**Deliveries & Vendor Reminders**

The following excerpts were taken from the Sam Noble Museum integrated pest management policy and the policies and procedures that govern the facility rentals. These guidelines serve to protect the Museum’s exhibits and collections from rodent and insect pest infestations and to ensure problem-free operations on the loading dock.

*Any vendor/person delivering or providing event-related services must return this form to the Museum at least two weeks prior to the scheduled event.*

1. Delivery times must be scheduled through the office of Facility Rentals and Events at least two weeks prior to the event.

2. All goods and materials must be brought in through the Museum loading dock entrance, located on the east side of the building. **THERE ARE NO EXCEPTIONS.**

3. Cardboard boxes, paper bags, and wooden crates are **not allowed** past the loading dock because wood and paper can harbor several types of insect pests. Use plastic tubs or plastic bags for containers and transport.

4. Objects such as display cases, boards, artwork, amplifiers, and speakers must be clean and free of dust, dirt, cobwebs, insect nests, grasses, etc. Organic items such as feathers, furs, hides, basketry, and plant materials are subject to inspection and possible quarantine in the loading dock area. All items brought into the museum are subject to inspection. If items are found to be dirty, they will not be allowed into the event spaces until they are clean.

5. Vehicles may not be left unattended inside the loading dock gates. After delivery, vehicles must be moved to the public parking areas before set up may begin.

6. The Museum is to be open to the public until 5:00 p.m. **No set up may begin in event spaces until 5:01 p.m.**

7. The Museum cannot guarantee the availability of carts and dollies. If Museum carts and dollies are used, please leave them clean and on site after use.

8. All items must be removed from the event spaces on the same night that the event takes place. Items remaining at the Museum after the event will be disposed of immediately. Please contact the Coordinator, Facility Rentals and Events, to arrange disposal of ice sculptures.

9. This page must be completed, signed, and returned to the Events Office at least two weeks prior to the event. **Unapproved, unscheduled vendors will not be allowed into the facility.** Please return form to:

   Sam Noble Museum  
   Attn: Coordinator, Events  
   2401 Chautauqua Ave.  
   Norman, OK 73072-7029  
   Fax: 405-325-7699  
   Email: reservations@snomnh.ou.edu

Please send e-mail to reservations@snomnh.ou.edu or call 405.325.7975 with additional questions or concerns.

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**Delivery Type/Vendor Name:**  
**Contact Name:**  
**Address:**  
**Business Phone:**  
**“Day-of” Phone:**  
**E-mail:**  

**Preferred Load in Time:**  
4:30-5:00 p.m.  
5:00-5:30 p.m.  
5:30-6:00 p.m.  
6:00-6:30 p.m.

(Circle one or select “other” below)  

**Other:** (Please specify time and reason)

☐ I am aware of, understand and agree to abide by the Delivery & Vendor Reminders for the Sam Noble Museum. I have read the comprehensive set of policies and procedures that govern facility rentals and events at the Museum and agree to abide by these policies.

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**Signature of Contact**  
**Date**