University of Southern California
Vendor Reservation Guidelines

Rental Periods

1. Trousdale Parkway Spaces are available for rental Monday through Friday from 9am – 5pm. All collateral must be removed from campus no later than 6pm. Reservation requests must be submitted at least 2 weeks in advance of your first requested date. Arrival prior to 8am is prohibited. Early arrival can be arranged in advance and is subject to fees.
   a. A canopy will be set up at the vendor space between 9-9:30am.

2. Reservation requests are not accepted on University Blackout Dates, including, but not limited to, Orientation, Welcome Week, Homecoming Week, Parent’s Week, Conquest Week, Stop Days, Exam Periods and Commencement.

3. Approval for on campus sales will only be considered for those vendors whose products or services:
   a. Provide significant positive value to the quality of campus student life.
   b. Are not in competition with vendors holding current university-wide contracts.
   c. Are not duplicative of goods and/or services currently available through established on-campus sources.
   d. Are not alcoholic beverages, illegal drugs, or drug paraphernalia.
   e. Are not considered obscene as defined by community standards.
   f. Are not for products or services which undermine the academic integrity of the university.
   g. Are not counterfeits of brand name goods.

Requirements for Rental

1. Vendors are not approved until all of the following are on file with the Scheduling Office:
   a. Reservation Request form (available at www.usc.edu/scheduling).
   b. Signed USC Vendor Contract
   c. Valid Seller’s Permit
      i. Issued by the California State Board of Equalization.
   d. Payment in full.
   e. Valid Liability Insurance for $500,000 with the University named as additional insured.

Facility Information

1. The University maintains two (2) 10’ by 10’ vendor locations.
   a. Vendor locations are determined by the Scheduling Office and are subject to change on a daily basis.
      i. Vendor must check in with Operations Staff prior to determine location.
b. The Vendor display may not exceed the 10’ by 10’ space.
2. The University does not prohibit more than one vendor from selling the same merchandise and/or services on the same day (i.e. more than one sunglass vendor may be permitted on the same day).

**Equipment**

1. The University agrees to provide the following facilities and equipment
   a. One 10’ by 10’ space in a position designated by the University
   b. One 10’ by 10’ canopy
   c. One 4’ table
   d. Two cardinal standard plastic folding chairs
2. Vendors may not use their own canopy, but they may use their own table and chairs if desired.
3. Vendor will be responsible for checking in at the Operation’s Table between 8am-9am. All university equipment must be signed for, prior to use.

**Rates and Payment**

1. The standard charge for one 10’ by 10’ vendor space is $225.00 per day on Monday through Thursday and $150.00 per day on Friday.
2. All reservations must be paid for in full via cash, cashier’s check, money order, or Credit Card (Visa, Mastercard, or Discover) 2 weeks prior to the reservation date. Failure to submit payment will result in event cancellation.

**Additional Approvals**

1. Vendor must obtain the appropriate approvals from the University Bookstore if merchandise may be in competition with goods already available through established on-campus sources. The University Bookstore requires a sample of all merchandise to be sold before approval will be granted.
2. Necessity for the University Bookstore approval signature is determined by the USC Scheduling Office.
   a. The following list of merchandise will always require University Bookstore approval. Including, but not limited to:
      i. Clothing
      ii. Handbags
      iii. Jewelry
      iv. Shoes
      v. Sunglasses
      vi. Accessories
      vii. Computer Products

**Parking**
1. Vendors may park their vehicles in the parking lot designated by the USC parking attendant at the time of arrival.
   a. Vendor may purchase a parking pass from the parking attendant upon entry into the University. Availability is subject to change on a daily basis.
   b. Vendors may also utilize metered parking lots on and around campus.

Vendor Sales and Fundraising Policies

1. Vendors may not solicit or advertise outside of the designated 10’ x 10’ space.
2. Vendor set up may not exceed the reserved 10’ x 10’ space. Any merchandise or set up that exceeds the 10’ x 10’ space will result in a fine of $25 per square foot or fraction thereof.
3. Vendors may not hang any merchandise from the canopy. Any merchandise hung from the canopy will result in a $75 fine.
   a. Vendors may hang 1 banner from the canopy as long as it has been pre-approved by the Operations Staff.
4. Vendors must not tape or attach promotional materials to any part of the University buildings, including windows, railings, etc.
5. Vendors must supply all customers with a phone number and/or address for customers having a concern or problem.
6. Vendors may only sell or promote the merchandise and/or services that are stated and approved at the time the reservation is made.
7. Vendors may neither sub-rent their space, in whole or in part, nor share spaces with other vendors.
8. All vendor furniture, merchandise and equipment must be removed by 6:00pm.
   a. No furniture, materials or equipment may be left overnight.
9. The volume of radios, CD players, etc., must be played soft enough so as not to be heard from beyond five feet of the space perimeter.
10. The individual making the reservation is responsible for informing all representatives of all University guidelines.
11. Vendors are not permitted to solicit credit card offers on campus. If a vendor in any way offers or advertises credit cards to students said vendor will be removed from campus, all future reservations will be cancelled without refund, and the vendor will not be permitted to return to campus for a minimum of two years.
12. USC emblem products intended for sale during fund-raisers must be manufactured by a vendor that is licensed by USC. A licensed vendor has a contract with USC that specifies quality standards and services and recognizes that USC insignia are protected trademarks. A list of licensed product manufacturers may be obtained from the Trademarks and Licensing Services Website at www.usc.edu/trademarks, or in Parking Structure X 103 (adjacent to Gate 3, USC McCarthy Way and Figueroa), (213) 740-5222.
13. In the state of California, raffles and lotteries are illegal if a person is required to purchase a ticket or make a donation in order to be eligible to win the contest.
Inclement Weather Policy

1. In the event of rain or other inclement weather (determined at the discretion of the SCheduling Office) the following policy applies:
   a. Full credit will be considered for reservations cancelled via the phone or email no later than 9am on the date of the reservation.
   b. Half credit will be considered for reservations cancelled by 12:00pm on the date of the reservation.
   c. No credit will be given for reservations cancelled after 12:00pm on the date of the reservation.

Cancellations and No Shows

1. Cancellations must be submitted in writing to the SCheduing Office at least 2 weeks prior to the event date to receive a full refund or date credit. Cancellations received within 2 weeks of the event date will result in a loss of all fees.
2. Reservations that are not completed (missing payments or paperwork requirements) at least two weeks prior to the reservation date will automatically be cancelled and will not be rescheduled until all reservation requirements are received.

Questions?

Contact:

SCheduling Office
3607 Trousdale Parkway – TCC 427
Los Angeles, CA 90089 – 3102

Telephone: 213-740-6728
Fax: 213-740-4014
Email: odprod@usc.edu

Hours of Operation:
Monday – Friday
9am – 5pm