



## Set-Up & Decoration Rules

1. Vehicles are not allowed to park on the gravel near the entrance for any reason; all vehicles, including client's, set-up teams, catering, vendors, etc. must stay on the asphalt and may only remain during active unloading and loading.
  2. No set-up can begin in the Exhibit Hall or on Shipwreck Deck until after 5 PM, when the Seymour Center is closed to the public.
  3. Set-up teams and deliveries for events in the La Feliz Room must enter through the green gate onto the La Feliz Deck and into the La Feliz Room; we ask that they not bring items through the Exhibit Hall while we are open to the public.
  4. Clients must use their own ladder and materials for set-up, including, but not limited to: lights, tacks, tape, string, or step stool.
  5. The top stage in the back of the La Feliz Room is off-access.
  6. Decorations can only be tacked, taped, pinned, or stapled onto the bulletin boards and sound boards in the La Feliz Room—client may not do this anywhere else.
  7. Please do not hang any decorations on the lights located in the ceiling and on the sides of the room. All decorations need to be 2ft. away from the projector. Tying décor to other parts of the La Feliz Room or Exhibit Hall, without creating permanent change/damage, is allowed.
  8. Lighting on the outside decks is okay as long as native plants are not disturbed.
  9. Candles must be in an enclosed glass vase, with glass at least one inch higher than flame.
  10. Pop-up tents are not allowed on Seymour Center property.
  11. Flower petals (real or artificial) are only allowed on indoor tables; they are not allowed to be scattered on the floors of the outdoor patios or Exhibit Hall.
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**The following items are NOT ALLOWED:**

- Cigarettes, tobacco products, smoking products/devices, or other paraphernalia (including vaporizers)
- Styrofoam products
- Balloons or blimps
- Confetti, birdseed, loose glitter or items that shed glitter, and any other loose materials that could risk getting into the ocean and Seymour Center drainage
- Feathers or feather boas
- Items that are environmentally-unfriendly and potentially harmful to the surrounding nature reserve or ocean
- Shells, dried sea stars or marine life, and coral

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Decorations Policy, as stated in the Policies and Procedures Contract:

“The user is responsible for preparation and removal of such items. Decorations must be fireproof or flame retardant. All decor and signage must be free-standing, or on the bulletin board along the La Feliz Room walls. Nails, staples, tacks, or tape may not be used elsewhere on walls, floors, windows, or ceilings. The user will not post any signs, posters, or banners inside or outside the facility without the prior approval of the Facility Rental Office. **No styrofoam (polystyrene) products, balloons, feathers, confetti, loose glitter, birdseed, or other small loose items. Shells, dried sea stars or marine life, and coral are also prohibited—please be environmentally-friendly in your décor.** Flower petals, real or artificial, are not allowed to be scattered on the floors of the outdoor patios or Exhibit Hall; petals on tables are fine. Tealight candles and votive candles are allowed if held within containers that are at least 1-inch taller than the candle flame. Client is not allowed to hang any decorations on the lights located in the ceiling and on the sides of the room. Other areas are allowed as long as it is not material (nails, etc.) that will cause damage. All decorations need to be 2ft. away from the projector in each side. Lighting on the outside decks is okay as long as none of our native plants are disturbed. **Pop-up tents are not allowed on Seymour Center property.**”

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**Thank you for your commitment to upholding the Seymour Center’s policies!**