

THEEVENTCENTER

Vendors List

A preliminary Vendors List needs to be submitted to The Event Center staff six months prior to the event date. An updated and completed version of the Vendors List must be finalized two months prior to the event date. The information provided will assist communication with vendors and help ensure that your vendors are accepted. The Vendors List should include all vendors working the event. Below are two examples of how the list should be completed. Please note – Additional Insurance or Endorsements may be required from your vendors.

Sample

Vendor Rental company Company Name ABC Rentals Contact Jane
Phone Number (888) 000-0000 Email Jane@abcrentals.com Arrival Time 9:00 am
Insurance: Yes No Endorsement (if required): Yes No
Website abcrentals.com Instagram @ABCRentals
Service provided/Equipment: (5) 6ft Tables (1) Arch (1) Dance Floor (4) Lighting Poles and String Lights
ABC Rentals will be setting up and tearing down their equipment for the event.

Vendor Coordinator Company Name Sam's Event Coordination Contact Sam
Phone Number (888) 000-0000 Email Sam@samthecoordinator.com Arrival Time 12:00 pm
Insurance: Yes No Endorsement (if required): Yes No
Website samthecoordinator.com Instagram @samthecoordinator
Service provided/Equipment: Sam will be the point of contact for all vendors. Sam will be doing the walkthrough at the end of the night. Sam will be bringing the sweetheart table.

For questions: Contact The Event Center staff at Eventcenter@agourahillscity.org.

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Vendors List

Event Date _____ **Renter's Name** _____

Vendor _____ Company Name _____ Contact _____

Phone Number _____ Email _____ Arrival Time _____

Insurance: Yes ___ No ___ Endorsement (if required): Yes ___ No ___

Website _____ Instagram _____

Service provided/Equipment: _____

Vendor _____ Company Name _____ Contact _____

Phone Number _____ Email _____ Arrival Time _____

Insurance: Yes ___ No ___ Endorsement (if required): Yes ___ No ___

Website _____ Instagram _____

Service provided/Equipment: _____

Vendor _____ Company Name _____ Contact _____

Phone Number _____ Email _____ Arrival Time _____

Insurance: Yes ___ No ___ Endorsement (if required): Yes ___ No ___

Website _____ Instagram _____

Service provided/Equipment: _____

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Vendors List

Vendor _____ Company Name _____ Contact _____
Phone Number _____ Email _____ Arrival Time _____
Insurance: Yes ___ No ___ Endorsement (if required): Yes ___ No ___
Website _____ Instagram _____
Service provided/Equipment: _____

Vendor _____ Company Name _____ Contact _____
Phone Number _____ Email _____ Arrival Time _____
Insurance: Yes ___ No ___ Endorsement (if required): Yes ___ No ___
Website _____ Instagram _____
Service provided/Equipment: _____

Vendor _____ Company Name _____ Contact _____
Phone Number _____ Email _____ Arrival Time _____
Insurance: Yes ___ No ___ Endorsement (if required): Yes ___ No ___
Website _____ Instagram _____
Service provided/Equipment: _____
