vendor table and/or within designated space. Failure to do so can result in immediate cancellation of vending permit and no refund will be granted.
- E. Vendor must follow [University advertising policies](#) for sign/poster distribution guidelines.
- F. Vendors must not attach anything to university walls, glass, art and/or displays.
- G. Vendors may not relocate their designated vending space without prior permission from the SFSS.

5. PERSONAL INFORMATION & PROTECTION ACT

The personal information you provide in this Vendor Application Package will be used solely for the SFSS Vending Program. By providing it, you give the Simon Fraser Student Society consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information

SFSS reserved the right to change any rule(s) at any time for any reason whatsoever, move, relocate, suspend operational privileges, or immediately terminate this agreement without prior notification to anyone.

Failure to comply with SFSS, SFU, City of Burnaby, or any government laws, by-laws, regulations, policies, rules, or anything written in the Term & Conditions may result in immediate cancellation of vending permits and may jeopardize future participation in the vending program.

I read and agree to the attached terms and conditions

PRINT NAME: _____ DATE _____

SIGNATURE: _____

1. APPLICATION PROCESS

- A. SFU operates on a tri-semester system; therefore, the SFSS offers Fall, Spring, and Summer vending fairs. Tables can be reserved before the semester begins and/or during the current semester.
- B. The booking calendar is available online in advance of the semester. Interested vendors must complete the booking process online through the sfss.ca website before the intended vending date.
- C. The SFSS will assign tables according to the days and locations requested on the booking calendar. In the case of conflicting applications, whatever vendor pays first will receive the requested table. After the application has been processed and tables assigned, the SFSS will notify each vendor of dates and locations. Payment for all days is required immediately upon notification as the tables are not confirmed until payment is received. First time vendors will only be permitted to book one week.
- D. Vendors may be able to book for the whole semester before it begins. If there is a high demand for certain dates, we may only allow vendors to vend for half of the semester rather than the whole semester.
- E. Please note that we may not allow two vendors of the same product to have a table on the same day. We will assign the tables accordingly and notify the vendors before the semester begins.

2. TIMES

Vending takes place year-round, Monday to Friday, except when preempted by other large events, semester breaks and holidays. Vendors may come early and set up and must be present for minimum of 4hrs each day between 9:30AM and 5:00PM.

3. LOCATION OF VENDING TABLES

Vending is located on the third floor in the South and East concourse of the Academic Quadrangle (AQ), at the SFU Burnaby campus. Locations may change based on the availability, construction, etc. Please refer to vendor map for most updated information. Each space is 10ft x 10ft and comes with one 8-foot table. A maximum of one extra table can be rented from the SFSS for a fee of \$5 plus tax/day.

- 4. PARKING:** Daily parking passes can be purchased from the SFSS Student Centre at the time of booking. These passes are valid for parking at any of the designated Visitor parking stalls in any parking lot on campus. Parking passes are non-refundable. Please read the instructions on the parking pass. A parking map is available on the [SFU Parking website](#).

- 5. LOADING:** Please refer to the Vendor Map for locations.

6. RATES

The vending fee varies depending on the type of business and merchandise and/or service being sold and/or promoted. The rates below include one 8 foot table (not including tax).

Special: If a vendor books one full week, from Monday to Friday, then the Friday is free except in a week with a statutory holiday. Summer rates will vary from the Fall & Spring.

DISTINCTIONS	FALL & SPRING RATES /DAY	SUMMER RATES/DAY
Ad Campaigns	\$200	\$150
Contract/ Sales/ Large Business	\$150	\$115
Small Business	\$60	\$45
Craft	\$35	\$25
Non Profit	\$15	\$11
SFSS Member	\$15	\$11

7. VENDOR DISTINCTIONS & DEFINITIONS

Different types of vendors are given different rates. Below is a list of the different distinctions and their definitions:

Ad Campaigns	Span multiple locations either simultaneously or consecutively, promote products/services of a company with significant impact in their market.
Contract/ Sales	Vendors whose purpose is to register new clients for a contract program, such as cell phones, credit cards, subscriptions, or banking.
Large Business	Employs a larger number of employees (rule of thumb is 10 or more), high volume of sales, large amount of assets, dominant in its field of operation, and/or has a significant impact on the market.
Small Business	Independently owned and operated, has a small number of employees (rule of thumb is 10 or less), low volume of sales, small amount of assets and/or limited impact on the market.
Craft	A business where all items are handcrafted by the vendor. Items are determined as craft if the starting materials are significantly altered or enhanced by the vendor and/or the handcrafted components functionally or aesthetically dominate any commercial components.
Non Profit	An organization whose primary objective is to support an issue or matter of private interest or public concern for non-commercial purposes, without concern for monetary profit.
SFSS Student	Currently registered at SFU and is the primary owner and operator of the business. A student enrollment record must accompany the vendor application and proof of business ownership must be submitted upon request.