

The Nat | Vendor Rules & Regulation | 2023

All vendors providing services at the San Diego Natural History Museum (SDNHM or The Nat) must read and abide by these rules and regulations. Failure to abide will result in rejected services by the San Diego Natural History Museum.

General Rules and Regulations

- All vendors are responsible for communicating with the Nat's Special Events department once they are contracted to provide service at the Museum at least 30 days before the event. This includes main vendor contact information, COI, arrival and departure times, description of service and any equipment needs. If your service requires space in the facility, it must be represented on the floorplans.
- Primary vendor contact must communicate The Nat's rules & regulations with their team.
- All vendors must operate in a professional and respectful manner with all other vendors
- All vendors are responsible for their own trash: trash disposal (including trash bins & bags), clean up, and break down. Subject to fee if trash is left behind.
- All vendors must check out with a Special Events Lead or Event Manager before leaving the facility to confirm cleanup is acceptable and no items are left behind (walk through all spaces used).
- No break-down before the conclusion of an event without permission of client or SDNHM staff.
- All vendors and caterers are responsible for taking all trash generated from their stations/buffets/ etc. at the end of the event.

COI:

- All vendors must submit a COIs **48 hours** prior to the event. Failure to maintain the required insurance may result in the cancellation of the event service
- **Verbiage:**
Special Event to be held on Month, Day, Year.
The Certificate holder is named as additional per attached or their equivalents. GL coverage is primary & non-contributory. Waiver of Subrogation applies. The San Diego Society of Natural History dba: The San Diego Natural History Museum 1788 El Prado Balboa Park San Diego, CA 92101

Load-in and Load-out:

- All vendors must communicate arrival & departure times with SDNHM events team.
- All vendors must enter through their assigned doors, either East or West staff doors **ONLY**. (North & South are reserved for public access only and vendors will be sent back to staff entrances)
- All vendors must check-in at staff doors to confirm service and logistics.
- SDNHM team will provide vendors with a wristband for facility access. Floor restrictions may apply.
- No early entry is permitted unless previously agreed with a Museum Events Manager
- All vendors must confirm set-up access with the SDNHM team before set-up begins
- Please do not leave your vehicle unlocked and unattended; ensure your vehicle(s) are locked and secure before leaving them unattended.
- Vehicle liftgates must be secured once load-in/load-out is complete.
- Vehicle(s) must be moved immediately after load-in/load-out off any sidewalks; no blocking sidewalks.
- SDNHM staff are NOT responsible for vendor vehicle(s)

Set-up/Safety:

- All vendors must follow Museum emergency guidelines
- **Only** Museum staff are allowed to operate sidewalk lift and freight elevator
- Do not overload, block, or hold elevator doors.
- All electrical cords must be taped down with Gaffers tape or have mats placed over them; even in non-public spaces, to avoid tripping hazards (**Duct tape is not permitted**).
- All décor and signage shall be freestanding. **NO** nails, staples, nor tape may be used on walls, exhibits, floors, or ceilings.
- No propping of tables in the museum (must be on all four legs or no legs)
- Each vendor must send a lead/representative to a Safety and Security briefing 15 minutes before the event begins (required for high school events, full museum buy-outs, or high-profile events)
- No smoking permitted in Museum or Balboa Park
- No benches against rails
- No fog machines, hazers, confetti, balloons, open flames, candles, sparklers, cold sparklers.
- Do not block any stairs, "Exit" signs, doors, or pathways to emergency exit doors (applies to all floors)
- No blocking fire extinguishers, AEDs (Automated External Defibrillators), or emergency evacuation stairs
- No set up permitted in any "red zones" of the Museum (diagrams provided on request only)
- Must maintain at least a 48" pathway on ALL walkways
- All alarms are to be treated seriously. All staff, vendors, and guests will be evacuated when alarms go off, no exceptions.

