



GENERAL OUTSIDE VENDOR AGREEMENT

- Set up and access to the venue may begin up to 3 hours prior to the event start time.
• You may park at the back of the building in the loading zone long enough to load and unload and then must move your vehicle to allow other vendors to load and unload. There is a city parking lot right behind the building where you can park for \$5.
• We will provide one 6ft rectangular table and linen for you to use for set-up if needed. Please email your request prior to the event date.
• You must provide your own extension cords if needed.
• Do not tape electrical cords to the floor. This will remove the sealer when tape is pulled up and will damage the floor.
• You will need to have all equipment loaded and out of the venue within one hour following the end time of the event.
• You are responsible for cleaning up and removing all items brought into the venue.
• Vendors providing cigars must provide ash trays and are responsible for picking up all discarded cigars from the deck prior to leaving the venue.

Please sign below acknowledging you have read and understand the requirements listed above. Failure to comply with any of the above venue policies may cause your client to lose all or part of their cleaning/damage security deposit.

Date of Event _____ Client Name _____
Vendor _____ Contact Phone _____
Contact Email _____ Service Provided _____
Vendor Signature _____
Date: _____

Please sign and email back to Lisa@2616Commerce.com at least 3 days prior to the event date.