

## OUTSIDE VENDOR AGREEMENT (NON-CATERER)

Shreveport Aquarium is happy to allow our clients the flexibility of using outside vendors however we do have a few rules that must be followed for the health and safety of our animals and guests and to ensure our events run as smoothly and seamlessly as possible. Please initial each item and sign below.

\_\_\_\_\_ All vendors must be licensed and insured. Any employees of vendors must be covered under their workers compensation policy.

\_\_\_\_\_ A clean and clear area will be provided with up to two 6' long tables with linen, if needed. After event, vendors must clean-up all areas used to aquarium staff satisfaction. Clean-up must take place during rental time and up to one hour after event.

\_\_\_\_\_ All decor must be approved in advance. We do not allow items to be stapled, nailed or taped to any surface. No glitter, confetti or balloons are permitted. Anything that was once a part of a marine habitat is not allowed (shells, starfish, sand dollars etc). The vendor/client is responsible for removing all decorations and any other materials brought in by the end of scheduled event time. A \$300 refundable cleaning deposit maybe required by client.

\_\_\_\_\_ Location for vendor set up will be decided by client and event manager. If you have special needs, **please notify your client no less than one week prior to event.** If needed your location will be near an electrical outlet. You must provide your own extension cords if needed. All lines and cords must be taped and secured.

\_\_\_\_\_ Do not disconnect, adjust or move any aquarium fixtures/furniture without approval.

\_\_\_\_\_ All bags, carrying/storage cases, carts, dollies etc. must be stored in your vehicle during the event. Do not store things anywhere else in the venue.

\_\_\_\_\_ Smoking and drinking of alcoholic beverages by outside employees/vendors is not allowed anywhere on the aquarium premises before, during or after event.

\_\_\_\_\_ Our Courtyard and River Room MAY be available for set up as early as 10 a.m. on the day of your event. Please schedule at time with our event coordinator at [events@shreveportaquarium.com](mailto:events@shreveportaquarium.com) to access the venue.

\_\_\_\_\_ Parking & Loading: You may unload your vehicle in the north parking lot close to the side gate entrance into the Courtyard facing the river. Equipment/supplies should come through side gate, not through the restaurant door or front door of aquarium. Once vehicle is unloaded it must be moved to parking garage across the street.

\_\_\_\_\_ Rental delivery/pick up: Rental items must be delivered on day of event during business hours. Times must be arranged in advance. Because we may host multiple events on weekends,

we cannot have rental items remain onsite for entire weekend. Rental Items must be picked up by 11 a.m. next morning.

Please sign below acknowledging you have read and understand the requirements listed above. Failure to comply with any of the above venue policies may cause your client to lose all or part of their cleaning/damage security deposit.

Date of Event \_\_\_\_\_ Client Name \_\_\_\_\_

Vendor Name \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Email \_\_\_\_\_

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_