

Vendors wishing to provide information and to sell their products and/or services to the students of Rancho Santiago Community College District, hereafter referred to as the District, shall adhere to these guidelines which shall be applicable to Santa Ana College, Santiago Canyon College and all other District sites.

Temporary access to any of the District properties by off-campus vendors is permitted to the extent that the activity is a complimentary part of the total services and programs offered to the students, faculty, and staff. The District reserves the right to deny use of properties, particularly in cases of conflict with college events, programs or activities.

A "vendor" is a person or company that sells, markets, or promotes products and/or services for profit directly to the students of the District.

Off-campus vendors may conduct solicitation activities on campus only when the off-campus organization is sponsored by a recognized college student club/organization or the college as a whole. District employees may not be sponsored for commercial purposes and/or personal financial gain.

Approval for on campus sales will only be considered for those vendors whose products or services:

1. Provide significant positive value to the quality of campus student life.
2. Are not in competition with vendors holding current district-wide contracts.
3. Are not duplicative of goods and/or services currently available through established on-campus sources, such as the Bookstore.
4. Are not alcoholic beverages, illegal drugs, or drug paraphernalia.
5. Are not considered obscene as defined by community standards.
6. Are not products or services which undermine the academic integrity of the college
7. Are not counterfeits of brand-name goods

Requirements of Off-campus Vendors

1. All off-campus vendors must have completed a Facilities Application/Permit issued by the campus Facilities Scheduling Department, and must have signed the Vendor Agreement before setting up to sell on campus. They must also provide the following documents **15 working days prior** to the first day of vending:
 - A current California Business or resale license
 - Retail business license from the City of Santa Ana or the City of Orange
 - Written agreement to hold the district harmless from any loss or liability arising out of use of the facility.
 - A certificate of insurance with \$1,000,000 limits of General Liability & Damage coverage with a separate endorsement naming Rancho Santiago Community College District as "additional insured"
2. All off-campus vendors display in public view at the vending location, a completed and approved Vendor Permit/ID.
3. Merchandise of all off-campus vendors shall be confined within the vendor's designated space, and the appearance of the booth shall be in a manner in keeping with the campus environment. The use of overly large banners, pennants, and other obtrusive adornments is prohibited.
4. Off-campus vendors are approved to sell items of general interest to the campus community, including, but not limited to, prints, paintings, photographs, jewelry, clothing, and leather and wood products. Food or electronic items shall not be offered for sale.
5. All off-campus vendors shall agree to pay in advance the minimum established space fee of \$150.00 which is non-refundable. Payment is due **15 working days prior** to the first day of vending. Funds raised through this process will be distributed back to the student community through a student organization fund.



- 6 Off-campus vendors must make available to purchasers information regarding the circumstances under which merchandise may be returned or exchanged during and after the transaction
- 7 Vendors must provide a sales receipt to each customer for each purchase.
- 8 Vendor shall adhere to the following requirements:
 - The Facilities Scheduling Department shall specify the date(s), the time(s), and specific location on the site where vendor shall be allowed to provide information and sell their products and/or services to students.
 - District equipment, materials or supplies may be provided to vendor at the discretion of the campus.
 - Parking is available to the vendor at the posted daily rates in the student parking areas.

Vendor Permit Procedures

1. Vendor will contact the Facilities Scheduling Department at the campus they wish to sell or market their merchandise and request a Facilities Application/Permit 30 days prior to the first day of vending.
2. The Facilities Scheduling Department shall review the application and shall render a decision within five (5) business days as to whether the application has been approved or disapproved and will notify the vendor in writing of the decision.
3. Vendors who wish to appeal a denial of their application must submit a written statement to the Facilities Coordinator.
4. It is the responsibility of the vendor to deposit cash, cashier's check or money order made payable to RSCCD directly to the Cashier's Office at the campus where they wish to sell or market their merchandise and give a copy of the receipt to the Facilities Coordinator.
5. Vendor will not be allowed on any of the District sites the first two weeks and the last two weeks of each semester
6. Vendors are allowed a maximum of seven (7) days per semester to sell their items.

Failure to comply with these procedures shall ban such individual, group, or organization from vending on any District site for six (6) months. Any vendor who wishes to be reinstated will go through the "Reauthorization Process" conducted by the Facilities Department.

