

EVENT VENDOR GUIDELINES

If Client wishes to hire outside vendors to provide goods or services (excluding those for which DIA is the exclusive provider), Client agrees to review and distribute the following *Event Vendor Guidelines* in which all outside vendors are obligated to abide by while operating in the museum. The DIA asks that Client make vendors aware of their unique surroundings and ask that they assist in the preservation of this historic building and collection by abiding by the following guidelines:

Insurance Requirements:

All vendors must provide proof of adequate insurance prior to the commencement of work or services at the DIA that satisfies the following requirements, unless a waiver is requested of and granted by the office of the Chief Financial Officer:

- Commercial general liability insurance, including protective liability and contractual liability, and covering death, bodily injury and property damage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- The commercial general liability insurance policy shall name Client and the DIA as the named insureds.
- Provide the DIA with at least 30 days prior written notice of any cancellation or material change in coverage.

All of the foregoing coverages will be obtained and maintained at the Vendors and/or Clients expense from insurers rated “A” or better by A. M. Best’s Insurance Reports, and which are authorized to transact insurance in Michigan, as evidenced by a subsisting certificate of authority issued by the Commissioner of Insurance of Michigan. Each insurance policy required by this Section shall be accompanied by an endorsement that states that the policy shall not be canceled or reduced without 30 days prior written notice to the DIA. Within 10 days after the execution of this agreement, Vendor and/or Client will provide the DIA with evidence of the insurance and endorsement required by this Section.

Protection of the Art:

- Artwork cannot be touched; all vendors are expected to stay at least eighteen (18) inches from all art.
- Obstruction, movement, rearrangement, or disturbance of any work of art is absolutely prohibited.
- No objects may be placed on or over a work of art or attached to its pedestal, base, casework or surrounding wall.
- Nothing can be erected or installed on or over the *Wisteria Gate* between Great Hall and Rivera Court.
- Existing DIA furniture & fixtures may not be removed, rearranged or unplugged in any space.

Vendor Proposals:

- If Client has contracted an event/meeting planner, the event planner’s proposal must be approved by the DIA prior to finalizing it with the Client.
- If Client has contracted external vendors (event rentals, décor, entertainment - photo booth/live performer/band/DJ, etc.), Client must submit a proposed equipment list (including dimensions & weights), power needs and detailed floor plan/layout (including lighting & equipment placement) for each vendor at least 10 business days prior to the event.
- If event takes place in the Auditorium or Lecture Hall, Client must submit a production schedule and tech plan 4 weeks prior to event for review/approval.

Décor Elements:

- Vendor equipment and décor elements must be placed at least four feet away from any wall or work of art.
- If the equipment/décor element is taller than four feet, it must be placed an equivalent distance from any wall or work of art (i.e., if equipment is 8 feet tall, it must be kept a minimum of 8 feet from the wall or artwork) and be secured or appropriately counterweighted with sandbags.

- Vendor must place their own floor protection (rubber mats, carpet squares, etc.) underneath any equipment/décor element (including furniture, AV items, etc.) with metal feet or bases.
- Only LED candles allowed; no open flames.
- Décor elements, such as containers for flowers and LED candles, must be stabilized or secured to prevent tipping or spilling.
- Floral arrangements must be assembled off premises. The only exceptions are flowers or decorations created by the *Friends of Arts and Flowers* volunteers for internal use or auxiliary events.
- Potted plants or trees grown in sterilized soil (not garden soil) are allowed upon approval.
- Lily stamens must be removed to prevent pollen stains.

Audio Visual –Live Entertainment, Acceptable Sound Levels & Lighting:

- If Client contracts an external audio-visual vendor or live entertainment (performer, band, DJ, etc.) a DIA Audio Visual technician is required to be onsite (charged per hour) to support the full duration for the event (including load in/out and setup/teardown).
- Vendor must provide cabling and/or power to support contractor's equipment.
- All cables that cross public walkways must be neatly taped and/or ramped to prevent trip hazards.
 - Gaffer's tape by TECNEC[®], 3 or 4-inch wide, is the only brand approved for use on museum flooring. Tape must be removed immediately following the event, without leaving any residue.
- To protect the art from sound vibrations, the maximum accepted sound level in Great Hall, Rivera Court, Kresge Court, Romanesque Hall, Prentis Court and Kresge Reception is 90 decibels.
 - Sound levels are tested by the DIA's AV technician before the event and monitored closely throughout the event.
 - Performers will be notified if the limit is exceeded.
 - If accepted decibel levels are not maintained, the sound system will be turned off.
- In Prentis Court, live entertainment (bands, DJs, etc.) must be in the center of the room or along the North wall (near CaféDIA).
- In Rivera Court, live entertainment (bands, DJs, etc.) must be located on the South wall.
- Live entertainment (bands, DJs, etc.) is not allowed in meeting room areas, including FJC Dining Rooms A & B.
- Artwork cannot be directly lit or have anything projected onto it. Lights and projectors cannot raise ambient temperature around a work of art by more than 5 degrees Fahrenheit.

