

Event Vendor Agreement

Events, Weddings & Entertainment

Document type: Contract / agreement · Generated 14 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Draft a general event vendor agreement between an organiser and a supplier (decor, AV, furniture, etc.) — scope, deliverables, timelines, payment and liability — so vendor engagements are clear and enforceable. Fill in the terms below.

Purpose of this tool & output

Contract any event vendor clearly

How the output is used

Use the draft to contract any event vendor clearly — scope, deliverables, timing, price and liability — then have a lawyer review it.

Who receives it

The agreement is between the event company and the vendor; each keeps a signed copy.

Fees & charges

Stamp duty per your state stamp act; GST is handled in invoicing.

Who should vet it

A lawyer, to check the deliverables, penalty, liability and payment clauses before signing.

Important cautions

AI-generated draft; have a lawyer review before signing.

Companion documents

- Vendor RFQ / Requirement Brief
- Vendor Evaluation Scorecard
- Vendor Master Database Plan
- Event Subcontractor Agreement
- Event Equipment Rental Agreement
- Vendor Payment Schedule Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