Revised 10/15/10 dm

CALIFORNIA STATE BOARD OF EQUALIZATION

SELLER'S PERMIT



ACCOUNT NUMBER

1/1/2005 SR AA 100-516164

*NOTICE TO PERMITTEE:
You are required to obey all Federal and State laws that regulate or control your business. This permit does not allow you to do otherwise.*

IS HEREBY AUTHORIZED PURSUANT TO **SALES AND USE TAX LAW** TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION. THIS PERMIT IS VALID ONLY AT THE ABOVE ADDRESS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS OR DROP OUT OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES OWED BY THE NEW OPERATOR OF THE BUSINESS.

Not valid at any other address.

**For general tax questions, please call our Customer Service Center at 1-800-400-7115 (TTY:711).
For information on your rights, contact the Taxpayers' Rights Advocate office at 1-888-324-2798 or 1-916-324-2798.**

BOE-442-R REV. 16 (11-14)

A MESSAGE TO OUR NEW PERMIT HOLDER

As a seller, you have rights and responsibilities under the Sales and Use Tax Law. In order to assist you in your endeavor and to better understand the law, we offer the following sources of help:

- Visiting our website at www.boe.ca.gov
- Visiting a field office
- Attending a Basic Sales and Use Tax Law class offered at one of our field offices
- Sending your questions in writing to any one of our offices
- Calling our toll-free Customer Service Center at 1-800-400-7115 (TTY:711)

As a seller, you have the right to issue resale certificates for merchandise that you intend to resell. You also have the responsibility of not misusing resale certificates. While the sales tax is imposed upon the retailer,

- You have the right to seek reimbursement of the tax from your customer
- You are responsible for filing and paying your sales and use tax returns timely
- You have the right to be treated in a fair and equitable manner by the employees of the California State Board of Equalization (BOE)
- You are responsible for following the regulations set forth by the BOE

As a seller, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a BOE representative when requested. You are also expected to notify us if you are buying, selling, adding a location, or discontinuing your business, adding or dropping a partner, officer, or member, or when you are moving any or all of your business locations. If it becomes necessary to surrender this permit, you should only do so by mailing it to a BOE office, or giving it to a BOE representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with the BOE, please contact the Taxpayers' Rights Advocate office for help by calling toll-free, 1-888-324-2798 or 1-916-324-2798. Their fax number is 1-916-323-3319.

Please post this permit at the address for which it was issued and at a location visible to your customers.

CITY OF SANTA ANA
BUSINESS TAX SECTION (M-15)

20 CIVIC CENTER PLAZA, FIRST FLOOR, P.O. BOX 1964, SANTA ANA, CA 92702 (714) 647-5447



CITY OF SANTA ANA BUSINESS LICENSE TAX RECEIPT

BUSINESS TAX NUMBER:
BUSINESS NAME:
BUSINESS ADDRESS:
OWNER NAME:

TAX PERIOD: 11/9/2015 - 11/29/2015
AMOUNT PAID: \$84.00
DATE PAID: 10/27/2015

THIS IS NOT A BILL

ATTACHED BELOW IS YOUR CITY OF SANTA ANA BUSINESS LICENSE TAX RECEIPT

PLEASE DETACH AND POST IN A CONSPICUOUS LOCATION
(SEE REVERSE SIDE OF BUSINESS LICENSE TAX RECEIPT FOR POSTING REQUIREMENTS)

CITY OF SANTA ANA BUSINESS LICENSE TAX RECEIPT

- This business license tax account is void upon sale or transfer of a business
- Every business is responsible for the annual renewal of their business license tax account
- It is the responsibility of the applicant/licensee to ensure that the business complies with all applicable City codes, City zoning ordinances and all Local, State and Federal Laws.
- Contact the Business License Tax Office at (714) 647-5447 prior to any of the following changes:
 - Name change
 - Location Change
 - Ownership or representative change
 - Business activity change
- The business license tax receipt must be displayed at the place of business. See reverse side for posting requirements.

Sec. 21-18. - No required permits waived.

The business license issued pursuant to the provisions of this Chapter [Santa Ana Municipal Code (SAMC) Chapter 21] constitutes a receipt for the license fee paid and shall have no other legal effect. A business license is a requirement, not a permit, to transact and carry on any business activity within the city. The business license tax receipt is evidence only of the fact that such tax has been paid. Neither the payment of the tax nor the possession of the business tax receipt authorizes, permits or allows the doing of any act which the person paying or holding the same would not otherwise be entitled to do; and any permit, license, variance or other instrument of approval or evidence that any conditions exist as required by any other Section of this Code [SAMC] or by any statute or code provisions of the state must first be obtained or complied with before the doing of any act or thing for which it is required. (Ord. No. NS-1922, § 1, 7-20-87)

