

# NEW VENDOR INFORMATION

## PARKING AND ARRIVAL

- Parking as shown below
- No arrival during ceremony
- Cones may be moved to allow for access but must be replaced as found.
- Shuttles should drop off in the carpark, and pick up at the front of the Manor.

## SET UP AND BREAKDOWN

- **All Vendors** are required to leave the spaces as found on their arrival
- **Caterers** are responsible for breaking down tables, and moving them and chairs to the spot designated by the coordinator
- **Caterers** responsible for trash removal
- **Caterers** are responsible for moving chairs from ceremony to reception (if needed), or flipping room in bad weather
- **All Vendor** vehicles, except for main catering van need to be re-parked in parking lot at least 1 hour before the ceremony.
- **DJ** we have lots of outlets etc. but we do not have any AV equipment, or lighting other than overhead chandeliers
- With prior arrangement breakdown and pick up can happen on Sunday or Monday.

## SITE VISITS

Site visits can be made by appointment at [www.calendly.com/rixeymanor](http://www.calendly.com/rixeymanor)

## RENTALS

Linen's etc. and must be delivered before Friday at 3pm

Please do not rent glassware for behind the bar without contacting us for permission first

## TIMELINES/TABLE LAYOUTS

**YOU CAN REQUEST ACCESS BY EMAILING US OR ASKING THE CLIENT TO BE ADDED TO THEIR GOOGLE SHEETS.**

- They are semi-finalized 4 weeks before the wedding
- We do allow clients to adjust numbers and layouts up until Saturday morning (within the range of linens that are ordered). When you arrive you will be given the most up-to-date information.
- Bad weather plans will also rarely be decided upon until the day of the wedding.
- We specialize in flexibility and expect our vendors to do the same.
- We don't have a preferred vendors list, our clients do the recommending to each other - therefore maximizing their experience and value is the best way to be recommended in the future.

Point of Contacts are Isadora and Grace - (540) 212-4545 or [info@rixeymanor.com](mailto:info@rixeymanor.com)

