

The Ashton Depot

Vendor Guidelines

CLIENTS: Please review the guidelines we will be sending to your vendors.

VENDORS: We welcome you! Please let us know what we can do to help.

POINT OF CONTACT:

Miguel Jasso, Banquet Manager, cell phone (214) 661-0480 ~ Main office (817) 810-9501

CERTIFICATE OF INSURANCE:

Please send your insurance certificate with the **Event Date** to cathy@theashtondepot.com

LOAD IN:

Load in may start at **3 hours** before the official event time. Additional load in time may be requested for a fee but is not guaranteed.

Load in through side **DELIVERY** entrance (on Jones Street by **black iron gate**). Please load in quickly to preserve building air.

LOAD OUT:

Load out must be complete **1 hour** after the event end time. Additional load out time may be requested for a fee but is not guaranteed.

Load out of the **DELIVERY** entrance OR you may load out of the other doors with approval from Miguel, Banquet Manager.

PARKING:

Parking is available on the street across from The Ashton Depot. All parking lot spaces around the Depot will be used by valet.

SET-UP:

Please do not affix anything to the building, inside or out.

Tape may **ONLY** be used on the floors to secure extension cords.

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

Please bring your own tape, cord covers, extension cords, AV cables or ladders.

Please do not use our guest tables or chairs during your set up.

NO-NO'S: *IF YOU USE ANYTHING ON THIS LIST, YOUR/OUR CLIENT WILL BE FINED.

confetti of any kind	birdseed
balloons of any kind	glue
glitter	nails
colored rose petals	staples
rice	taper candles

BREAK ROOM:

You may use our suite or mezzanine as a break room. Miguel will direct you on the day of the event.

VENDOR MEALS:

Vendor meals are generally available after the guests are served. 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.

STORAGE:

Please store all bags, boxes & dollies in your vehicle.

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.

We use table pads underneath our linens. Please take necessary precautions to make sure your arrangements will be stable.

We do not allow taper candles or any candles not surrounded by glass.

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DJ/BAND/ENTERTAINMENT:

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

STAGE/TENT

Stages and tents must be ordered by The Ashton Depot. Please let us know if you will need one. Any stage not ordered by The Ashton Dept must be pre-approved.

We are here to help. Feel free to reach out to our office anytime with questions at (817) 810-9501.

Thank you!