* * *

The person, firm or corporation named below has been issued this business license tax receipt pursuant to the provisions of the City Business License Tax Code (SAMC Chapter 21). Issuance of this receipt for the business license tax paid shall have no other legal effect (SAMC Sec. 21-18) and is not an endorsement, nor certification of compliance with other ordinances or laws. It is the responsibility of the applicant/licensee to ensure that the business is operated in compliance with the laws, ordinances and regulations that are now or may hereafter be in force by the United States Government, State of California, and the City of Santa Ana pertaining to such business. In the event it is determined that the applicant/licensee fraudulently applied for or renewed this business license tax account, the account may be suspended or revoked. This business license tax account is nontransferable. Please note that it is your responsibility to renew and update this license annually.

CITY OF SANTA ANA - TREASURY M-15
20 CIVIC CENTER PLAZA-PO BOX 1964
SANTA ANA, CALIFORNIA 92702
PHONE (714) 647-5447



INKA ARTS
9682 CHANTICLEER RD.
ANAHEIM, CA 92804

THIS LICENSE MUST BE DISPLAYED AT THE PLACE OF BUSINESS

BUSINESS TAX NO. 310545
TAX PERIOD: 11/9/2015 - 11/29/2015
BUSINESS TYPE: ONE DAY PEDDLER OR ACP
BUSINESS ADDRESS: 9682 CHANTICLEER RD. ANAHEIM, CA 92804
BUSINESS NAME: INKA ARTS
OWNER/REP: JOSE CARLOS ROCCA

EXPIRATION DATE: 11/29/2015

ADDRESS CORRECTION

Business Name: _____

Business Address: _____

Mailing Address: _____

CANCELLATION OF BUSINESS LICENSE TAX

Check box [] to cancel this license.

If the business has been sold, closed or no longer operating in the City of Santa Ana during the past tax period, indicate the date in the space provided below. If the business was sold, indicate the name and address of the new owner in the space provided below.

Cancellation Date: ___/___/___ Check Reason: [] Closed [] Sold/Transfer [] Moved out of State [] Moved out of City [] Other

New Owner Name: _____ Telephone Number: _____

New Owner Address: _____

I declare under penalty of perjury that to the best of my knowledge and belief the information above is true and correct.

Signature: _____ Date: _____

Print Name: _____

BUSINESS LICENSE TAX RECEIPT

(POSTING REQUIREMENTS)

- Sec. 21-70. - Posting; public display; keeping on person.

(1) Any licensee transacting and carrying on business at a fixed place of business in the city which is open to the public shall keep the license prominently posted in a conspicuous and public place upon the premises where such business is carried on. Provided further that any licensee transacting and carrying on business at a fixed place of business in the city which is closed to the public shall nevertheless keep the license posted in a conspicuous and accessible place upon the premises where such business is carried on.

(2) Any licensee transacting and carrying on business at a fixed place of business in the city without an agent or employee on the premises shall post in a conspicuous place the name, address and telephone number of the person or persons to be contacted to verify the possession of a proper and valid license.

(3) Any licensee transacting and carrying on business but not operating at a fixed place of business in the city shall keep the license within his or her possession at all times while transacting and carrying on such business.

(4) Whenever the city shall provide a special tag or plate for the identification of a vehicle for which a business license tax has been paid, such tag or plate shall be affixed to the vehicle in accordance with the pertinent regulations of the collector.

(5) Whenever the city shall provide a special decal, metal-cal or label for the identification of a coin-operated machine or device for which a business license tax has been paid, such decal, metal-cal or label shall be affixed to the machine or device in accordance with the pertinent regulations of the collector.

(6) Any person having a license under the provisions of this Chapter shall produce and exhibit same whenever required to do so by any revenue officer or police officer, or by any other officer or official or employee authorized to inspect licenses or by any person being solicited.

(7) No person shall exhibit a revoked business license.

(8) No person shall reproduce, duplicate, copy or alter an original business license for the purpose of circumventing the requirement of this section by giving a false or misleading impression that any duplication of an original city business license is valid and that the appropriate fee therefor has been paid. (Ord. No. NS-1922, § 1, 7-20-87)

Note: Business License Tax Receipts issued for the rental of residential or commercial real estate for locations within the City, at which no representative, employee, or owner is present, shall not be required to be posted. The Business License Tax Receipt shall be kept within the possession of the landlord or other responsible party and shall be made available upon request by any City official or authorized officer.