

CAMPUS CENTER OPEN MARKET VENDOR INFORMATION SHEET



Thank you for your interest in participating in the Campus Center Open Market, which is organized through our Campus Center Meeting and Event Services (CCMES) unit. The Campus Center is the gathering place for the UH community - students, faculty, staff and alumni. The mission of the Campus Center is to provide programs and services that are of interest to the UHM community, especially its students.

Open Market vendors are allowed to book table space in Campus Center at the Open Market Vendor rate. Table space locations are in pre-determined areas in Campus Center's 1st and 2nd floors. The rates are as follows:

2 table spaces - \$35/day

3 table spaces - \$50/day

NOTE: One table space is equal to 6 feet x 6 feet. Open Market vendors are required to bring their own tables/chairs.

Steps to become an Open Market vendor

1. As a trial period, reserve a table space at the normal vendor rate (\$100 per day, per table) for at least two days;
2. Next, submit a proposal to CCMES; (refer to proposal details below)
3. Upon approval of your proposal, an Open Market Memorandum of Agreement will need to be signed;
4. Lastly, submit all requirement documents, which include:
 - a. Signed Memorandum of Agreement
 - b. Copy of liability insurance (refer to requirements below)
 - c. Copy of your G.E. tax license.

Proposal

The proposal (which can be a brief letter) should include the following information:

- Company name
- Person responsible/contact person
- Contact email address, telephone number, and mailing address
- List of items to be sold
- Prices of items to be sold
- Estimated number of times per month you will come to Campus Center (Open Market vendors are required to consistently book 2-3 times a month)
- How the proposed items will be of interest to students

Please address your proposal to the Campus Center Meeting and Event Services office. The proposal can be dropped off to our office at CC 209 or mailed to:

Campus Center Meeting and Event Services
University of Hawaii at Manoa
2465 Campus Road, Campus Center 209
Honolulu, HI 96822

The proposal will be reviewed and you will be informed if your proposal has been accepted.

If you have additional questions, please contact CCMES by phone: (808) 956-2525 or email: ccmes@hawaii.edu.

More information on next page.

OPEN MARKET VENDOR REGULATIONS

- A. Schedule of tables in designated areas of the Campus Center Complex shall be handled through the Campus Center Meeting & Event Services (CCMES) Office. All bookings need to be requested through the online reservation system.
- B. The normal hours for reserving tables are: Monday - Friday, 8:00am – 4:30pm.
- C. When loading and unloading equipment, vendors must park in the designated loading area near Kuykendall.
- D. Vendors are responsible for bringing their own tables and chairs. All equipment must fit in designated areas as requested.
 - a. Campus Mall - \$35 per day per independent VENDOR for each CC mall space measuring 12 feet X 6 feet (2 table areas).
 - b. Campus Mall - \$50 per day per independent VENDOR for each CC mall space measuring 18 feet x 6 feet (3 table areas)
- E. Vendors are responsible for making their own parking arrangements. You may contact the Parking Office (808-956-8899), or park in the Lower Campus Parking Structure. Parking fees will apply and are vendor's responsibility.
- F. Posting banners or posters on our walls is prohibited. If you need to post banners/posters rolling corkboards can be requested from CCMES.
- G. If you choose to play music in your area, you must keep it at a reasonable volume level. A warning will be given if we receive complaints. If continuous complaints occur, CCMES has the right to terminate the contract.
- H. Vendors must make bookings on a consistent basis (2-3 times a month). If this is not occurring, CCMES has the right to terminate the contract.
- I. Open Market Vendor Contracts between the University of Hawaii and your company will be made by semesters.
- J. Liability insurance requirements:
 - a. Commercial general liability insurance with a minimum of \$1,000,000 per occurrence for both bodily injury and property damage;
 - b. Damage to rented premises coverage with a minimum of \$100,000 per occurrence;
 - c. The policy should state:
 - d. Certificate holder: University of Hawaii, 2465 Campus Road, Honolulu, HI 96822;
 - e. "The University of Hawaii shall be named as additional insured";
 - f. "This insurance shall not be canceled, limited in scope of coverage or non-renewal until after 30 days written notice has been given to the University of Hawaii."*
 - g. "It is agreed that any insurance maintained by the University of Hawaii and/or the State of Hawaii will apply in excess of, and not contribute with the insurance provided by this policy";
 - h. "Insurer waives any subrogation rights against the University of Hawaii"
 - i. Company needs to have sufficient Worker's Compensation and Employer's liability coverage in compliance with the laws of the State of Hawaii.
- K. Payment: For new vendors, payment is due on the day of the bookings. Payment can be processed several different ways:
 - a. Cash
 - b. Personal Check
 - i. Payment should be made to: University of Hawaii
 - c. Credit/Debit Card Payment
 - i. We accept: MasterCard, Visa, Discover, or JCB