



SMITHSONIAN DIRECTIVE 401,
MARCH 1, 2019,
ATTACHMENT B

NATIONAL MUSEUM OF THE AMERICAN INDIAN | NEW YORK
at the ALEXANDER HAMILTON U.S. CUSTOM HOUSE
Guidelines for Special Event Vendors

1. PURPOSE

The Smithsonian's National Museum of the American Indian in New York (NMAI-NY), is-a tenant within the Alexander Hamilton U.S. Custom House, owned by the General Services Administration (GSA). The following guidelines for vendors providing services related to special events encompass both GSA and NMAI-NY policies, and are designed to protect the building's and the Museum's artifacts and ensure the safety of guests. Thank you for complying with these guidelines.

2. VENDORS

The NMAI-NY Special Events Office has final approval in the selection of the vendors for each event and maintains a list of approved vendors who have successfully operated in our spaces and are knowledgeable about our requirements. If you are a first-time vendor at the museum, the NMAI-NY Office of Special Events must approve you first. The NMAI-NY Special Events Coordinator is the point of contact for all approvals, arrangements, and building access.

Every confirmed event held at NMAI-NY will be preceded by a walk-through with the NMAI-NY Special Events Coordinator, Facilities Manager, Security Representative, caterer, client and/or representative and all other necessary service suppliers. A special events memorandum will be distributed at least two weeks prior to the event, and will contain details resulting from discussions at the walk-through.

All Social Events hosted at the museum are required to contract with an approved day-of-event planner. The event planner is responsible for overseeing all vendors, load-in, load-out, and ensure that vendors and attendees are following the rules set out in the agreement and vendor policies provided by the museum.

Specific vendor guidelines are as follows:

- **CATERING**

Catering firms and personnel are responsible for operating under the following NMAI-NY Event Guidelines. Failure to do so may result in the discontinuation of their services at the museum.

a. **Liquor**

Alcohol may only be brought into the building with the permission of the Special Events Coordinator and then only at pre-arranged times. The caterer is responsible for liquor from the time of delivery until it is returned to the distributor. All liquor must be removed from the building immediately following the event. **Liquor may only be served by professional bartenders.**

b. **Kitchen Areas / Stoves**

The floors of the kitchen prep areas in the building must be completely covered with brown paper to protect the floor's surfaces. Hook-up for electric stoves should be arranged in advance. The 2nd floor Education Workshop and the Staff Lounge are equipped with outlets (220 and 250 watts). **Propane may not be used.** Sterno is allowed in warming ovens only, and only in designated areas of the building.

Caterers must make events staff aware of any other types of ovens that will be used prior to the event. The Rotunda is equipped with outlets (110 watts). All equipment and decorations must be removed immediately following the event.

- c. Caterers should carefully review the sections on *Set Up*, *Deliveries*, and *Facilities Regulations* in this document for other important guidelines related to catering. Please ask an NMAI-NY Special Events Coordinator if you have questions or concerns.

• **AUDIO VISUAL**

For events held in the Diker Pavilion or the Auditorium arrangements for audiovisual support may be made by utilizing the in-house resources of the NMAI. If other spaces are use, an outside company is required, but all arrangements must be approved and coordinated through the NMAI-NY Special Events Coordinator and/or the NMAI-NY A/V & IT Manager.

• **FLORIST**

Delivery of flowers should be coordinated through the NMAI-NY Special Events Coordinator and/or Facilities Manager. All flowers and equipment must be removed immediately following the event.

Due to the sensitive nature of the artifacts in the Museum, all floral and decorative items must be approved by the NMAI-NY Special Events Coordinator prior to the event. All potted plants and/or field grown cuttings will be treated prior to being brought into the NMAI-NY building with Safer O.H.P soap (written certification of plant treatment will need to be provided on company letterhead one week prior to the event.) **NMAI has the right to refuse entrance in building if certificate of plant treatment is not presented prior to event.**

• **DECOR/LIGHTING**

All decorating, sound, lighting and staging companies must obtain prior approval from the NMAI-NY Special Events Coordinator and/or Facilities Manager.

No decoration, structure, equipment, or banner may be affixed to any portion of the building. Artifacts or displays may not be moved, draped, or covered.

All power, sound cables, and other cords must be securely taped to the floor/carpet with

gaffer's tape. All tape must be removed immediately following the event. All sound, light and power must be installed in compliance with existing local codes.

- **ENTERTAINMENT**

Most forms of entertainment are permissible in the NMAI-NY with prior approval from the Special Events Coordinator. If a Native cultural presentation is desired, the Special Events Coordinator can help identify an appropriate group.

