



## OUTSIDE VENDOR INFORMATION

In order to ensure a seamless event experience, we ask that all outside vendors comply with the following guidelines. For further information and assistance, please contact your event coordinator at 813.831.5390.

- **TAPE** Only gaffers tape may be applied to floors. Masking and duct tape will not be permitted.
- **FUEL & FLAMMABLE MATERIALS** Propane is not permitted inside the building. Butane is acceptable. Any vendor utilizing flammable materials must provide a fire extinguisher.
- **BANNERS** All banner hanging arrangements must be made with your event coordinator at least 14 days prior to the event. There will be a \$15 fee for each banner hung on the wall and a \$25 fee for each banner hung from the ceiling. Vendors may not tape, pin or prop items against walls.
- **EQUIPMENT REMOVAL** It is important that all equipment/props are removed completely and immediately following the event. Items that are left behind may be discarded.
- **LOAD-IN & STRIKE** For the convenience of vendors and comfort of our guests, we require that all load-in and strike take place at the rear of the building (loading dock and service hallway). Loading from the front of the building is strictly prohibited.
- **FLOORS** Vendors should provide floor mats or visqueen when displays may endanger carpeted areas.
- **CLEANING FEES & PROPERTY DAMAGE** The client will be responsible for all outside vendors. Any destruction of property and/or cleaning fees will be billed to the master account.
  - ❖ Cleaning Fee for Confetti: \$250
  - ❖ Cleaning Fee for Balloon Drop: \$250
  - ❖ Cleaning Fee for all Public Events: \$250
- **POWER**
  - ❖ Grand Ballroom: Several 20 amp electrical outlets are available at the room's perimeter. In addition, there is a 400 amp, 3 phase power supply located backstage which may be used for a fee of \$350. If extra power is required, a generator may be rented. Please see your coordinator for additional information.
  - ❖ Stage: There are two 20 amp circuits located stage right
  - ❖ Terrace Salon: There are two 20 amp limited circuits. In addition, there is a 100 amp, 3 phase power supply which may be used for a fee. Please see your coordinator for additional information.

\*\*Always consult with your event coordinator regarding power needs and fees.

- **RIGGING FEES** Only certified A La Carte Event Pavilion riggers are permitted to hang items from the ceiling. Rigging charges are based on client/vendor requirements, times and availability. Please consult with your coordinator regarding specific needs to receive a quote.
  
- **RIGGING OPTIONS**
  - ❖ Grand Ballroom: The Grand Ballroom can support 1,000 lbs per rig point.
  - ❖ Stage Ceiling: We do not recommend rigging from the stage ceiling. Rig points cannot support more than 100 lbs. Floor mounted equipment is preferred.
  - ❖ Stage Fly Bar: Hanging equipment/fixtures from the stage fly bar is not permitted.
  - ❖ Great Hall: There are no rig points in the Great Hall.
  
- **MEASUREMENTS**
  - ❖ Grand Ballroom: 13,468 sq ft.- ceiling height 21 ft
  - ❖ Belvedere Ballroom: 9,500 sq ft.- ceiling height 21 ft
  - ❖ Permanent Stage in Belvedere Ballroom: 50'8" W x 15'6"H x 30' Deep
  - ❖ Madison Ballroom East & West: 3,968 sq ft.- ceiling height 21 ft
  - ❖ Terrace Salon: 3,258 sq ft.- ceiling height 10 ft
  - ❖ Great Hall: 2,351 sq ft.
  
- **LIGHTING** Only the A La Carte Lighting Designer may have access to the theatrical lighting rig and lighting board in the Grand Ballroom. Under most circumstances, outside production companies are advised to provide floor mounted lights. However, if an outside production company would like to implement a different truss system, charges for strike, storage and re-setting the existing truss will be applied to the master bill.
  
- **AUDIO VISUAL & SOUND**
  - ❖ If the client's audio visual company requires the use of the A La Carte sound system, an in-house audio visual technician must be present. Labor charges will be applied to the master bill.
  - ❖ Deejays and bands may not use the A La Carte sound system.
  - ❖ Bands that require additional audio support may request a quote from their A La Carte event coordinator.
  - ❖ No charges will be incurred for audio visual that is self sufficient; separate from A La Carte's in-house system and floor mounted.