



**OUTSIDE VENDOR AGREEMENT**  
DJ's, Entertainment, AV and Lighting Vendors

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.

- 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.
- 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.
- We will provide one 6ft rectangular table and linen for you to use for set up if needed.
- The location for the DJ to set up will be decided upon at the final planning meeting by the client and event manager. When you arrive the day of the event the event manager will let you know where you need to set up. Your location will be near an electrical outlet.
- **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.**
- **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.

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** \_\_\_\_\_

**Vendor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_