

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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NC STATE/OSU-M OUTSIDE VENDOR AT EVENTS POLICY Effective: May 25, 2011

Policy No. 3357:13-18-06

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A. Campus committees or student organizations who plan events and activities for the campus and local community (for example, Arts and Lectures, Diversity, etc.) may invite local vendors to sell jewelry, clothing, and other non-food related items at an event, as long as the vendor's work relates to the theme of the event (ex. Latino jewelry artist invited to Latino Festival).

B. No food related vendors may be invited to sell food, due to the risks and challenges of monitoring health department regulations and the requirements for temporary health department licensing.

1. The health department does not require a temporary license when food is being given away for free and/or when attendees are not charged an admission charge for an event.

2. Essentially vendors or the institution may give away food at events, as long as there is no monetary exchange for food or event attendance.

3. Before hosting any event where food may be given away, groups must contact the Office of Student Engagement to discuss how to mitigate risks associated with providing free food (access to appropriate heating or cooling methods, food allergies, etc.).

C. No campus committees or student organizations may prepare food for sale that requires heating or cooling (see [bake sale policy](#) – Policy # [18-05](#)).

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North Central State College

Stephen Gavazzi, Dean and Director  
The Ohio State University at Mansfield

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Approved by Shared Services on May 25, 2011