



# VENDOR APPLICATION & 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. <i>(Please attach an additional sheet if needed):</i>			

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

## 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: \_\_\_\_\_

Driver's 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 Idemnity**

*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 supercedes 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: \_\_\_\_\_