



VENDOR SPACE RENTAL AGREEMENT & INVOICE

Human Resources GRC

February 15, 2024

Event Name	Event Date	Booking Contact	Email	Event #
Hold for Fresh Perspectives Podcast	2/15/2024 (Thu)	,		E15527
		Conf. Services Rep. Ashley Brintzenhofe		

Subtotal	0.00	Paid	0.00	Pay Method
Tax	0.00	Balance	0.00	
Service Charge	0.00			
Total Value	0.00			

TERMS&CONDITIONS:

The purchase of a Rental Agreement constitutes an agreement by the purchaser, (Vendor), to comply with all policies and rules of Green River College and all applicable local, state, and federal ordinances, regulations, and laws. Failure to comply with any of these rules or to obey the requests of Green River Conference Services staff, Green River College Administration, & Safety personnel may result in termination of Vendor privileges and forfeiture of vending fees paid. It is the Vendor's responsibility to review these rules each time a Rental Agreement is purchased.

All vendors shall comply with all applicable city, county, state, and federal laws, and shall hold Green River College and it's staff harmless against failure to do so. All Vendors shall be aware of and comply with all sections of Green River , Auburn City, King County, Washington, and Federal statutes, including, but not limited to, those under Business Professional Codes. In most cases Vendors shall understand as a condition of purchasing a Rental Agreement with Green River Conference Services any and all information regarding the Vendor may be disseminated at the sole discretion of Green River Conference Services.

PAYMENT: Payment is due the date of the rental reservation and must be paid to the Green River College Cashiers before 4:00 PM Pacific Standard Time. Please bring cashier's receipts to the Conference Services office in the Student Union Building to provide proof of payment before 4pm or you leave for the day. Payment can be made in advance in person or over the phone. Green River Conference Services is only able to take credit card payments over the phone. Checks made payable to Green River College and posted via mail need to be sent ten (10) business days before the vendor reservation date.

RENTALPERIOD: The rental period is per date and starts when the building opens to the public and ends when the building closes to the public. The client may choose to reserve fewer hours.

SET-UP: No items may be affixed to walls or other surfaces on the Green River campus without prior approval from Green River Conference Services. If any cleaning or repairs are deemed necessary beyond normal use (I.E. paint damage, broken glass, or floor gouges), the costs of such services will be the Vendor's responsibility. Absolutely no use of glitter, confetti, or open flames in the vendor rental spaces. Vendor may only access space open to the public during the building's business hours. Vendors using electricity will provide their own electrical cords. Cords must be grounded and in good repair. All displays must be safely constructed. Secure

canopies, poles, tarps, signs, display materials, and merchandise at all times.

SALES: Vendors refund/exchange/return policies should be posted in clear view for shoppers. We recommend the vendor provide a sales receipt for items sold to the buyer, complete with date and vendor name. All merchandise, sales, and advertising activities must be conducted within the allocated space.

LOAD -OUT : Vending areas are to be left clean. Unsold merchandise, advertising materials, and/or trash must leave with you or be placed into the proper waste receptacles at the end of the day/event. There may be a charge to process large amounts of cardboard and/or other packing materials if left behind.

PARKING: Parking is free of charge and must be in designated areas. Parking in ADA spots without a visible ADA permit/placard will result in a non-negotiable ticket. Load-in & load-out parking can be pre-arranged through Green River Conference Services. More information on parking can be found at www.GreenRiver.EDU.

FOOD: Vendors are permitted to bring in food for their own consumption. Food samples and give-aways are prohibited on campus without pre-approval by Green River Conference Services for each type of item. The Student Union building is under contract with Spectra Catering and the Paper Tree Student Store. No food item given away, donated, or sold may compete with the food items offered by Spectra or Paper Tree. All consumables must be prepared and packaged in a commercially licensed kitchen.

Green River Conference Services reserves the right:

- To Terminate at any time without notice the rights and selling privileges of any Vendor who does not fully comply with the Rules & Regulations of Green River College.
- To inspect all items for sale.
- To request the removal of any items from being sold or exchanged.
- To request Vendors to dismantle unsafe canopies, tents, or other structures.
- To relocate vendors within the lobby or commons areas.
- To deny further selling privileges.
- To establish acceptable sound levels.
- To change the rules and regulations.

Green River Conference Services Strictly Prohibits Table & Commons Vendors from:

- The sale of ingestible goods without pre-approval of Conference Services.
- The sale of alcohol.
- The sale of pets or live animals of any sort.
- Merchandise bearing counterfeit trademarks or merchandise that infringes on copyrighted designs or materials.
- Ammunition, flammables, explosives, fireworks, or other dangerous items.
- Pornographic or adult-themed merchandise.
- Drug related paraphernalia.

Thank you for your business.