Dear Exhibitor/Vendor,

We invite you to participate in the annual NCOD Sign and Run 5K event, Sunday April 18, 2010. The event will be held at the Sierra Quad along Matador Walk.

Please be advised of the following: 1) we are limiting the number of cellular services/providers and banking institutions; and 2) the selling of tobacco and drug paraphernalia items are strictly prohibited on campus. If you are a vendor affected by these issues, please take them into account as you submit your vendor application.

Date: Sunday April 18, 2010
8:00 a.m. – 2 p.m.

Location: Matador Walkway across from the Oviatt Library
We will assign spaces in the order applications are received. Assignments are based on the level of sponsorship (if applicable) and on a first-received, first-served basis.

Parking: Daily passes are available at any of our parking booths or dispensers. ($6.00/ day). Park at Lot G3.

Your support of California State University, Northridge is always appreciated. If you have any questions, please contact me at (818) 677-2744.

Sincerely,

University Licensing

This Vendor Agreement is entered into between the University Corporation at California State University, Northridge, herein after referred to as “University Corporation,” and the party listed below, herein after referred to as “Vendor”:

(PLEASE PRINT OR TYPE)
VENDOR FAIR AGREEMENT

BUSINESS NAME:__________________________________________________________

CONTACT NAME:_________________________________________ DRIVER’S LIC #:________________________________________

ADDRESS:_______________________________________________________________________________________

CITY:___________________ STATE:______ ZIP CODE:_______________________

PHONE:____________________ ALT. PHONE:___________________________

EMAIL:_______________________________________________________________

FEDERAL ID #:__________________________________________________________

ITEM (S) TO BE SOLD:____________________________________________________

To register mail the following with your payment: (payable to CSUN National Center on Deafness)
1. Vendor Fair Agreement SIGNED
2. Copy of your Insurance (if applicable)

Mail to: National Center on Deafness/Sign n’ Run
18111 Nordhoff Street
Northridge, CA 91330-8267

RULES AND REGULATIONS: These rules and regulations are in accordance with the policies of the University Corporation and California State University, Northridge. They will be strictly enforced. Disregard for the rules will result in your expulsion from the fair and any future events.

1. There is always a chance of windy or rainy weather, so it is recommended that vendors bring tarps or tents (in good condition) for varying weather conditions.

2. Staff will be on site to guide you to your space beginning at 8:00 a.m. the day of the event. Spaces will be allocated on a first-reserved, first-served basis. Vendors are prohibited to set up prior to this time. Vendors who do will be forced to forfeit their site without refund.

3. NOTE: Parking is not allowed at the Vendor Fair site. Daily parking permits may be purchased at any information booth on campus for $6.00. Please arrive early to unload and park your car in the lots by 8:00 a.m. The University Corporation does not guarantee parking spaces. Parking is on a “first-come first-served basis” and is not guaranteed.

4. ABSOLUTELY NO DRIVING OR PARKING ON GRASS.

5. All booths must be free standing; stakes may not be driven into the grass/ground. NOTE: A table and 2 chairs will be provided to each vendor. The table will be marked with your name. Vendors are required to provide their own electricity (generator). The University Corporation will not provide access to electricity for any vendors under any circumstance. Gas must be stored in an approved metal can. Any hazardous materials or substances, such as compressed air, gas or gasoline powered generators, will be subject to a safety inspection and an approval by the campus Health and Safety Department staff. Also, any participant with a gas generator must have a fire extinguisher at his/her booth.

6. Each participant is responsible for his/her own goods. Booth frames may be left standing overnight both during the vendor fair and while loading and unloading. The University Corporation and/or California State University, Northridge is not responsible for lost, stolen or damaged goods or equipment.
7. Each booth must have a responsible operator at all times. Each participant must clean up his/her own rented space on a daily basis. Excess merchandise should be covered. The University Corporation is not responsible for any merchandise damaged and/or stolen. You must keep your display and excess within your purchased space.

8. **CAMPING OVERNIGHT ON UNIVERSITY PROPERTY IS PROHIBITED.** No fires of any kind are allowed. No food or beverages of any kind may be sold without prior permission.

9. All applicants are subject to review and acceptance by the University Corporation and University Licensing staff at times.

10. **REFUND POLICY: NO REFUNDS**

11. There will be **NO BANNERS** permitted on or above your booth space except banners that give the name of your company and/or the type of artwork displayed.

12. All vendors agree to abide by all the rules and regulations pertaining to trade practices, acceptance of deposit for merchandise, returned merchandise, etc., as legislated by the County and City of Los Angeles.

13. Spaces are non-transferable unless designated by the University Corporation and/or University Licensing Staff.

14. Business shall furnish to the University Corporation prior to the commencement of work an underwriter’s endorsement with a certificate of insurance stating that there is General Liability insurance presently in effect for the Business with a combined single limit of not less than $1,000,000 per occurrence, and $2,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of $1,000,000 per occurrence.

   (a) The certificate of insurance shall provide:
   
   (iii) That the insurer will not cancel the insured’s coverage without thirty (30) days prior notice to the University Corporation, California State University, Northridge.
   
   (iv) That the University Corporation, the State of California, the Trustees of the California State University, California State University, Northridge, the employees, volunteers, officers, and agents of each of them, are included as additional insureds, but only insofar as the operations under this agreement are concerned;
   
   (v) That the University Corporation, State, the Trustees, and CSUN, and the employees, officers, and agents of each of them will not be responsible for any premiums or assessments on the policy;
   
   (vi) That the insurer has an AM Best rating of A: VII or equivalent.

   (b) Business agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this agreement, Business agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the University Corporation, and the Business agrees that no work or services shall be performed prior to the giving of such approval. In the event Business fails to keep in effect at all times insurance coverage as herein provided, the University Corporation may in addition to any other remedies it may have, terminate this contract upon the occurrence of such event.

   (c) Workers’ Compensation insurance coverage as required by the State of California.

15. Business agrees to indemnify, defend and save harmless the University Corporation, the State of California, the Trustees of the California State University, California State University, Northridge, its officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the Business in the performance of this agreement.

   I certify that I have read and will abide by all the RULES and REGULATIONS contained herein and understand that failure to comply will result in immediate removal from campus (with no refund):

   Signature of the applicant: ___________________________ Date: ___________________________

   Signature of The University Corporation representative: ___________________________ Date: ___________________________
Directions from Los Angeles (405)
405 -- Exit on Nordhoff / turn west and drive 3 miles to Zelzah Ave. Turn Right on Zelzah and left on Dearborn Street. Park in Lot G-3. Be sure to pay $6.00 for on-campus parking and put ticket on your dashboard. Check in at NCOD (F2)

Directions from Pasadena (118)
118 – Exit on Reseda Blvd. Turn right off exit onto Rinaldi and right again onto Reseda Blvd. Travel south on Reseda to Lassen Street, left on Lassen, right on Zelzah Street, left on Dearborn Street. Be sure to pay $6.00 for on-campus parking and put ticket on your dashboard. Check in at NCOD (F2)