

VENDOR POLICY

The Bell Tower on 34th is committed to excellent events that no one will ever forget.

Adherence to our policies result in favorable recommendations of your services.

VENDORS :

- If you notice any damage to the facility, report it immediately.
- Bell Tower must have your insurance paperwork on file prior to the event. Insurance must be kept current.
- Bell Tower must have insurance of any and all subsequent suppliers and/or sub vendors.
- Each vendor is responsible for their own workers compensation and taxes.
- Payments will not be released to vendors without a W-9 on file with us.
- Employees and staff need to be in a uniform during an event. No jeans, or t-shirts.
- Vendors are required to clean up when your part of the event is completed.
- Fireworks/Snow/Fog all require special permission by Bell Tower Management.

SETUP:

- Do not load in at the front door. *(even if it is 2/3 hrs before the event starts)*
- All Vendors need to load in at the back of the facility. Do not use Valet parking or park in the front areas.
- All vendor employees and staff must park in the far back parking lot as far in the back as possible.
- Tall Vehicles are not allowed in the main front driveway. You must check in at the office or call ahead to have the service gate opened for you.
- If the gates are closed, please remain on the street side with the hazards on, while you request the gate be opened for you.
- Use of Duct tape is NOT allowed at the Bell Tower.
- Bell Tower does not provide safety pins, Velcro, tape, extension cords, printing copies, staples, pens, or any other supplies for vendors.
- Attaching anything to the building walls ceiling or floor must be pre-approved.

DURING THE EVENT:

- Use of alcohol by vendors or staff members during an event is not allowed.
- Vendors may not smoke in front of guests.
- Hourly paid vendors and/or wait staff need to clock in and clock out in order to get paid.
- Trash is not to be carried through the Ball Room during an event.

BREAKDOWN:

- Do not leave items over night.
- Items need to be removed within the 1 hour allocated load out/cleanup time unless otherwise pre-approved.
- All Trash is to be taken to and placed inside of the dumpsters.
- All vendors need to load out ALL equipment within 24 hours after which all remaining items will then become property of The Bell Tower.