

# **Ventura College Foundation Marketplace**

Rules & Regulations - Effective July 1, 2019

4667 Telegraph Road, Ventura, CA 93003

**Phone: (805) 289-6062 Fax: (805) 289-6012**

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## **We reserve the right to refuse service to anyone for any reason.**

**ARRIVAL** Prepaid vendors must enter from Day Road to East Campus Way (See Map). Prepaid vendors may arrive no earlier than 6:00 AM; Allowed unloading time is 6:30 AM. Proof of rental is required.

Paid spaces not occupied by **7:30 AM** will be resold; a **\$25 fee** will apply to late arrivals. No credits or refunds will be given to late arrivals, no-shows, rainouts, and wind-outs. Same day selling spaces will be allocated no earlier than 7:00 AM to non-paid vendors.

Vendors may purchase spaces on a daily basis, based on availability. Management will assign spaces. **The speed limit is 5 m.p.h.** All vehicles must be out of the walkways and there shall be no unauthorized moving vehicles within the Marketplace aisle by **8:00 AM** unless authorized by Marketplace staff. **Vendors may not leave the Marketplace prior to 3 PM.** Moving vehicles are not allowed for any reason during operating hours. (Buyers who purchase large items should either carry the item to their car or wait until after 3 PM). The Marketplace is not responsible for any liability arising out of the careless or negligent acts of vendors, their families or their employees.

**SPACE RENTAL** Spaces may be rented and/or prepaid on site at the Marketplace booth on **Saturdays** or **Sundays** between **7 AM - 2:30 PM** also, during the week on **Friday 8 AM - 4 PM.**

**\*\*The Marketplace may be closed for Easter and/or Christmas/ (New Year).**

Advance reservations are strongly recommended; no space will be reserved without payment. For your convenience we are now accepting call-in reservations on weekday office hours with VISA or MASTER CARD (**a \$3.00 handling fee will apply**). Any vendor is allowed to reserve a **Saturday** monthly space and receive a **\$2.00 discount per Saturday**. **Sunday** vendors may reserve **four weekends** at a time. Daily rates are subject to change based on seasonal promotions. Spaces where electricity is provided are \$5 extra. Rental fees for a regular space start at \$35 per space; please check with the office for a full list of rental rates. Regular spaces are sold on a first come first serve basis with the exception of food and produce spaces. The seventh row is not a permanent row therefore, we have the right to open it whenever necessary, and a **\$15.00** fee may apply.

The Marketplace is happy to comply with space set up accommodations for our vendors who require special access to the following:

- Handicap Parking and or Accessibility nearby to restrooms & food service areas.

Vendor must provide authorized handicap sign for access to the parking area. Please notify Marketplace Manager of special need when reserving space.

**MONTHLY VENDOR STATUS** Upon being considered for a monthly space, vendors must attend to sell on a regular basis both Saturday & Sunday and be willing to pay the full month. If a monthly vendor has not rented his/her space for the upcoming month, it may be rented to another vendor. Checks will only be accepted from monthly vendors pre-paying at least one month in advance. **There will be a \$25 fee for returned checks.**

If a monthly vendor misses two weeks in a row without contacting the Marketplace office, he/she will lose his/her vendor space. Vendors may request vacation time with two week advance notice. Monthly vendors are permitted four weekends of vacation time per year and must pay for returning date spaces prior to leaving. Failure to appear will result in loss of vendor spaces.

**CREDIT AND RAIN POLICY** As of May 23, 2003, **all space sales are final.** Spaces may not be subleased, transferred, shared or resold to other vendors. Management reserves the right to suspend, revoke permanent status, fine and/or prohibit future selling privileges to violators. Vendors may not exchange spaces without approval. Marketplace management reserves the right to relocate vendors to alternate spaces when deemed necessary regardless of vendor status. The Marketplace will be held on a weekly basis if weather permits. If a rainout is called, vendors must pack up and leave. No credit or refunds will be given.

