

## **APPENDIX B: VENDOR GUIDELINES FOR EVENTS HELD ON THE DESERT VISTA CAMPUS**

The following guidelines are intended to help with vendor management for events hosted on the Desert Vista High School campus. These guidelines are not intended to define a complete event planning approach nor are they intended to be exclusive in nature. Additional rules or expectations may be provided from either the Desert Vista High School administration or the Tempe Union High School District (TUHSD).

### **1. COMMUNICATIONS**

- a. The booster club hosting the event shall designate a vendor coordinator to be the primary contact with all vendors for the event. This individual should be reasonably accessible via email and telephone for 30 days prior to the event, and preferably be on site the day of the event.
- b. The vendor coordinator is responsible for managing interactions with vendors and also communicating within the booster club regarding any issues related to vendors for the event.

### **2. VENDOR EXPECTATIONS**

- a. Vendors are independent from Thunder Board, Desert Vista High School, and TUHSD. Participation in an event is in no way to be construed as a license, partnership or joint business venture of any kind. Vendors are not authorized to use the logo or namesake of any of the above entities for their own promotional purposes without written permission from TUHSD.
- b. Vendors are expected to be in compliance with all relevant laws and regulations that apply to their business.
- c. Vendors must provide copies of the following items to the vendor coordinator for the event at least 7 days prior to the event or they may be disqualified from the selection process for that event.
  - Current valid business license from the appropriate licensing authority(ies).
  - Certificate of insurance (upon request).
  - Food vendors must also provide a copy of their most recent valid health department inspection certificate, if applicable.
- d. Open plate foods (not pre-packaged and sold without preparation) may only be prepared and served by individuals with a valid Food Service Worker Card in their possession at the time. In some circumstances, workers may be trained on site by a certified Food Service Manager in compliance with applicable procedures. All food vendors must meet food handling and health code requirements as defined by Maricopa County Environmental Services.
- e. Vendors are expected to provide their own staff, particularly for handling money. Any agreed upon sharing of proceeds with the booster club hosting the event should be settled at the event, if possible, but not later than 7 days after the event.
- f. Vendor staff and volunteers are expected to behave in an appropriate and respectful manner while on school property. Anyone refusing to do so may be asked to leave the event and return afterwards to collect their property. In addition, vendors are not allowed to have staff on site who have been convicted of nor pled no contest to a felony or who are listed in any official database of level 2 or level 3 sex offenders.

### 3. VENDOR SELECTION

- a. Vendor planning should be started well in advance of the event, preferably at least 30 days, to allow time for adequate communication and gathering of all necessary documentation. The selection process and notifications to all vendors who express interest, whether selected to participate or not, must be completed by 7 days prior to the event.
- b. Criteria for vendor selection should give consideration to any qualified vendor. Booster clubs are encouraged to define in advance what selection criteria will be used and share that information with interested vendors early in the selection process.
- c. Booster clubs are not required to make a public appeal for vendors nor are they required to implement a competitive bidding process. However, selection criteria may not be overly restrictive or exclusive in that multiple vendors with similar goods/services must be considered on a reasonable basis. Long-term exclusivity agreements, either written or verbal, are not allowed.
- d. The booster club hosting the event should assign selected vendors to physical locations or slots at least 5 days prior to the event. This information must be communicated clearly with each selected vendor, including details of where they are to set up, expected times for entry and exit from the campus, and any other information regarding physical access the day of the event. (Maps of the campus and/or the sports complex may be downloaded from the Thunder Board web site to assist with this requirement.)

### 4. PHYSICAL ACCESS, EQUIPMENT AND SUPPLIES

- a. Vendors are expected to provide all necessary equipment, supplies and support items for their own operations the day of the event unless specific arrangements with the vendor coordinator are made in advance.
- b. Requests for electrical power must be made to the vendor coordinator at least 5 days in advance of the event. (Note: Only standard 110V AC power is available.)
- c. Vendors are expected to restrict their tables, awnings, trailers, and other physical property to the area allocated to them for that event. Questions should be directed to the vendor coordinator who has final authority.
- d. If a vendor arrives with an unexpectedly large trailer that does not fit in their assigned space, and cannot be easily repositioned, they may be required to leave the event. Final decision will rest with the vendor coordinator.
- e. Vendors should not arrive on campus substantially earlier than the specified arrival time on the day of the event and should be fully packed and off site by the specified departure time.
- f. Vendors are expected to follow the instructions of event staff and DVHS security personnel when entering and leaving the campus. Best efforts will be made to communicate instructions in advance, but may be subject to change the day of the event. Patience and cooperation are much appreciated.