

ANTIOCH UNIVERSITY

LOS ANGELES

Vendor Agreement

SECTION I – EVENT INFORMATION

Event Title	
Event Date(s)	
Event Time	
Nature of the Event	

SECTION II – VENDOR INFORMATION

Vendor (Group/Company)	
Vendor Address	
Vendor Contact Person	
Contact Phone Number	
Contact Email	

SECTION III – ROOM SETUP

Will you require tables and chairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, how many of each?	<input type="checkbox"/> Tables <input type="checkbox"/> Chairs (rectangular tables are available; no rounds)
Configuration:	<input type="checkbox"/> Rows of Chairs <input type="checkbox"/> Circle of Chairs <input type="checkbox"/> Amphitheater of Chairs <input type="checkbox"/> Rows of Tables Facing Front <input type="checkbox"/> Square of Tables <input type="checkbox"/> U-Shape of Tables <input type="checkbox"/> Amphitheater of Tables OTHER FURNITURE/EQUIPMENT NEEDED: <hr/> <hr/> <hr/>

SECTION IV – Facility Use Policies

1. **Indemnification** Antioch University does not provide insurance coverage or assume any responsibility for the actions of the Vendor, its members, service providers or guests using the facility. Liability and/or property damage arising from use of the facility is the sole responsibility of the Vendor. Vendors will be billed for any and all damages to Antioch University property resulting from the event. Vendors agree 1) to assume all risks arising from its use of the Facilities; 2) for themselves and their heirs/successors, to release and hold harmless Antioch University, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages Vendors may have due to personal injury, death or property damage, whether or not the result of negligent acts or omissions on the part of Antioch University and its officers, trustees, agents and employees, arising from its use of the facility; 3) to defend, indemnify and hold harmless Antioch University, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages sustained by anyone other than the undersigned due to personal injury, death or property damage, whether or not the result of negligent acts or omissions on the part of Antioch University and its officers, trustees, agents and employees, arising from its use of the facility, and 4) to reimburse Antioch University for any damage to the property of Antioch University caused by use of the facility.
2. **Liability Insurance** Vendor agrees to procure and maintain their own commercial liability insurance for Vendor's business. A Certificate of Liability Insurance with Antioch University as a named insured, issued for the event date(s), must be provided upon request. If requested, the Certificate must show General Liability limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate covering "operations" and "products and completed operations".
3. **Advertising/Use of Name and/or Logo** Vendors may advertise the event using the name of Antioch University in an informational way only; Vendors are prohibited from using the Antioch University logo in advertising or promotional materials, or from using the Antioch University name in a way that implies that Antioch University is sponsoring, endorsing or organizing the event, without prior authorization.
4. **Miscellaneous Rules and Regulations**
 - The Vendor shall be responsible at all times for the actions and behavior of the people working on behalf of the Vendor. Antioch reserves the right to enter the space at any time to insure Vendor's compliance with this Agreement, including to insure that Vendor is using the space in accordance with the Event described above, and to remove any objectionable person(s) or thing(s) from the facility. In the event of non-compliance with this Agreement, Antioch may immediately terminate this Agreement, stop the Event, and have the Vendor vacate the space.
 - The Vendor shall not allow smoking, open flames such as the use of candles, flammable gas, the burning of incense, fog machines, helium balloons, glitter, sparkle, or confetti in the facility.
 - The Vendor shall not permit pets or animals in the facility, except for ADA service animals for use by persons with disabilities.
 - The Vendor shall insure that any children participating in or attending the Event are supervised by an adult at all times.
 - The Vendor shall not use or occupy any portion of the common areas of the facility (hallways, corridors, lobbies, courtyard, etc.) without the prior written consent.
 - The Vendor shall not remove or relocate any of the furnishings in the space without the prior consent.
 - Antioch does not provide for storage of the Vendor's equipment or materials. Access will be during the hours stated above only. In the event the Event extends over one or more nights, the Vendor shall remove its decorations, equipment, and materials from the space at the end of each day, unless prior arrangements have been made.
 - Antioch assumes no liability for any lost or stolen items.
 - Antioch offers no catering services. The Vendor shall remove all food and catering supplies at the end of each day's use.
 - Antioch reserves the right to refuse alcohol use on the premises. The Vendor must request permission from Antioch in writing at least ten (10) days in advance of the Event to serve alcohol at the Event. If permission is granted, Vendor must submit proof of its possessing any required liquor permit. If alcohol is to be served, a Certificate of Liability Insurance with Liquor Liability (LL) coverage with a limit of at least \$300,000 per occurrence, with Antioch University named as Additional Insured, must also be submitted.

SECTION V – SIGNATURES

I/We hereby agree to the above information, policies and fees.

Vendor Name:		
Signature	X	Date
Printed Name and Title		

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VENDOR AGREEMENT ADDENDUM

The Artistic Uprising is an Antioch University Los Angeles (AULA)-sponsored event at which participants perform or exhibit their art, and vendors are invited to sell their original artwork. Vendors who wish to participate are offered space in a classroom to display their work and sell their items directly to anyone attending the event. The organizer of the Artistic Uprising will, in collaboration with the Chief Operations Officer, determine the best placement for the vendor, and reserves the right to change the location as needed.

AULA will provide classroom tables and chairs in the rooms. Vendors should provide all other materials related to the display and sale of their artwork and are expected to handle all transactions directly with the guests without support from Antioch. Because the Artistic Uprising also serves as a fundraiser for the Bridge Program, vendors who sell their work during the event are expected to donate a minimum of 15% of their proceeds to the Bridge program.

The Artistic Uprising will take place on November 15, 2019 and will be held at the AULA campus located at 400 Corporate Pointe, Culver City, CA 90230. Vendors should come early enough to the venue in order to set up their items prior to the beginning of the event at 7:00pm. Vendors are expected to also clean up their space at the end of the event (no later than 11:00pm).

Questions or special requests should be sent to the Artistic Uprising organizer(s) via email at artuprising@antioch.edu.

I, _____ (please print), agree to the above terms in exchange for participating as a vendor in Antioch University Los Angeles' Artistic Uprising event.

Vendor Signature

Date