

# Chateau Elan

WINERY & RESORT

## Vendor Conduct Form

Thank you for your interest in being a Vendor for an event at Chateau Elan. It is our expectation that all vendors demonstrate the highest values and principles in the course of their work as an event professional at Chateau Elan. All policies that apply to vendors also apply to their vendors, staff, friends or anyone that is assisting in the planning/coordination of the event.

Below you will find the policies that each vendor must agree to in order to be allowed to perform services for the client at Chateau Elan. These policies reflect best practices and lessons learned after hosting many special events. It is our expectation that you communicate these details with your vendors and anyone assisting you in the planning process. Our primary goal is to provide an outstanding experience for the client, their family and guests. We thank you, in advance, for your partnership and cooperation in making this a successful event for the client and our companies.

It is the responsibility of the client to send a list of all potential vendors to Chateau Elan for approval, prior to hiring. All vendors will need to be approved by Chateau Elan as well as sign the Vendor Conduct Form. The Client acknowledges that they are the only party to the Contract and that we will only communicate and take direction from the Client/Wedding Planner, regardless of the source of payment for our services.

### Policies:

- Vendors *should not* promise any equipment, pricing, service, set up or strike times, or event space/rooms on behalf of Chateau Elan. Only Chateau Elan staff can confirm availability of said items
- Vendors must exhibit high standards of professionalism, both in manner and uniform while onsite at or representing Chateau Elan. Otherwise, said vendor may be subject to being removed from the premises
- Vendors should maintain high standards of professionalism and respect towards Chateau Elan staff and other vendors
- Vendor agrees that it is an independent contractor, not a relative or friend that is hired by the group and paid directly by the group. Chateau Elan is not responsible to pay a third party vendor for fees or services provided to the client. Vendor has no relationship with the client except that they are providing a service for the client at the hotel
- Vendors are not allowed access to the meals in the employee break room, banquet area or in the event space. Should your contract provide a meal to be served, your client will coordinate a location and time for meal service in an event space. Vendors/staff are not permitted access to Chateau Elan coolers, pantry, etc.
- Vendors are not permitted access to back of house/heart of house, unless approved in advance by the event manager.
- No smoking or vaping is allowed inside the building. Our event team staff will be happy to direct you or your staff to the nearest acceptable area for employee smoking/vaping
- Your Event Manager must be made aware of special décor items or special arrangements such as sparklers, cold sparklers, rigging prior to the event. All such instances and more require advance approval and/or fees. All special requests must be submitted for approval no later than 30 days prior to the event. If the items are not brought to our attention and still performed or provided on the day of, without advance approval, use will be denied and the vendor will be prohibited from providing services at Chateau Elan. Last minute requests will not be honored

- Chateau Elan does not allow props that will damage building surfaces. This includes, but is not limited to any type of paint, stickers, nails, fasteners, glue or other adhesives. If these items are used Chateau Elan has the right to charge a fee, starting at \$500, for cleanup/removal. The fee is subject to change/increase based on the violation
- All items provided by the vendor must be removed immediately following the event. This includes items like trash, zip ties/wires, flowers, etc. If these items are used Chateau Elan has the right to charge a fee, starting at \$500, for cleanup/removal. The fee is subject to change/increase based on the violation.
- Vendors are required to be aware of venue time constraints for setup/teardown. It is the responsibility of the vendor to hire the necessary amount of staff to provide the services needed within the allotted time frame. The venue will not guarantee overnight set up or early access to the venue outside of 14 days. This window is subject to change based on Chateau Elan business levels and demand. Chateau Elan will make every effort possible to allow early access, where possible. However, it is the vendors' responsibility to keep time constraints in mind when making/creating proposals or décor plans.
- A load-in and strike schedule must be submitted for approval in advance. Otherwise, all set up and teardown must be done within the pre-established timeframe.
- Should a Green Room/Holding Room be required/used by vendor(s), they are required to conduct themselves in a professional manner. Noise must be kept to a minimum.
- Vendors may park in the hotel parking lot. If you require special access to a venue for easier load in, please contact the Event Manager and special arrangements, if available, can be made. Leaving unattended vehicles, in an illegal parking space or double parking in a manner that impede the flow of regular vehicular traffic is not permitted. Load-In: Vehicles/Box trucks need to be moved away from loading docks, immediately following load-in.
- No dead/empty boxes may remain in the service hallways. If a storage area is needed, it must be requested prior to arrival (this is not a guarantee of space availability). All empty boxes need to be broken down and disposed of by the vendor or moved back to vendor vehicles. If these items are used Chateau Elan has the right to charge a fee, starting at \$500, for cleanup removal. The fee is subject to change/increase based on the violation.
- Chateau Elan does not provide any lifts or ladders for vendors to use. Advanced request for permission to bring these items on property is required.

Failure to adhere to any of the above policies requires that Chateau Elan request the immediate removal of any representative or vendor. Chateau Elan may also determine whether or not a vendor is suitable to perform services here at Chateau Elan. Please keep this in mind as you may be contracted with other clients for future events.

All vendors must sign and return this form to the Event Sales Manager. If you fail to return the contract, you will not be able to provide services here at Chateau Elan.

Signing this agreement does not automatically approve you to provide services at Chateau Elan. Additional items must be received and approved by Chateau Elan. Minimum requirements include:

- Business License- for vendors not on the approved vendor list
- Proof of Insurance- \$2 million, per occurrence (subject to change based on event)
- 2 references from a hotel or venue- for vendors not on the approved vendor list

**VENDOR'S ACCEPTANCE AND ACKNOWLEDGEMENT:**

Vendor's signature below indicates that Vendor has read and understood this Agreement and agrees to its contents. Vendor also acknowledges that the person signing on behalf of Vendor is authorized to bind Vendor to the terms of this Agreement.

**Vendor**

Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_