



Production Guidelines

Santa Clara Marriott

2700 Mission College Blvd.
Santa Clara, CA 95054
(408) 988-1500

Please read the following Production Guidelines carefully and completely prior to any planning or setup activity for your event. A certificate of insurance (and in some cases a current Business License) is required on file with the hotel prior to any conducted business.

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Welcome!

The Santa Clara Marriott is proud to have **PSAV** as our official source for all your audio-visual production, equipment and service needs. The PSAV team will facilitate all electrical, internet and rigging requests throughout the conference meeting space.

If you are an outside services provider, an audio-visual company, producer or director, we extend a gracious welcome and thank you for helping our important guests have a successful event!

This document contains established guidelines and requirements that ensure proper operation and care for our buildings, event facilities, systems and equipment. In some cases, there are operational expenses and certain charges involved.

These guidelines also promote the safety of all guests and employees. As well, they hold each event and program to the high standards maintained by the Santa Clara Marriott.

All outside vendors must sign a copy of these Guidelines as proof they will recognize and comply with each of the requirements and stipulations listed, without exception.

Audio Visual & Technical Support

Because our audio visual department is staffed and equipped by PSAV, a premier national Staging and Production Company, there is no limit to the scope and technical sophistication for any programs held at the Santa Clara Marriott. All PSAV's equipment, project managers and technical staff are available and ready to help ensure your program is a complete success.

If you choose to work in partnership with PSAV and utilize their full support for your audio visual equipment and staging needs, many of the various Production Guidelines listed below are automatically met and your program will be extremely well coordinated with all departments throughout the hotel.

Please contact one of our Sales team members by phone at (408) 986-6674 or e-mail rfestejo@psav.com or ewmoore@psav.com.

You may utilize another audio visual company; however, please be advised there are mandatory Guidelines and specific charges in order for your outside provider to conduct business within the Santa Clara Marriott. Outside audio visual companies seeking to bring in their own equipment and technicians will be held responsible for understanding these Production Guidelines and fully complying with their enforcement.

If an outside audio/visual provider is used, a facility patch fee of \$0.15 (per square foot per room per day) will be charged for all rooms utilized to cover equipment patch-in and utility expenses. Should your Audio Visual provider not be present when a guest requires assistance, an hourly rate of \$110.00 per hour will be charged at a 5-hr minimum for services of an PSAV Technician. Outside audio visual providers must execute Vendor's Release and Indemnification. These requirements are clarified in your hotel contract.

PRODUCTION GUIDELINES REQUIREMENTS & FEES QUICK-REFERENCE:

POWER * 5a / 600w power drop - \$95 per location
10a / 1200w power drop - \$125 per location
20a / 2400w power drop - \$175 per location
30 AMP 3 0 distro panel - \$260 per day
200 AMP 3 0 service, with cam-lock tie-in - \$600 per day

Labor fees may apply. Additional hardware may be required.

RIGGING** \$250 per rigging point, one-time fee.
\$150 per hr – Straight Time
\$225 per hr – Time and a half
\$300 per hr – Double Time

(5) Hour minimum call; additional hardware will be required

LOAD-IN/ LOAD-OUT LIASON***

\$110.00 per hr - Straight Time
\$165 per hr – Time and a half
\$220 per hr – Double Time

(8) Hour minimum call

HOUSE SOUND PATCH FEES

\$200 per patch / per room / per day – room larger than 2000 sq ft.
\$75 per patch / per room / per day – room smaller than 2000 sq ft.

INSURANCE

Certificate of general liability must be on file with the hotel.
As required **14** days prior to the event.

PERMITS As required per event.

DIAGRAMS Must be received **7** days prior to load-in of event.

PRODUCTION SCHEDULE Must be received **14** days prior to load-in of event.

*Outside Production Companies must use PSAV for power distribution support at prevailing rates.

** Rigging Labor and support is limited to the specific purpose of rigging only. PSAV to provide strapped rigging point to available locations on steel beams above drop ceiling in approved meeting spaces.

**Outside Production Companies must use PSAV rigging support and hardware at prevailing rates.

***Load-in Liaison responsibility is limited to observation, inspection, and logistical communications support.

PSAV reserves the right to deny any use of unsafe equipment or setup.

