

VENDOR AGREEMENT
THE COKE HALLOWELL CENTER FOR RIVER STUDIES
(RIVER CENTER)



Dear Vendor,

We are pleased that you have chosen the Coke Hollowell Center for River Studies (River Center) as a location for your business activities! The River Center is part of a 501(c)3 public benefit non-profit organization, funded by contributions and grants to support our efforts to create and protect the San Joaquin River Parkway for all the Valley's people. The Vendor Agreement, Rules, Procedures, and Operating Guidelines are intended to ensure the integrity of all services provided at the San Joaquin River Parkway and Conservation Trust, Inc. Coke Hollowell Center for River Studies (River Center) so that it continues to be a fantastic venue for special events and your business.

Starting July 1, 2023, all vendors offering heavy equipment/ tables, chairs, decorations, lighting, and bartending/alcohol services on the River Center Grounds must have an approved Vendor Application & Agreement form for business activities at the River Center.

Thank you for your cooperation and we look forward to working with you.

Sincerely,

River Parkway Trust Admin.

San Joaquin River Parkway and Conservation Trust, Inc.
559-248-8480
11605 Old Friant Road
Fresno, CA 93730

www.riverparkway.org
www.facebook.com/sirpct
www.instagram.com/riverparkwaytrust

RULES, PROCEDURES & OPERATING GUIDELINES

OUR MISSION

The San Joaquin River Parkway and Conservation Trust's mission is to preserve and restore San Joaquin River lands of ecological, scenic, or historic significance, to educate the public on the need for stewardship, to research issues affecting the river, and to promote educational, recreational, and agricultural uses of the river bottom consistent with the protection of the river's resources.

HOURS OF OPERATIONS

The River Center is a shared public venue

- Mon-Fri, 9 am - 5 pm (shared)
Exclusive use is permitted after 5 pm
- Sat-Sun, 8 am – 3 pm (shared)
Exclusive use is permitted after 3 pm

Renters and vendors may access the facilities at the contracted hours.

Due to River Center activities and special events, early arrivals are discouraged. If a rental timeframe is exceeded and/or requested outside the contracted hours, an additional **\$250 per hour in hourly increase will be charged** to staff the site.

Type of Rentals:

- Monday – Friday Events | Hourly rate or Full Day Rental/ 8 am – 11 pm.
- Saturday - Sunday Events | Full-Day Rental /8 am – 11 pm.

VENDOR ELIGIBILITY

All participating Vendors will act as independent contractors with respect to their participation in the Events and performance of the Services hereunder, and not as an employee, agents, or representatives of the San Joaquin River Parkway and Conservation Trust, Inc. (TRUST). Vendors must adhere to the Rules, Procedures, and Operating Guidelines as outlined in this document. The Rules, Procedures, and Operating Guidelines are intended to ensure the integrity of all services provided at the San Joaquin River Parkway and Conservation Trust, Inc. Coke Hollowell Center for River Studies (River Center).

APPLICATION PROCESS

To be considered for the TRUST Preferred Vendor List for the year, all new vendors must submit a completed application and the required documentation 3-6 months before the prospective scheduled event and not less than 30 days before the event.

Those who apply will be considered on a case-by-case basis. Selections are made after a provisional period and at the sole discretion of TRUST based on performance, appropriateness, and business standards.

Prospective vendors can apply to the TRUST by submitting a Vendor Application & Agreement Form to the Rental Events Manager at JLuviano@riverparkway.org. Applications will NOT be reviewed unless complete.

A fully complete application includes the following:

1. Completed application form signed and dated.
2. General Liability Insurance or business owner's insurance, if applicable

3. Vendor is responsible for knowing which requirements apply to their service(s), for example, an alcohol license.

QUALIFICATIONS

1. Must be able to drop off and pick up equipment on the event date.
2. Must be able to respond to emergency calls pertaining to their services.
3. TRUST Stewardship
4. Regulatory compliance/staying up to date with Trust policies.
5. Eco-friendly sustainability
6. Excellent customer service/ customer references

VENDOR SELECTION POLICY

River Center's Preferred Vendor List consists of vendors who have garnered favorable feedback from past renters. Inclusion on this list does not signify an endorsement or explicit recommendation of any individual vendor. Renters retain the freedom to select vendors outside this list. New vendors are required to fulfill paperwork requirements and provide the appropriate certificate of insurance. River Center's Preferred Vendor List aims to simplify vendor selection and ensure seamless equipment delivery and removal on event days.

