

CAL POLY POMONA VENDOR PROGRAM

COMMERCIAL POLICY AND AGREEMENT

PURPOSE

The Bronco Leadership Center oversees the Vendor Program, which enables vendors to sell and promote products that the Bronco Leadership Center has approved.

Beginning in August 2025, vendors must submit this agreement, along with all related documentation, on an annual basis. Approved agreements are valid until May of the following year.

If you have any questions about the program, please call The Bronco Leadership Center at (909) 869-2841 or email leadership@cpp.edu.

DOCUMENTATION

The vendor must have the following submitted to the Bronco Leadership Center 2 weeks before their scheduled date(s) on campus:

1. A signed Vendor Agreement (this document)
2. Vendor registration online form (available at <https://www.cpp.edu/blc/partners/vendors.shtml>)
3. A current California Resale License or Federal ID Number document
4. A list of inventory
5. An insurance certificate and an endorsement in the amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in the amount not less than \$1,000,000 for each accident and property damage insurance in an amount not less than \$500,000.

EVIDENCE OF INSURANCE

Off-campus groups or individuals hosting activities on campus or conducting business with the university must provide evidence of General Liability insurance and, if applicable, Automobile Liability and Workers' Compensation. An Additional Insured Endorsement¹ is also required.

¹Additional Insured Endorsement: An Endorsement must accompany the Certificate of Insurance naming the State of California, Trustees of the California State University, California State University, California State Polytechnic University, Pomona; Associated Students Inc., Cal Poly Pomona (ASI); Cal Poly Pomona Foundation, Inc.; Cal Poly Pomona Philanthropic Foundation; and the employees, officers, directors, volunteers and agents of each as Additional Insured.

The Certificate of Insurance must include the following minimum coverage limits (higher limits may be required due to the nature of the activity) and an Additional Insured Endorsement (including the entities specifically as named below):

General Liability (Comprehensive or Commercial): \$2,000,000 each occurrence / \$4,000,000 aggregate

Automobile Liability (Owned, Scheduled, Non-Owned, Hired): \$1,000,000 combined single limit (if not applicable, must indicate N/A)

Workers' Compensation (if applicable): evidence of coverage, as required under California State Law (if not applicable, must indicate N/A)

If the submitted insurance expires before the end of the Academic Year (August-May), the vendor must submit an updated insurance certificate before scheduling.

If you have any further questions about insurance, please contact us or review Cal Poly Pomona Risk Management's insurance page (<https://www.cpp.edu/rms/insurance/evidence-of-insurance.shtml>).

PRICING

Layout	Price ²	Equipment you are permitted to bring	Spaces Booked
Standard	\$95.00/day	1-2 tables (6' or 8' table) 1x 10'x10' canopy or 1x 10'x20' canopy 1-2 chairs	1 vendor spot
Non-standard	\$105.00/day (minimum 2 days)	Any other setup requires additional time to create a space layout and receive proper campus and fire marshal permits⁴	2-3 vendor spots ³

²August 2026 – May 2027 Pricing.

³There are only three (3) vendor spots available each weekday. There are no dates available on weekends, holidays, campus closures, or during summer (end of June – mid-August).

⁴Allow 20 business days to schedule, create a layout, and receive a fire marshal permit. The layout and permit are only required on a per-semester basis; if you wish to set up your space differently, you will need to request a new layout. If you do not change your layout, it will be a valid layout for the semester. Once a permit is obtained, you can request a space within 10 business days. There are two semesters in the Academic Year, August–December and January-May.

PERMIT REQUIREMENTS

The vendor must post/display a copy of the Vendor Permit at the location each day of the sale; the Bronco Leadership Center will provide this document.

PROTECTION OF INSTRUCTIONAL MISSION OF THE UNIVERSITY

The primary claim on the use of university facilities shall be for scheduled instruction. The President or designee has the authority to decide whether the proposed sale/promotion of goods and services is in accordance with the University's mission. The Bronco Leadership Center is designated as the authority in charge of the University Park's vendor spots, which reserves the right to refuse vendors and/or vendor sponsorship, or terminate this agreement for any reason (e.g., noncompliance, behavior issues, noise issues, repeated cancellations, etc.). Terminations may be appealed to the Associate Vice President of Student Experience for the Division of Student Affairs.

