

Vendor Guidelines

Welcome to The Ashton Depot!

POINT OF CONTACT: Miguel Jasso, Banquet Manager, cell phone (214) 661-0480

CERTIFICATE OF INSURANCE: If you haven't already, please email your insurance to cathy@theashtondepot.com

LOAD IN/OUT: Load in on event day may start **THREE HOURS** prior to the event start time.

LOAD IN: Please load in through side **DELIVERY** entrance (on Jones Street by the black iron gate). You may park directly in front of the gate for unloading. Please load in quickly to preserve air inside building & keep doors closed as much as possible.

LOAD OUT: You may load out of the **DELIVERY** entrance OR you may load out of the other doors, provided you have approval from Miguel Jasso, Banquet Manager.

PARKING: After load in, please find parking on the street. We utilize all parking around the building for our valet.

STORAGE: Please put all bags, boxes & dollies in your vehicle. All belongings must be removed after the event.

SET-UP:

FLORISTS: All floral arrangements must be already assembled upon arrival to The Ashton Depot. Please do not construct any arrangements within the building or on The Ashton Depot property.

Please do not nail, staple or tape anything to the building – walls, courtyard gate, etc.

Tape may **ONLY** be used on the floors to secure extension cords. Kindly remove all tape at the end of the event.

Cord covers must be **LIGHT** in color (no black please).

We do not own tape, cord covers, extension cords, AV cables or ladders, so please bring your own.

Please do not use our tables set up with linen to assemble or our chairs to reach things or to help during set up.

We do not allow confetti of any kind, balloons of any kind, glitter, colored rose petals, rice, birdseed, glue, nails or staples. ***IF YOU USE ANYTHING ON THIS LIST, YOUR CLIENT WILL BE FINED \$2,500.**

BREAK ROOM: You may use our suite or mezzanine as a break room.

VENDOR MEALS: Should our client provide vendor meals, we will set up an agreed upon time and space to serve you. Unfortunately, we are not able to offer specialty meals or alcoholic beverages to our vendors.

Please kindly **DO NOT** bring in any **OUTSIDE FOOD OR BEVERAGE** into The Depot.

ELECTRICITY:

- The Ashton Depot has **5 Dedicated 20 Amp Circuits** spread over the 4 main walls of the ballroom
- Each outlet is marked with a number which corresponds to a single dedicated circuit
- All outlets marked with #3 belong to one 20-amp circuit
- If you have a piece of equipment that requires a full 20 amps and you plug it into an outlet marked with a #3, you **CANNOT** plug anything else into an outlet marked with a #3 or you will blow the breaker
- The Ashton Depot does have more than 5 dedicated 20 Amp circuits in the building, but reaching additional outlets may require the use of extra extension cords

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THANK YOU!