



ASSOCIATED STUDENTS INC
SF STATE UNIVERSITY

Associated Students Programs & Services

Arts & Crafts Fair and Vendor Rules and Regulations

These rules and regulations are your guideline, as well as ours, to assure a safe, equitable and successful arts & crafts fair. These rules and regulations shall supersede any and all previous written, stated or implied rules or regulations. Associated Students Programs & Services (ASPS) shall be fair and diligent in enforcement of these rules. Please direct any comments or concerns to the ASPS representative on duty. Any comment, concern or complaint will be promptly looked into or investigated, and appropriate action or measures will be taken by ASPS. Participation in this arts & crafts fair is open and all applications will be evaluated. Vendors acceptance to the fair is not guaranteed. Participation in the fair is a privilege and not a right. ASPS reserves the right to refuse admittance to anyone.

- Vendors shall abide by, obey and adhere to all rules laws and regulations of the City and County of San Francisco, the State of California and the United States of America.
- Vendors shall abide by obey and adhere to all rules regulations and policies of San Francisco State University including, but not limited to the Smoke-Free Campus Policy and the Alcohol and Drug Policy, copies of which are attached.
- There are **no refunds** the week of the fair. Please see your application packet for the specific refund deadline. The deadline for refunds will be strictly enforced.
- You are responsible for the security of your items. Associated Students assumes no responsibility for guaranteeing the safety of items placed in overnight storage or left in your booths. Overnight storage is locked but there is no overnight security.
- Storage times will be posted at the beginning of the fair and are not negotiable. Times will be strictly enforced. **Vendors who do not pick up stored items each morning by the end of the posted time shall have their items placed outside of storage.** Management takes no responsibility for such items.
- You will be assigned a booth space, which will be clearly marked. Nothing pertaining to your booth shall exceed your designated area. Vendors shall not encroach upon on use of any booth space that is not specifically assigned to the

vendor. Vendors shall not to trade, share, or move into any other space which has not been assigned to them without the permission of ASPS management.

- Vendors shall keep all aisles, walkways and paths free of obstructions.
- Vendors should be courteous to each other, building staff, students and faculty. Remember that you are a guest on this campus, please act accordingly.
- Vendors should keep their area neat and clean. Not only for visual purposes, but for general safety as well. Please report any safety hazards to the ASPS representative on duty.
- Our Arts and Crafts Fair strives to have as many hand made goods as possible. Imports shall be allowed because most of them are usually handmade goods. Mass produced goods of any kind are not allowed, for example: sunglasses, baseball caps, imitation designer handbags, etc. Any questions regarding the appropriateness of goods should be submitted to ASPS management. The decision of ASPS about any questionable item is final.
- Any misconduct or breaking of the rules should be reported to ASPS management. Never deal with it on your own. Complaints should be handled by ASPS management only. Anything brought to our attention will be investigated.
- Breaking the rules is subject to disciplinary action, including, but not limited to (at the sole discretion of ASPS), verbal or written warnings, temporary or permanent loss of booth space, and loss of privilege to be invited back to the

fair. In the event of suspension or removal from the fair no refunds will be given.

- Your space is not your property. You may not sublet your space.
- None of the ASPS management, the Associated Students, or San Francisco State University is responsible for any items or goods owned, sold, used, displayed used or stored in any vehicle. Any parking tickets incurred by a vendor shall be the sole responsibility of the owner of the vehicle.
- Parking passes shall only be distributed once, at the beginning of the fair. Parking passes will not be replaced if lost or stolen. Vendors shall park in designated areas only. Vendors shall abide by all traffic and parking regulations of San Francisco State University.
- Loading dock privileges are available to vendors only for a limited time on the first morning of fair and the last evening of the fair. Vendors shall not leave vehicles unattended in the loading dock area.