



Vendor Rules and Regulations Agreement

1. Vendor meeting will be held on Friday, February 17, 2023 at 3:00PM at the SGA Office in the School of Education Room 117.

Registration

2. For vendors to sell items, conduct games, or provide entertainment, they must register with the 61st Student Government Association **no later than Wednesday, February 15, 2023.**
3. Each lot is 10' by 20' in size. Lot locations are reserved on a first come first serve basis of lot fee payments.
4. Vendors may only purchase at MOST two (2) side-by-side lots.
5. All storage of building materials, construction activity, and items to be sold must take place within the boundaries of the assigned lot.
6. The registration fee (for food trucks and small business vendors only) is \$50.00. Payment is DUE on Friday, February 17, 2023. Payment is made available to the SGA Office at the School of Education in Room 117. Please make arrangements prior to visiting the office with President Kyona Rivera at (671) 998-1617 or VP Christian Ramos at (671) 747-7084.
7. MAKE CHECKS PAYABLE TO UOG SGA.

Booth Set Up and Timeframe Policy

8. Vendors must set up their canopy (if needed) beginning on Wednesday, March 1, 2023 at 5:00pm until Thursday, March 2, 2023 no later than 8:00am. Vehicles must be off center court grounds by 7:00am.
9. Canopies must be safely secured. **Hollow/cinder blocks and stakes in the ground are strictly prohibited.** Alternatives that have been effective in the past include: filled 5-gallon water bottles and covered 5-gallon sand/cement-filled buckets.
10. All vendors must include a "No Smoking" sign within their booth, visible to the public.



- 11. Booths may close early, but vehicles will not be permitted on center court grounds until the end of Charter Day activities at 5:00pm.
- 12. Vendors must remove their canopies no later than 10:00pm on Thursday, March 2, 2023.
- 13. Each lot will be assigned by a number by the 61st Student Government Association. Each lot is in 10' by 20' in size. **Penalties will be charged at \$50 for violating the size and area for each lot.**

Required Permits

- 25. **Vendors are required to obtain ALL necessary permits with the Department of Public Health and Social Services (DPHSS) and the Guam Fire Department (GFD) prior to the event.** Vendors will not be able to operate without the necessary permits (i.e.: business license, peddling license, health certificates, sanitary permits). DPHSS and GFD will be on site. **Vendors must provide a copy of the permits to the 61st Student Government Association no later than 7:00pm on Friday, February 17, 2023.**

| Permits Needed | Food | Non-Food | Information |
|---------------------------------|------|----------|-------------|
| Peddler/Mobile Business License | X | X | |
| Sanitary Permit | X | | |
| Health Certificate | X | | |
| Fire Permit | X | X | X |

*Permits must be obtained specifically for Charter Day

*Health Certificates must be for each person serving food

- 26. Food and non-food vendors are required to have a valid temporary business license, mobile business, or peddlers permit from Guam Revenue and Taxation. If the vendor has a mobile business permit, the mobile vehicle must be present and in use.
- 27. Vendors cooking with low pressure gas are required to have an LP gas inspection certificate.
- 28. As per the requirement of DPHSS, **all vendors selling food must provide a pallet or any substitute permitted by DPHSS**, which shall be used as flooring for their canopy; the disposal of such flooring is the responsibility of the vendor, as it is not included in the trash fees.



29. The food service area must have overhead protection such as a canopy, tent, etc.
30. The facility must have sufficient equipment to maintain food temperatures: cold foods $\leq 45^{\circ}\text{F}$, hot foods $\geq 140^{\circ}\text{F}$, frozen foods $\leq 0^{\circ}\text{F}$.
31. A hand-washing sink must be available on site. Hand sanitizing solution cannot be used as a substitute for hand-washing.
32. **All storage and preparation of foods, with an exception of the BBQ area, must be conducted in an area with overhead protection.**
33. Ice used to cool food containers cannot be served to customers.
34. DPHSS may apply further requirements to the operation of a temporary food service establishment to ensure the protection of the public.
35. Vendors are required to provide a fire extinguisher for their lot.
36. Vendors cooking with deep fat fryers, solid fuels (i.e. wood or charcoal) or any other method that produces grease laden vapors are required to have an additional class K type extinguisher within 30ft of cooking operations.
37. Combustible materials shall not be stored within the booth area and must be removed daily.
38. Cooking shall not be allowed within 20ft of any combustible structure, open canopy or vehicles.
39. Surge protectors shall not be connected down circuit (female end) of an extension cord.
40. GFD will be inspecting all grounds 1 hour prior to the event.