- **VIDEOTAPING/PHOTOGRAPHY**

Licensee must notify the NMAI-NY Special Events Coordinator in writing at least 2 weeks in advance of any plans to use professional photographers or videographers at the event.

During the event, the Licensee may photograph and record within the interior of NMAI-NY at locations specified by Museum, so long as (1) the images and recordings will be used only for personal, non-commercial, or internal corporate use, and (2) any appearance of Smithsonian names, logos, staff, collections, iconic Smithsonian locations, or other identifiable Smithsonian content in the images or recordings are background and incidental. In no case shall the images or recordings be used in a way that it suggests the Smithsonian or NMAI-NY endorses the Licensee or its activity.

3. INSURANCE

Licensee and each of its vendors must maintain adequate liability insurance coverage and indemnify and hold harmless the United States and the Smithsonian, its agents and employees, from any and all claims, damages, or other liability arising out of its use of the Smithsonian facilities. Certificates of Insurance should disclose the full limits of coverage maintained by the organization as listed below and must be received by the NMAI-NY Office of Special Events at least one week prior to the event. Proposed events will be cancelled if insurance certification is not received prior to the event.

Licensee and each of its vendors and other service providers shall obtain and carry the following:

- General liability insurance pertaining to the event in the minimum amount of two million (\$2,000,000) dollars per occurrence, with the Smithsonian Institution and the United States Government named as additionally insured. For events with an expected attendance over 2,000 people, the limit of liability shall \$5,000,000 dollars per occurrence.
- All vendors and other service providers (excluding florists, musicians, and photographers using hand-held cameras) must have general liability insurance providing coverage of not less than \$2,000,000 per occurrence for injury and general liability, with the Smithsonian Institution and the United States named as additional insured. Florists, musicians, and photographers using hand-held cameras must maintain and provide proof of current insurance.
- Vendors providing or serving alcohol (e.g., caterers) must have not less than an additional \$2,000,000 in specific general liability insurance pertaining to their

service of alcohol, with the Smithsonian Institution and the United States Government named as additional insured.

- Auto Liability Coverage. If Vendor uses auto(s) on Smithsonian premises, Auto Liability in the minimum amount of \$1,000,000.00 dollars per occurrence, combined single limit.
- All vendors must carry workers compensation coverage as required by the jurisdiction where the work will be performed.
- Licensee and its vendors may meet the insurance requirements through separate, combination, or package policies if they meet the required limits and scope of coverage. Umbrella and/or excess policy limits may be accepted to meet the required limits and scope of insurance.

All proposed vendors must abide by the insurance requirements listed above and they must meet the building requirements and demonstrate substantial experience working in historic buildings, museums, or similar locations in the past year in order to provide services at events in the Alexander Hamilton U.S. Custom House. Food providers who are not on vendor list must be approved by the NMAI-NY Office of Special Events or they must partner with a licensed caterer from the list.

All vendors and Licensee should carefully review the sections below regarding *Set Up, Deliveries, and Facilities Regulations* for other important guidelines related to event use in the building. Please speak directly with an NMAI-NY Special Events Coordinator if you have any questions or concerns.

Set-Up

- *Timing:* Delivery and set-up times must be arranged with the NMAI-NY Special Events Coordinator at least two weeks prior to the event. Generally, most deliveries should be made before 10:00 a.m. when the museum opens to the public. If, due to the complexity of the event, set up or delivery MUST take place during public hours, it should be done in such a manner so as not to disturb the general public visitation of the Museum and discussed with the NMAI-NY Special Events Coordinator.
- *Protection of Floors/Walls:* The floors of prep areas used in the building should be covered with brown industrial paper by the vendors. The areas in the building used for bars must be completely covered with plastic/bar runners to protect the marble, slate, carpeting, painted surfaces and artifacts. A generous number of drop tables and service staff should be incorporated into the plan for each event, in order to protect the floors and artifacts in the Museum.

Deliveries

- *Hours:* The NMAI-NY is open to the public seven days a week beginning at 10:00 a.m. Arrangements for deliveries should be made through the Special Events Coordinator and/or Facilities Manager prior to the event date. Deliveries must be made prior to public hours unless you receive special permission from the museum events staff.

- *Loading Dock:* The loading dock is located on Bridge Street, between Whitehall and State Street and is open Monday–Friday from 8:00 a.m. to 4:00 p.m. Use of the loading dock at other times must be pre-arranged. Prior arrangements for use of the loading dock must be made with the NMAI-NY Special Events Coordinator and/or Facilities Manager. The following details must be provided to the Special Events Coordinator no later than 1 business day prior to the delivery:
 - a. Type of vehicle
 - b. Vehicle license plate number
 - c. Driver's name
 - d. Driver's license plate number
- *Parking:* Parking is not available at the Alexander Hamilton U.S. Custom House. Temporary parking to unload and pick up equipment only is available.

