



Vendor Procedures at The Bowie Center for the Performing Arts:

1.	All vendors must be approved by the Executive Director
2.	Client submits list of vendors no less than 14 days before their scheduled event.
3.	Client must submit the official business license for each vendor
4.	Client must submit individual vendor insurance listed The Bowie Center for the Performing Arts and PGCPs on the insurance.
5.	Client is responsible for paying \$50 per hour for the blackbox to host vendors. (May not exceed 10 vendors.)
6.	Vendors may bring their own table (up to 6ft) and skirt
7.	Vendors may rent tables from The Bowie Center for \$25 per table (2 table limit)
8.	Vendors may not sell any beverages, gum / candies, or foods of any kind.
9.	Vendors may not sell items limited to 18 and over due to adult content.
10.	Vendors may not sell unauthorized music and/or video.
11.	Client must have non-profit vendors (information distribution) submit 5013© letter and proof of insurance.
12.	Vendors must be set up in blackbox by the time the lobby opens (1 hour prior to curtain)
13.	Vendors may arrive 2 hours prior to curtain. (1 hour before lobby opens)
14.	Client is financially responsible for any and all damage / theft of Center property by any / all vendor(s).

Client Rep. (Print)	Date
Client Rep (Signature)	Date
Executive Director, Bowie Center	Date