

Vendor guidelines:

Animals: With the exception of service animals, no animals may be brought into the Georgia Aquarium. This does include live fish used in centerpieces.

Admissions: Not all events have admission to the Aquarium. Unless your client purchases your admission, vendors and their employees will not have access to the Aquarium.

Balloons: No balloons are allowed within the Georgia Aquarium, including the Oceans Ballroom. Deflated balloons can pose a threat to all animals if ingested.

Car Displays: Cars can be displayed either outside the ballroom on the parking deck or within the ballroom. Please alert Event Services as soon as possible to discuss the rules regarding this.

Certificate of Insurance: All vendors are required to provide proof of liability insurance. This Certificate of Insurance must show the Georgia Aquarium as the certificate holder and can be faxed, emailed or mailed to Event Services.

Cleaning and custodial services: Vendors are required to remove trash and debris generated by their activities. Additional guidelines for cleaning and custodial services for exhibitions, trade shows and conventions are outlined in Active Production and Design's guidebook. If extraordinary circumstances are brought about by one of a vendor (face paint or other medium ground into carpet, etc.), cleaning fees may be applied and are payable by the client.

Décor/signage: The use of nails, tape, glue or staples to affix any décor/signage to any building walls or structures inside or outside the Aquarium is prohibited. If any of these are used, damage charges will be assessed and billed to the client. Any signage that will be displayed at the Georgia Aquarium should be discussed with the Event Services Department. No handwritten signs are allowed at any time. Easels or table signs are recommended to display signage.

Deliveries: As the Georgia Aquarium has very limited space for storage, please plan all of your deliveries for the day of your event. If a delivery is required earlier than the day of your event, please discuss that circumstance with your salesperson as soon as possible. We will try to accommodate your request, but please understand that we may need to decline. All deliveries will be cleared and scheduled with the Event Services Department. Unload of deliveries will need to be done by the client's representatives or the shipping company. GAI takes no responsibility for delivered items; we cannot inventory items when they arrive.

Entertainment: Ambient entertainment (face painters, magicians, etc.) may be used at the Aquarium in most cases, but must be approved by Event Services. Please remember to have all giveaways cleared through Event Services and to ensure that these vendors will not use prohibited items like balloons. No open flames are allowed at any time.

Fire Alarm System: Foreign substances, not heat or smoke, activate the fire alarm system in the facility. Programs in which equipment such as fog machines, lasers, special effect machines, etc. will be used must be approved by the Events Services Department two weeks in advance. These activities upon approval will be coordinated by Active Production and Design.

Fireworks/indoor pyrotechnics: The Georgia Aquarium does not allow indoor pyrotechnics of any kind.

Food/Beverage: Unless coordinated with the client and Wolfgang Puck Catering, no food or beverages will be provided to vendors. At no time are vendors or their employees to help themselves to food or beverage regardless of its location. If the client arranges for refreshments, the time and location of these refreshments will be determined by GAI and WPC staff based on availability of space and timing of the event.

Green Rooms: Unless coordinated with client and GAI, Green Rooms are not available to vendors. In most instances these rooms are used directly by the client.

Guests/Clients: Under no circumstances may vendors bring with them guests or invite clients to view their work while at the Georgia Aquarium. All such guests and clients will be turned away by GAI staff.

Liability Insurance: All performers, DJs, entertainment or other service providers are required to provide proof of liability to the GAI Event Services Department along with proof of the Aquarium's inclusion in that liability insurance for the entire time the service provider will be on premises, including set-up and breakdown.

Load-in/Load-out: All load-ins and load-outs must be scheduled with the Event Services Department (or Active, if appropriate) at least two weeks prior to the event date, or the first day of set-up, whichever is first. All service providers are to bring their own equipment (dollies, carts, etc) to facilitate load-in. GAI staff will not be available to assist with load in or load out. With the exception of multi day events, all service providers must break-down and load out immediately after the event concludes. Service provider staff should be on hand no later than ½ hour prior to event conclusion. If a load-in or load-out requires the use of forklifts and/or scissor lifts, then this activity must be coordinated with Active Production and Design.

Music: Live or recorded music is allowed within the Oceans Ballroom at any time and within the Aquarium Galleries for evening events only. Music levels will be monitored by Active Production and Design staff to ensure the sound does not go beyond the 85 decibel level, which has been predetermined for the wellbeing of our animals.

Parking: Unless arranged with and paid for by the client, parking is to be paid by all vendors and their employees. Parking at the Georgia Aquarium is \$10 flat rate and is payable on the way in. No vendors shall park their vehicles in front of the ballroom, except to unload. After unload, all vehicles must be moved to another location within the parking deck.

Personal Items/Equipment: At no time should vendors or their employees leave equipment or personal items unattended. GAI assumes no liability for items left unattended. All equipment must be removed at the end of the event.

Security: All outside security firms must be approved by the Events Services and Security Departments two weeks prior to the event. The Georgia Aquarium provides general security for events included in your rental fee. Please note that all guests, staff and vendors will be wanded by our Security staff and will have their bags checked prior to entering the Georgia Aquarium. Large bags, such as totes, backpacks, duffels, or the like are not allowed in the Aquarium. These items would either need to be checked, left in your vehicle, or disposed of. Firearms, knives, matches, pepper spray and lighters are prohibited at the Aquarium.

Stickers/confetti/silly string/glitter: Items of this sort may not be used within the Georgia Aquarium as they pose a threat to our animals if ingested. Any item that you will consider using, passing out or including in a gift bag must be approved by Event Services.

Client Name: _____ Event Date: _____

Vendor: _____

Print representative's signature: _____

Sign representative's signature: _____