

Impact Event Center is seeking vendors to support event rentals in the following categories:

- AV Equipment
- Baker
- Caterer
- Decorator
- Entertainment
- Equipment/supply rentals
- Event Coordinator
- Florist
- Lighting
- Musician/DJ
- Photographer/videographer

Impact Event Center is looking for vendors who are committed to quality, integrity, reliability and excellence in customer service. These vendors must be willing to be measured by their customer service, delivery times, products/services and pricing. We invite all vendors to complete our Preferred Vendor Application and Agreement Form.

Prior to submitting an application, please be prepared to provide the following information. You will not be able to complete the submission process without this information. To submit an application, visit the vendor section of www.impacteventcenter.org and click on the link to submit a preferred vendor application. Once you complete the application, please email the documents listed below in one email to events@impactdcd.org and include your name and business name in the subject.

Information needed to complete application

- Company information, including year and state of establishment, number of employees, mailing address, etc.
- Primary contact information
- Federal Tax ID Number, SSN or EIN
- Minority, Women or Disabled Enterprise(s) certifications, if any
- Business/client references

Submit via email attachment

- Business license(s), if any (email as attachment)
- Business insurance information, including provider, limits, and expiration date(s) (email as attachment)

Criteria utilized by Impact Event Center designees to determine whether a Vendor will be accepted as an Impact Event Center Preferred Vendor include:

- References; internal and external
- On-time delivery
- Quality of services/products
- Excellence in customer service, follow-up and follow-through
- Ethical business practices
- Competitive pricing for Impact Event Center clients; consistency, fairness and discounts
- Event experience: number of events in past 12 months, type of events, and number of

- attendees per event.
- Application and document submission completed in full and all requirements met.
Please submit your complete application for consideration.
- **Interviews will be scheduled during the week of March 30 – April 3, 2015 and April 13 – 17, 2015 for Vendors who make it through the first round of application reviews.**

If you have any questions, or require assistance in completing the application, please contact events@impactdcd.org.

Preferred Vendor Application Form

Company Name _____

Did your company have a name change in the past 12 months? ___Yes ___No

If yes, previous company name _____

Company Address _____

City/State/Zip _____

Phone _____ Fax _____

Primary Contact Name _____ Title _____

E-mail _____ Phone _____

How did you hear about our Preferred Vendor Program? (Impact Church website, Impact Event Center website, Impact Church worship experience, person who attends Impact Church, other)

----- COMPANY INFORMATION -----

Federal Tax ID Number (if applicable) _____

Organization Type: Sole Owner ___ Corporation ___ S-Corp. ___

State of Incorporation? _____

Year Company Established _____

Number of Employees _____

Nonprofit? ___Yes ___No

Is your company owned by a parent company? ___Yes ___No

Parent Company Name _____

Parent Company Address _____

Parent Company Tax ID _____

Are you: Small Business? ___ Minority-Owned Business? ___ Veteran-Owned Business? ___ Women-Owned Business? ___ Veteran Disabled-Owned Business? ___

Does your company accept credit cards? ___Yes ___No

Vendor Services Categories (Please select up to 3 categories for your service listing)

- AV Equipment
- Baker
- Caterer
- Decorator
- Entertainment
- Equipment/supply rentals
- Event Coordinator
- Florist
- Lighting
- Musician/DJ
- Photographer/videographer
- Other, please specify _____

Products/Services (short narrative): _____

Company's Web Site(s): _____

Do you have consent to have your company name and basic information listed on our website?

Yes No

What is the average number of attendees at events to which you have provided services? _____

What type of event do you provide services for most often?

----- REFERENCES -----

Please provide three professional references within the metro-Atlanta area that have utilized your business within the last 12 months. Please note that references may be contacted to provide further insight about your business and offerings.

Name _____ Title _____

E-mail _____ Phone _____

Nature of Business _____

Name _____ Title _____

E-mail _____ Phone _____

Nature of Business _____

Name _____ Title _____

E-mail _____ Phone _____

Nature of Business _____

----- LICENSES -----

What business licenses, if any, do you hold? _____

If you are a caterer, do you have a license to serve beer and wine?

