

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

DISPLAY PROMINENTLY AT PLACE OF BUSINESS FOR WHICH ISSUED

**CALIFORNIA STATE BOARD OF EQUALIZATION**

**SELLER'S PERMIT**

**ACCOUNT NUMBER**

4/1/2001 SR Y EA 24-69349 00017 EA

[Redacted area]

*SAMPLE*

THIS PERMIT DOES NOT  
AUTHORIZE THE HOLDER  
TO ENGAGE IN ANY  
BUSINESS OR TO  
SUFFER AN  
ANY OTHER  
OR OTHER

IF YOU ARE A NON-RESIDENT OF CALIFORNIA, YOU MAY NOT BE ELIGIBLE TO OBTAIN THIS PERMIT. PLEASE CONTACT THE BOARD OF EQUALIZATION FOR MORE INFORMATION.

IF YOU ARE A RESIDENT OF CALIFORNIA, YOU MAY NOT BE ELIGIBLE TO OBTAIN THIS PERMIT. PLEASE CONTACT THE BOARD OF EQUALIZATION FOR MORE INFORMATION.

Not valid if any other action is taken.

FOR GENERAL TAX INFORMATION, PLEASE TELEPHONE OUR INFORMATION CENTER AT 1-800-400-9118.

REG-424-A-FRM. 10/96

**NOTICE TO INDIVIDUALS REGARDING  
INFORMATION FURNISHED TO THE BOARD OF EQUALIZATION**

Information Practices Act of 1977 and the Federal Privacy Act require this agency to provide the following notice to individuals who are asked by the State Board of Equalization (Board) to supply information, including the disclosure of the individual's credit security account number.

Individuals seeking for permits, extensions, or license, or filing tax returns, statements, or other forms provided by this agency, are required to include their Social Security numbers for proper identification. Under The 49 United States Code Section 402(a)(1)(C), it is prohibited in further of the appropriate information requested by applicants for permits or licenses, extensions for permits or licenses, or returns and other similar data (false in whole or in part) of the applicant information requested by an applicant for a permit or license could result in your not being issued a permit or license. In addition, the appropriate penalties for failure to file a return, return to furnish specific information requested, failure to supply information required by law or regulation, or for furnishing fraudulent information.

Provisions contained in the following laws prohibit persons making certain disclosures to the applicant for registration, application for permits or licenses, and any return or report in such form as controlled by the State Board of Equalization: Assessor's Fees, Sections 46001-46006; Child Labor Permitting Provisional Fee, Sections 46001-46006; Health & Safety Code, Sections 46001-46006; Operator and Tobacco Products Tax, Sections 46001-46006; Civil Fee Tax, Sections 46001-46006; Emergency Telephone Unit Subscriptions, Sections 46001-46006; Heavy Highway License, Sections 46001-46006; Hazardous Waste Fee, Sections 46001-46006; Interstate Vehicle Registration Fee, Sections 46001-46006; Interstate Fuel Tax Agreement, Sections 46001-46006; Motor Vehicle Fuel License Fee, Sections 46001-46006; Interstate Land Permitting Provisional Fee, Sections 46001-46006; Health & Safety Code, Sections 46001-46006; Oil and Petroleum, Provisions, and Admittance Fee, Sections 46001-46006; Government Code, Sections 46001-46006; Public Control Property, Sections 46001-46006; Sales and Use Tax, Sections 46001-46006; State Assessment Property, Sections 46001-46006; 49 USC 46001-46006; National Firearms Act, Sections 46001-46006; Tobacco Tax, Sections 46001-46006; Tobacco Tax, Sections 46001-46006; Use Tax, Sections 46001-46006; Unimproved Storage Tax, Sections 46001-46006; Use Tax, Sections 46001-46006.

The principal purpose for which the requested information will be used is to determine the tax liability in the preceding paragraph. This includes the determination and collection of the correct amount of tax. Information you furnish to the Board may be used for the purpose of auditing any outstanding tax liability.

As authorized by law, information requested by an applicant for a permit or license could be disclosed to other agencies, including, but not limited to, the police, sheriff, United States government, operating U.S. Attorney's Office, Bureau of Alcohol, Tobacco and Firearms, Dept. of Agriculture, Defense, Justice, Federal Bureau of Investigation, General Accounting Office, Inland Revenue Service, the Internal Revenue Service, U.S. Dept. of State's government-owned agencies, and others: Air Facilities Safety Dept. of Aviation Security Council, Assistant Secretary, Department Development Director, Energy Conservation Department and Rural Food & Agriculture, Board of Planning Project Provisions, Provisional Tax Board, Dept. of Health Services, Highway Patrol, Dept. of Housing & Community Development, California Parent Locator Service, State agencies outside of California for tax enforcement purposes and all city attorneys and city prothonotary county district attorney, sheriff departments.

As an individual, you have the right to access personal information about you in records maintained by the State Board of Equalization. Please contact your local Board office listed in the white pages of your telephone directory for assistance. If the local Board office is unable to provide the information you seek, you may also contact the Director's Office in Sacramento by telephone at (916) 448-4924. The Board office is responsible for maintaining this information, who can be contacted by telephone at (916) 448-4924, see Sales and Use Tax, Deputy Director, Sales and Use Tax Department, 400 N Street, SACRAMENTO, CALIFORNIA, CA 95834; Sales Taxes, Fuel Taxes and Environmental Fees, County Director, Special Taxes Department, 400 N Street, SACRAMENTO, CALIFORNIA, CA 95834; Property Taxes, Deputy Director, Property Taxes Department, 400 N Street, SACRAMENTO, CALIFORNIA, CA 95834.

REG-424-A-FRM. 10/96



### CITY OF SANTA ANA BUSINESS LICENSE

CITY OF SANTA ANA - REGISTRY 12-48  
20 WEST CENTER PLACE PO BOX 1804  
SANTA ANA, CALIFORNIA 92701  
PHONE (714) 841-2447

THIS LICENSE MUST BE DISPLAYED AT THE PLACE OF BUSINESS

TAXPAYER ID NO. 12345  
TAX PERIOD 01/01/00-12/31/00  
BUSINESS TYPE [REDACTED]  
BUSINESS ADDRESS [REDACTED]  
BUSINESS NAME [REDACTED]

CITY OF SHERIDAN  
1401 FIRST BLVD.  
TUSTON, CALIFORNIA

**EXPIRATION DATE: 01/01/01**  
FEE: \$100.00

NOTE: THIS LICENSE IS VOID IF YOU ARE NOT THE OWNER OF A BUSINESS OR IF YOU ARE NOT CURRENTLY LISTED IN THE CITY OF SANTA ANA BUSINESS DIRECTORY OR IF YOU ARE NOT CURRENTLY PAYING TAXES TO THE CITY OF SANTA ANA.

SAMPLE