The Santa Clara Marriott charges a service charge (24%) and local sales tax to all equipment pricing

The hotel and PSAV reserves the right to deny the use of any equipment not in keeping with hotel standards of quality.

REQUIRED DOCUMENTATION AND DUE DATES

DOCUMENTS

- Fire Marshall Diagrams (submitted to Fire Marshall - see page 9)
- Signed copy of Production Guidelines (see page 11)
- Certificate of Liability Insurance (see page 6)
- Copy of Entertainer's Rider – if necessary (see page 6)
- Complete Production Schedule (see page 8)
- Electrical Requirements (see page 7)
- Rigging Requirements (see page 7)
- Flame-Proofing Certificate (see page 9)
- Diagrams (see page 5)
- Audio Frequencies List (see page 6)
- List of all on-site Authorized Contacts and Phone numbers (see page 6)
- Daily Labor List or Call Sheets (see page 6)

DUE DATES

- ___ 60 days prior to event load-in
- ___ 21 days prior to event load-in
- ___ 14 days prior to event load-in
- ___ 14 days prior to event load-in
- ___ 14 days prior to event load-in
- ___ 14 days prior to event load-in
- ___ 14 days prior to event load-in
- ___ 14 days prior to event load-in
- ___ 7 days prior to event load-in
- ___ 3 days prior to event load-in
- ___ 3 days prior to event load-in
- ___ day of event

AUDIO VISUAL GUIDELINES & REQUIREMENTS

The Santa Clara Marriott has chosen **PSAV** as the preferred provider of sound, video, lighting, rigging and electrical services. The Santa Clara Marriott highly endorses and recommends PSAV's on-site audio visual department, as well as their extensive staging and production support, for all events, conferences, programs and exhibits events held here.

A PSAV representative will be assigned to assist in the planning and production process of your event. PSAV maintains a professional on-site staff, extensive on-site inventory, as well as nationwide equipment and technical production personnel to provide complete, professional, turn-key support for your entire program.

Please feel free to contact the following individual for more detailed information:

Eric Moore
Director of Event Technology
PSAV
(408) 986-6678 (office)
(408) 970-6137 (fax)
(831) 224-7098 (cell)
ewmoore@psav.com

Listed within this document are the complete Production Guidelines of the Santa Clara Marriott. Required information and signoff must be received by the Santa Clara Marriott from the Client and any third-party supplier no less than **21** days prior to load-in of the event.

Outside Production Company Guidelines and Requirements Summary:

- ☒ At the discretion of the hotel, load-in and strike days will be subject to be supervised by PSAV at prevailing labor rates.
- ☒ Use of Hotel or Venue systems and facilities are subject to daily charges at published rates.
- ☒ All Rigging equipment and labor, electrical power and internet connectivity must be arranged through PSAV and will be charged at published rates.
- ☒ All cabling and wires installed by an outside vendor must be securely taped and routed, then inspected by Hotel Security or a PSAV Technician. Upon inspection, reapplying of cabling may be required.
- ☒ All outside companies and vendors must file a Certificate of General Liability naming the Santa Clara Marriott as the Certificate Holder.
- ☒ Any operation or safety permits required by an outside vendor or company will be charged for, including any applicable processing fees.
- ☒ Complete production planning and scheduling must be submitted by all vendors and receive hotel approval.
- ☒ Custom drawings or diagrams requested by an outside vendor or company will be billed at published rates or incur an hourly labor charge, depending upon the specific request.
- ☒ All outside vendors and companies must follow and adhere to each of the requirements, charges and stipulations listed in the complete Production Guidelines memorandum available from your Marriott Account Executive or Event Manager, or PSAV representative.
- ☒ The outside vendor or company must ensure all loading dock and other back-of-house activities are pre-arranged and schedule approved by the Loss Prevention Department or Event Manager.
- ☒ Outside vendor or company crew must observe all normal staff rules and regulations, such as smoking restrictions, no use of public restrooms, no congregating in guest areas, use of staff parking only and no roaming back-of-house for food, drink or hotel supplies and consumables.

