

Montage

Vendor Policies

The Montage at Allison Pointe welcomes most vendors who share our commitment to producing exceptional events and satisfying both host and guests alike. Below you will find a list of policies that all vendors must abide by while at the Montage at Allison Pointe. The Montage reserves the right to refuse access to any vendor who does not comply with these policies or meet our quality standards.

1. Meals/Beverage-The Montage does not supply any food or beverage for any vendor unless expressly requested and paid for in advance by the host of the event.
2. Arrival/Site Visits: When you arrive at the Montage you must check in with a Montage Catering Manager or Banquet Manager. If you need to schedule a site visit prior to an event you may do so by appointment only.
3. Setup: For most events, we allow approximately 2 hours setup time. If you need additional time to complete your set up, please contact us to find out if it is possible to begin setup at an earlier time. Due to the demands of our event schedule, we cannot guarantee additional setup time and we reserve the right to refuse access should you arrive more than 2 hours in advance of an event.
4. Unloading/Loading Location: The Montage will make all reasonable efforts to allow you the quickest and most convenient location for loading and unloading. However, due to the fact that there may be other events in the building already in progress during your setup, we may require you to use specific entrances to minimize the disruption to other events/guests.
5. Unloading/Loading Time: The Montage may require that you delay your unloading or loading if such activity would be disruptive to other events.
6. On-site Work: Montage prohibits any work, construction or fabrication on site other than the assembly, installation or connection of ready-to-use pieces, components or systems.
7. Cleanup: You will be required to clean up any resulting debris left from your setup or installation prior to the start of the event.
8. Tear down: For most events, we allow approximately 1 hour of tear-down time. You are required to tear-down immediately following your event. Due to the demands of our event schedule, we cannot guarantee any additional teardown time.
9. Storage: Due to limited space, the Montage does not offer storage for equipment, boxes or cases. You may be required to store such items in your vehicle until the conclusion of your event.
10. Responsibility for vendor property: We accept no responsibility for any vendor property used or stored at the Montage.

11. Timely pick up of items: Occasionally, we allow you the option of storing equipment preceding or following an event. In the event that we allow you to do so, you must pick up stored items by the end of the next business day following the event, or at the time prearranged with either a Catering or Banquet Manager. The Montage reserves the right to dispose of, or sell, any equipment left unclaimed for more than 30 days.
12. Collection of Rental Items: Occasionally, items rented to a guest by a vendor may be collected by the Montage following the conclusion of the event for pickup at a later time. In the instance that the Montage extends such courtesy, we cannot take responsibility for the complete collection, cleaning, repackaging, safety or security of such items.
13. Start time: Barring any unusual circumstances, all vendors must be ready by the scheduled event start time.
14. Care of building: The Montage requires that all vendors exercise care for the facility. This is especially important during unloading/loading/setup. At no time may carts be pushed into or used to prop open doors. Also, no equipment may be leaned against any wall or surface at any time.
15. Fastening of items: The Montage prohibits the use of any nails, tacks, pushpins, staples or tape to fasten items to interior or exterior walls or structures.
16. Pyrotechnics: The use of any pyrotechnics by non-pyrotechnic vendors is strictly prohibited at the Montage, including such items such as firecrackers, sparklers and fireworks. Under no circumstance may any vendor use any pyrotechnic devices within the Montage at any time.
17. No Open Flame Policy: The Montage requires that all candles or flames be enclosed in a glass container to help reduce the risk of damage due to fire.
18. No Last-Call Policy: The Montage at Allison Pointe values the safety of each guest and the public at large. To this end, the Montage prohibits any sort of "Last Call" as it encourages guest to drink before they will leave the premises.
19. Smoke Machines: The use of smoke machines of any kind is prohibited.
20. No supplies: The Montage cannot guarantee the availability of supplies for vendor use, including such items as carts, ladders, extension cords, audio cabling, video cabling, phone or computer cabling, connectors, batteries, scissors, tools, tape, ties, wire or string. We recommend that you bring all supplies necessary for your setup or installation.
21. Safety: Safety of vendor, staff and guest is of paramount importance. To this end, the Montage requires that all cords and cabling be fastened with tape wherever there may be foot traffic. In addition, service entrances and fire exits may not be blocked at any time. You are required to comply with any safety request made by the Montage staff.
22. Unauthorized guests: Under no circumstances may a vendor bring unauthorized guests to the Montage for any purpose. Any unauthorized guests found will be immediately escorted from the premises.
23. Solicitation: The Montage maintains a strict non-solicitation policy. This policy prohibits the distribution of business cards, flyers or pamphlets unless specifically requested by a guest. Any distributed materials will be disposed of without notice.

24. Appropriate attire: Due to the nature of our event schedule, it is expected that all vendors be neatly attired whenever at the Montage as other events may already be in progress. If a vendor is present during an event it, the Montage expects them to be dressed appropriately in uniform, vest, suit or tuxedo. Denim and t-shirts are prohibited during an event unless specifically part of the event theme.
25. Appropriate conduct: The Montage expects all vendors to conduct themselves in a professional manner at all times.
26. Facility Presentation Standard: The Montage upholds certain presentation standards. These standards require that any cases, boxes or unused equipment or parts be stored out of the sight of guests. These standards also require you, and your team, to be appropriately attired and set up on-time before the start of the event.
27. Facility cooperation: Due to the nature of our event schedule, we must weigh the needs of many events simultaneously. We may require you to cooperate with special requests from time to time during the event to ensure that all guests in all events are satisfied to the best of our ability. In the event that we ask you cooperation, we appreciate your professional discretion regarding the nature of our requests.
28. The Montage is a non-smoking facility. Guests, employees, and vendors may smoke outside near designated areas.