



Decor Guide

Setup & Breakdown Guidelines

- ❖ **SAME DAY DROP OFF/ PICK UP:** All décor must be delivered and picked up on the same day as the event.
- ❖ **EXCLUSIVE VENUE ACCESS:** You and your vendors will have exclusive access to the entire venue beginning 2 hours before your event.
- ❖ **SUITE OPENING TIME:** You may access the reception hall as early as your Suite Opening Time, however, please keep in mind our banquet team will be completing your table setup early in the day. If possible, wait to add table and centerpiece decor until later in the afternoon.
- ❖ **EARLY SETUP/ VENDOR ARRIVAL:** Same-day early setup/ vendor arrival may be accommodated with your Venue Coordinator's approval, depending on the logistics of setup and other scheduled meetings and events.
- ❖ **COMMUNICATION IS KEY:** Please discuss all items to be brought in with your Venue Coordinator so we can help you with the best setup plan possible. Last-minute surprises can add unnecessary stress for you and may not be accommodated without a prearranged plan.
- ❖ **BREAKDOWN TIME:** All items must be removed from the venue within 30 minutes after the conclusion of your event.
- ❖ **ADDITIONAL SETUP/ BREAKDOWN TIME:** If needed, additional setup and breakdown time is available for **\$150 per hour**.
- ❖ **LADDER REQUIREMENTS:** For use of a ladder with more than 3 steps, a professional with Liability Insurance is required to perform the setup. Agave Estates can assist with items requiring tall ladders for a fee of **\$100* per occurrence** (addl. fees may apply for larger setups).

Using Agave's Lanterns

- ❖ Your venue package includes the use of Agave's Lantern Centerpieces, pictured here.
- ❖ Up to 15 Tall Lanterns: 24" Tall x 6" Wide, Removable Lid
- ❖ Up to 15 Short Lanterns: 12" Tall x 10" Wide at Top; 12" Wide at Bottom (with feet)
- ❖ Additions may be placed around or on top of the lanterns, but not inside the glass.
- ❖ Nothing may be wired/taped onto the lanterns – clothespins or small clamps are recommended for quick removal.
- ❖ Nothing may be removed from the lanterns, including the glass insert, rocks, or candle.



Tall Lantern



Short Lantern

Decorating the Fireplace

❖ Mantle Measurements:

- ❖ 65" wide from the outside of the stone
- ❖ 43" wide on the inside of the stone
- ❖ 6" deep on the inside of the stone

❖ Recommendations:

- ❖ Floral mantlepice or garland
- ❖ Draping fabric
- ❖ Cross or other symbolic sign
- ❖ Candles (NOTE: Wax may not drip on stone)

❖ Items to Avoid:

- ❖ Green Sticky Glue
- ❖ Tape, Hot Glue, or other Adhesive
- ❖ Nails or Hooks

- ❖ You will find one hook already placed 5ft up the chimney.



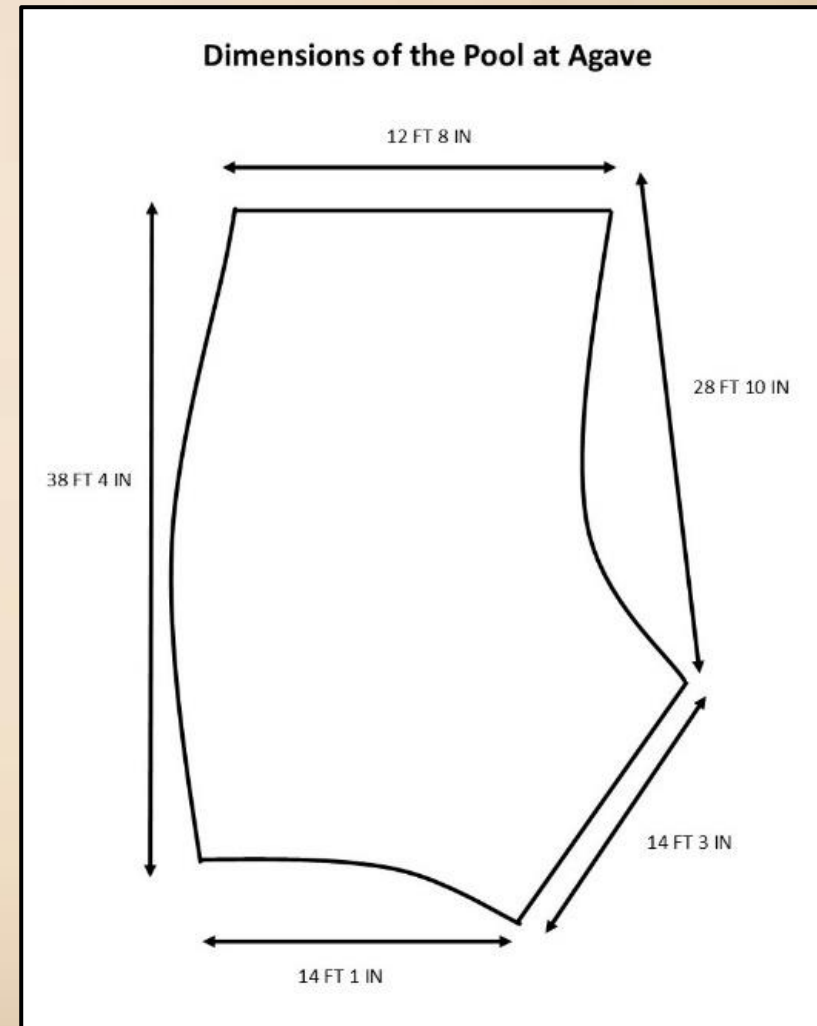
Decorating the Pool

❖ Recommendations:

- ❖ Floating lanterns
- ❖ Balloons
- ❖ Floral arrangements
- ❖ *Weight items down with anchors, or tie to sides of pool with fishing line.*

❖ Items to Avoid:

- ❖ Glass
- ❖ Lightweight items, not tied down



Decorating the Wood Wall

❖ Measurements

- ❖ 14 FT Wide x 10 FT Tall (Sides)/ 11 FT Tall (Middle)

❖ Recommendations

- ❖ Hanging Neon Sign or Monogram Letters

❖ Items to Avoid

- ❖ Additional Nails, Hooks, or Tape (you will find small screws already placed in the wood to hang items).