___Yes ___No

-----INSURANCE -----

Liability Insurance Company: _____

Policy# _____

Expiration Date _____

Deductible _____

Agent Name _____

Aggregate Policy Limit _____

Agent Phone _____

Policy Limit by Occurrence _____

-----TERMS & CONDITIONS -----

1. The Vendor is seeking to become a Preferred Vendor of Impact Event Center for the purpose of providing goods and services to Impact Event Center's Clients.
2. The Vendor certifies that all information submitted to Impact Event Center is valid and correct and the Vendor understands and agrees that Impact Event Center may rely on all such information when considering the selection of the Vendor as a "Preferred Vendor."
3. The Vendor understands that Impact Event Center may contact references, confirm information and investigate any information relating to the Vendor at the sole discretion of Impact Event Center and that the results of such references, confirmations and investigations may be shared freely and without restriction to Impact Event Center and its Clients.
4. The Vendor understands that should Impact Event Center accept the Vendor as a Preferred Vendor such approval will remain in full force, effective for one year from their enrollment date, after which time the Preferred Vendor is required to re-apply to the program.
5. Acceptance by Impact Event Center as a Preferred Vendor allows the Vendor the following advantages: Vendors will receive Impact Event Center's highest recommendation to Impact Event Center clients. Impact Event Center clients will be referred to the Vendor for professional services and/or products; Impact Event Center will place a link on Impact Event Center's website to the Vendor's website. Vendor will receive the opportunity to grow their customer base by working with Impact Event Center's clientele. Vendors accepted to the Impact Event Center Preferred Vendor Program agree that: a) All Impact Event Center clients will receive services that shall be performed to the highest quality and in a professional manner, and all goods supplied shall be of the highest quality; b) Impact Event Center clients will benefit from the Impact Event Center Preferred Vendor Program by saving money based upon the relationships

Impact Event Center has built with Vendors who are members of the Impact Event Center Preferred Vendor Program; c) Impact Event Center clients will benefit from the added value they will receive from our vendors. d) Impact Event Center client expectations will be met enabling the Client to relax and enjoy their event. e) If notified of any deficiency, whether orally or in writing, Vendor will immediately take whatever steps are necessary to rectify such deficiency to the standard required at its own cost.

6. Throughout the term that the Vendor is a Preferred Vendor, it will maintain in full force and effect such policies of insurance as are necessary to hold Impact Event Center harmless and fully indemnified from any liability arising from services performed or goods supplied including: Comprehensive General Liability and Property Damage Insurance in an amount of One Million Dollars or greater; and Such other insurance coverage in such amount as is customary for the industry in which the Preferred Vendor operates;

7. Upon request by Impact Event Center it will cause a Certificate of Insurance to be issued in the name of Impact Event Center. Such certificate shall specifically state the risks covered and amounts thereof as well as the fact that such insurance may not be cancelled or amended without the prior written consent of the certificate holder;

8. Vendor shall at all times comply with all applicable laws, ordinances, regulations and all lawful orders and guidelines of any duly constituted authority, and shall provide Impact Event Center with proof of current licensing as a business within Georgia;

9. Impact Event Center shall be entitled to rely on the representations and warranties given by any person or persons named in the application for Preferred Vendor status;

10. Acceptance by Impact Event Center as a Preferred Vendor shall indemnify and forever hold Impact Event Center harmless from or against any claims asserted by, or any liability to, any person or entity resulting from or arising out of the Preferred Vendor's negligent acts or omissions in connection with the performance of its services or the provision of goods.

11. Vendor will have access to the location for no less than one hour before an Event starts to set up, and no less than one hour after the Event has concluded to dismantle and remove all items brought to the Event by Vendor; unless otherwise specified by guest in Event contract.

12. Vendor shall leave the location free from trash and in similar condition that it was in before the Vendor was there. The Vendor shall not paint, paper, use confetti or otherwise redecorate or make alterations to the Premises without the prior written consent of Impact Event Center. The Vendor shall be solely responsible for all damages, personal injuries and deaths occurring at the Premises caused directly or indirectly by the Vendor, its employees and agents.

13. Non-Discriminatory Employment Practices; Equal Opportunity. No person in the United States shall, on the grounds of race, color, religion, national origin, sex or sexual preference, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement.

14. The parties hereto agree that nothing contained in this Application shall be construed as creating an exclusive relationship between the parties.

15. Either party may terminate this referral agreement at any time by giving the other party ten (10) days prior written notice.

Applicant

Applicant Signature:	Date:

Applicant Attachments Checklist

- Copy of current business license and applicable permits
- Proof of insurance(s) (see Terms and Conditions, Section 6
- Copy of current certifications (MWBE, Veterans Disabled Owned, HUD Zone or 8a Program)
- Completed application, electronic signature and date
- Any additional documents/items, which may be helpful in assessing this application.

Impact Event Center INTERNAL USE ONLY

Date Received: _____ Impact Event Center Receiving Staff: _____²

Date References Checked: 1) _____ 2) _____ 3) _____

Approved by: _____ Date: _____

Vendor notification date: _____ Contact name: _____

Vendor added to Impact Event Center website on (date): _____

Vendor added to the Impact Event Center Preferred Vendor Program listing on (date): _____

Impact Event Center Staff notified of Vendor addition (date): _____

Denied by: _____ Date: _____

Reason Denied: _____
