

## KISSIMMEE CIVIC CENTER VENDOR AGREEMENT

**IMPORTANT:** Please type or print legibly. All sections must be completed. All vending companies must have a vendor's agreement and business license on file with the Civic Center.

Please submit your application to: Kissimmee Civic Center  
201 East Dakin Avenue  
Kissimmee, Florida 34741  
[www.kissimmeeciviccenter.com](http://www.kissimmeeciviccenter.com)

Dawn Stapf - Event Coordinator  
Phone: 407-518-2575  
EMAIL: [dstapf@kissimmee.org](mailto:dstapf@kissimmee.org)

Ali Linman-Event Coordinator  
Phone: 407-518-2364  
EMAIL: [alinman@kissimmee.org](mailto:alinman@kissimmee.org)

### REQUIRED INFORMATION:

Name of Event you are providing services to: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Business providing services: \_\_\_\_\_

Contact person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### VENDOR INFORMATION:

Anticipated move in time? \_\_\_\_\_ Anticipated move out time? \_\_\_\_\_

How many tables will you require? \_\_\_\_\_ Do you have banners/signage? \_\_\_\_\_

Will you require electric? \_\_\_\_\_ (a fee will be assessed to the vendor)

Will you bring in any heavy equipment? \_\_\_\_\_ Please explain \_\_\_\_\_

\_\_\_\_\_

Will you need availability of a high lift and or fork lift? \_\_\_\_\_ Please explain \_\_\_\_\_

\_\_\_\_\_

## **VENDOR RESPONSIBILITIES: (please initial)**

- \_\_\_\_\_ Vendor will not be permitted to move in unless licensee is present or without prior approval from the Civic Center supervisor and/or designee. All load in / load outs must be done through the back of the facility.
- \_\_\_\_\_ Decorations, signs, banners etc. are not permitted to be attached, taped, nailed or otherwise fastened to any ceiling, wall, painted surface and/or windows on the Civic Center Properties. All decorations in the ballroom must be free standing.
- \_\_\_\_\_ All decorations, props, and/or items brought in by the vendor for booth set up must be removed from the facility at the end of the event. The Civic Center assumes no responsibility for any merchandise. The Civic Center Properties will charge for the removal of any empty boxes, decorations and / or balloons.
- \_\_\_\_\_ Any special decorations or signage must be approved by the Civic Center supervisor and/or designee as to the location and method of installation.
- \_\_\_\_\_ Adhesive backed (stick on) decals or similar items are not permitted on the Civic Center Properties. Any cost that the Civic Center Properties may incur for the removal of such items will be directly charged to the licensee.
- \_\_\_\_\_ Production rigging, decorating and postings shall be reviewed and approved by the Civic Center designee at least 15 days prior to the event/show. All rigging specifications must be submitted in writing.
- \_\_\_\_\_ Vendor is responsible for removing all empty boxes, hangers, plastic bags etc.
- \_\_\_\_\_ Vendor is fully responsible for the cleanliness of the area of rental. Facility must be left in the same condition as it was when you arrived. Vendor will be charge for trash removal.
- \_\_\_\_\_ All merchandise items must be removed from the facility at the end of the event. The Civic Center Properties assumes no responsibility for any merchandise.
- \_\_\_\_\_ Helium tanks are not permitted in the Civic Center Properties. Balloons and inflatables can not be left at the Civic Center Properties after an event/show. Additional costs will be charged to the licensee should the Civic Center Properties have to remove balloons from the ceiling and/or deflate them to put in a dumpster.
- \_\_\_\_\_ Vendor may not pre-ship merchandise to the Civic Center Properties.
- \_\_\_\_\_ Food and Beverages are not permitted to be brought onto the Civic Center Properties premises.
- \_\_\_\_\_ The Civic Center does not provide ice to vendors. Ice may either be brought in or purchased through the Civic Center Properties.

**MERCHANDISE SALES:**

Any and all vendors who take orders or receive money for services that they provide to the attendees of any event held on Civic Center property, whether indoors or outdoors, will be subject to pay the required vendor fee, provide a copy of their occupational license along with the appropriate insurance certificate naming the City of Kissimmee as “additionally insured”.

The City of Kissimmee, Civic Center Properties reserves the right to place any and all vendors in locations based on the nature of the event.

All vendors will be required to provide a copy of their current occupational license along with appropriate insurance. All vendor fees must be paid to the City of Kissimmee, Civic Center, and must be approved by the Civic Center Supervisor and/or designee not less than thirty (30) days prior to the event/show. Payments will be made by cash, MasterCard or Visa.

The Civic Center Properties will provide one (1) 8 foot skirted table. Phone and/or internet services are not provided.

**PERSONNEL:**

All staffing requirements are at the discretion of the Civic Center Supervisor and/or designee. The Civic Center Properties reserves the right to add additional staff during an event at the cost to the Vendor.

The Civic Center Properties does not supply personnel for load in / load out, decorating and/or banner/signage hanging

**SIGNATURE:**

I fully understand that as a Vendor I am renting space and therefore not entitled to make any changes to the set up of a the facility and agree to abide by all policies and procedures of the City of Kissimmee, Civic Center.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_