NON-COMPLIANCE

TRUST reserves the right to dismiss any vendor that does not adhere to the rules and procedures as outlined in this document. Consequences for violating the TRUST Rules and Procedures and Operating Guidelines will result in the following:

1. Verbal warning
2. Remove from Vendor List with or without notification, or the opportunity to contest.
3. Future participation will be subject to the approval of TRUST's Executives.

REASONS TO DISALLOW PARTICIPATION

Efforts will be made to accommodate those who apply; however, vendors may not be allowed to participate at the River Center due to the following:

- Prior unsatisfied performance
- Violation of policies
- Late Pick-ups/ accruing charges to renters.
- Leaving any equipment or vehicles/trucks behind
- Refusal to adhere to the TRUST Rental Agreement and guidelines.

PROVISIONARY PERIOD/ NEW VENDOR

Provisionary period: Vendor must sign and return a complete *Vendor Agreement*, Pages 1-6 to indicate that you have read the terms and conditions outlined in this document – the TRUST Rules and Procedures and Operating Guidelines. Additionally, vendors must abide by the River Center Rental Agreement, Policies Agreement, and Facilities Cleanup Checklist which can be obtained from our website, Rentals, Wedding, and Weekend Events, or be obtained from their client.

The vendor may be allowed to provide services for up to three (3) events in 1-2 years. However, this does not guarantee a spot on our Preferred Vendor List. Vendor selections are made at the sole discretion of TRUST Management based on performance, appropriateness, and business standards. Those on the provisional period who are the best fit, have provided satisfactory services for at least two (2) events during a calendar year, and meet all TRUST criteria, will be automatically added to our Preferred Vendor List. Our Preferred Vendor List is expected to be updated regularly and at the end of every year.

RETURNING VENDORS

Required Vendors (equipment, lighting, decoration, and bartending/alcohol services) who participated at the TRUST before 2023 will have the opportunity to retain their spot provided the prior year if performance is satisfactory, TRUST guidelines are met, and the required information is submitted on time. Selections are made at the sole discretion of TRUST Management based on performance, appropriateness, and business standards.

APPLICATION FEE

TRUST does not charge a fee to Vendors for performing their services at the River Center. Selected Vendors must be a positive addition to the TRUST atmosphere and not adversely affect TRUST operations. Vendors must commit to supporting the Trust's Mission instead of paying TRUST fees. This commitment requires TRUST participants to obey the Rental Agreement, Policies Agreement, and Facilities Cleanup Check List. Terms and conditions are subject to change at any time without notice. Vendors are expected to stay informed about any policy updates. All changes will be promptly updated on our website or Rental Agreement. Failure to adhere to these policies will lead to removal from the Vendor List.

INSPECTIONS

All potential vendors/participating businesses are subject to spontaneous inspections. TRUST Management reserves the right to inspect the services provided at the River Center Venue to ensure safety and compliance with TRUST *Rental Agreement, Policies Agreement, and Facilities Cleanup Checklist*. Any vendor who is found to have violated the TRUST guidelines will receive a warning or be permanently removed from our Preferred Vendor List without notification or the opportunity to contest. (See the "Non-compliance" section for more details)

COMMUNICATION DURING THE RENTAL PROCESS

It is RENTER's responsibility to communicate all pertaining information to their team (vendors, & event coordinator). Similarly, vendors are to communicate directly with their clients. The River Center does not take part in logistics for the events. Please refrain from including the Rental Events Manager as a part of a chain of communication during the planning process. Inquiries about the venue must be addressed directly to the Rental Events Manager by the signatory of the Rental Agreement.

APPOINTMENT POLICY

Monday – Friday | By Appointment Only:

Check-in: Upon your arrival at the River Center, please report to Dr. Alex Moir, Event Center Barn, or the Headquarters building. The River Center Site Map is available for your reference on our website, Rentals, Wedding, and Weekend Events.