Vendors must adhere to the CSU Systemwide Time, Place and Manner policy and CPP Addendum at <https://www.cpp.edu/free-speech/policies.shtml>.

Any unauthorized solicitors will be fined \$200.00 per day.

RESTRICTIONS/NOTIFICATION

Vendors may sell only the merchandise specified in the Vendor Agreement and must not be located on any concrete path or fire lane. They may not sell or give away food or goods that are directly competitive with those sold by the Bronco Student Center, Campus Center Market Place, CPP Enterprises, including CPP Dining, or the Bronco Bookstore. In addition, firearms, weapons, stun guns, pepper spray, destructive devices, drugs or drug paraphernalia, and pornographic materials may not be sold.

Vendors and their representatives may not employ students to sell products or services on their behalf.

CANCELLATIONS AND FEES

Cancellations made 72 hours before the scheduled date(s) incur a \$75.00 cancellation fee. Returned checks are charged a \$25.00 returned check fee.

The Bronco Leadership Center will reschedule the sale dates in the event of rain, very unhealthy air quality, or extreme wind. However, if unfavorable conditions occur after noon, the Center will not reschedule the day(s).

EQUIPMENT

The vendor is responsible for providing all necessary equipment, including tables, chairs, canopies, and other relevant items. All equipment or temporary structures must be requested from the Bronco Leadership Center at least twenty business days in advance of the first reservation date. Vendor equipment must match the layout created for the vendor by the Bronco Leadership Center. The University cannot supply electricity.

SPACE DETAILS

- Location: University Park Vendor Spots (3 spots per weekday)
- Spaces: First come, first served
- Times: Setup may begin at 7:00 AM, and teardown must be completed by 7:00 PM. No equipment can be stored overnight on University grounds.

REQUESTING SPACES

Once the vendor is established and approved, and the necessary permits have been obtained, a contact person may message leadership@cpp.edu or call (909) 869-2841 to initiate space requests. The requested date must be at least 10 business days in advance for a standard layout. If requesting space for a non-standard layout for the first time, 20 business days are required to create space layout diagrams and obtain the necessary permits. Spaces are on a first-come, first-served basis. The vendor program is unavailable during campus-wide events such as Bronco Bound, Green and Gold Block Party, Explore CPP, New Student Convocation, Fall Conference, Orientation, Commencement, or other large-scale campus events.

DROPOFF AND PARKING

Vendors may unload from the fire lane before 7:15 a.m. After 7:15 a.m., vehicles must be parked in the visitor parking lot. Vendors must purchase a visitor parking pass and park in an appropriate lot. At the end of each day, they must remove and dispose of any boxes or debris from their assigned space.

PAYMENT

Payment is required by the end of the day at the Bronco Leadership Center, located in Building 26, Room 124. Acceptable forms of payment are cash, check, or cashier's check. Credit cards are not accepted. If vending for consecutive days, payment is required for all successive days by the end of the first day. If paying by check, please make it payable to Cal Poly Pomona Bronco Leadership Center.

VENDOR AGREEMENT AND INDEMNIFICATION

I hereby agree that, in consideration of being permitted by California State Polytechnic University, Pomona, to participate in sales/promotions scheduled, I, and any other representatives of my business, will indemnify, hold harmless, and release Cal Poly Pomona, the State of California, the CSU Board of Trustees, and all of its departments, boards, auxiliaries, and commissions, and its officers, employees and agents from all claims, demands or causes of action which I may have because of any accident, illness, injury or participation in this event, I hereby affirm that this release is freely given.

I understand and agree with the CSU Systemwide Time, Place, and Manner policy and CPP Addendum, which can be found at <https://www.cpp.edu/free-speech/policies.shtml>.

I agree to comply with all applicable local, state, and federal laws and regulations.

I understand that the University is not responsible for the vendor's property, including, but not limited to, products, equipment, and other items such as tables, chairs, canopies, and power stations.

Vendor Name:

Vendor Signature and Date:

Bronco Leadership Center Staff Representative Name:

Bronco Leadership Center Staff Signature and Date: