

SCALES & ALES VENDOR LOAD-IN
ARRIVAL, SET-UP & DEPARTURE INSTRUCTIONS
FRIDAY, SEPTEMBER 29, 2017 • 4:00 PM – 5:30 PM

ARRIVAL, SET-UP & DEPARTURE

- Set-up is between the hours of **4:00 pm - 5:30 pm** on **Friday, September 29th**.
- **No vehicles allowed through load-in after 5:30 pm. Hand trucks are allowed until 6:30 pm.**
- Your table needs to be completely set up by 6:30 pm.

VEHICLES

- Vehicles must unload as quickly as possible at their table.
- Discounted vendor parking is available in the Canal Place lot (6 hours/\$8). Aquarium staff will provide you with this validation when you arrive to load-in.
- **All vehicles must be unloaded and off of the Plaza by 5:30 pm.**
- **Vehicles will be allowed to re-enter Aquarium grounds at 11:15 pm.**

DROP OFF/STAFF SET-UP

- Supplies may be dropped-off starting at 2:00 pm, **but cars are not allowed on grounds until 4:00pm.** Audubon staff will be available to help with set-up beginning at 4:00pm.
- **After 5:30 pm, all supplies must be moved by hand-truck into the event.**
- **Do not leave supplies unattended at any time.**

SIGNAGE

- Scales & Ales will provide identical signage for each vendor.
- We welcome you to display your marketing materials at your table.
- **Tents are not permitted. Audubon will be supplying tents for all vendors.**

SERVERS/BARTENDERS

- **Servers will receive their vendor wristbands at check-in.** No one will be admitted without a wristband. Each server must keep their wristband on at all times.
- Servers should arrive at the Aquarium by 6:15 pm. Please be in place by 6:30 pm.
- Proper attire: Cocktail Casual – **no shorts, please.**
- Please do not display tip jars on your table. **Tipping is not allowed under any circumstances, as this is a fundraiser for the Aquarium.**
- All bartenders must carry their Responsible Vendor Card on person at all times.

SUPPLIES

- **Scales and Ales will supply all tablecloths, plates, bowls, silverware, cups and napkins this year!**
- *Electricity* – Please confirm your electrical needs on the confirmation sheet. If you have additional electrical needs on the night of the event, please contact Marco at (504) 915-8146.
- *Fire Extinguishers* – If you are cooking on-site (open flame/sterno), you must provide your own fire extinguisher.
- *Hand Trucks, Carts & Equipment* – Audubon will have a limited amount of hand trucks available for use during load-in and load-out. Keep in mind many vendors will be looking to use this equipment, so we encourage you to bring your own.

TRASH & CLEAN UP

- Please keep your area as neat as possible. We ask that you remain at your table until the end of the party.
- Trash barrels are positioned throughout the event, next to each restaurant and bar. Please notify an Audubon staff member to dispose of full trash bags.
- **All alcoholic and non-alcoholic beverages should be returned to the boxes provided at the end of the event. These products (wine & beer) are not to be taken, removed, or given to your event staff, Aquarium staff, or Scales & Ales patrons at the end of the evening. Anyone taking alcoholic products will be stopped at Aquarium exits and the products will be confiscated.**