

➤ Echo Hotel Decorating Regulations*

- Clients and decorators may not tape, tack, staple, nor affix any items to any wall, ceiling or light fixture without prior permission.
- Party glitter and confetti is not permitted.
- Food items may not be used as decorations without prior permission.
- Candles may only be used if they are fully enclosed in a container as tall as the candle & its flame.
- Decorations containing liquids must be secure and placed on a stable surface.
- The Echo Hotel is not responsible for the care nor damage of any outside items brought in by clients or decorators.
- The Echo Hotel is not responsible for set up, breakdown, nor storage of any outside items without prior arrangements.
- Decorations may not be left overnight or for an extended period of time without prior permission.
- No use of sparklers or pyrotechnics inside or out.
- No affixing of signage, banners or decorations to any hotel surface without permission.
- No animals or pets allowed within the hotel or it's banquet rooms.
- No bubble, fog, rain or snow machines.
- **Please review these directions with all members of your decorating crew and hired vendors.**

** The Echo Hotel reserves the right to reject any decorating plan & make changes to decorating policies. We recommend having your plan reviewed and approved by the Banquet Coordinator prior to your event & before purchasing all decorations to confirm permission.*

DECORATING SUGGESTIONS / INFORMATION:

- We encourage the use of freestanding decorations.
- Any electrical cords run across the floor need to be covered to prevent injury or hazard. Cords may not be taped to the floor. Please ask on-site staff for cord covers.
- Objects heavy enough to leave marks on the floor are not to be drug across the floors. Please see your event staff for the use of a hand truck or dolly. No motorized vehicles are permitted inside the facility.