



Gallivan Center Vendor Form

Vendor Name: _____

Contact: _____

Address: _____

Email: _____

Website: _____

Phone: _____

Event: _____

Detailed Vendor Information

Arrival Time(s) Requested: _____

How much setup time is required: _____ How much teardown time is required: _____

Description of Services/Products (be as thorough as possible): _____

Equipment & Power

*Please note: the event organizer may be fined up to \$500 per day for any equipment left over from the event.

List of Equipment Being Brought In: _____

What are your power requirements, what equipment will be plugged in? (20 amp, 50 amp, etc.): _____

Production Vehicle Information

There are 2 points of drop-off for vendors, a small loading area off of Main St. and a larger active 15 min loading zone along 200 S. in front of Gallivan Hall. Once unloaded vendors should remove their vehicles immediately there is no parking in this area. No personal vehicles will be allowed on the Plaza for unloading.

Vehicles cannot be left in the active loading zone in front of Gallivan Hall. Vehicles left there will be ticketed and event organizer may be fined \$500.00 per vehicle left during an event and after the event.

If you need to pull a production vehicle onto the plaza, an additional Vehicle Form needs to be filled out and submitted to the Gallivan Center and all vehicles must be approved before they can be brought on site. The Gallivan Center can provide parking validations to the Tower 201/ Marriott Parking Structure directly below the Plaza (underground) for \$12ea. These are 24 hour single use/exit validations. Hourly validations for \$4ea.

Waste Management

All trash, recycling, and waste are the responsibility of you, the Vendor. Should you need to clear any garbage or waste onsite, coordinate with your event organizer.

If wastewater will be generated and dumped, the event organizer will need to be notified to obtain the necessary permit.

If an of your waste is glass that must be dealt with onsite, notify your event organizer immediately as they will need to order in separate glass recycling bins.

Agreement and Signature

I acknowledge that as a vendor for the Gallivan Center event, I am acting as a subcontractor to the Renter of the Gallivan Center. I acknowledge that I have read and understand the [Gallivan Center Policies & Procedures](#) and agree to abide by all rules and regulations set forth by the Gallivan Center and the Renter.

Vendor Signature:_____

Date:_____