



2023 OUTSIDE VENDOR AGREEMENT

DJ's, Entertainment, AV and Lighting Vendors

2616 Commerce is happy to allow our clients the flexibility of using outside vendors 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.

- Set up and access to the venue may begin up to 3 hours prior to 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. Please do not unload anything through the front doors. 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.
- **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 damage the floor.**
- **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.
- Do not move or disturb any of the draping behind or next to you.
- The use of fog/smoke machines is not allowed. They will set off the fire alarms which will dispatch the fire department. If this happens the elevator will be automatically shut down for the rest of the night and we will be fined by the fire department.
- You will need to have all equipment loaded and out of the venue within one hour following the end time of the event. If more time is needed, please make prior arrangements with the venue manager.
- **Vendors are NOT allowed to consume alcohol on the premises prior to, during or after the event.**

Venue Speakers and Equipment

You are required to provide your own equipment and speakers. The venue sound system can only be used for background music connected through a phone, tablet or XLR connection. If the client needs to have music piped from one floor to another this can be done through an XLR port in specific locations throughout the venue. Please discuss with an event manager prior to the date of the event if you are needing to use this option.

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 _____

Vendor Signature _____

Date: _____