STANDARDS OF CONDUCT:
To create a welcoming campus environment for all members of our diverse campus community, UC San Diego (UCSD) strives to maintain a climate of fairness, respect, and professionalism. As vendors on the UCSD campus, you play an important role in helping to maintain this climate. Accordingly, as a condition of participation in the International Education Week (IEW) Global Fair, vendors must adhere to standards of conduct that will maximize the benefits of the IEW Global Fair for the campus community. Vendors may not engage in inappropriate, unprofessional, or disruptive behaviors, including, but not limited to:
- Shouting at patrons or community members
- Harassment, which may include initiating or persisting in unwanted conversations or impeding ingress to or egress from a booth or any other part of the Global Fair
- Offensive jokes, comments, remarks, or statements
- Discrimination on race, ethnicity, gender, age, disability, sexual orientation, religion, and/or political beliefs

The criteria for selection of vendors include:
- Relevance to fair trade, community service, global education and international appeal
- Desirability of the items or product
- Originality of the items or product
- Past performance during previous Vendor Fairs
- Price point of items
- Number of vendors selling similar items
- Student feedback
- Timeliness of application

Vendors are invited to participate in the IEW Global Fair at the sole discretion of UCSD Global Education office.

LOADING/UNLOADING
- 6:00 am – 7:00 am: Vendors can drive their car/vans onto Library Walk and unload at their assigned space
- 7:00 am – 9:00 am: Vendors can park their cars in the designated loading/unloading zones
  - Vendors will not be permitted to enter the loading zones after 8:45am.
- 10:00 am – 4:00 pm: IEW Global Fair is open for business
- 5:00 pm – 6:00 pm: Vendors can park their cars in the designated loading/unloading zones
- 6:00 pm – Cars/vans are allowed back on Library Walk
- 6:00 pm – 7:00 pm: Vendors can drive their cars/vans onto Library Walk and load at their assigned space
- Failure to adhere to the Loading/Unloading policies above will result in a $50 fine per incident

LOCATION:
The UCSD Library Walk, adjacent to the Price Center, is a major pedestrian concrete thoroughfare with high student traffic. UCSD enrolls approximately 30,000 students and Library Walk may have 20,000 students a day accessing it. (Location may be changed without notice.) Please be aware that the UCSD Library Walk is considered a free speech area, therefore, the Global Education office is not responsive for any of the free speech activities occurring on the Library Walk and its effects on student traffic.

SPACE ASSIGNMENTS:
- Your space assignment and all other necessary permits and paperwork will be sent to you with your acceptance letter via email.
- Once your space is assigned, there will be no changes prior to or during the Global Fair under any circumstances.
- The Global Education office reserves the right to add or remove spaces relative to the Global Fair Map as needed.
- The Global Education office does not guarantee to vendors any specific location within the Global Fair. We reserve the right to assign space at our discretion.
- All vendors are responsible for cleaning up their area on an ongoing basis. There is no garbage removal by UCSD.
- Cooking and/or BBQs are only allowed in two very specific spaces and these are assigned to specific vendors.
- No amplified sound is allowed on Library walk except in designated space 1929 on a pre-approval basis.

EQUIPMENT:
- UCSD will provide one table and two chairs per vendor. A table cloth or tent/canopy and any other necessary equipment is the responsibility of the vendor.
• The Global Education office recommends a dolly or hand truck for when driving privileges on Library Walk end at 7:00 am each morning.

• PARKING:
  o A PERMIT IS REQUIRED TO PARK ANYWHERE ON THE UC SAN DIEGO CAMPUS.
  o Daily permits can be purchased at any of the campus information booths (see campus map, maps.ucsd.edu/mapping/view/default.htm).
  o The Global Education office is not responsible for lost parking permits or parking tickets.
  o Parking instructions are indicated on the front and back of the One Day Parking Permit. Vendors are responsible for filling out the parking permit and parking in valid locations.
  o Campus Police will ticket those vendors who are not loading or unloading in the Loading Zones.

• IN THE EVENT OF WEATHER:
  There will be no refunds due to weather. Canopies must be properly constructed and anchored.
  o For safety and security, UC San Diego may require vendors to use additional weights to secure their canopy or require the vendor to dismantle the canopy due to windy conditions. Please note, however, it is NOT the responsibility of UC San Diego to instruct vendors how to construct or dismantle its canopy.
  o Vendor will hold UC San Diego harmless from and indemnify UC San Diego against any injury or liability resulting from Vendor use, construction, or removal of Vendor canopy at any time or for any reasons including, but not limited to, windy conditions.

• CANCELLATIONS:
  o There are NO REFUNDS.

I have read and understand the above information and agree to abide by the rules and policies set forth by UC San Diego's Global Education.

If I break or ignore any of the policies outlines above, my participation in the IEW Global Fair, as well as any future IEW Global Fairs, will be jeopardized. I also understand that all IEW Global Fair selections are the sole decision of, and made at the discretion of, the Global Education office. In addition, Global Education has the right of first refusal for any vendor selections.

Company/Business Name (Please print): ____________________________________________________________

Company/Business Website (Please print): __________________________________________________________

Vendor Name (Please print): ____________________________________________________________

Vendor Email (Please print): ____________________________________________________________

Vendor Telephone (include cell phone): __________________________________________________________

Vendor Signature: ____________________________________________ Date: ____________________________