Cooking:

- **ALL** cooking must be done inside a kitchen, at the East load-in designated area, or on a rooftop designated area. If high amounts of smoke are anticipated when cooking in a kitchen the door must be closed (Fire alarm will go off and the building must be evacuated) (this includes kitchen torch)
- Food prep only allowed in designated areas.
- If serving or prepping food on a carpet, a tarp/ turf must be used in area. If no protection is placed, vendor is responsible for cleaning after themselves including vacuuming.
- No open flames permitted: candles, butane burners (including the rooftop)
- Sternos are permitted. Vendors must provide a fire extinguisher beneath each station/ table with Sternos.
- No cooking permitted in any exhibit space of the museum (Cooking includes toasters, torches, warmers-anything that may produce smoke)
- Vendors must inform SDNHM Events Manager if they plan to cook outside
- Any chocolate fountains, fondue fountains, etc. must be served over a tiled floor **AND** have a tarp provided under the serving station. Stations must be closely monitored throughout the event for any spills and cleaned up immediately.
- No s'mores or flambe stations permitted (open flames)
- All vendors and caterers are responsible for cleaning up after themselves. Kitchen and prep spaces must be swept, mopped, and surfaces wiped down, including floors, sinks, surfaces, grill, oven, refrigerators, freezers, etc.

Sound:

- Sound checks permitted only **AFTER** the museum closes to General Public (around 5 PM)
- Rooftop does not apply to the above sound check time
- Maximum volume is 100 DB; with separate bass speakers, the maximum volume is 80db

Floor-Specific Rules and Regulations

1st Floor: Atrium:

- **Vendor can only begin set-up at the time given by SDNHM Events Department.**
- Admissions desk will remain in the atrium floor until **5:05 PM**
- Sound Check is not permitted until 5 PM
- Do not block the exits on either side of the South wall – pipe & drape are OK
- Pipe and drape must not block the “Exit” signs on either side of the South wall
- There must always be a 4’ or 48” clearance on the sides of the walls to allow for ADA access
- No set-up allowed within 48” of the stairs and columns by the North Entrance
- Registration tables are allowed on either side of the North Entrance, but they must be off to either side, not blocking egress, and behind the column line, if in the Atrium
- No set-up or equipment allowed in the (South) hallway. The area must remain clear for emergency exit

Theater:

- No food or beverages permitted in Theater
- No cooking
- No sitting on stairs or blocking emergency exit routes
- Must show all emergency exits to guests before the program begins
- ADA elevator may **ONLY** be operated by SDNHM staff (by request ONLY)

Classrooms & Green Rooms:

- No moving or unplugging any equipment- especially any electronic equipment, i.e. computers, Promethean boards, etc., without consent from the Museum Events Manager
- No draping, hanging or storing any equipment on top of Promethean boards or computers
- No disturbing the creatures in any classroom
- If preparing food, turf must be placed under the preparation area, see cooking rules above
- **NO** cooking in classrooms/ greenrooms

Kitchens:

- Do not use all 3 sinks at the same time – there could be drain overflow
- Kitchen door must be closed if when cooking – prep work is okay
- SDNHM fire extinguishers must remain in the kitchen (not to be used for any food stations)
- **DO NOT BREW COFFEE IN KITCHEN:** there are specific outlets provided for brewing coffee **outside** the kitchen, see SDNHM Event Staff for further details
- All vendors and caterers are responsible for cleaning up after themselves. Kitchen and prep spaces must be swept, mopped, and surfaces wiped down, including floors, sinks, surfaces, grill, oven, refrigerators, freezers, etc.
- Vendors may use any equipment in kitchens **EXCEPT** fryers.

2nd Floor:

- **Set-up is allowed after 5 PM.** No set-up is allowed while guests are on the floor.
- Sound check permitted **after** 5 PM.

- Vendors may use the Darwin alcove to place warming equipment or scullery – no cooking, open flames, or anything that will produce smoke
- If using Darwin alcove for food prep, vendors MUST place tarp/ turf on carpet, & cleanup/ vacuum
- No set-up allowed under the fire doors (on either side of the South Wall)
- Do not block the emergency exit doors by the Megalodon and the 2W exhibit entrance
- Do not block the East door out of Fossil Mysteries
- If setting up registration tables at the South entrance, they must be off to either side not blocking the walkway and allowing 48” of space

3rd Floor:

- **Set-up is allowed after 5 PM.** No set-up is allowed while guests are on the floor
- Sound check permitted **after** 5 PM.
- Do not block emergency exits on the south wall or east side
- No blocking the stairs
- Must maintain at least a 48” pathway on all walkways

4th Floor:

- **Set-up is allowed after 5 PM.** No set-up is allowed while guests are on the floor
- Sound check permitted **after** 5 PM.
- Must maintain at least a 48” pathway on all walkways
- No blocking the stairs

Rooftop:

- **The set-up is allowed 2 hours before doors open to guests or the time provided by SDNHM Events.**
- No flower petals
- No blocking emergency exits, walkways, or stairs
- NO SMOKING
- No open flame
- Must maintain at least a 48” pathway on all walkways

Museum Entrances & Parking

All vendors must enter through designated STAFF DOORS ONLY.

