



**LORTON ARTS FOUNDATION
VENDOR GUIDELINES**

Thank you for considering the Workhouse Arts Center for the site of your special event. All vendors must strictly adhere to the following guidelines. The Lorton Arts Foundation and Workhouse Arts Center management reserves the right to amend these guidelines at any time.

ARTWORK

- The Workhouse Arts Center is an arts facility, first and foremost. While the facility is intended primarily as an arts center, the Workhouse staff will work to accommodate your needs to best of their ability.
- Artwork that is hanging on the walls, sitting on pedestals, or free-standing may not be moved from its designated position. Only Workhouse staff will be able to handle the artwork if it needs to be re-located during the event. Re-locating artwork will be at the discretion of the Workhouse staff.
- Early submission of an intended floor plan is encouraged as the Workhouse staff can attempt to arrange artwork according to client's floor plan if it is on file before an exhibit is set up.
- All tables, chairs and decorations must be placed at a distance of at least 4 feet from any piece of artwork, either hanging, free-standing or on a pedestal.

DELIVERIES

- All deliveries must be scheduled during the contracted hours of the event.
- Do not idle trucks in the loading dock of the Gallery building.
- Once a truck in the loading dock of the Gallery building is unloaded, it should be moved out of the loading dock and into the parking lot.

GENERAL RULES FOR LOAD-IN & LOAD-OUT

- No item shall be rolled or placed on the 2nd floor without carpeting or felt being used as floor protection. Catering plastic and tarps are not to be used as floor protection.
- The Gallery space and loading area must be clean of all debris prior to the last vendor departing. Trash dumpsters are located in the far areas by the parking lots.
- Surcharge hours will be incurred if items are not removed within the approved timeline.

SCHEDULES & ENTRY POINTS

- Lessees must provide the load-in timeline for all vendors including vendor contact names and phone numbers to the Special Event Department.

- A preliminary schedule must be provided two weeks prior to the event with a final draft no less than 7 days prior to the event.

ELECTRICITY

- All sound, light, and power service must be installed in compliance with existing State of Virginia code.
- Visitor safety and access to exits must be maintained during set-up and breakdown periods.
- Generators are not permitted inside the Gallery building.

CATERERS & EQUIPMENT SUPPLIERS

- All catering plans must be submitted and reviewed in advance with the Lorton Arts Foundation.
- LAF must be informed of all delivery, setup and load out schedules.
- All equipment and decorations must be removed immediately following the event.
- The caterers are responsible for removal of all debris in the catering areas and must remove all garbage and bottles when they leave.
- The caterers are responsible for sweeping the venue at the end of event. The caterer must bring equipment as there is no equipment available on site.
- All loading / unloading areas must be completely clean of all debris and trash at the conclusion of the event.
- If full bar service is provided for cocktails, food must be served. Alcohol must not be served to anyone who is, or appears to be, intoxicated or to anyone under the legal drinking age. Open bars are limited to four hours of service.
- Only professional bartenders provided by the caterer are permitted to serve alcohol and will require an ABC pouring license.
- Tables must be carried, not rolled across the floor. To set up and breakdown tables, padding must be used to protect the floor.
- Before setup work begins, catering representatives must check-in with LAF and provide names of event captains.
- All floor areas must be protected during load-in and load-out. Pathways shall be created, at the expense of the event host for moving equipment across the floor.
- No tape may be adhered to any wood floor or wall surfaces.

DECORATIONS

- The Event Department reserves the right to approve all decorations brought into the facility. All decorations and signs must be freestanding and must not conflict with artwork. Signs on the walls are not permitted. Banners may be hung with prior approval.
- Artwork that is hanging on the walls, sitting on pedestals, or free-standing may not be moved from its designated position. Only Workhouse staff will be able to handle the artwork if it needs to be re-located during the event. Re-locating artwork will be at the discretion of the Workhouse staff.
- Early submission of an intended floor plan is encouraged as the Workhouse staff can attempt to arrange artwork according to client's floor plan if it is on file before an exhibit is set up.
- Florist must be approved by the Event Department.

ALL CONTRACTORS & SUPPLIERS -- SOUND, LIGHTING & STAGE

- Times of all sound checks must be approved by LAF.
- Sidewalks on the sides and front of LAF may not be obstructed at any time.
- All floor plans, decorations, sound, stage, lighting and other arrangements must be approved in advance by LAF.
- All contractors or vendors must be approved by LAF and have a copy of their current insurance certificate on file with the LAF. LAF reserves the right to prohibit any vendor from working in the building.
- No decoration, structure, or equipment may be affixed to any portion of the building without the prior consent of the LAF.
- All equipment and decorations must be removed immediately following the event. LAF is not responsible for the loss or damage to any equipment or decorations left overnight in the building.
- Any additional staging must be approved by LAF. The floor must be protected beneath any staging.
- LAF reserves the right to require a bond or security deposit from the organization sponsoring the event or from any other contractor hired by the sponsoring organization to ensure compliance with above guidelines.
- No tape may be adhered to any wooden floor or wall surfaces.
- Truss work must be built up from the floor and cannot be hung from the ceiling under any circumstances.

TENTING

- It will be the responsibility of the Lessee to obtain proper permits from the Fairfax County Office of the Fire Marshall. All federal regulations must be followed.
- The tent should not obstruct any pathways.
- The tent must be secured without drilling into or in anyway damaging the grounds or landscape. Vendors must provide their own water for water barrels.
- Sidewalls of the tent must remain up overnight, if applicable for multiple day events, with a clear passageway.
- Tents must be removed from the property by the contracted end time for the event.

VALET PARKING

- Parking attendants must park cars in authorized public parking spots available on-site and must not block any public or emergency entrances or exits.

ENTERTAINMENT

- Entertainment must coordinate floor protection of the 2nd floor Gallery with the client or other vendors if they cannot supply their own.
- All items being placed on the stage must have protection underneath. Rubber-tipped items are acceptable. Music stands must have felt tips.
- Speakers should be properly secured.
- Do not tape to the wood or wall surfaces.