**SPACE ACTIVITY** The spaces are in **L Shape** to park your car you have **20'deep x 10'wide** and selling area is **10'deep x 18'wide** and are clearly marked; vendors must stay within these parameters without encroaching on curbs or dirt/planted areas. Vendor vehicles must be within their selling space. No vendor vehicles (even if a second car or truck) may be parked in buyers' parking lots. See manager for information on additional parking. Fines will be imposed on vendors who park their vehicles in lots. It is the vendor's responsibility to notify management of any changes that have been made to re-sale permits. Re-sale permits are checked monthly for validation. Any closed or delinquent accounts will result in suspension or permanent removal from the Marketplace.

Walking sales are not permitted on the property. No one shall bring or distribute upon the grounds any flyers or handbills without approval from Marketplace management. Vendors on the property may not conduct games of chance, skill, raffles, lotteries, or auctions. No palm reading, fortune telling, ear piercing, or health services may be conducted and/or sold on the property.

**SERVICE VENDORS:** Vendors offering any type of service must be approved prior to set up. No funds, deposits or monies are to be collected unless service or merchandise is provided on the premises.

Marketplace reserves the right to keep sound emitting from any type of stereo, radio, television, boom box, and/or other means to an acceptable level. Music containing explicit lyrics is restricted, but may be sampled with headphones. Please have respect for your neighbors.

**SAFETY** It is the Vendor's responsibility to ensure that all poles, tarps, awnings, signs, display materials, merchandise and any other item be adequately secured at all times to avoid causing any injury or damage to persons or property under any type of weather conditions. Any vendor who does not occupy an electrical space may not run a cord across the rows without prior approval. The management shall not be responsible for any damage or injury that may occur as a result of electrical cords or wiring.

**SELLING REQUIREMENTS** A valid local seller's permit is required from the California State Board of Equalization. You can obtain a seller's permit at **4820 Mc Grath, suite 260, Ventura, 93003 (805) 677-2700**. The permit must be in the vendor's name with the following selling address: **Ventura College Foundation Marketplace, 4667 Telegraph Road, Ventura, CA 93003**.

Exempt status is determined by the State Board and includes such situations as selling food, services, or twice-a-year garage sales. Food or produce vendors must have current permits and vehicle stickers from the Ventura County Environmental Health Division – **(805)-654-2813 800 S. Victoria Ave, Ventura, 93009** - **No vendor may sell food or beverages without the proper permits**. Permits must be posted and visible to the public. In addition, food or produce vendors are not allowed to sell without advance permission of Marketplace management. Any product sold by weight or volume must be weighed or measured on an approved scale or other type of device approved by the Department of Agriculture, Division of Weights and Measure. All scales and approved devices must have a certificate of registration and a current seal of accuracy issued by the Division.

Vendors accompanied by any minor or adult are responsible for the actions of those individuals. All rules and regulations apply to individuals with the vendor, their employees, friends, or family. Supervision of minors is mandatory; an adult must escort minors within or outside the Marketplace boundaries. Minors who cause a problem will no longer be allowed to attend the Market Place and space may be revoked from any vendor failing to supervise minors.

**SELLING RESTRICTIONS** Only PRE-APPROVED generators may be used, and no electricity is provided except in designated spaces for a fee of \$5. Electrical cords must be taped down if placed across aisles. Vendors are not permitted to sell any of the following items while on college property:

- Firearms/ammunition; fireworks, popping caps, poppers, dynamite, stink bombs or other similar explosive material. Replica firearms or any which can shoot a projectile including but not limited to airsoft, bb's, pellets, paintballs and simunitions, etc.
- Weapons of any kind including but not limited to: daggers, dirks, ice picks, explosives, pepper spray, mace. Knives (except boxed cutlery)
- No animals to be sold as pets of any kind with the exception of birds (special permit required)
- Drugs, drug-related paraphernalia, prescription drugs, contact lenses
- Vehicles/motorcycles (including parking lot spaces)
- Alcohol/Tobacco or paraphernalia that is designed for the smoking or ingestion of tobacco – **NO SMOKING ON VC CAMPUS GROUNDS!**
- Food or beverages except in designated areas with special permission from MP management and Department of Health issued license.
- Pornography including books or other material considered offending
- Spray paint, permanent markers, dangerous or poisonous chemicals, or other hazardous items.
- Counterfeit goods including but not limited to the following: CDs, music memory cards, video games, video tapes, DVDs etc.
- Stolen goods - evidence of stolen goods will be referred to campus police and subject to prosecution. Vendors convicted of selling stolen goods will be banned from selling at the VCF Marketplace permanently.

