

# Kalamazoo State Theatre

## New Vendor Application

Thank you for your interest in vending at Kalamazoo State Theatre. After reviewing the following rules, please email your application to [Rachael@kazoostate.com](mailto:Rachael@kazoostate.com) for additional information please Rachael at call 269.216.5556

### **Vendor Rules and Regulations**

1. Electricity can be limited depending on location of vendor. Please communicate your electric needs before confirming space.
2. Booth space will be 8'x5.5'. 6' table and 2 chairs will be provided. (if at a main level location, the table is 8'x1.5')
3. Vendors working on behalf of Kalamazoo State Theatre are expected to arrive and remain sober throughout the event. Visiting vendors shall be responsible for following Guest Code of Conduct.
4. No stickers shall be passed out for free or available for purchase. They get stuck on the venue at times and can cause damage to paint.
5. All Vendors must possess a current business license and/or food handlers permit (if applicable). Vendors must also provide the Theatre with a general liability certificate of insurance in the amount of \$1,000,000 naming Kalamazoo State Theatre and Mardi Gras Enterprises as additionally insured.
6. For food vendors, no cooking oils or grease pans can be dumped into trashcans, toilets or sinks.
7. Vendors may unload in front of theatre, but must move vehicle prior to doors opening. All booths must be setup at least 30 minutes prior to scheduled door time.
8. Vendors may not obstruct walkways with chairs, signage, etc
9. Vendors are responsible for leaving their area tidy. Trash will be picked up by cleaning crew after the event.
10. Kalamazoo State Theatre reserves the right for booth placement.
11. No refunds will be given to vendors who do not show up for the event.

## Vendor Application for KST

Application should be emailed to: Rachael@kazoostate.com

Or mailed to: Kalamazoo State Theatre 404 S. Burdick St | Kalamazoo, MI 49007

Attn: Rachael Reinholtz

Event Registering For: \_\_\_\_\_

Company / DBA: \_\_\_\_\_ Name: \_\_\_\_\_

Is this company a not for profit (circle one):      YES                      NO

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*All vendors must provide KST with a \$1,000,000 certificate of liability insurance naming the following as additionally insured: Kalamazoo State Theatre, Mardi Gras Enterprises*

**Make all checks payable to: Kalamazoo State Theatre. Payments made via credit card will be charged 3% service fee**

Check the appropriate box for your requirements:

\$300 main floor booth                                       \$100 mezz level booth

Electricity needs? If so, how many plugs?

I \_\_\_\_\_ representing \_\_\_\_\_ have read the rules and regulations pertaining to this application. I also understand that any violation of the rules and regulations could result in a suspension of my right to be approved for future events.