Insurance

All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial General liability insurance. ***The amounts shall be no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate and worker's compensation insurance as required by California State Statute. Complex Installations will require minimum general liability coverage of \$3,000,000 per occurrence.*** Certificates of insurance evidencing the required insurance must be received by the Event Manager before load-in for any event and must name the Santa Clara Marriott, Marriott International, Inc., Marriott Hotel Services, Inc., Santa Clara Host Hotel Limited Partnership as additional insured's. Certificate of Insurance must have a minimum 30 day cancellation clause included.

The following are required when using an outside audiovisual supplier:

- ☑ A certificate of insurance evidencing \$1,000,000 per occurrence general liability insurance and naming the Santa Clara Marriott and all associated parties as additional insured.
- ☑ Adherence to all local and federal codes as well as standards of the Santa Clara Marriott International.

In-House Systems and Equipment

The Santa Clara Marriott exclusively authorizes PSAV to administer the use of in-house, built-in A/V systems. If these systems are to be utilized by an outside vendor, PSAV will provide access and patching to the systems at prevailing rates. Should an outside supplier require a patch to the house sound system, the system's rental fee will be \$200 patch/ per room/ per day. Smaller meeting spaces are available at \$75.00 per patch. A large space is defined by 2000 sq ft or more. Should the supplier not wish to use the existing system, they must then provide the entire audio package, complete with external sound; amplification, microphones, and cables (See also: Insurance). **The outside vendor must additionally provide a list of all wireless frequencies to be used at the hotel during the event. It will be the sole responsibility of the outside vendor to ensure these frequencies do not interfere with any PSAV components or resort systems, by changing the vendor's frequencies if necessary. PSAV must approve the use of all RF, UHF and UR frequencies to be used at the Santa Clara Marriott.**

Outside Personnel

The following are "House Rules" for any outside personnel:

- ☑ All labor, hired or representing an outside supplier (outside personnel), must check in at loading dock. List of all on-site Authorized Contacts and Phone Numbers associated with the program must be received no later than 3 days prior to event. Labor List or Call Sheets for personnel on site will be requested daily.
- ☑ Outside personnel must wear clothing that is neat in appearance and meets the Santa Clara Marriott Guidelines.
- ☑ All vendors including, but not limited to, event volunteers, musicians, florists, photographers, entertainers, linen companies, props and décor companies must coordinate their arrival time and their proper load-in/load-out locations with the Event Manager for the function.
- ☑ On the day of the function, each individual entering on property must check-in with Loss Prevention to receive a guest pass. All vendors must enter the property from the hotel loading and staff entrance. No vendor may enter through the front entrance. When loading in or out, at no time may vehicles block fire lanes or driven on grass areas.
- ☑ A copy of any entertainment/entertainer's riders (their lists of required AV and services needs) must be provided to your program's Event Manager and PSAV no later than fourteen (14) days prior to the event.
- ☑ It is against state and federal laws for the consumption of any alcoholic beverages to occur on property while under contract. This includes the purchase of any alcoholic beverages in any of the hotel lounges, bars, or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
- ☑ There is no consumption of food or beverage on property with the exception of prearranged crew meals. Food and beverage requirements for crews should be submitted to your respective Event Manager, thirty (30) days prior to arrival. We expect outside personnel to adhere to the same policies that the Santa Clara Marriott employees do. This means no food should be eaten from reception lines, back of the house "leftovers", etc.
- ☑ The Santa Clara Marriott is a non-smoking facility. There is no smoking permitted in any public areas or back of house of the hotel. This includes all function rooms and outside locations. Outside vendors are expected to locate the designated area for smoke breaks for outside personnel and Santa Clara Marriott associates and utilize them.
- ☑ Any horseplay, foul language, inappropriate attire, or disruptive behavior is a violation of the Santa Clara Marriott policy and will result in the removal of the individual(s). Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.

Power

PSAV will receive all power requests at the Santa Clara Marriott, and execute these requests with the support of the Engineering Department. All power requests must be made through your PSAV Sales representative at least fourteen (14) days before the event. Any power needs are subject to a charge at prevailing rates, per amp, per phase, per day. In addition, labor charges may be applicable for installation / removal. Rental of hotel supplied equipment may be necessary.

