



Welcome to Mississippi Aquarium's Preferred Vendor Program!

Mississippi Aquarium is seeking vendors to support event venue rental operations in the following categories: decorators, florists, musicians/DJs, lighting, wedding/event planner, wedding cakes, transportation, AV equipment, stylists, entertainment, photographers, and videographers. Mississippi Aquarium 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.

Prior to applying, please be prepared to provide the following information. You will not be able to complete the application 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 Business license(s)
- ✦ Food permit (for Bakeries only)
- ✦ Client references
- ✦ How you heard about us
- ✦ Business insurance information, including provider, limits, and expiration date(s).

Criteria utilized by Mississippi Aquarium to determine whether a Vendor will be accepted as a 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 Mississippi Aquarium clients; consistency, fairness
- ✦ Event experience: number of events in past 12 months, type of events, and number of attendees per event.
- ✦ Application and document completed in full and all requirements met (insurance, permits, licensing)

Please submit your complete application for consideration. If you have any questions, or require assistance in completing the application, please contact us at events@msaquarium.org or 228-205-4227

Mississippi Aquarium Preferred Vendor Application

Please respond to ALL questions.

Once complete: Save the document as "PVA your company name" (i.e. PVA Best Linens Co) and e-mail the completed document to events@msaquarium.org, or mail it to: MS Aquarium Attn: Event Sales • P.O. Box 1100 • Gulfport, MS 39502

Company Name:			
Tax I.D.:			
Website:			
Years in Business:			
# of Employees:			
Contact Name:		Title:	
Company Mailing Address:			
City, State, Zip:	City:	State:	Zip:
Business Phone:		Direct Line/Ext:	
E-Mail Address:			
Vendor Services Categories <i>(Please select up to 3 categories for your service listing)</i>	<input type="checkbox"/> Florist <input type="checkbox"/> Bakery (Cakes) <input type="checkbox"/> Decorator/Design <input type="checkbox"/> Transportation <input type="checkbox"/> Other _____	<input type="checkbox"/> Stylist/Make-Up <input type="checkbox"/> Lighting <input type="checkbox"/> Sound <input type="checkbox"/> AV Equipment	<input type="checkbox"/> Entertainment <input type="checkbox"/> DJ/Musician <input type="checkbox"/> Photographer <input type="checkbox"/> Videographer
Secondary Contact Name:		Title:	
E-Mail Address:		Direct Line/Ext:	
Does your company accept credit cards?			
Do you consent to have your company name listed on our website?			
What is the average # of attendees at events you have provided services to?			
How did you hear of our Preferred Vendor Program?			

Terms and Conditions

1. The Vendor is seeking to become a Preferred Vendor of Mississippi Aquarium for the purpose of providing goods and services to Mississippi Aquarium's Clients.
2. The Vendor certifies that all information submitted to Mississippi Aquarium is valid and correct and the Vendor understands and agrees that Mississippi Aquarium may rely on all such information when considering the selection of the Vendor as a "Preferred Vendor."
3. The Vendor understands that Mississippi Aquarium will contact references, confirm information and investigate any information relating to the Vendor at the sole discretion of Mississippi Aquarium, and that the results of such references, confirmations and investigations may be shared freely and without restriction to Mississippi Aquarium and its Clients.
4. The Vendor understands that a processing fee is required to participate in the Preferred Vendor Program. **The fee is \$100 for Mississippi Aquarium Annual Members and \$200 for non-members.** All payments shall be made in U.S. currency and payable to Mississippi Aquarium.
5. The Vendor understands that should Mississippi Aquarium 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.
6. Acceptance by Mississippi Aquarium to the Preferred Vendor Program allows the Vendor the following advantages:
 - Mississippi Aquarium clients will be referred to the Vendor for professional services and/or products; along with Mississippi Aquarium's highest recommendation.
 - **Once completed**, Mississippi Aquarium will place a link on Mississippi Aquarium's website to the Vendor's website.
 - Vendor will receive the opportunity to grow their customer base by working with Mississippi Aquarium's clientele.
7. Vendors accepted to the Mississippi Aquarium Preferred Vendor Program agree that:
 - All Mississippi Aquarium's 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;
 - Mississippi Aquarium client expectations will be met enabling the Client to relax and enjoy their event.
 - 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. 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 Mississippi Aquarium harmless and fully indemnified from any liability arising from services performed or goods supplied including: Workman's Compensation, General Liability and Auto Liability.

Comprehensive, General Liability and Property Damage Insurance in an amount of \$2 Million/\$1 Million or greater; Automobile Insurance in an amount which shall not be less than \$1 Million Dollars; and such other insurance coverage in such amount as is customary for the industry in which the Preferred Vendor operates.

Upon request by Mississippi Aquarium it will cause a Certificate of Insurance to be issued in the name of Mississippi Aquarium, City of Gulfport, Gulfport Redevelopment Commission & Mississippi Aquarium Foundation. 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.

9. 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 Mississippi Aquarium with proof of current licensing as a business within Mississippi.
10. Mississippi Aquarium shall be entitled to rely on the representations and warranties given by any person or persons named in the application for Preferred Vendor status;
11. Acceptance by Mississippi Aquarium as a Preferred Vendor shall indemnify and forever hold Mississippi Aquarium 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.
12. Vendor access is dependent upon the terms negotiated between the client and Mississippi Aquarium and the nature of the services provided; however, standard access to the location would be 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. DJ and/or Entertainment Vendors understand that if they are providing services at Mississippi Aquarium, sound equipment will not be provided by the venue and Vendor will be responsible to provide equipment needed for services provided to 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 Mississippi Aquarium.
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. Processing fees are non-refundable.

Applicant

Applicant Name (print): _____ Title: _____

Applicant Signature: _____ Date: _____

Applicant Attachments Checklist

Please attached the following items and return to MS Aquarium via e-mail events@msaquarium.org or mail it to: MS Aquarium Attn: Event Sales • P.O. Box 1100 • Gulfport, MS 39502

- Copy of current business license and applicable permits
- Business insurance information, including provider, limits, and expiration date(s).
- The completed application (pg. 2) as well as Terms & Conditions (pg. 3-4), signed and dated
- Processing Fee (payable by cash, check or credit/debit card)
- Applicant Attachments Checklist (pg. 5)
- Any additional documents/items which may be helpful in assessing this application

Note:

***If Application is not approved your processing fee will be returned.**

***If application is approved you will need to provide updated insurance information, (see Terms & Conditions, Section 8).**

MS AQUARIUM INTERNAL USE ONLY

Date Received:		MSAQ Receiving Staff	
Date(s) References Checked:	1)	2)	3)
Approved by:	Date:		
Reason Denied:			
Denied by:	Date:		
Vendor Notification Date:	Contact Name:		
Date vendor added to Mississippi Aquarium website:			
Vendor added to Mississippi Aquarium Preferred Vendor Program listing			
Mississippi Aquarium Staff notified of Vendor application approval and addition:			