

**Till it Shines, LLC**  
**WALTER GERRELLS PERFORMING ARTS CENTER**  
**POLICIES AND PROCEDURES FOR - Vendor Personnel Guidelines**

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No contractors/vendor shall carry a firearm on the premises.

All contractors/vendors must stay in designated job site areas.

Profanity, loud or aggressive behavior and/or lack of respect for customer, Till it Shines, LLC, WGPAC, Renters, management or employees will not be tolerated.

All contractors/vendors will be required to wear uniforms during performance of their contracted job duties while on site. If no uniforms are provided, then Till it Shines, LLC requires that all contractors/vendors are dressed with shirts, closed toe shoes, long pants or dress shorts. Tank tops, bare backs, bathing suits, torn clothing or T-shirts with offensive pictures or language will not be permitted during performance of job duties.

Till it Shines, LLC is committed to a drug and alcohol free work place.

While on duty, no contractor/vendor shall smoke, drink alcoholic beverages, or act in any manner which would reflect negatively upon himself (herself), his (her) employer, Till it Shines, LLC or the Walter Gerrells Performing Arts Center.

There is no smoking allowed in the WGPAC. Smoking will take place no less than 25 feet from the building.

Till it Shines, LLC reserves the right to remove any contractor/vendor from the premises at any time due to noncompliance, to be replaced immediately at the expense of the contractor/vendors company

No contractor/vendor shall solicit, accept or attempt to remove any item from any exhibit, display, or other functions in the Walter Gerrells Performing Arts Center.

Vendors/Contractors are allowed to use WGPAC outlets for services only.

In no event shall Till it Shines, LLC, The City of Carlsbad or the Walter Gerrells Performing Arts Center be liable for any damage to or loss of personal property sustained by contractors/vendors, or its employees.

Each contractor/vendor will be responsible for providing a primary contact or supervisor along with a cell number for the individual to Till it Shines, LLC. The designated contact or Supervisor will be responsible for the actions of their employees at all times while at the WGPAC. The designated contact or supervisor will be responsible for informing and ensuring that all crew members involved in any phase of an event are made aware and knowledgeable of the conditions listed in this policy.

All contractors/vendors work areas must be kept clean and safe at all times.

All contractors/vendors contracted to provide alcohol at an event in the WGPAC will have a responsibility to keep their work area clean and professional looking at all times. Further, the contractor/vendor supplying alcohol will be required to dispose of empty cups, bottles, cans or any other object being generated from the contractor/vendors work product during the event. This includes "Busing" the area where patrons will be consuming alcohol such as, tables, bars, stages, etc. It is the responsibility of the contractor/vendor to haul-off any waste or "trash" associated with their operation.

If at anytime any of the above-mentioned policies are violated, Till it Shines, LLC reserves the right to require contractors/vendors operations to cease if, in Till it Shines, LLC reasonable estimation, these policies are not being adhered to.

**Contractors/Vendors failing to abide by the above rules will forfeit their right to use the WGPAC.**

**I have read the rules and agreement, understand and agree to abide by the terms.**

**Contractor/Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Till it Shines, LLC** \_\_\_\_\_ **Date:** \_\_\_\_\_