



Centennial College Student Association Incorporated (CCSAI)

VENDOR INFORMATION FORM

941 Progress Avenue Toronto, ON M1G3T8 Tel: 416-289-5000 ext 5262

mkalembe@centennialcollege.ca / info@ccsai.ca

VENDOR POLICY

- All vendors must be approved and be in good financial standing with Centennial College Student Association Inc. prior to being on campus. We reserve the right to deny any vendor’s access to Student Centre.
- Vendors are not granted exclusivity to any product or services.
- Centennial College students or Alumni promoting their own business, services and/or products will receive a 25% discounted rate.
- Vendor services that are in conflict with the CCSAI, its tenants or Centennial College are not permitted. Examples include, but are not limited to the following:
 - Housing, employment or pyramid marketing schemes
 - Food services
 - Organizations selling imitation/fake products
- Vendors wanting to utilize CCSAI space to sell or promote their services can contact the following:
CCSAI Office, Progress Campus
Phone: 416-289-5262
Email: mkalembe@centennialcollege.ca or info@ccsai.ca

<p><u>Pricing</u></p> <p>Option 1 \$100.00 plus HST per hour during our hours of operation, 9:00am – 5:00pm Monday – Friday. The vendor can choose how many hours they would like to use the space for during our operational hours.</p> <p>Option 2 \$500.00 plus HST for the entire day during our hours of operation, 9:00am – 5:00pm Monday – Friday.</p> <p><u>Pricing for Nonprofit/Charitable Organization</u></p> <p>Option 1 \$50.00 plus HST per hour during our hours of operation, 9:00am – 5:00pm Monday – Friday. The vendor can choose how many hours they would like to use the space for during our operational hours.</p> <p>Option 2 \$250.00 plus HST for the entire day during our hours of operation, 9:00am – 5:00pm Monday – Friday.</p>

- **Cancellation policy;** If the vendor cancels after signing the agreement, a cancellation fee of **twentyfive percent (25%) of the total charge is not refundable,** Cancellations must be received in writing (email: mkalembe@centennialcollege.ca , if cancellation is received less than three (3) business days prior to the agreed date. **Same day cancellations or no shows will not be rescheduled or reimbursed.**

Vendor requests **must** include:

- Full company name
- Charity number if vendor is a nonprofit/charitable organization
- Name of individual who will be on site
- Contact information: phone/cell/email/address
- Product/Service being offered
- Website link/information pamphlet
- Insurance Certificate
- Requested dates (please provide alternate choice)
- **Vendor hours are 9:00am – 5:00pm, Monday to Friday ONLY**
- **Vendor requests must be received at least (14) business day's prior to date requested.**
- Vendor will receive a quote for the date(s) requested. Once the quote is agreed upon, **payment must be received (7) business days prior to date on campus.**
- Vendors will receive their agreement invoice through email. It must be signed and payment received prior to coming on campus. This agreement must be kept with the vendor while on site.
- Vendors must conduct themselves accordingly and have knowledge of the CCSAI and Centennial College's Policies (responsibility of vendor to access online information at <http://ccsai.ca/services/advocacy/advocacy-policies/> and www.centennialcollege.ca).
- Vendors are responsible for their own actions (including all property damages) and those of any guests/employees they bring on campus.
- The Centennial College Student Association Inc., Student Centre or Centennial College does not assume any responsibility for vendors' belongings.
- All pricing is plus HST and includes 1 table 2 chairs. An additional \$25 will be charged per extra table requested. Requests must be made prior to coming on campus.
- **Payment must be paid by one of the following: Visa/MasterCard/Debit/Cash/Cheque. Cheques should be made payable to the "Centennial College Student Centre."**

- Cheques returned “NSF” will be subject to an administration fee of \$30.00 plus applicable bank charges. **Post-dated cheques are not accepted.**
- **For unloading and loading purposes, vendor must use the northeast receiving entrance of the Student Centre building only. Vehicle must be removed immediately following loading/unloading**
- **Vendor is responsible for parking charges.** Vendors must park their vehicle in the visitor’s parking area – lot 6 – and use the ‘pay & display’ station. Parking on College property is done at the vendor’s own risk and the vendor must abide by Centennial’s parking and traffic regulations and the municipal bylaws.
- **Storage space is not available.**
- **All displays must be of a tabletop design (and fit into) the designated area(s).** Vendors must ensure that displays are safe, do not cause fire or safety violations and must not obstruct walkways or common areas. Promotional material (i.e. Pull up banners, posters etc.) is limited to vendor space and must be approved prior to use. **Hazardous products are not permitted on campus.**
- **AV equipment is not permitted** (i.e.: music/movies etc.).
- The Centennial College Student Association Inc. reserves the right to revoke the Vendor Agreement at any time and vendor will vacate premises immediately.



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info@ccsai.ca

Contact Information

Full company name:	
Name of individual who will be on site:	
Contact information:	
Telephone	
Cellphone	
Email	
Address	

Vending details

Product/Service being offered: (Description of your company)	
Requested dates: (Please provide alternate choice)	

Representative Name (Printed):

Representative Signature:

Date Signed: