



Gallivan Center Vendor Form

Vendor Name _____

Contact _____

Address _____

Email _____ Phone _____

Website _____

Event Organizer (Client) _____ Event _____

Arrival Time(s) Requested _____

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

Day-of-event Contact (if different) _____ Cell Phone _____

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

List of Equipment Being Brought In

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

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

Production Vehicle Information

There are 2 drop-off points for vendors—a small loading area on Main St., and an active 15 min loading zone along 200 S. in front of Gallivan Hall. Vehicles cannot be left in the active loading zone in front of Gallivan Hall. Vehicles left there may be ticketed and the Event Organizer may be fined \$500.00 per vehicle left during an event and after the event. No personal vehicles will be allowed on the Plaza for unloading.

If you need to pull a production vehicle onto the plaza, an additional [Vehicle Form](#) must be filled out and submitted to the Gallivan Center. Before they can be brought on-site, all vehicles must be preapproved by Gallivan Center Management.

Waste Management

All trash, recycling, and waste are your responsibility. 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.

Agreement and Signature

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

Vendor Signature: _____

Date: _____