



**2021 Outside Vendor Agreement-
Florists, decorators and planners**

2616 Commerce is happy to allow our clients the flexibility of using outside vendors and caterers however we do not have time to meet with every vendor individually prior to an event to show the space and answer questions. If you require seeing the venue please either arrange to come with the client to one of the planning meetings or you can come by on another day when we will be there setting up for another event. The venue is not open to just stop by. Visits are by appointment only. We have events almost every Saturday so that is the best day to come by to see the space. If you have any questions please contact Lisa Vorwerk at 512-712-2033 or email Lisa@2616commerce.com.

- Vendors may access the venue 3 hours prior to the event start time for set up. Florists and planners may access the venue up to 5 hours prior to the start time.
- All vendors have one hour after the end time of the event to break-down and load out.
- **Everything must be removed from the building at the end of the night.**
- 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.
- Do not leave the back door propped open while loading/unloading. All of the AC will go out the door and it is impossible to keep the venue cool.
- When using the elevator turn the key to the stop position while loading so that the door will stay open. Load everything at one time and be courteous of other vendors needing to use it.
- **If you are assembling centerpieces all debris must be swept off the floors and any trash brought into the venue must be removed. The venue is cleaned the night prior to the event and no additional cleaning will be done by the venue after vendor set up.**
- Do not disconnect or adjust any of the venue lighting.
- All bags, carrying/storage cases, carts, dollies etc. must be stored in your vehicle during the event. Do not store things anywhere else in the venue
- **Vendors are NOT allowed to consume alcohol on the premises prior to, during or after the event.**

Please describe what type of centerpieces and or other decor you will be providing.

Who will be responsible for removing the centerpieces and or other decor at the end of the event?

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 _____

Name of Vendor _____

Contact Phone _____

Contact Email _____

Service Provided _____

Date _____

Vendor Signature _____