Photography/Videography:

Art is protected under the United States Copyright law therefore reproduction, distribution or sale of photographs is not permitted. Photographs or video may be taken of the permanent collection for personal, noncommercial use only. Photography is prohibited where a "No Camera" sign appears.

- Cameras must be at least three feet from the work of art.
- Flash photography, detachable lenses, camera bags, monopods, tripods, drones, additional lights and extension cords are not allowed.

Vendor Check In:

- Client must submit a full vendor list, including each vendor employee's full legal name, date of birth, and home address, to the DIA 48-hours prior to arrival. All vendor employees will be required to show a government-issued photo identification upon arrival.
- Each member of the vendor's staff is required to check in at the Security Desk at the South Loading Dock on John R Street before unloading any equipment and must sign out before exiting the premises.
- Vendor's staffing must wear temporary identification/name badges at all times while in the building, if required.

Load In/Out & Event Setup/Teardown:

- All equipment must be loaded and unloaded at the South Loading Dock on John R Street.

- Client/Vendor is responsible for transporting all rental equipment (including décor elements, floral arrangements, linens, etc.) to and from the event space(s) during load in and load out.
- A DIA designee will conduct an orientation for vendor crew members upon arrival and oversee vendor setup and teardown in all event space(s).
- Event setup may begin at the close of business in all public spaces. Great Hall is the only public space where setup may begin earlier than close of business, at 3:00pm.
 - *Note: Please consider this short turnaround time in the planning of your event if staging is being considered in the event space(s).*
- Event teardown must begin once the event concludes.

Movement within the Museum:

- Vendors (including delivery persons) must be accompanied by DIA staff when moving throughout the museum.
- Movement within the museum will be limited to a specified routing approved in advance. Vendors may not move outside of the event space and approved routes without a DIA escort.
- The DIA will prepare designated pathways and place internal signage for events.
- Vendor may not move or relocate DIA's protective screens, floor mats, stanchions or signage.
- DIA may require Vendor to lay additional floor matting along path to and from loading dock and event space(s), depending upon type/weight/quantity of equipment being brought in/out for an event.
- Vendor must always use extreme caution when moving within the museum:
 - Vendors may not walk or move anything through unlit galleries.
 - Equipment cannot be dragged, rolled, pushed or pulled across the floors; lift to move or reposition.
 - Materials and equipment must be held at or below waist level; never carried overhead.
 - Large loads should be transported using carts with pneumatic non-marking wheels or covered with tape or wheel socks.
 - Movement of oversized items 6' or longer (including ladders) must be transported by two people, one in the front and one in the back.

Parking:

- Vendor parking is available at the vendor's expense in the Museum Parking Lot on John R Street.
- Vendors are not allowed to park in the loading dock area for/during events, as the dock must remain available for museum deliveries at all times.
- Client must obtain advanced approval from the DIA for special circumstances in which a vehicle wishes to park in the loading dock area for/during an event. If approved, a temporary parking permit will be issued & needs to be displayed in the vehicle's driver's side windshield at all times.

Storage

- Excess vendor equipment must be stored off premises.
- The DIA will not provide any storage areas within the museum to hold equipment or any other additional items.
- Galleries, elevators and loading dock areas may not be used as temporary equipment storage areas.

Removal of Event Décor, Vendor Equipment & Trash:

- Client agrees to leave the DIA premises in a neat and orderly condition.
- Spills and debris must be cleaned up immediately, and any building damage should be reported immediately to a DIA representative.
- Event-related items (décor elements, vendor equipment, containers, etc.) must be removed immediately following the event.
- Trash, debris & refuse must be placed in South loading dock trash compactor. Client may incur additional charges for the removal of such materials if not completely removed after the event.
- The DIA is not responsible for any items left behind after the event.