



Outside Vendor Contract Instructions

- Vendor must contact the ASLPC Director of Events, Sarah Harris (925-424-1490) to schedule the event.
- Vendor must fill out, sign, and return the Outside Vendor Contract two weeks prior to the event in order to secure the date.
- If the original contract information changes, it is the responsibility of the vendor to inform the ASLPC Director of Events, Sarah Harris, before coming to Las Positas College.
- Vendor must pay the entire fee of \$100 per day before the start of the event or the event will be cancelled.
- Prior to the event, a time and place will be agreed upon to meet on the day of the event. Failure to show up on time for this meeting may result in cancellation of the event or a late fee of \$25. As this is a student-based program, students must get to class on time; therefore, punctuality is extremely important.
- Vendor may not sell credit cards or *anything* that can place students in a financial bind.
- Vendor must set up on time and clean up on time. Please be aware that no vehicles are allowed on the campus. Vehicles must remain in designated parking lots. Vendor will need to cart materials, equipment, and supplies to the assigned table(s).
- Vendor may not approach anyone to solicit products and/or services. Vendor must remain at the assigned table(s) and allow individuals to approach them.
- Vendor is responsible for purchasing a daily parking pass (\$2 fee/day) which is required of all LPC visitors. Failure to purchase a parking pass will result in a ticket.
- Violation of any of these rules can result in the immediate removal of the vendor from the LPC campus.

Signatures

Vendor Contact

ASLPC Director of Events

Date

Date

THE SIGNED CONTRACT MAY BE FAXED TO ASLPC OFFICE @ (925) 371-5572



LAS POSITAS
ASSOCIATED STUDENTS

Outside Vendor Contract

Vendor's Company Name: _____

Vendor Contact: _____
First Last

Contact Telephone: _____
Cell # Work #

Mailing Address: _____
Street

City State Zip

Date(s) of Event: _____

Time(s) of Event: _____

Location:
 Outside
 Inside

Number of Representatives _____ **Number of Tables** _____ **Number of Chairs** _____

Purpose for LPC Event:

For Office Use Only:

Date Contract Received: _____

Date Payment Received: _____

Location Assigned: Student Center Dining Room
 Student Center Patio
 Other: _____

You May Fax This Contract to: (925) 371-5572