

January 7, 2009

Dear Vendor,

Thank You for expressing interest to vend at the Diablo Valley College Pleasant Hill Campus. The enclosed documents must be submitted to the Student Life Office prior vending at our campus.

Vendors must submit a **vendor contract** indicating the products or services they wish to sell or promote. In addition to the vendor contract vendors are required to submit a copy of their **City of Pleasant Hill Business License** as well as a **California Resale Permit**. Once approved as a vendor you will be allowed to book up to (6) six days of vending per semester. The Student Life Office will approve scheduling requests based on the availability of the designated vending area and campus events. Please be aware that campus events will have priority.

Monday through Thursday during fall and spring semester vendor fees are \$65.00 for client-based vendors and \$55.00 per day for merchandise-based vendors. The Student Life Office will determine into which category a business is placed but as a general rule client-based vendors offer services (i.e. Banking, Cellular, Insurance, Legal, Marketing, Memberships, Newspapers, etc.) and merchandise based vendors sell a tangible product (i.e. Clothing, Jewelry, Watches, etc.). On Fridays during the fall and spring semester and all week days during summer semester, fees are \$25 per day for merchandise based vendors and \$35.00 per day for client based vendors. All fees must be paid at the Student Life Office prior to vending and there are no refunds permitted.

In order to eliminate any delay reserving a vending date at Diablo Valley College Pleasant Hill Campus please submit your updated vendor contract, Pleasant Hill business license and California resale permit today. Please be sure to include a telephone number or email address where we can reach you during regular business hours. We will notify you as soon as possible regarding approval of your vending status and requested vending dates.

If you have any questions while completing the enclosed forms please call us at (925) 685-1230 ext. 2086.

Sincerely,

Bill Oye
Dean of Student Life