



# Solicitation Request

Your completed and signed form along with required attachments **must** be submitted to the Office of Student Life/ASNVC **at least seven (7) days PRIOR to date of service on campus**. You can also email the form to Office Assistant Heather Richter at heather.richter@napavalley.edu

**Date(s) on campus:**

\_\_\_\_\_  
\_\_\_\_\_

**Hours on Campus:**

- 9 am - 11 am
- 11 am - 1 pm
- 1 pm - 3 pm
- \_\_\_\_\_

**Area on Campus:**

- Campus Mall
- Library Plaza
- \_\_\_\_\_

**Please check off what equipment you will need on the day of your visit:**

- Table
- 2 Chairs
- nothing needed
- other: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Phone #:** (\_\_\_\_\_) \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Fax Number:** (\_\_\_\_\_) \_\_\_\_\_

**Contact/Company Mailing Address:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Type of Production or Solicitation:** \_\_\_\_\_

**Price Range of product you are selling:** \_\_\_\_\_

## HOLD HARMLESS STATEMENT

In consideration of participation as a seller at Napa Valley College and use of facilities of Napa Valley College for selling or distribution of literature or solicitation of signatures, I, intending to be legally bound for myself, my heirs, representatives, successors and assigns, hereby hold harmless, release and forever discharge its officers agents, representatives, board members, officers, employees, attorneys, successors and assigns, from against any and all claims, demands, liabilities, damages, causes of action, costs or fees, arising out of or relating to my participation in activities such as selling or distribution of literature or solicitation of signatures, including, but not limited to, claims arising out of injuries or accidents sustained by me or any other person, or damage to property, or claims arising out of defective or inferior materials or misinformation, in connection with my presence on campus. It is assumed that all taxes collected as a result of sales will be paid by the vendor to the appropriate agency.

**Signature of Requester\***(required) \_\_\_\_\_ **Date** \_\_\_\_\_

\*Please attach Proof of Insurance, Business License Number or information about your group.

## Flat Rate Fee that will be charged to the soliciting company:

\$50 per day or \$80 for 2 days for vendors who sell merchandise;

\$100 per day or \$160 for 2 days for vendors engaging in client-based businesses (i.e., banks, clinics, phone or credit card companies, etc.):

Please make check out to: Napa Valley College (on memo line write ASNVC). Payment is due on day of event or prior.

**Contract Due at least seven (7) days prior to the event.**

***For Office Use only:***

Approved: \_\_\_\_\_ Not Approved \_\_\_\_\_ Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

## **Napa Valley College Solicitation Information, Policies and Regulations**

- All requests must be submitted on a Campus Selling/Solicitation Request form at least **seven (7) business days prior** to the date of service on campus.
- For off-campus vendors selling items, an application fee will be required and shall be paid **prior** to date of service on campus. Check should be made payable to **Napa Valley College** (on memo line write ASNVC). The vendor may also pay in cash upon arrival.  
The flat rate fee is:
  - For vendors who sell merchandise: \$50 per day or \$80 for 2 days.
  - For vendors engaging in client based businesses (banks, clinics, phone or credit card companies, other companies, etc.): \$100 per day or \$160 for 2 days.
- Best time to be on campus is Tuesdays and Thursdays from 10 a.m. to 2 p.m.
- Selling is restricted to the assigned table area. No solicitation is allowed outside of your vendor space.
- Vendors may request use of college equipment in writing **seven days prior** to date. If not requested seven days prior to date of service on campus, the vendor will be responsible for any necessary equipment: table, chairs, etc.
- Vendors may **not** solicit customer via microphone, loud music, entering offices or classrooms, blocking walking paths, or hawking the product outside the assigned site.
- All persons and/or organizations are subject to the rules and regulations of the campus; any violations are caused for College Disciplinary actions as per the Student Code of Conduct and/or criminal action for non-students.