

## Vendor Guidelines

The Chase Center welcomes Event Planners, Decorators, DJ's, Photographers and Florists to the center. To ensure a successful event for our clients, we ask that you review the following, sign, and return, to be kept on file before arriving.

### Arrival Times:

- Defined times are required to enter the building and must be approved in advance of arrival.
- The hours of availability are **6:00 am to 12:00** midnight and contingent upon other events that may be taking place in the building.
- If overnight accessibility to the building is required, approval by the Chase Center must occur in advance.
- Additional costs will be charged for overnight requirements as additional security will be required to be on site.

### Load In / Out:

- **No Parking / Loading** in or out, from the **front** of the building is allowed.
- **Load in / out** is only allowed through the following areas of the building.
  - **Door number 5** (located on the side of the building and considered the primary loading dock area).
  - **Door number 13** (located at the Kitchen entrance behind building).
  - **Door number 14** (located behind the Riverfront entrance behind the building).
- When load in is completed, all cars/trucks/etc. are to be moved to large **General Parking** area in front of the Chase Center, unless authorized by our team.
- All Vendors are expected to arrive in a timely manner to set up and ready for the event to take place. The Chase Center is not responsible for vendors who do not arrive on time and will not extend the load in time unless previously discussed with our team.
- **Storage areas:** Storage areas are very limited and cannot be guaranteed. After loading in, you will be required to move storage items back into your vehicle's, unless approved by our leadership.

### Power Requirements:

- All power requirements you may have while on site must be agreed on prior to arrival. The Chase Center cannot guarantee additional power requests after arriving on site.
- Costs for power will be determined prior to arrival, after providing your requests.

While working at the Chase Center you agree, to follow the noted requirements above. As well any additional day of requests must be approved by leadership at the Center.

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Signature:

Date:

Company