

Event ID: _____

 Event date: _____

All florists providing services at the Sam Noble Museum must adhere to the following regulations that protect the museum's exhibits and collections from insect pest infestations and to ensure problem-free operations during special events.

Floral arrangements that do not comply with the following regulations will not be allowed into the facility.

Please return this form to the museum at least two weeks prior to your scheduled event.

- Flowers and plants (all flora) must originate from a professional florist. Home grown flowers and plants and those from greenhouses, garden centers, landscapes, backyards or collected in the wild are not to be used in floral arrangements. Flowers and plants used should be grown under strict environmental and pesticide controls as to diminish the likelihood of insect transfer from the flower to the museum.
- All flowers and plants must be cut. Potted flowers and plants are not allowed in the facility.
- The use of cardboard boxes, paper bags or wooden crates for transport of floral arrangements into the facility is prohibited. These organic materials can harbor pests. Non-organic materials such as plastic bags or plastic tubs are acceptable replacements for transport.
- If water is needed in a floral arrangement, minimal amounts should be used. The water used should also be fresh, not stagnant, to ensure no insect larvae are living in the water.
- All flowers and plants must be clean and free of any visible insect damage. Flowers and plants that show insect damage will not be allowed in the facility.
- The use of wood products or decor within a floral arrangement is prohibited. Wood provides natural harborage for all insects.
- Soil may not be used in floral arrangements in the facility. Soil naturally harbors insects, insect larvae and insect eggs.
- All floral arrangements must be brought in through the museum loading dock entrance no more than four (4) hours prior to the scheduled event start time and removed within one (1) hour of the event conclusion. The loading dock entrance is located on the east side of the facility. Access to event space(s) will be granted after museum public hours at 5:01 p.m.
- All flowers and plants must be delivered by the professional florist on the day of the event. Flowers and plants that are not delivered by a professional florist will not allowed into the building.

This page must be completed, signed and returned to the events office at least two (2) weeks prior to the event. Unapproved floral arrangements will not be allowed into the building.

Florist/business name: _____	Contact name: _____
Address: _____ _____ _____	Business phone: _____ "Day-of" phone: _____ Email: _____
Preferred load-in time: <input type="checkbox"/> 4:30 to 5 p.m. <input type="checkbox"/> 5 to 5:30 p.m. <input type="checkbox"/> 5:30 to 6 p.m. <input type="checkbox"/> 6 to 6:30 p.m. (Circle one or select "other" below)	
Other: (please specify time and reason) _____ _____	
<input type="checkbox"/> I am aware of, understand and agree to abide by the delivery and 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.	
Signature of florist _____	Date _____

Please return to:

Sam Noble Museum Fax: (405) 325-7699
 Attn: Events Coordinator Attn: Events Coordinator
 2401 Chautauqua Ave.
 Norman, OK 73072-7029

Please send email to reservations.samnoblemuseum@ou.edu or call (405) 325-7975 with any additional questions and concerns.