



**Welcome to Jupiter Gardens Event Center's Preferred Vendor Program**

JGEC is seeking vendors to support our operations in the following categories: decorators, florists, musicians/DJs, lighting, wedding coordinators, wedding cakes, transportation, AV equipment, stylists, entertainment, photographers, and videographers.

JGEC 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 excellent service, on-time delivery, high quality products/services and competitive pricing. We invite all vendors to complete our Preferred Vendor application and Agreement Form.

Prior to registering, please be prepared to provide the following information. You will not be able to complete the registration process without this information.

Company information, including year and state of establishment, number of employees, mailing address, etc.

Primary contact information

Federal Tax ID Number, SSN or EIN

Annual sales for the prior three years

Business license(s)

Client references

How you heard about us

Business insurance information, including provider, limits, and expiration date(s).

Criteria utilized by JGEC to determine whether a Vendor will be accepted as a JGEC Preferred Vendor include:

References; internal and external

On-time delivery

Quality of services/products

Excellence in customer service, follow-up and follow-through

Examples of "green" practices

Ethical business practices

Familiarity of venues

Competitive pricing for JGEC clients; consistency, fairness and discounts

Event experience: number of events in past 12months, type of events, and number of attendees per event.

Application and document completed in full and all requirements met (insurance, permits, licensing, etc.)

Please submit your complete application for consideration. If you have any questions, or require assistance in completing the application, please contact at: 214-503-9661 or [jupitergardens@gmail.com](mailto:jupitergardens@gmail.com).



**Preferred Vendor Application and Agreement**

Please respond to ALL questions. Once complete, save the document as “PVP your company name.doc” (i.e. “PVP jupitergardenseventcenter.doc”) . E-mail the completed document to [jupitergardens@gmail.com](mailto:jupitergardens@gmail.com). Should you have any questions, or would like assistance in completing this form, please call us at 214-502-9661.

Company Name: \_\_\_\_\_  
Company Type \_\_\_\_\_  
(i.e., Partnership, Corp., LLC, Trust, etc.:)  
Tax I.D.: \_\_\_\_\_  
Web Site Address: \_\_\_\_\_  
Years In Business: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_  
Did your company have a name change in the past 12 months? Yes No  
If yes, previous company name: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Mailing Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Financial Consideration**

Financial consideration is based on value of referral. Preferred Vendor will pay JGEC 15% of gross revenue from referral from JGEC. Preferred Vendor will submit copies of its service gross revenues from JGEC and JGEC rental clients monthly. Preferred Vendor is obligated to make payment to JGEC within 5 days of receipt from referral clients.

Preferred vendors will bill JGEC for any contracted in-house event. JGEC will pay Preferred Vendor as dictated by contractual terms of each engagement.

If Preferred Vendors refers a rental client to the JGEC, the Preferred Vendor will be paid 5% of Banquet hall rental revenue only.



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

Does your company accept credit cards? Yes No

Do you consent to have your company name listed on our website? Yes No

Please select (check) up to 3 categories for your service listing:

- Florist
- Baker
- Decorator
- Lighting
- Entertainment
- AV Equipment
- Musician/DJ
- Officiant
- Coordinator
- Photographer/Videographer
- Transportation
- Wedding/Event Planner

**REFERENCES** (Please provide three professional references within the Las Vegas, and surrounding communities, who have utilized your business)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Nature of Business: \_\_\_\_\_

Business Web Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Nature of Business: \_\_\_\_\_

Business Web Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Nature of Business: \_\_\_\_\_

Business Web Address: \_\_\_\_\_

**Insurance**

**1. Liability Insurance Company**

Policy #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



Deductible: \_\_\_\_\_  
Policy Limit By Occurrence: \_\_\_\_\_  
Agent Name: Aggregate Policy Limit: \_\_\_\_\_  
Agent Phone: \_\_\_\_\_  
Agent Fax: \_\_\_\_\_

**2. Workers Compensation Insurance Company**

Policy #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Deductible: \_\_\_\_\_  
Policy Limit By Occurrence: \_\_\_\_\_  
Agent Name: Aggregate Policy Limit: \_\_\_\_\_  
Agent Phone: \_\_\_\_\_  
Agent Fax: \_\_\_\_\_

