

OFF CAMPUS VENDOR POLICY
Valid for the 2010 Academic Year

1. All off campus vendors must register and reserve space through the Office of Conference Services at (310) 338-2975.
2. All product promotions are restricted to the Herrean Plaza.
3. All product promotions on the Herrean Plaza are to take place between the hours of 10am and 3pm and with the use of 1 six foot table and two chairs, unless otherwise specified.
4. Off campus vendors will be charged exactly ninety (90) dollars per table per day. The ninety (90) dollar fee must be paid by check or money order payable to:
Loyola Marymount University
Conference Services
One LMU Drive, MS 8150
Los Angeles, CA 90045

Or by credit card. (VISA or MASTER CARD ONLY).

All payments must be made seven (7) business days prior to the Herrean Plaza sale date. If payment is not received seven (7) business days prior to the sale date, the reservations are subject to cancellation.

5. The vendor's name and Herrean Plaza Permit must be visibly posted on the table at all times.
6. Appropriate attire and respectful behavior is expected.
7. The use and/or possession of alcohol or any controlled substance or illegal drugs on University premises or at a University sponsored activity is strictly prohibited.
8. All actions taken by the vendor must be in compliance with the mission, goals and objectives of Loyola Marymount University.
9. All vendor fees paid to the University are non-refundable. Only in the case of inclement weather will Herrean Plaza dates be rescheduled. No exceptions are made.
11. Vendor and Merchandise Sales Sponsored by Student Organizations:
Student organizations that sponsor off-campus businesses (vendors) as a fundraiser or as a part of their event, must seek approval from Student Life and Conference Services.
Vendor Scheduling Procedure and Fees:
 - A. An Activity Planner approved by Student Life is required before the student organization may make any arrangements with Conference Services. The business name, address and phone number and a description of the item(s) sold are required on the Activity Planner.
 - B. Off-campus vendors are charged a fee of \$90 per day per space. A signed contract and payment must be received seven business days prior to the sale date.
 - C. A confirmation notice will be generated and sent to the sponsoring group. Once all paper work is completed and payment is received, a vendor permit will be issued. The permit will be displayed on the table itself on the date reserved.
 - D. All vendor fees paid to the University are non-refundable. In case of inclement weather, Herrean Plaza will be rescheduled.

Company Name

Date(s) of Reservation

THE VENDOR AGREES:

To defend, indemnify, and hold harmless Loyola Marymount University, its officers, employees, students, and agents from and against any losses and expenses, claims, suits, or other liability including product liability, resulting from injury to any person or damage to property arising out of or in any way connected with the vendor's exercise of this privilege.

THE VENDOR UNDERSTANDS:

That should he/she violate any University policy or any law applicable to the Vendor's activities at the University, the Vendor shall be removed from University premises and the vendor permit revoked.

"USER"

LOYOLA MARYMOUNT
UNIVERSITY

By: _____

By: _____

(Print Name & Title)

(Print Name & Title)

DATE

DATE

NAME
TITLE
ORGANIZATION
ADDRESS
ADDRESS

Patricia Carlson
Director, Conference Services
Loyola Marymount University
One LMU Drive, MS8150
Los Angeles, CA 90045

LMU LABOR PRACTICE CODE FORM

To be completed by suppliers wishing to sell apparel or footwear to Loyola Marymount University

Directions: Please complete this form in its entirety. Below you will have an opportunity to indicate whether or not you and your suppliers or manufacturers meet or exceed the Code requirements. Incomplete forms cannot be processed. Failure to complete and send in this form, will disqualify your company from conducting business with Loyola Marymount University.

Willful false statements on this form may result in termination of any current or future business with the university. Any questions contact the Purchasing Department at 310-338-1801 for assistance.

STATEMENT OF SUPPLIER LABOR PRACTICE CODE

LOYOLA MARYMOUNT UNIVERSITY'S POLICY ON SUPPLIER LABOR PRACTICE CODE

MISSION

Loyola Marymount University understands and declares its purpose to be: the encouragement of learning, the education of the whole person, the service of faith and the promotion of justice. In the spirit of treating everyone with dignity and respect the University has established this policy to monitor its concerns with the use of child or sweatshop labor to produce goods and services sold to the University community.

The Students, Faculty and Staff are committed to purchasing products only from vendors and manufacturers who maintain the highest ethical labor standards for all their employees. The concern is for all individuals, especially children, and to ensure their welfare with adequate regulations and socially responsible working conditions.