Delivery personnel should be notified in advance of the parking situation and should make alternative arrangements.
- *Elevators:* A freight elevator is located in the rear of the building for use by caterers and other vendors. From the loading dock all vendors should contact our facilities department for an escort in the building. Prior arrangements for use of the freight elevator should be made with the NMAI-NY Special Events Coordinator and/or Facilities Manager.
- *Equipment:* Caterers and other vendors should provide their own hand trucks and flatbeds for transporting equipment and food. Equipment should be fitted with rubber wheels to prevent floor damage.
- *Storage:* Due to lack of storage space at NMAI-NY, arrangements should be made in advance for the storage of equipment prior to an event. The NMAI-NY does not guarantee the security of stored goods. All equipment must be removed from the building immediately following the event.
- *Event Representation:* A designated representative of Licensee must be on site during all deliveries, set-up and load-outs.

Facility Regulations

- *Alcoholic Beverages:* Prior written permission must be obtained to serve alcoholic beverages. Requests should be received by the NMAI-NY Special Events Coordinator no less than 30 days prior to the event. Alcohol may only be brought into the building with the permission of the Special Events Coordinator and then only at pre-arranged times. Any alcohol brought into the building at other times by anyone other than an approved vendor is subject to confiscation by in-house security.
- *Behavior:* Individuals must be fully clothed at all times and shoes must be worn at all times. Any guests refusing to adhere to this policy will be escorted from the facility by security.
- *Clean-Up:* The caterer is responsible for cleaning up all debris from events including vacuuming carpeted areas.
- *Closing:* All events must end by the contracted end time. A fee will be incurred for events that extend beyond the contracted time.
- *Contraband:* Any items that are imported or exported illegally such as drugs or guns

will not be permitted in the facility. Individuals attempting to bring contraband into the building will be escorted from the facility by security.

- *Decorations:* NMAI-NY does not permit fountains, hazers, fog, balloons, and confetti at any event.
- *Flames:* Candles (including votive) and open flames are not allowed. Sterno may only be used in warming ovens in designated prep areas only; chafing dishes with open flame sternos are not allowed anywhere in the building.
- *Food and Beverage:* Please note that no red beverages such as red wine, cranberry juice, tomato juice, etc. can be served in the white marbled areas of the museum (Rotunda, Great Hall and Pavilion Lobby). All food and beverages must be served by a licensed caterer.
- *Garbage Removal:* All garbage must be removed from the site immediately following the event. Vendors are responsible for removing their own debris. All catering debris, flowers, décor elements, equipment, and other miscellaneous event debris must be removed by the vendors at the conclusion of the event unless other arrangements have been specifically arranged beforehand with the NMAI-NY Office of Special Events. The loading dock must be left clean following events. Liquid or solid refuse should **not** be dumped into restroom sinks; large quantities of ice may not be left in sinks.
- *Parking:* Parking is not available at the Alexander Hamilton U.S. Custom House. However, there are several local parking garages that are convenient to the museum's location. Information on these parking facilities can be provided by the NMAI-NY Office of Special Events.
- *Press:* In the event of press coverage at the event the NMAI-NY Press Policy will be shared with the Licensee prior to the event. Please review the policies and procedures and direct any questions or concerns to the NMAI-NY Special Events Coordinator.
- *Security:* All security measures at the Custom House are governed by the Building Security Committee and The Office of Federal Protection Services (FPS). During the event, FPS guards all entrances and exits as well as shared spaces. Security in museum spaces are governed by the SI Office of Protection Services (OPS). Any questions, concerns, or issues related to security should be shared with the NMAI-NY Special Events Coordinator.
- *Smoking:* Smoking, including electronic cigarettes, is NOT permitted in the Alexander Hamilton U.S. Custom House at any time (this includes all GSA and NMAI spaces).
- *Signage:* No signage or displays of any kind may be displayed inside of, outside of, or on the building without prior permission from the NMAI-NY Special Events Coordinator.
- *Storage:* Space at the museum is limited therefore delivery of event materials prior to the event is only permitted on a case by case basis and must have written approval from the NMAI-NY Special Events Coordinator beforehand.

In closing, the NMAI-NY Office of Special Events is an integral partner in all phases of the event process as well as a resource for assistance. A designated NMAI-NY Special Events Coordinator will be on-site for the duration of your event to answer questions and ensure the

safety of the building, collections, and the guests. At any time if safety and security of the building, collections, and guests are in question, the NMAI-NY Special Events coordinator will address it with the Licensee's designated day-of-event coordinator.