

Deliveries and Vendor Reminders



Sam Noble Museum

Event ID: _____

Event date: _____

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 setup may begin.
6. The museum is to be open to the public until 5 p.m. No setup 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. 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 be 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, unscheduled vendors will not be allowed into the facility.

Delivery type/vendor name: _____

Address: _____

Contact name: _____

Business phone: _____

"Day-of" phone: _____

Email: _____

Preferred load-in time: 4:30 to 5 p.m. 5 to 5:30 p.m. 5:30 to 6 p.m. 6 to 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.

Signature of florist

Date

Please return to:

Sam Noble Museum
Attn: Events Coordinator
2401 Chautauqua Ave.
Norman, OK 73072-7029

Fax: (405) 325-7699
Attn: Events Coordinator

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