Sweatshops are work places that are characterized by systematic violation of one or more of the fundamental workers' rights that have been described in international law and site-of-production laws and regulations. These rights include:

- **Children not being subjected to working conditions that jeopardize their physical, psychological, or intellectual development;**
- **Workers receiving a fair wage and benefits;**
- **Workers being free to organize and negotiate collective bargaining agreements;**
- **Working conditions that are just. This includes freedom from excessive working hours and forced labor, freedom from physical, sexual, and emotional abuse, and protection from workplace health and safety hazards.**

LMU SUPPLIER LABOR PRACTICE CODE

Loyola Marymount University is committed to doing business with reputable and responsible suppliers whose business practices meet the Fair Labor Laws, standards of ethical conduct and corporate citizenship. Therefore, in order to be selected and continue to provide product and services to LMU, all suppliers shall meet or exceed the following standards of labor practices:

- 1 **Wages and Benefits** must (a) comply with all applicable laws and regulations and (b) match or exceed the legal wage or that meets relevant local industry standards, including premium or overtime compensation.
- 2 **Working Hours** may not exceed (a) the applicable legal or regulatory limit of any given country and (b) a workweek of 48 hours and 12 hours overtime, with at least 1 day off in every 7.
- 3 **No Child Labor is permitted.** Child Labor means labor by any person who is under the age recommended by the International Labor Organization for regular employment in the relevant locality and industry.
- 4 **No Forced Labor** including prison or indentured labor is permitted.
- 5 **Health and Safety** standards at all workplaces, and all residential facilities provided for workers, must (a) comply with all applicable laws and regulations and (b) match or exceed the prevailing conditions in the relevant locality and industry.
- 6 **Discrimination, Harassment and Abuse.** including any form of corporal punishment, are prohibited.
- 7 **Unionization and Freedom of Association** must be allowed whenever permitted by applicable law.

Every supplier of merchandise to Loyola Marymount University will be required to certify in writing annually that its labor practices meet or exceed these standards and agree that LMU may take any corrective action deemed appropriate up to and including termination of the supplier relationship, as well as open contracts or purchase orders, upon notice of any violation of these standards, including reports of violations published by human rights organizations.

SUPPLIER QUALIFICATION

To monitor that workers are not exploited throughout the globe, the University has instituted a procedure whereby the supplier/vendor of general merchandise or products are qualified to do business with the university.

Qualification of all general merchandise vendors consists of the supplier annually certifying that they are aware of the means by which their products to be sold to the university are produced and guarantee that the following code is followed throughout the chain of

production. They must certify that no child or involuntary labor is used to manufacture products sold to the University or its on campus vendors. Further, the University requires vigilance by its Students, Faculty and Staff to purchase products from only qualified, reputable and responsible vendors.

The procedures and records of qualification will be maintained and monitored in the Purchasing Department.

The ***LMU LABOR PRACTICE CODE FORM*** will be completed by the supplier and if at any time the supplier is found to have violated the code, immediate termination of any contract or purchase order may result. The vendor will not be qualified to do further business with the University until they may demonstrate full Code of Conduct compliance.

PURPOSE

The purpose of this policy is to ensure that apparel purchased, licensed, or required by the university be manufactured by responsible employers, and not in sweatshop conditions. It is the intent of this policy to provide strong incentives to the producers and suppliers of university apparel to ensure that decent conditions prevail in their factories. Where conditions are substandard, it is our purpose to be a positive influence toward raising standards.

A: Supplier Profile

Name _____
Address _____
City _____ State _____ Zip _____

Phone _____ Fax _____

Sales Rep Name _____ Product _____

Line(s): _____

1. Does your company have a written policy on Supplier Labor Practice Code:
Yes _____ (attach copy) No _____

2. Labor Practice Code Contact: _____

List all manufacturing or product assembly locations or companies by country and indicate their compliance to Supplier Labor Practice Code. Compliance with the Supplier Labor Practice Code should be based on all areas: 1. Wages and Benefits 2. Working Hours 3. No Child Labor 4. No forced labor 5. Health & safety 6. Discrimination, Harassment, & Abuse 7. Freedom of Association:

Name	Country of Origin	Compliant (Y/N)
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. REPORTING AND VERIFICATION

Disclosure: Suppliers shall report the name etc....

On-Going Compliance: Suppliers and manufacturers are responsible.....

SUPPLIER STATEMENT OF COMPLIANCE

In compliance with etc.

Signed: _____

(Print name and Title)

Date: _____