

## Knox County Schools Vendor Rules

1. Vendors are not allowed to drop in at a school. Principals are very busy and do not want to see anyone without an appointment.
2. A principal has the final word on whether or not a vendor can come into his/her school.
3. No one is allowed to go to classrooms or other areas, wander the halls or disturb any staff members without permission from the principal.
4. Vendors must set up in the designated room which is decided at principal's discretion. The vendor must schedule a room with the principal in advance.
5. The company should provide a flyer announcing a voluntary meeting. Vendors are responsible for copies of any materials they hand out to employees. Vendors cannot ask staff members to run copies for them. Vendors must get permission from the principal before they distribute any material.
6. Any flyers must indicate they are not endorsed by Knox County Schools.
7. Vendors cannot interrupt instruction or class time.
8. Vendor must obtain permission to enter the school from the principal or designee before distributing information or contacting employees.
9. Vendors may not distract employee or pull staff, especially custodians, off their duty.
10. Vendors must schedule the date & time they will be at school through the office.
11. Vendors must have a vendor application on file with the Benefits & Employee Relations Department.
12. If the company for which the vendor works changes names, the vendor must notify the Benefits & Employee Relations Department in writing of the changes within thirty days of the change.
13. In order to go into the schools and transact business, there must be a local agent with a local telephone number and a local address. If this information changes, the changes must be sent to the Benefits & Employee Relations Department in writing within thirty days of the change.
14. Vendors must comply with the rules for signing in at each location.
15. Vendors must comply with any additional rules provided by the principal.
16. Vendors cannot sell life insurance, accidental death and dismemberment, dental insurance, health insurance or vision insurance or any other plan that has been bid and awarded by Knox County Purchasing.

Agent Name \_\_\_\_\_ Company Name \_\_\_\_\_  
(please print)

Agent Address \_\_\_\_\_  
Street Address City/State Zip

Email \_\_\_\_\_ Fax # \_\_\_\_\_ Phone # \_\_\_\_\_

I agree to abide by the rules listed above and any additional rules established by Knox County Schools. I further understand if either my company or I violate any of the above rules that I may have my privileges to conduct business with Knox County Schools revoked. This may include loss of the payroll slot.

\_\_\_\_\_  
Agent/Representative

\_\_\_\_\_  
Date

Vendors must have a current letter from Knox County Schools with their name on it stating they have been given permission to contact the schools. Vendors must sign a new application and a new set of rules each school year. Applications are taken August 1 through May 31 each year. Applications for companies that have a payroll slot may be mailed Benefits & Employee Relations, P.O. Box 2188, Knoxville, TN 37901 or they may be faxed to (865)594-9523. Any questions should be directed to (865)594-1686.