



SPECIAL EVENTS • 115 Executive Parkway, Suite 400 • Hudson, Ohio 44236 • (330) 655-1522 • Fax: (330) 650-6756 • SpecialEvents@hudson.oh.us

Return completed application to your event organizer and send a copy to the City of Hudson.

City of Hudson Vendor Application

Event organizers are responsible for submitting Vendor Applications and Certificates of Insurance to the City of Hudson for **each individual vendor no later than 30 days prior to the event**. Each vendor shall maintain comprehensive general liability insurance in amounts of not less than \$1 million for each occurrence and \$2 million general aggregate limit and the City of Hudson must be specifically named as an Additional Insured without any limitations or exclusions with respect to the City of Hudson’s liability for the event. The Hold Harmless/Indemnification Agreement on this application must also be signed by an authorized representative of the vendor’s organization. Late submission of vendor forms or missing documents may jeopardize the participation of the vendor in the event.

EVENT TITLE: _____ **EVENT DATE(S):** _____

Vendor Information

Vendor Name: _____ **Vendor Contact Person:** _____

Vendor Address: _____

Vendor Contact Phone: _____ **Vendor Contact Email:** _____

Vendor Description

Please describe what type of vendor you are, including what you will be selling, handing out, displaying and/or what activities will be at your booth.

Certificate of Insurance

All vendors are required to provide a Certificate of Insurance to their event organizer and the City of Hudson. Each vendor shall maintain comprehensive general liability insurance in amounts of not less than \$1 million for each occurrence and \$2 million general aggregate limit. The City of Hudson MUST specifically be named as an Additional Insured on the policy without any limitations or exclusions with respect to the City of Hudson’s liability for the event. Vendor Insurance is due no later than **30 days before the event**. Late submission of insurance may jeopardize your participation in the event. Certificates of Insurance are subject to review and approval by the City of Hudson Solicitor’s Office.

Affidavit of Applicant - Indemnification

I have read and understand the rules for vendor/concessionaire use of the City of Hudson greens and public properties. On behalf of my organization, I acknowledge permission to use the greens and public properties in accordance with those rules.

In consideration of the permission and privilege allowed to me and my organization hereunder, I do hereby specifically agree on behalf of my organization that we will indemnify, release, save, and hold harmless the City of Hudson and the City’s Officers, Officials, Employees, and Volunteers from any and all losses, claims, actions, damages, penalties, expenses and/or proceedings of every kind and character which may be presented or initiated to recover money, property, and/or damages for any injuries to persons, injurious results, or any damages to person and/or property suffered which arise from our use of the City of Hudson greens and/or public properties. I further agree that this indemnity continues even after the date(s) of the event. I agree to make this information available to all other members of my organization.

Printed Name of Vendor: _____ **Date:** _____

Signature of Vendor: _____

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See contact information at the top of this application**