Rates are as follows:

| | |
|---|---------------------------------------|
| 5a / 600w power drop | \$95 per location |
| 10a / 1200w power drop | \$125 per location |
| 20a / 2400w power drop | \$175 per location |
| 30 AMP 3 0 distribution panel with (6) Edison outlets | \$260 per day |
| 200 AMP 3 0 service, with cam-lock tie-in | \$600 per day |
| Electrician Rate | <i>quoted upon receipt of details</i> |
| Specialty Power Requests | <i>quoted upon receipt of details</i> |

All outside vendor extension cords used for meetings and events must be 12/3 gauge per the Santa Clara Marriott. All cords and cables must be taped down and covered safely per the standards and policies of the Santa Clara Marriott. Every effort should be made to run cables over the top of the doorways. When it is necessary to install cords or cables in any area where personnel or guests may travel, including the service areas, the Santa Clara Marriott requires that cable ramps be used to ensure safety. All cable ramps, as well as taped down cords and cables are to be inspected for safety purposes prior to events by a Loss Prevention Officer or PSAV representative.

Rigging

A representative of PSAV must complete all connections to structural steel, airwall tracks or hang points at prevailing rates. Please contact PSAV's on-site office for a detailed estimate that includes all charges and labor, no later than (14) days in advance of the function.

Current Rigging Rates:

| | |
|--|--|
| Straight Time..... | <i>\$150 per hour, 5 hour minimum call</i> |
| Time and a Half | <i>\$225 per hour, 5 hour minimum call</i> |
| Double Time..... | <i>\$300 per hour, 5 hour minimum call</i> |
| Rigging Point, strapped from available steel beam..... | <i>\$250 per point, one time charge</i> |

The following information is required:

- ☑ Name of company producing the event(s).
- ☑ Description of items being hung, complete with event diagram(s).
- ☑ Total weight of each item.
- ☑ A valid three million dollar minimum certificate of general liability insurance naming the *Santa Clara Marriott* as additional insured. See Page 6 - Insurance for more details.

Under no circumstances may anything be hung from sprinkler heads. Any requests for rigging other than designated hang points will need written approval of the Santa Clara Marriott's Director of Engineering. The only appropriate attachments to the established hang points are steel cables, span sets, or other pre-approved, rated hardware. PSAV will quote and provide labor and rigging hardware at prevailing rates.

Banners

All banners and signage must be hung by a PSAV employee at a minimum charge of \$250 for banners smaller than 3'x5' and \$375 for banners larger than 3'x5'. This includes all hardware, equipment and labor charges to install banners. Additional charges may be assessed for specialty banner hanging depending on the banner size and location, and that will be discussed during the sales process with your PSAV representative. Final banner placement must be approved by the Event Manager, Director of Engineering, or the Director of Event Technology prior to group's arrival. All signage must be professional in nature and be approved by the hotel. All banners to be hung should have grommets in the top and bottom edges of banner, or a pocket at the top. The use of the Marriott logo in any material must have prior approval of the hotel General Manager. Any client wishing to place signage in the lobby must have approval from your Event Manager. The use of nails and/or staples is absolutely prohibited on any exposed molding or wall. Any banners, posters, or signs to be affixed to walls of meeting rooms must be carried out by PSAV.

Liaison Supervision

At the discretion of the hotel, a PSAV liaison supervisor will be assigned to work with the outside supplier at prevailing labor rates. This person will oversee all load-in/load-out activities within the meeting space, assisting with communication to internal departments, making sure the standards and policies of the Santa Clara Marriott are followed, and noting any damage to the hotel as a result of use, misuse, or negligence. Programs that are more extensive may require the use of two or more liaison supervisors at prevailing rates.

Arrangements for direct billing of these and any additional audio visual related charges to you or your production company must be made at least (14) days in advance of the event load-in. If appropriate arrangements are not made, all charges will be placed on the client hotel master account. To prepare for any on-site additions, the Santa Clara Marriott advises that billing provisions be established in advance, even if there are no planned orders.

Access to secured areas (above ballroom ceilings, storerooms, amp rooms, etc.) requires accompaniment of the Santa Clara Marriott authorized personnel or a PSAV technician at prevailing rates. Advance notice of such request is recommended in order to avoid delays or additional charges.

All labor rates are calculated at an eight hour minimum charge.

