

# VENDOR WEEK PARTICIPATION REQUEST



## GLENDALE COMMUNITY COLLEGE

Student Life Office • 6000 W. Olive Avenue, Glendale, AZ 85302 • 623.845.3525 • (fax) 623.845.3020

Please note, all requests must be submitted no later than 10 business days prior to requested dates of participation. Late requests will not be considered. Submission of request does not guarantee participation or space. Once approved, requestor will receive invoice for payment. Payments must be received by invoice due date to avoid cancellation or reservation.

Fax completed requests & Insurance Certificates to: C. Crawford- Office of Student Life 623.845.3020

Company/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Product or Service: \_\_\_\_\_

College Site : GCC Main \_\_\_\_\_ (see website for schedule)

Electrical Needed:  Yes  No       Indoors       Outdoors

Billing Address: \_\_\_\_\_ Attention: \_\_\_\_\_

\_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### **Payment Options:**

Payment will be accepted at Cashier's Office in the following forms: cash, check, money order or credit card.

### **Requirements:** (Requests must be received no later than 10 business days prior to requested dates or participation.)

- Prior Approval must be obtained from the Office of Student Life
- Certificate of Commercial Liability Insurance must accompany request (\$1 million minimum), with the **Maricopa Community Colleges** listed as an additional insured; 2411 W. 14<sup>th</sup> Street, Tempe, AZ USA 85281-6942.

### **General Information:**

Prepayment of \$50 per day or \$125 per week (T-Th) (Payments must be received by invoice due date.)

Campus restrictions regarding location, time, date, and use of amplification may apply. One table and two chairs will be available both inside and outside of the Student Union. Hours of operation are 9 AM to as late as 6 PM.

All solicitation must take place at tables in designated areas. (You may not circulate about campus or approach students beyond the front edge of the table)

Solicitors may use the visitor or student parking lots. Unloading zones and use of carts/hand trucks should be discussed and determined in advance. Please contact the Glendale College Safety department for additional information regarding parking regulations. 623.845.3535.

For additional information please refer to the website: [www.gc.maricopa.edu/Studentlife/vendorinfo.htm](http://www.gc.maricopa.edu/Studentlife/vendorinfo.htm)

Received \_\_\_\_\_ Invoiced \_\_\_\_\_