



THE ARCADIA RESORTS

VENDOR RULES AND REGULATIONS

To maintain the luxury standards, safety, and comfort of our guests and neighbors, The Arcadia Resorts requires all third-party vendors (including decorators, caterers, bartenders, and cleaners) to strictly adhere to the following rules and regulations. Access to the property is conditional upon the execution of this agreement.

PRIOR APPROVAL REQUIRED: *For any variance, modification, or exception to any rule listed within this agreement, vendors must discuss the request directly with the property owner and obtain explicit written approval prior to arrival.*

1. Insurance & Liability Compliance

- **General Liability Insurance:** All vendors must carry valid Commercial General Liability insurance. A current Certificate of Insurance (COI) must be submitted to The Arcadia Resorts prior to entering the premises.
- **Liquor Liability Insurance:** Any vendor providing, serving, or handling alcoholic beverages must maintain valid Liquor Liability insurance coverage.
- **Additional Insured:** The Arcadia Resorts must be designated as an additional insured party on all applicable policies, with proof submitted via the COI framework.
- **Background Checks:** The property management team retains the right to request background screening validation for any vendor personnel operating on the estate unattended.

2. Texas Alcohol & Bartending Regulations

- **Valid TABC Licensing:** All external bartending providers, beverage caterers, or hospitality companies serving alcoholic drinks must possess a valid Caterer's Permit (LH) or specific off-site retail permit issued by the Texas Alcoholic Beverage Commission (TABC).
- **Certified Personnel Only:** Every staff individual actively serving or managing bar stations must maintain a valid, current TABC Seller-Server Certification.
- **Absolute Age Verification:** The vendor assumes 100% full legal responsibility for confirming legal drinking age. Strict identification checks are mandatory; no minors may be served under any circumstances on the property.

- **Ban on Self-Service Stations:** Unmonitored self-service beverage bars or self-serve liquor layouts are strictly prohibited across all spaces of the resort.

3. Decorator & Staging Regulations

- **Zero Setup Damage Policy:** Decorators are strictly prohibited from driving nails, screws, heavy-duty staples, or installing high-tack adhesive tapes into walls, wood trim, ceilings, flooring, or existing structural fixtures.
- **Complete Teardown Cleanup:** Immediately following the breakdown of installations, decorators must thoroughly sweep, vacuum, and clean their designated staging zones. All structural scraps, loose wires, zip ties, floral residues, and wrapping materials must be cleared.
- **Surface Guard Mandates:** Protective floor padding, drop cloths, or rubberized feet must be layered underneath heavy structures, metal frames, and damp floral vases to safeguard underlying surfaces.

4. Property Logistics & Conduct

- **Strict Scheduling Windows:** Setup, teardown, and delivery operations must remain strictly inside the arrival and departure slots assigned by management to avoid overlapping guest schedules or local neighborhood disruptions.
- **Secure Check-In Controls:** Vendors must use their uniquely assigned smart lock or keypad lockbox entry PINs. Sharing entry codes or master access profiles with external parties is forbidden.
- **Assigned Parking Only:** Vehicles must park within assigned parking areas only. Blocking standard driveways, fire lanes, access corridors, or public thoroughfares is strictly prohibited.
- **Noise Controls & Environment:** Vendors must observe property quiet hours. Excessive sound levels, loud music, or disruptive shouting during installation or strike periods are banned.
- **Restricted Access Zones:** Vendor personnel must limit movement strictly to designated event or service zones. Entering restricted private owner quarters, mechanical closets, or marked storage spaces is forbidden.

5. Waste Management & Damages

- **Total Waste Pack-Out:** Vendors are expected to gather and completely remove all debris, food scraps, catering boxes, packaging, and other commercial waste generated during their service. Resort dumpsters are not available for vendor use. If a vendor does not provide waste removal as part of their service, the Guest is responsible for ensuring that all vendor-generated waste is properly collected and removed from the property.
- **Immediate Incident Reporting:** Any property breakages, physical damage, stain occurrences, or technical infrastructure malfunctions must be reported immediately to management prior to leaving the property premises.

6. Vendor Acknowledgement & Signature

By signing below, the vendor acknowledges they have read, understood, and agree to remain compliant with all operational, legal, and structural safety rules established by The Arcadia Resorts.

Vendor Business Name: _____

Authorized Representative Signature: _____

Printed Name & Title: _____

Date of Signature: _____