Please be informed that Renters are provided with a **1-hour** time slot between the date they signed the Rental Agreement and their rental date to visit the barn, do any final planning, and meet with their vendors, and the Rental Events Manager, if necessary. Due to other events taking place Monday - Friday, all regular business-hours visits must be scheduled more than 48 hours in advance and strictly following the assigned time frame. Drop-in visitors with requests to view rental facilities or discuss rental agreements will not be accommodated. Vendors and their clients (Renters) are welcome to visit the outdoor spaces during regular business hours on their own, and for their own onsite meetings, but cannot expect to access the facilities (barn, kitchen, Riverview Ranch House) meet with the Rental Events Manager, or interact with staff without a scheduled appointment. No exceptions.

Unscheduled Rental Appointments will be subject to an additional fee of \$150 to the Renter. Please plan with your client accordingly. No walk-ins, last-minute time adjustments, or additional meetings will be accommodated.

IMPORTANT:

- Other River Parkway Trust staff will not be able to accommodate drop-in visitors with requests to view rental facilities or discuss rental agreements.
- All venue in-person meetings with the Rental Events Manager are by appointment only on select dates and times.

Saturdays and Sundays | 8 AM – 3 PM | Walk-ins Available:

New & Existing Reservations/ Check-in: Upon your arrival at the River Center, please identify our Trustees (staff) onsite by their badge. If they are not immediately seen during your visit, you may also direct to the Leon and Pete Peters Welcome Pavilion (River Store), or Riverview Ranch House for assistance.

Existing Reservations: A Trustee will tend to grant access to the facilities and assist with basic venue-related needs. Trustees may change throughout the day, which may be someone that renters have not met during the booking process.

Extra Planning

We encourage renters to drop by the River Center during the weekend for family-related visits, or extra planning. The site is open to the public Saturdays and Sundays from 8 am – 3 pm. The River Center closes at 3 pm, please plan accordingly. If no rental event is scheduled or taking place, the Trustee (staff) on-site can open the Barn for about 15-20 minutes or as necessary within operating hours. Before you visit with your client, please refer to the online calendars and make sure no event is taking place to avoid any conflict. No appointment is necessary, walk-ins to see the barn are welcome on non-event dates and weekends only. For existing reservations, Sundays are recommended/ slow days.

CLEAN-UP

Renters and designated Vendors are responsible for maintaining the River Center in a clean and sanitary manner with attention to public safety, respect for wildlife, and the use of this public space. Vendor participants are responsible for cleaning all trash and waste including sweeping up any debris within and around their allotted space. On-site trash receptacles/dumpsters are provided for the Renter and participant use. If TRUST trash cans are used, they must be emptied after the event and returned to their original spot(s).



VENDOR APPLICATION & AGREEMENT FORM

VENDOR INFORMATION

COMPANY / BUSINESS NAME		TYPE OF SERVICES
OWNER First and Last Names		HAVE PROVIDED SERVICES AT THE RIVER CENTER BEFORE 2023? Y or N
POINT OF CONTACT NAME	TITLE	
VENDOR ADDRESS		
PHONE	EMERGENCY PHONE	VENDOR EMAIL
TAX-EXEMPT? Y or N	VENDOR WEBSITE	

ORGANIZATION TYPE

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Individual / Sole Proprietor
<input type="checkbox"/>	Family-based	<input type="checkbox"/>	Non Profit

Can staff with more than 2-5 employees?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Able to set up and pick up on the same day and/or night?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Please indicate your interest:

<input type="checkbox"/>	Add as Provisionary/ New Vendor
<input type="checkbox"/>	One-time services

By signing below, I certify that I have read, understand, and agree to adhere to all applicable rules and guidelines as outlined and referenced in this document. I further understand that should I fail to comply with these specified rules and guidelines, my participation with the TRUST may be discontinued.

REQUESTOR / VENDOR'S NAME	SIGNATURE	DATE

TRUST USE ONLY	VENDOR CATEGORY	ACCEPT/ REJECT	DATE

* River Center will make every effort to accommodate your request; however, we cannot guarantee a spot.