**\*\*Marketplace Management reserves the right at any time to prohibit the sale of any item and/or refuse admission to any vendor.**

**REFUND/RETURN/EXCHANGE POLICY:** All vendors are required to post a Refund/Return/Exchange policy at their booths. The sign must be a minimum 8½" x 11" in size and clearly visible to all customers. Vendors are not required to make cash refunds, but must clearly indicate what their particular refund/exchange policy is.

**MERCHANDISE** Per Ventura College Foundation policy and our status as a tax exempt non-profit organization, the Marketplace staff will not limit product or category selection, with the exception to illegal items as specified in the selling restrictions portion. Marketplace vendors are encouraged to sell a variety of products and merchandise to satisfy the preferences of the Marketplace customers.

All vendors must sell the merchandise indicated on their application. Vendors must notify Marketplace staff if they change what they are selling. All merchandise must enter with the vendor and must remain within the spaces assigned. No re-supplying or deliveries to the vendor, or exchanging of merchandise with another seller is permitted at the Marketplace. Management reserves the right, but does not have the obligation, to inspect all merchandise and have access to a vendors selling space at all times. Vendors must remove any items not approved by Marketplace management.

**DEPARTURE AND TRASH DISPOSAL** The Marketplace is officially closed at 3 PM. Please leave the space as clean as it was provided to you, all vendors must vacate their space by 4:30 P.M. Trash must be taken home to avoid trash problems. (Please remember Trashcans in Marketplace rows are for customer use only). **Food and produce vendors** are expected to provide and discard their own trashcans. No large appliances, wooden crates, or furniture may be disposed in Marketplace trash bins. No kids allowed in trash area.

\*A **\$25.00** fee will be charged to any vendor: leaving debris in their space; improperly disposing of trash; or, still on the campus grounds after 5:00 PM and/or loose selling privileges.

**MISCELLANEOUS** Vendors and their family and/or employees are expected to conduct themselves in a proper and professional manner at all times. Courtesy to management, customers and other vendors is expected. Profanity, loud boisterous action or physical violence will not be tolerated. Use of abusive language (profane, racial, ethnic, etc.) will not be tolerated on the Marketplace premises and may result in loss of selling privileges at the Marketplace. Offending vendors will be asked to leave and may be expelled from the Marketplace. Conduct, which demonstrates a deliberate attempt to cause poor morale, or disrespect among vendors or the public by any actions or interference with the operation of the Marketplace, is cause for denial of selling privileges. Space is provided to vendors for the display, sale, and/or exchange of approved merchandise. A vendor is not an employee, subcontractor, or otherwise an agent of the Ventura College Foundation, Ventura College, or the Community College District. Vendor status as an occupant of ground space on the Marketplace premises is that of a vendor only and not as a tenant, licensee or other form of permissive user.

The Marketplace management, the Ventura College Foundation, Ventura College, or the Ventura Community College District does not assume liability under the law for any act of the vendor while performing or traveling pursuant to the Marketplace. The vendor, by renting a space, accepts all rules and regulations of the Marketplace, and it is the vendor's responsibility to seek out and secure a copy of all rules and regulations. Vendor agrees to pay to the Ventura College Foundation reasonable attorney's fees and costs incurred if legal action should be instituted by reason of vendors' failure to comply with these rules or to enforce any of the provisions hereof. Marketplace management assumes no responsibility for any items lost, stolen, or damaged while on the property.

**Please note** - operating rules, including fee, terms, and conditions are subject to change without notice. Any vendor found in violation of Marketplace rules or regulations may be warned, given a violation, fined and/or required to leave the premises immediately without rental reimbursement.

**Notice** – Any dispute, claims, and/or requests shall be made in writing and sent to the appropriate party at the following address:

**ATTN: Executive Director  
Ventura College Foundation, 4667 Telegraph Rd., Ventura, CA 93003**