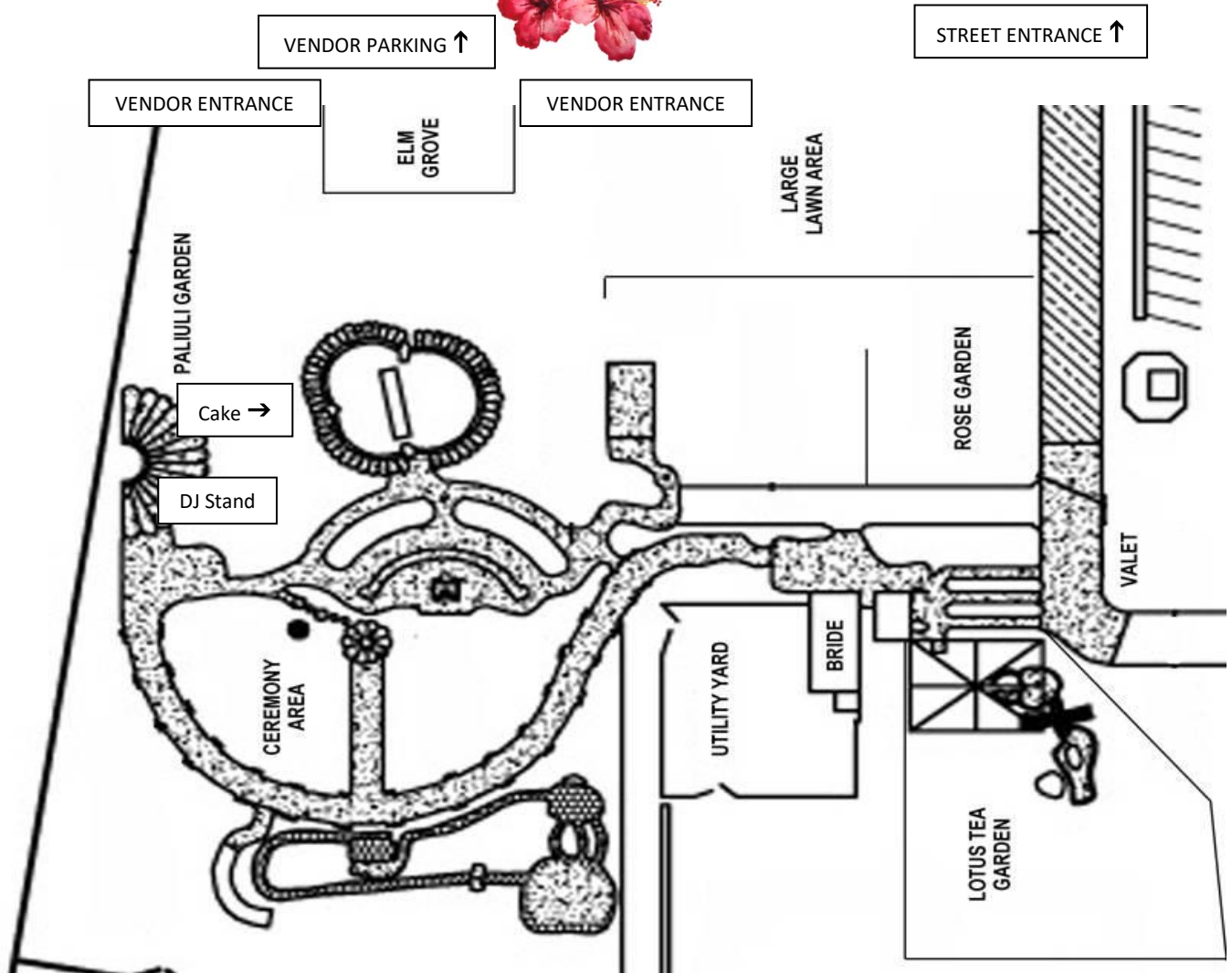


HARTLEY BOTANICA PALIULI GARDENS



ALL VENDORS -- What to expect when you get on-site:

When you first enter the gate, you will see a sign immediately to your right that says "Do not enter, valet and staff parking only". Turn right in there. (If you go all the way down the driveway, the valet will stop you and let you know where to park.) Go all the way to the end of this parking lot, and all the way to the left. This will put you at the edge of the reception area, closest place to unload.

DJ: There is a little paved walkway, when you walk into the reception area; the DJ stand is to the right, elevated from the grass area. It is paved and underneath a Ficus tree. In the middle of the planter at the bandstand is an outlet. This is what you want to plug into. It is your own separate circuit, separate from lighting and catering. **Also note, we do have volume restrictions**, but they are measured from the closest residence (1 mile up the street). It's usually not a problem, but if we ask you to turn the volume down, please respect us. Noise complaints effect the renewal of our permit to do weddings. If you cannot respect the noise level, you will be asked not to come back (AKA banned from doing events) at Hartley's.

FLORIST: You can set up any time on the day of the event. If we have a morning event (8am to 2:30pm), you can set up after 2:30pm. If you need any other special arrangements, call Barbara (805) 444-2146. Personal Flowers can be put in the Bride's Dressing Room; there is air-conditioning there. Centerpieces can be set on the tables. If the tables are not set up, and you are dropping off, you can set centerpieces on the sitting wall in the center of the reception area. Our staff will place them after tables are set up, ONLY if they do not need any assembly.

CAKE: The cake table is typically set up with a linen by 2 hours prior to ceremony. The ceremony, and reception area are separate, and the reception is not visible to the ceremony area, if you want to drop off during the ceremony. THERE IS NO REFRIGERATION ON SITE.

Karen (818) 651-2071, or Barbara (805) 444-2146, will be your contact person if you need help.