



VENDOR INFORMATION LIST

Please sign below and return with your final payment 10 days prior to your event.

All vendors have received the vendor checklist and agree to abide by all Addison Park rules

Certificate of liability insurance and workers compensation is required for all vendors.

Addison Park must be listed on certificate as additional insured.

Photo _____ # _____

DJ/Band _____ # _____

Video _____ # _____

Florist _____ # _____

Limo _____ # _____

Other _____ # _____

Food Truck _____ # _____

(Check all that apply):

_____ Smoke machine (Dry ice) _____ Up lights _____ Photo booth

_____ Sparklers _____ Co Tank _____ Screens
(Must be certified) (CO cannons are not permitted) (NO projection screens)

_____ Furniture (must be on floor plan with amount of space needed)

****Any vendors not on this list will not be permitted in the building the day of you event.
Addison Park will not be held liable.***

**All vendors will be allowed 2 hours prior to event for set up and
1 hour after event for breakdown.**

Signature: _____ **Date:** _____

You must return all paperwork 10 days prior to you event with final payment. Final payment must be made with a Bank Check or Cash only.