**Terms and Conditions**

1. The Vendor is seeking to become a Preferred Vendor of Culinary Arts Catering (JGEC) for the purpose of providing goods and services to JGEC's Clients.
2. The Vendor certifies that all information submitted to JGEC is valid and correct and the Vendor understands and agrees that JGEC may rely on all such information when considering the selection of the Vendor as a "Preferred Vendor."
3. The Vendor understands that JGEC may contact references, confirm information and investigate any information relating to the Vendor at the sole discretion of JGEC and that the results of such references, confirmations and investigations may be shared freely and without restriction to JGEC and its Clients.
4. The Vendor understands that the JGEC Preferred Vendor Program does not ask for an annual membership fee to participate in the Preferred Vendor Program; however, does encourage a referral fee to be calculated as ten percent (10%) of the net value of goods or services sold by the Vendor to JGEC's client as a direct result of a referral. Net value shall exclude value added tax, postage and packaging, insurance, refunds and payments not honored by a financial institution. Subsequent sales of goods or services to the referred JGEC client shall not be subject to a referral fee except where such subsequent purchase is the direct result of a repeat referral. All payments shall be made in U.S. currency and payable to JGEC.
5. Upon reconciliation of referral fees due, JGEC shall issue an invoice to the Vendor and payment shall be effected within thirty (30) days of submission of said invoice by the Vendor.
6. The Vendor understands that should JGEC 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.
7. Acceptance by JGEC to the Preferred Vendor allows the Vendor the following advantages: Vendors will receive JGEC's highest recommendation to JGEC clients. JGEC clients will be referred to the Vendor for professional services and/or products; JGEC will place a link on JGEC's website to the Vendor's website. Vendor will receive the opportunity to grow their customer base by working with JGEC's clientele. Vendors accepted to the JGEC Preferred Vendor Program agree that: a) All JGEC 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) JGEC clients will benefit from the JGEC Preferred Vendor Program by saving money based upon the relationships JGEC has built with Vendors who are members of the JGEC Preferred Vendor Program; c) JGEC clients will benefit from the added value they will receive from our vendors. d) JGEC 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.
  8. Upon request by JGEC it will cause a Certificate of Insurance to be issued in the name of JGEC. 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; 10. 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 JGEC with proof of current licensing as a business within Nevada;
  9. JGEC 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 JGEC as a Preferred Vendor shall indemnify and forever hold JGEC 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 two hours before an Event starts to set up, and up to two hours after the Event has concluded to dismantle and remove all items brought to the Event by Vendor.
  12. DJ and/or Entertainment Vendors understand that if they are providing services at JGEC, the sound equipment will be provided by the venue and Vendor will be responsible to verify that equipment needed is available prior to an Event.
  13. 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 JGEC. 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.
14. **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. a) Supplier will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual preference, national origin, ancestry, or physical or mental handicap. Supplier shall ensure that applicants are employed, and Supplier's employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, or physical or mental handicap with regard to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Supplier agrees to post in conspicuous places, available to Supplier's employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. b) Supplier and any subcontractor working under the authority of Supplier, who is responsible for the selection, referral, hiring, or assignment, of workers to the JGEC pursuant to this Agreement, is required to comply with all applicable provisions of Title VII of the Civil Rights Act of 1964. This requirement includes compliance with Equal Employment Opportunity Commission regulations that prohibit discrimination based upon race, color, religion, sex, and national origin. Furthermore, CALV shall in all relevant manners comply with the Age Discrimination in Employment Act; the Civil Rights Act of 1991; the Equal Pay Act; and Title I of the Americans with Disabilities Act. c) Supplier shall make all legally necessary documentation immediately available --as required to comply with the Acts referred above -to the JGEC upon the JGEC's request. Supplier is solely liable for failure to comply with this provision.
  15. **Environmental, Safety and Industrial Hygiene Matters.** Supplier understands that JGEC utilizes green practices and operates at LEED certified facilities, therefore JGEC requests that Vendors agree to use commercially reasonable efforts to implement a policy of environmental responsibility concerning its products and processes, including where applicable, pollution prevention and waste reduction programs. With respect to all environmental, safety and industrial hygiene matters related to Supplier's activities in providing goods and/or services to JGEC, Supplier shall: (i) comply with all applicable laws and regulations issued by federal, state and local authorities; (ii) inform JGEC promptly of any significant adverse event (e.g., fires, explosions, accidental discharges) that have the potential of affecting the quality of the goods and/or services to be delivered; (iii) inform JGEC promptly of any allegations or findings of violations of applicable laws or regulations that have the potential of affecting the quality of the goods and/or services to be delivered; (iv) allow JGEC's representatives to inspect Supplier's facilities, such inspections to be at reasonable times and upon reasonable notice; and (v) implement promptly any corrective action which may be reasonably requested by JGEC, including (without limitation) adhering to reasonable and significant elements of the environmental, safety and industrial hygiene program adhered to by JGEC in its own operations. Non-Exclusive; No Minimums.
  16. The parties hereto agree that nothing contained in this Application shall be construed as creating an exclusive relationship between the parties.



17. Either party may terminate this referral agreement at any time by giving the other party ten (10) days prior written notice. Upon termination by either party all outstanding referral fees due to the Agent at that time shall be settled in full within thirty (30) days.

Applicant Signature: \_\_\_\_\_  
Applicant Name (print): \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Applicant Attachments Checklist**

Please attach the following items, and return to JGEC via email [jupitergardens@gmail.com](mailto:jupitergardens@gmail.com)

- Copy of current business license and applicable permits,
- Proof of insurances (see Terms and Conditions, Section 8): Workman's Compensation, General Liability, Automobile
- Any additional documents/items which may be helpful in assessing this application.

**JGEC INTERNAL USE ONLY**

Date Received: \_\_\_\_\_ JGEC Receiving Staff: \_\_\_\_\_  
Date References Checked: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Reason Denied: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor notification date: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Vendor added to JGEC website on (date): \_\_\_\_\_

Vendor added to the JGEC Preferred Vendor Program listing on (date): \_\_\_\_\_

Vendor Set-up in referral fee tracking software  
JGEC Staff notified of Vendor addition