Vendor Operating Policy

41. The University of Guam, as a whole, is not responsible for the loss or damage to personal items and/or items related to concession activities.
42. No pets are allowed on campus during Charter Day activities.
43. A replacement fee will be charged for any UOG property damage caused by recklessness on campus, which includes, but is not limited to: damages to electrical spider boxes laid out for Charter Day, landscaping, trees, benches, and/or water spouts.
44. Vendors must maintain cleanliness in and around booth at all times. Dispose of waste in the appropriate trash and recycling bins provided by the University.
45. Do not overload outlets within the area in order to prevent any power fluctuations. Each vendor may use no more than two sockets in their appropriate area's power box.
46. The University of Guam has established a strict policy prohibiting the use of Styrofoam products. All student organizations, non-profit organizations, and concession vendors must ensure that all paper products are made of recyclable material and/or must be recyclable. Sign up with Phillip Cruz at (671) 735-2918 for a recyclable program. **No Styrofoam or non-recyclable plastic materials of any form will be permitted during Charter Day.**
47. The University of Guam is a tobacco-free institution. **Smoking and/or chewing tobacco products are prohibited everywhere on campus;** this also pertains to any form of vaping.
48. **Alcoholic beverages cannot be sold on campus.**
49. **Violation of any of these rules shall be grounds for a vendor's removal from the Charter Day site and forfeiture of any fees.** The 61st Student Government Association will terminate activities and Campus Security or the Guam Police Department may be called to enforce this policy.



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61st Student Government Association
Enrollment Management and Student Success

By signing below, I acknowledge that I have fully read and understood the rules and regulations of the University of Guam's Charter Day 2023.

Company Name

Vendor Representative Print/Signature Date



Information and Agreement Form

| | | |
|-------------------------------------|--|--------------------------|
| FOR SGA USE ONLY: | | LOT NUMBER: _____ |
| Date: _____ | | Payment Type: _____ Cash |
| Initials: _____ (FINANCE COMMITTEE) | | _____ Check No. |
| _____ (EXECUTIVE OR SENATOR) | | TOTAL Amount: \$ _____ |

Company Name: _____

Point of Contact: _____

Contact Information: Cell: _____ Office: _____ Other: _____

Email Address: _____

I acknowledge that the above information is correct and valid.

Signature

Date

Type of Vendor:

- | | |
|---|--|
| <input type="checkbox"/> Food and Drinks | <input type="checkbox"/> Information |
| <input type="checkbox"/> Sale of Items (non-perishable) | <input type="checkbox"/> Entertainment/Demonstration |
| <input type="checkbox"/> Games | <input type="checkbox"/> Hut Display |

Items to be sold/ Topic of Information material/ Performance Type/ Game Type:

Utilities Needed:

- Water
- Electricity
- Other (please specify)

Zero Waste Agreement Charter Day 2023



Provided by

UNIVERSITY OF GUAM
CENTER FOR ISLAND SUSTAINABILITY

Håfa Adai Vendor!

To demonstrate our commitment to protecting our environment, we are doing our best to make this a zero waste event. The goal is to have vendors only distribute materials that are either locally accepted for recycling or compostable – instead of materials that will end up in the landfill. No plastics are being recycled in Guam. Below is a guideline of **acceptable** and **unacceptable** materials for UOG Charter Day 2023.

| ACCEPTABLE Containers and Service Ware | UNACCEPTABLE Containers and Service Ware* |
|---|--|
| Compostable containers (i.e. plates, bowls, cups, or) made of plant-based materials | Foam products (aka “Styrofoam”) or non-compostable plastic containers and cups |
| Compostable utensils (i.e. spoons, forks, knives, etc.) made of plant-based materials | Non-compostable plastic utensils (i.e. spoons, forks, knives, etc.) |
| Wooden chopsticks, skewer sticks, or toothpicks | Non-compostable plastic sticks or toothpicks with decorative plastic tops |
| Paper napkins and paper towels | Non-compostable plastic straws and lids |
| Paper bags | Plastic bags (even if it says “biodegradable” or “recyclable”) |
| Aluminum foil | Plastic wrap (cellophane aka “Saran Wrap”) |
| Aluminum or steel cans (preferred item) | Non-compostable plastic cups |
| Glass bottles | |



***Note: Vendors will be instructed to remove any non-recyclable or non-compostable items. If vendors distribute unacceptable items, a \$200.00 penalty fee will be collected.**

Please contact our Zero Waste Coordinator Phil Cruz from the UOG Center for Island Sustainability at 671-735-2918 or 671-688-4732 or philcruz@uog.edu if you have any questions.

As a vendor participating at the 2023 University of Guam Charter Day, I agree to distribute my products in compostable or locally recyclable containers.

Business/Vendor Name: _____

Representative Name & Title: _____
(print name & title)

Vendor Representative’s Signature: _____ Date: ___/___/23