- No parking fees 7 AM-1:30 AM
- No parking from 2 AM to 6 AM
- If you need to park overnight, please speak to Events Manager as soon as possible
- Parking rules enforced daily
- Parking past 12 AM, use lots vs street parking
- No parking in red zones. Yellow zones are for commercial load-in only.
- 15min/ 2 hour spots are enforced by park rangers.



Elevator Dimensions

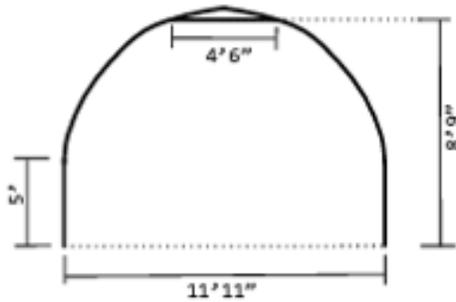
Sidewalk Elevator

Ceiling Height: 5' to 8'9" | Door Opening Height: 10'8" | Maximum Load Height: 8'9"

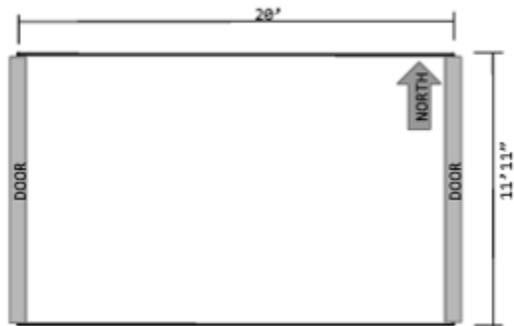
Weight limit: 10,000 lbs | Length: 20' | Width: 11'11"

Floors: East Loading Dock (parking lot) to 1st Floor only

FRONT VIEW:



TOP VIEW:



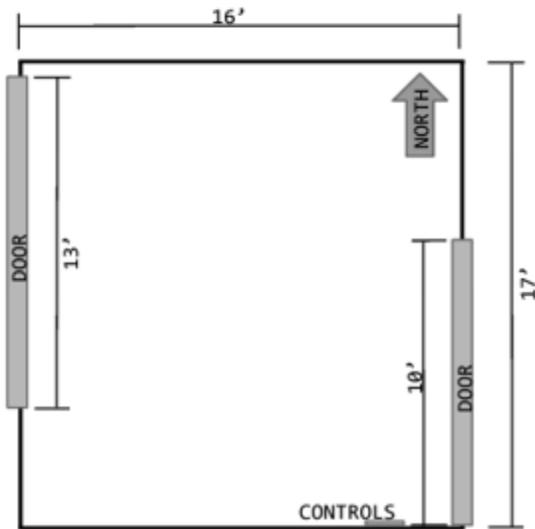
Freight Elevator

Ceiling Height: 10' | Door Opening Height: 10' | Maximum Load Height: 9'11"

Weight limit: 15,000 lbs | Length: 16' | Width: 17'

Floors: Lower Level, 1st Floor, 2nd Floor, 3rd Floor

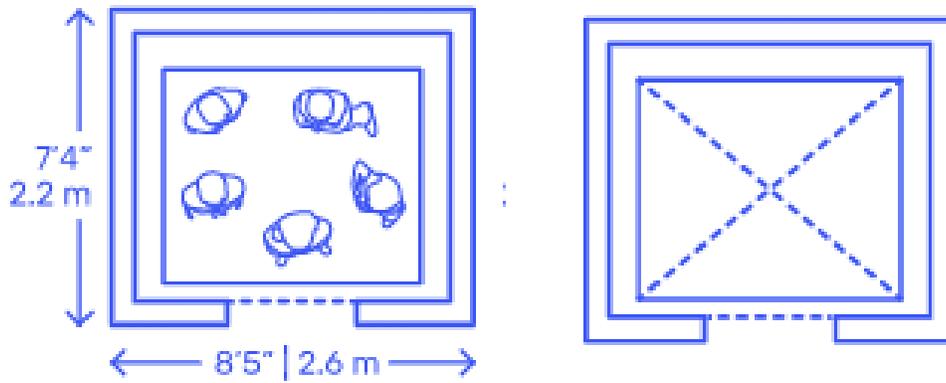
TOP VIEW:



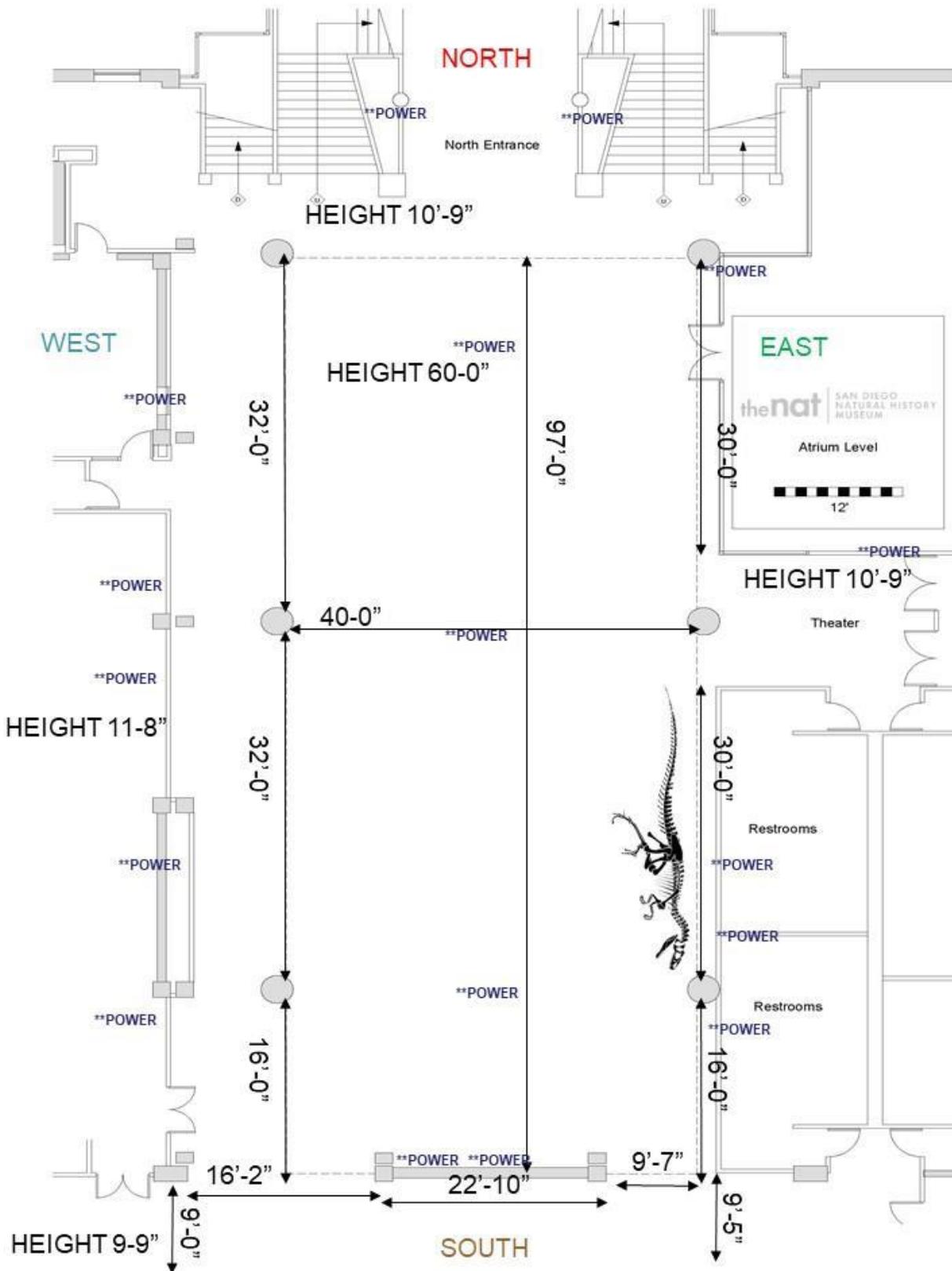
Staff Elevator

- Elevator door frame : 84" x 42"
- Height: 88" | Width: 74" | Length: 68" | Diagonal: 102"
- Door to Elevator: 93" x 33"

6' x 5' | 1.83 x 1.53 m
2000 lb | 907 kg load
12-13 people



Level 1- Floorplan with measurements



Level 2- Floorplan with measurements

