

## SPECIFIC REQUIREMENTS FOR COMMERCIAL TRANSACTIONS

A vendor reserving a table space to conduct commercial transactions must present a business license, or valid California resale permit, and a certificate of insurance. The certificate must show proof of liability for personal injury and property damage in amounts sufficient to pay for accidents or incidents arising from operation of the table space, and worker's compensation insurance as required by California law. In lieu of such certificate, vendor shall sign a release of liability form. In addition, written approval must be obtained from Spartan Bookstore for any commercial transactions. Certain specific types of items will not be approved. This list includes, but is not limited to:

- Cellular phones and/or pagers
- SJSU emblematic clothing or merchandise
- Commercially available books
- Magazines
- Note cards
- School supplies
- Computers or computer supplies

A vendor table space reservation will not be considered accepted until approval has been obtained from Spartan Bookstore. All required paperwork must be on file in the Event Services Office, along with payment, five (5) working days prior to space use or the reservation will be canceled. \*During the first two weeks of each semester the only table spaces available to vendors are the three (3) outside tables marked A, B and C.