Production Schedule

A complete production schedule for your program is mandatory and must be provided in writing to both PSAV and the assigned Event Manager at the Santa Clara Marriott. This schedule must be presented at least 14 days prior to program start and is to include load-in times, load-out times, times of audio visual support, times where excessive volumes may be expected, loading dock usage times, power tie-in/disconnect requirements and darkroom schedule. Copies can be e-mailed, faxed or mailed to your Event Manager or PSAV representative. It should be understood that your production schedule may require amending, should it be found to be in conflict with other activities planned in and around the Santa Clara Marriott or to violate rules and safety requirements.

Lighting

PSAV is the sole and exclusive operator of the Santa Clara Marriott ballroom lighting systems. Any programming of preset scenes, breakering off circuits, etc., must be arranged and carried out by a representative of PSAV.

A limited number of programmable house light controllers are available. Note there is no lighting controller that may be placed at a control area for house lighting control during an event. Programed looks must be changed at one of the keypads on the wall, which may be customized with up to (4) presets for the show. Please contact PSAV Sales representative for rates and availability no later than seven (7) days prior to the event load-in.

The following lighting guidelines apply to all outdoor events at the Santa Clara Marriott:

- PSAV will approve all lighting designs and will be available to answer technical questions during the planning process.
- Existing, permanent lighting provides basic illumination of traffic areas and accents for the hotel's buildings and landscaping.
- ☒ All event lighting shall be of a temporary nature.
- ☒ Installation and removal of event lighting will be done on a per event basis.

- Timing of installation and removal must be coordinated as closely as possible with the actual event time so as not to negatively impact the hotel guests.
- ☒ Lighting equipment installed on the hotel building is prohibited.
- ☒ Wide area floodlighting is prohibited.

Lighting Design may incorporate the following:

- Color washes of buildings and landscaping using equipment at ground level
- Buffet lighting using umbrellas and reflective equipment. (Any lighting illuminating food items must be approved by the Executive Chef.)
- ☒ Lighting installed temporarily in surrounding areas utilizing pre-approved light fixtures and equipment.

Lighting Design shall remain in keeping with the décor and ambience of The Santa Clara Marriott. The Santa Clara Marriott reserves the right to disapprove any lighting design, which it considers inappropriate.

Storage

The Santa Clara Marriott has very limited storage space for guest/group related packages. Should you anticipate needing significant storage, please contact your Event Manager for availability and arrangements. Be sure to include dressing rooms, private storage rooms, as well as move-in and move-out dates (load-in and load-out may be conducted only during the scheduled time contracted by your group). Should storage space be required for any audio-visual equipment or project while a company is on site, full room rental is assessed for each day the space is required. At **no time** will a production company be allowed to store freight, crates, or equipment in any public or service areas, including back hallways or the loading dock without prior approval from the Event Manager working your event and the Director of Event Services.

Loading Dock Activities

All outside vendor staff and equipment entering and exiting the hotel must do so through the loading dock. Special permission may be given with approval of your Event Manager, Director of Event Services or Director of Event Technology. All outside vendor loading dock requirements must be submitted to the Event Manager no later than fourteen (14) days prior to the event load-in. This will include a requirement to provide the following:

Dock Schedule:

- ☑ Correct Dates and Times of required activity
- ☑ Load-in start time
- ☑ Load-out start time
- ☑ Amount of time needed per day for loading and unloading *only*
- ☑ Vehicle profile and size
- ☑ Number of Vehicles docking
- ☑ Name of Group, Company, and / or person using the dock

All vehicles must register with the Santa Clara Marriott's Loss Prevention Department upon arrival. The hotel does not provide or supply carts, hand trucks, or dollies, etc. Vendors must supply their own equipment to facilitate their loading/ unloading activities. Any vehicle or apparatus moving equipment inside the hotel must be pre approved by the Director of Engineering.

Drawings and Room Layouts

For space and event planning, stock drawings and room layouts of meeting spaces are available. Custom layouts and drawings are also available electronically or hardcopy through your PSAV representative. Any custom drawing created for use by the outside vendor will be charged at a minimum of five hours of the prevailing hourly labor rate. A complete set of diagrams must be provided that clearly show to scale stage sizes, lighting plots with load weights, cable runs and blueprints of any set pieces. All diagrams relating to the program must be received fourteen (14) days prior to load-in of event.

