



THE LEGACY GROUP OF LAKE COMO

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## **Vendor Agreement**

We are excited to be working with you on the upcoming Comofest event. You are welcome to contact us to discuss your thoughts and plans for this event.

All vendors are required to sign this agreement prior to coming on-site. As The Legacy Group is the consultant for such event, we therefore reserve the right to adjust all event timetables, schedules, processes, and functions to our requirements. Please do not attempt to change event timing to allow for your services without consulting with The Legacy Group. If you have questions or concerns, about any of our policies or timetables, please feel free to discuss them with us. We reserve the right to refuse your admittance if procedures are not followed.

### **Outside Vendor Agreement**

**Food/Retail Vendor Contract for (Company Name) \_\_\_\_\_**

**Contact name: \_\_\_\_\_**

**Phone: \_\_\_\_\_**

**Fees are due by June 26, 2026 unless other arrangements have been made with The Legacy Group.**

**Retail Vendor Fee: \$125.00 (Per 10x10 area. NO EXCEPTIONS)**

**Food Vendor Fee: \$150.00**

**Upon receipt of the vendor agreement, a link will be sent via email to remit payment for the required vendor fee.**

I/we understand that my/our ability to provide vendor services at the Comofest is governed and limited by the following terms and conditions:

**1. VENDOR PARTICIPATION**- The Legacy Group will only allow a maximum of **3** individuals working at a vendor booth at any given time. The Legacy Group reserves the right to reduce the number of workers to the specified amount unless we agree ahead of time an increased number.

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**2. SET UP/TAKE DOWN** - All items brought in by outside vendors must be set up within the client's rental time. Set up can begin at 2:00 pm and event ends at 9:00 pm. You need to remove all items you bring within one hour of the end of the event unless we agree ahead of time to later removal. This includes garbage and any other materials you used to bring items to the venue.

**3. EQUIPMENT AND TABLES** - For safety, security and liability, tripods, bags, boxes, extension cords, and all other equipment may not be placed in pathways, access-ways, etc. Cords may not create trip hazards.

**4. LANDSCAPE USE** - During outdoor events, all persons must remain on the pathways or lawns. We ask that you be respectful and assure that there is no damage to landscape and provided equipment. We reserve the right to assess a charge for damages to the landscape and provided equipment up to replacement of such.

**5. ALCOHOL USE** - No outside alcohol is permitted in the Comofest. If alcohol use is observed, we reserve the right, at our sole discretion, to remove the vendor from the event. The Legacy Group must be held harmless from any and all claims arising from alcohol use.

**6. INDEMNIFICATION** - The use of the area is at your own risk. The Legacy Group is not liable for lost or stolen items, personal injury, or damages to your personal property while at the Comofest. You are required to hold harmless, indemnify, and defend The Legacy Group, to the maximum extent allowed by law, from any and all liability arising from your use of the approved property, including the payment of our reasonable attorney's fees and costs incurred in defense of any actual or alleged liability.

**7. DAMAGES** - We reserve the right to charge for damages that you may cause that are over and above normal wear and tear to the property.

**8. DECORATIONS** - Please consult with us prior to coming on site to assure suitability of any decoration. Biodegradable items may be used. Any items hung in trees must be hung with ribbon – no fish line is to be used – and promptly removed at the conclusion of the event. All lit candles must be approved and maintained outside the reach of children. Flames are to be contained within glass containers.





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**9. EVENT MANAGEMENT** – The Legacy Group maintains the right to position tables, chairs and set seating arrangements as we deem necessary and to conform to local fire codes. All event timetables and greeting time will be managed by The Legacy Group.

*I have read and understand this agreement and the policies it contains.*

*I understand and agree that I will be responsible and liable to The Legacy Group for any damages I may cause that are over and above normal wear and tear.*

_____	_____
<b>Printed Name</b>	<b>Title</b>
_____	_____
<b>Vendor Signature</b>	<b>Date</b>
_____	_____
<b>Legacy Group Signature</b>	<b>Date</b>

