VENDOR GUIDELINES

Vendors must contact the Event Manager/Coordinator two weeks prior to the event date to arrange details for delivery, location, set-up and strike.

VENDOR ENTRANCE/EXIT

- Main Shipping & Receiving (Ocean View Blvd & Wave Street)
- Open Sea Wing Shipping & Receiving (Cannery Row)
- Hovden Way
- There is very limited parking, so please prepare to park elsewhere. There are several public lots and a covered garage close to the aquarium. Street metered parking is also available. Meters require payment until 8:00 p.m. daily.
- In most instances, the entrance and exit will be the same. Exceptions will be noted in advance.

SET-UP

- You may unload starting 30 minutes prior to closing in an area predetermined by your Event Manager/Coordinator. You must wait for your Event Manager/Coordinator to escort you into the aquarium.
- Entrance into the aquarium wings for set-up of equipment may begin AFTER the building is cleared of guests and AFTER the closing time. You may NOT enter the building to initiate any set-up until you receive the "all-clear" message from either Monterey Bay Aquarium Security or the Monterey Bay Aquarium Event Manager / Coordinator.
- All items should be delivered on the day of the event. There is no storage available to unload any day prior to the event.

STRIKE

- Strike must take place the same night as the delivery/event.
- There is no storage available to hold equipment after an event. All materials must be removed from the building upon conclusion of the event. Items left behind will be disposed of.
- You must provide the Event Manager / Coordinator with a cell phone number so you can be contacted should the group depart early.

EQUIPMENT

- If electricity is required, please provide your own long, three-pronged extension cords and power strips.
- Gaffer's tape must be used to neatly secure the cords to the floor.
- Tripods and monopods with still or video cameras may be used only when necessary. The Aquarium prohibits photographers from using all images or footage taken at the event for purposes other than s/he is hired for by their Customer.
- Please contact us ahead of time with any special needs.

MUSICIANS

- All amplified music will be subject to volume and bass control at the discretion of the Event Staff, Security Staff or Animal Husbandry Staff.
- Power needs must be discussed in advance. If a power drop is required, additional charges will apply.
- Due to the sensitive nature of the animals in our care, subwoofers and strobe lights are prohibited.

FLORISTS

- Advise the Event Manager / Coordinator, in advance, if any part of a floral arrangement is to be removed from the building. If so, that item must be picked up the same evening upon conclusion of the event.
- All floral arrangements must be finished prior to delivery.
- Live fish, sand, seashells, or dried marine life are not allowed in any arrangements.

BALLOON DECORATIONS

- No monofilament (fishing line) may be used.
- No Mylar / helium balloons or Mylar string.

BASIC HOUSE RULES

- The Aquarium specifically prohibits confetti, live fish, seashells, dried marine life, glitter, rice, birdseed, bird feathers, live birds, adhesive tape, sand, monofilament, Mylar and/or helium balloons, and Mylar ribbon in the Aquarium. No items can be posted, nailed, screwed, or otherwise attached to the walls, floors, exhibit graphics, or other parts of the buildings, furniture, or surrounding areas.
- Flash photography and light beams are prohibited toward any exhibits.
- Open flame candles are not permitted regardless of the height of the votive or hurricane
- During set-up, arrangements and tools may not be placed on aquarium graphics or counter tops without a protective cloth in between.
- Trash, boxes, or recyclable items should be discarded in the dumpsters in the Corporation Yard.
- The consumption of client's food and/or beverages, unless arranged with client prior to event, is **prohibited.**
- The consumption of alcoholic beverages is **prohibited** under any circumstances.
- **Smoking is prohibited** anywhere in or around the Aquarium building to include the Corporation Yard, Shipping & Receiving, inside the aquarium and in sight of any event guest.

ALL MATERIALS MUST BE REMOVED AT THE END OF THE EVENT

ACCOUNTING DETAILS

- All vendors are required to have a current W-9 on file with the Monterey Bay Aquarium if conducting direct business.
- All vendors must have a valid certificate of liability insurance in the amount of $1 million naming the Monterey Bay Aquarium Foundation as the insured.
- Please send invoices to: APayable@mbayaq.org

VENDOR NAME: _____

VENDOR SIGNATURE: _____

VENDOR CELL PHONE NUMBER: _____

VENDOR EMAIL: _____

DATE: _____