

The Ashton Depot

Vendor Guidelines

FLORISTS:

- Floral arrangements must be pre-assembled.
- You may 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.

***Please plan to take all trash, boxes, etc. We do not have room in our dumpsters for additional trash.**

DJ AND BANDS:

- 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 has additional dedicated 20 Amp circuits that may be reached with the use of extension cords – we recommend 40–50-foot extension cords per circuit (please bring).

***Please plan to take all trash, boxes, etc. We do not have room in our dumpsters for additional trash.**

LIGHTING AND ALL OTHER SET-UP:

- You may not affix anything to the building, inside or out.
- You must provide your own tape, cord covers, extension cords, AV cables and ladders.
- Tape may ONLY be used on the floors to secure extension cords.

NOT ALLOWED:

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

***IF YOU USE ANYTHING ON THIS LIST, YOUR/OUR CLIENT WILL BE FINED.**

STAGE/TENT/HEATERS/PORTACOOLEDERS:

Must be provided/rented by The Ashton Depot – no exceptions.

LOAD IN: Use DELIVERY entrance on Jones Street by black iron gate. THE BUILDING WILL NOT BE UNLOCKED UNTIL THE LOAD IN TIME.

LOAD OUT: Must be completed 1 hour after the event end time. Additional load out time may be requested for a fee but is not guaranteed.

PARKING: Street parking across from The Ashton Depot ONLY. All other spaces will be used by valet.

STORAGE: Store all bags, boxes & dollies in your vehicle.

VENDOR MEALS: Available after guests are served. 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. Eat or drink ahead if needed.

CERTIFICATE OF INSURANCE: Must be received minimum of 2 weeks prior to the event.

BANQUET MANAGER: Miguel Jasso (214) 661-0480

EVENT MANAGERS: Cindy Vazquez, Cathy Wheeler, Ashlee Johnson (817) 810-9501