❖ Considerations

- ❖ If your sign needs electricity, plan to bring a 20ft. extension cord to reach the nearest outlet.
- ❖ Agave has a step stool you may borrow to reach halfway up the wall. For anything higher, a professional is required to access a taller ladder. Agave can hang your signage for a \$100 fee.



Decorating the Indoor Mantle

❖ Measurements

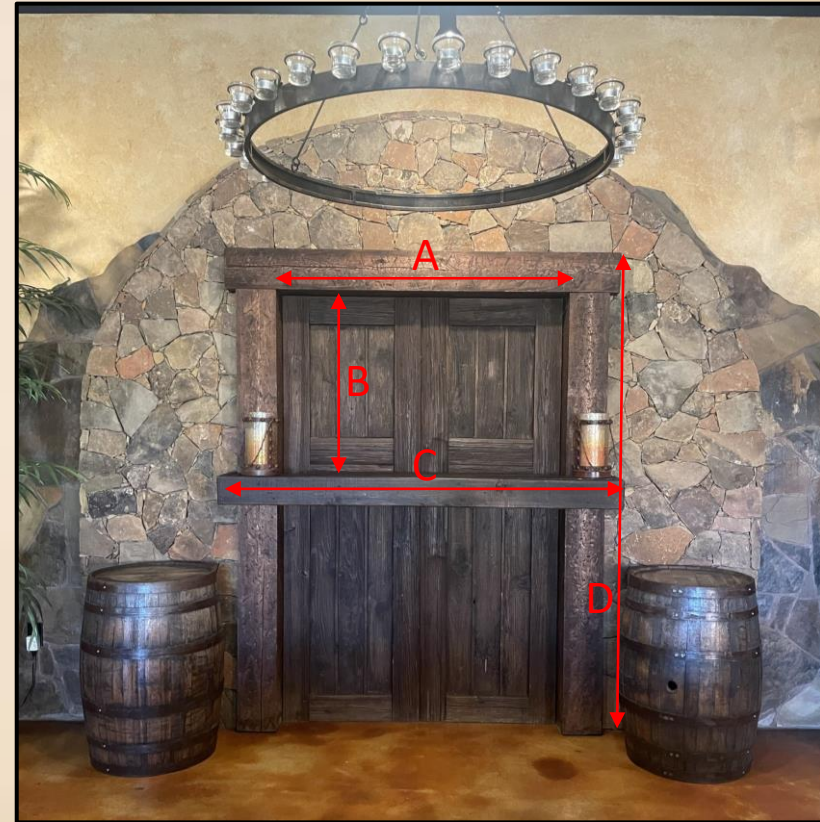
- ❖ A: 57" Wide
- ❖ B: 35" Tall
- ❖ C: 76" Wide
- ❖ D: 8FT Tall
- ❖ Depth of Mantle: 8"

❖ Recommendations

- ❖ Floral mantle piece or garland (typically repurposed from Outside Ceremony)
- ❖ Neon or other signs

❖ Considerations

- ❖ If your sign needs electricity, plan to bring a 20ft. extension cord to reach the nearest outlet.



A Note on Flower Petals

- ❖ For Flower Girls/ Outside Décor:
 - ❖ No Silk Petals (litter; slipping hazard)
 - ❖ No Dark/ Dyed Petals (easily stains the outdoor flagstone)
 - ❖ Fresh ivory or blush-colored petals are recommended.
- ❖ **Exception to silk/ dyed petals** – may be used in a vase or container.



A Note on Open Flame

- ❖ Real flame candles are allowed but must be contained in a votive or holder.
- ❖ Be mindful of wax drippings. Excessive linen cleaning fees apply for wax damage.
- ❖ Bring your own lighters and assign a helper to light your candles just before the event.
- ❖ Sky lanterns are not allowed due to the large oak trees surrounding our property.



A Note on Sparklers

- ❖ Sparklers are allowed at Agave Estates and can make a magical Grand Exit to your event.
- ❖ Plan to purchase 36" sparklers to give enough burn time to complete your exit.
- ❖ Bring 4-6 stick lighters for Agave's team to distribute to your guests.
- ❖ Agave Estates has metal buckets for extinguishing hot sparklers.



A Note on Other Toss Items

- ❖ Your Agave package provides **Bubble Wands** for your Grand Exit, but you are welcome to bring in other items, for example:
 - ❖ Sparklers
 - ❖ Ribbon Streamers
 - ❖ Glow Sticks
- ❖ Please avoid distributing messy toss items, for example:
 - ❖ No confetti
 - ❖ No glitter
 - ❖ No bird seed
 - ❖ No powder cannons
- ❖ We see new ideas every season! If you've got an idea but not sure how the cleanup will go, please reach out and we'll discuss case-by-case.

