

Vendor Application and Agreement

This agreement made this _____ day of _____, 20____, by and between the Richland County Recreation Commission (RCRC) and _____ (vendor).

VENDOR CONTACT INFORMATION			
Individual Contact Name:			
Vendor Company Name:			
Vendor Address:	City:	State:	Zip:
Vendor Email:			
Website:	New Vendor?	Returning Vendor?	
Phone:	Cell:		
Vendor Space Requirement:			
Vendor Service Provided:			
Please provide a complete list of merchandise that you would like to sell or distribute at this event. (Please attach an additional sheet if needed):			

QUANTITY	SPACE TYPE	FEE	TOTAL
	MERCHANDISE AND FOOD TABLES	\$25	
	FOOD TRUCKS	\$150	
GRAND TOTAL:			

FESTIVAL OR EVENT INFORMATION	
Name of Festival or Event:	
Festival/Event Date(s):	Festival/Event Time:
Event Location:	
Load In:	Setup Deadline:

FOR OFFICE USE ONLY

Application Received: _____ Fees Received: _____ Amount Received: _____
 Date Paid: _____ Permit/License Received: _____ Insurance Certificate Received: _____
 Items Approved to Sell: _____
 Cash: _____ Check Number: _____ Credit Card Number: _____ Exp: _____
 Drivers License Number: _____ State Issued: _____ Date of Birth: _____ Confirmation Letter Sent: _____

Vendor Terms of Contract

The Richland County Recreation Commission (RCRC) requires that all vendors including exhibitors and non-profit organizations comply with all State, County and local codes, regulations and procedures including all licensure and permitting requirements. All FOOD vendors will be subject to inspection by DHEC and the Richland County Fire Marshall.

Vendor Fees

All vendor fees are due no later than 10 days prior to the festival or event. Vendor fees are non-refundable unless the festival or event is cancelled in its entirety by the Richland County Recreation Commission (RCRC).

Policy

The vendor will comply with any applicable Richland County Recreation Commission policies and procedures including but not limited to Drug and Alcohol abuse policies. The vendor may not operate on dates and hours not specified in the agreement. The Richland County Recreation Commission (RCRC) reserves the right to suspend and remove any vendor that is not adhering to the Richland County Recreation Commission’s policies and procedures.

Hold Harmless and Indemnity

As further inducement to enter into this agreement, vendor agrees to hold the Richland County Recreation Commission (RCRC) harmless and indemnify RCRC for any loss it may incur as a result of the negligent, careless, reckless, wanton, willful or intentional conduct of the vendor or any of its employees or agents. The Richland County Recreation Commission (RCRC) is not responsible for lost, stolen or damaged equipment of the vendor.

Insurance

The vendor is responsible for liability insurance. A copy of your insurance must be submitted with this agreement. A Certificate of Insurance may be required for Food and Amusement vendors.

Cancellation

The Richland County Recreation Commission (RCRC) reserves the right to cancel an event due to acts of God, weather or other unforeseen conditions. If the event is cancelled by the Richland County Recreation Commission, refunds may be given.

Complete Agreement

This agreement represents the entire and complete agreement by the Richland County Recreation Commission (RCRC) and vendor. This agreement also supersedes and merges all prior agreements between the parties, both oral and written. WHEREFORE, the parties, having fully read and understood this agreement, have set their signatures below:

**RICHLAND COUNTY RECREATION
COMMISSION STAFF**

VENDOR

By: _____

By: _____

Dated: _____

Dated: _____