



**CAMPUS VENDOR/SOLICITATION INFORMATION**

In accordance with the MCCCCD Office of the General Counsel Administrative Regulation 2.4.9.  
([http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2\\_4.htm#solicitation](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#solicitation))

**GENERAL INFORMATION**

This information shall refer to all non-MCCCCD affiliated entities that would, on the premises of any Maricopa Community College, purport to sell or promote any product, service or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative or referendum ballot in accordance with the MCCCCD Office of General Counsel Administrative Regulation 2.4.9 ([http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2\\_4.htm#solicitation](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#solicitation))

**VISITATION REQUIREMENTS**

- \_\_\_1. Contact Student Life and Leadership at (623) 935-8807 to request a reservation.
- \_\_\_2. Obtain and complete a **VENDOR VISITATION REQUEST FORM** and submit it to the Office of Student Life and Leadership. This form must be submitted **NO LATER THAN 14 DAYS** prior to your campus visit.
- \_\_\_3. Supply a **CERTIFICATE OF INSURANCE** to EMCC's Office of Student Life & Leadership, Komatke C.
- \_\_\_4. Pay your **CAMPUS VISITATION FEE** of \$50/day, \$125/week at Enrollment Services in Komatke B.
- \_\_\_5. Check in at the Office of Student Life and Leadership to sign in and receive your visitor badge.

**DAYS AND TIMES:** Vendors are welcome on campus between the hours of 8am to 4pm, Mon-Fri. Additional time may be allocated for set-up and tear-down of display and/or event.

**SPECIAL EVENT:** An EMCC sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which EMCC has deemed it essential to invite the participation of vendors whose products, services, or ideas are pertinent to the special events theme.

**LOCATION:** Vendors will be set up outside with a table and two chairs at designated location.

**VISITATION FEE:** A fee in the amount of \$50.00/day or \$125.00/week is required. a minimum of five (5) days in advanced and is accepted in the form of credit card, money order, or check, payable to Estrella Mountain Community College. Business' recruiting EMCC students for employment receive 8 hours free/month.

**PARKING AND ELECTRICITY:** Decals are not required for parking. No driving is permitted on campus grounds. Electricity is available by reservation only. Vendor must supply his/her own extension cords.

**REQUIRED DOCUMENTS:** The following documents must be submitted to the Office of Student Life & Leadership at least 14 days prior to your visit:

1. **VENDOR VISITATION REQUEST FORM**
2. **CERTIFICATE OF INSURANCE** A certificate of insurance displaying appropriate insurance coverage (\$1M general liability), naming Maricopa County Community College District (MCCCCD), 2411 W. 14<sup>th</sup> Street, Tempe, AZ 85281, as additional insured. If you do not have a certificate of insurance, you may be eligible to purchase insurance through the MCCCCD Tenant Users Liability Program. Please contact the Office of Student Life and Leadership for more information. MCCCCD Insurance requirements can be found at [http://www.maricopa.edu/legal/rmi/coi\\_require.htm](http://www.maricopa.edu/legal/rmi/coi_require.htm).

**Failure to comply with any or all of these directives may result in the termination of future solicitor privileges at Estrella Mountain Community College.** If you have any questions, please call the Office of Student Life & Leadership at: (623) 935-8807 FAX (623) 935-8009.



### **VENDOR VISITATION REQUEST FORM**

Please complete the following information and fax it to Student Life & Leadership at (623) 935-8009 no later than 14 days prior to your visit. Visitations are not approved until confirmed by the Director of Student Life, Herschel Jackson.

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Notes: \_\_\_\_\_  
 Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Please initial to indicate you have read and understand your responsibilities:

- \_\_\_1. Any solicitor who violates our administrative regulation may be deemed a trespasser on college premises, and will be subject to appropriate prosecution within the discretion of the College Safety Department and other responsible officials at the college.
- \_\_\_2. A fee in the amount of \$50.00/day or \$125.00/week is required a minimum of five (5) days in advanced and is accepted in the form of credit card, money order, or check, payable to Estrella Mountain Community College. Business' recruiting EMCC students for employment receive 8 hours free/month.
- \_\_\_3. A Certificate of Insurance for \$1 million with Maricopa Community Colleges listed as an additional insured must be submitted no later than five (5) days before scheduled event. The certificate may be mailed to EMCC/ Student Life, 3000 N Dysart Rd, Avondale AZ, 85392-1010 or fax to (623)935-8009.
- \_\_\_4. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements. Hours are 8:00 a.m. to 4:00 p.m., arrive no earlier than 7:30 a.m. and depart no later than 4:30 p.m., Monday through Friday. Campus restrictions regarding location, time, date, and use of amplification may apply. All solicitation must take place at tables in designated areas. You may not approach students beyond the front edge of the table.
- \_\_\_5. Representatives must check in with the Office of Student Life when they arrive on campus to receive their visitor badge. Visitor badge must be returned before leaving campus.

For further information, please see MCCCCD Office of General Counsel Administrative Regulation 2.4.9 ([http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2\\_4.htm#solicitation](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_4.htm#solicitation)).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For additional information, please contact Director of Student Life, Herschel Jackson, at (623) 935-8910 or via email at: [Herschel.Jackson@emcmail.maricopa.edu](mailto:Herschel.Jackson@emcmail.maricopa.edu).

**INTERNAL USE ONLY**

Date Certificate of Insurance Received: \_\_\_\_\_ or Application for Tenant Users Liability Received: \_\_\_\_\_  
 Date Payment Received: \_\_\_\_\_ Payment Type: Cash, Check/Money Order or Credit Card Amount: \$ \_\_\_\_\_

The Vendor Visitation Request Form will need to accompany every deposit and Enrollment Services will complete the fee portion the form – a copy will be kept with the deposit and the original will be maintained by Student Life.

