

## Vendor Guidelines

If Client wishes to hire outside vendors to provide goods or services for an event the Client and all vendors must abide by the Art Center facility rental polices including the following:

- Vendors that have not previously provided services during an event at the Ann Arbor Art Center are required to meet with the facilities manager prior to the event, do a walk-thru of the facilities to understand the limitations of the kitchenette and prep/serving areas, as well as contractual set-up/clean up time and responsibilities for clean up

### Set up/Tear down

- Set-up time begins at the time the Client has contractually agreed to in the facility rental agreement. No vendor may deliver goods or begin set-up prior to the contractually agreed upon time with the exception of the tables and chairs. See facility rental agreement for details.
- Upon arrival, client/vendor agrees to do a walk thru of the facility with the house manager and complete a room condition form. Any noticeable damage other than normal wear and tear should be noted on the form at this time. The time client/vendor arrived for set up will be noted on the form.
- Clients contracting with outside vendors must submit the vendor's contact information no later than 10 days prior to the event.
- Client/Vendor is responsible for transporting rental décor, floral arrangement, linens, tables and chairs or other event related items to and from the event area for set up and tear down.
- Vendors must not hang décor or lighting from the ceiling or walls of the Art Center.
- Art hung on the A2AC Gallery walls cannot be removed during an event.
- Client/Vendor agrees to leave the premises in a neat and orderly condition. Spills and debris must be cleaned up immediately, and any damage needs to be reported to the House Manager on duty and noted on the room condition form.
- Event-related items with the exception of tables and chairs must be removed immediately at the end of the event, including all containers, debris and refuse. Trash/recycled items must be place in the appropriate trash receptacles located in the alley behind Conor O'Neil's. See house manager for code to trash compactor. Client may incur additional charges for the removal of such materials if not completely removed after the event. The Ann Arbor Art Center is not responsible for any items left behind after the event.
- Ann Arbor Art Center House Manager will oversee set up and tear down of all events. Any tables and chairs rented from the Art Center will be the responsibility of the house manager to set-up and take down after the event. Tables and chairs delivered by a vendor must be set-up and taken down by the client or their representative and placed in the appropriate area determined by Facilities Coordinator
- Tables and chairs must be placed at least three (3) feet from any wall or work of art at the Art Center during an event.
- Flameless candles are preferred. Candles must have a covered flame and be in glass containers (e.g., votive candles or hurricanes)
- At the end of the event client/vendor must do a final walk through of the facilities with the house manager to ensure the facilities are cleaned to the house manager's satisfaction and no damage to art or the facilities has occurred. The time clean up was completed by the client vendors will be noted on the room condition form. Any overage of contractual time in the building will be noted on the room condition form and charged according to the facility rental contract.