Fireworks/ Indoor Pyrotechnics

Direct approval from the Santa Clara Marriott Director of Services, Director of Engineering, Event Manager, and the City of Santa Clara Office of the Fire Marshall is necessary for any use of pyrotechnics, fog machines, laser effects or any other such effect on Santa Clara Marriott property, whether indoor or outdoor. You must submit a copy of your local permit, business license, liability insurance, and type of pyrotechnics to be used to the Event Manager assigned to your group no later than (30) days prior to your event (see also insurance). All indoor hazing is limited to water based hazing units.

All hazing chemicals and equipment must be inspected and approved by the Director of Engineering prior to discharge.

Please ask your PSAV representative or Event Manager for secondary support document for further Fireworks/Indoor Pyrotechnics information.

Flame-Proofing Certificate

All materials used in the hotel's meeting space (pipe and drape liners, backdrops, props, skirting, stage coverings, etc.) may require a certification of flame-proofing or fire retardation by the appropriate authority. Outside vendors must present this information to the Event Manager no later than (14) days prior to load-in. Any material is subject to inspection by the City of Santa Clara Fire Marshall Office and/ or Director of Services. Any material found not certified must be removed from the event immediately.

Parking

- ☒ Overnight parking of production vehicles is not permitted on hotel property. However, if setup time occurs overnight, parking may be approved by the Event Manager or Director of Engineering.
- ☒ Parking for the crew will be provided in the parking lot on a space available basis. Please contact your Event Manager fourteen (14) days in advance of the load-in date with the number of parking passes needed on a daily basis. The parking pass will show the load-in/load-out location, the name of the individual and/or company, the location of the event, and the time permitted for load-in or load-out.
- ☒ Any commercial or private vehicles parked in an area not prearranged by the Event Manager and/or Director of Engineering will be subject to immediate towing.
- ☒ Parking of trailers is not permitted on hotel property without specific approval of the Event Manager
- ☒ Load-in and load-out will be through the hotel's loading areas only.
- ☒ No outside contractor may park their trucks on hotel property overnight unless authorized by the Event Manager or Director of Services.

Lifts & Ladders

The Santa Clara Marriott does not automatically provide, loan or rent airlifts, scissor lifts, ladders forklifts or tools of any kind due to liability. No ladders which are the possession of the hotel or PSAV may be used by any staff from an outside vendor. Any lift equipment needed is the responsibility of outside company must be approved by the Director of Engineering or the Director of Event Technology before being used in hotel meeting spaces.

Tents

Custom tents are designed and supplied by approved vendors only. Ask your Event Manager for a list of approved companies. These companies will provide tent rentals, accessories, installation & removal of tents, local fire and insurance permits for every tent size.

Exhibits

Please contact your Event Manager for information regarding exhibit services. All exhibits require a Fire Permit and approval of the City of Santa Clara Fire Marshall. A walk through and inspection of the function space must be scheduled with a Loss Prevention Officer before any load-in and after any load out. Exhibits using food, beverage, ink, chemicals or other liquids must be installed over *Visqueen*. Booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. Painting, mixing of chemicals or explosive materials is strictly prohibited. The hotel cannot loan tools or ladders due to safety / liability concerns. Please arrange to bring any equipment you may need. Any supplemental equipment such as risers and tables are available with advanced notice and will be subject to a rental fee. Please contact your Event Manager to inquire what equipment and services are available. Pallets and pallet jacks are not allowed in the foyers or the hotel lobby at any time. Exterior usage of electrical pallet jacks or forklifts requires the placement of wood or rubber flooring protection (contact Hotel Engineering Department for further information). Information regarding permits plans, and Fire Code Regulations for indoor and outdoor events is available through:

City of Santa Clara Office of the Fire Marshall

1675 Lincoln Street
Santa Clara, CA 95050
408-615-4970

Security

Santa Clara Marriott does not provide in-house security services for events. All Security services must be hired by the client from a pre approved vendor list available from the Santa Clara Marriott Event Manager. All hired security must comply with the Santa Clara Marriott Guidelines. Use of Security Companies not listed on the Santa Clara Marriott approved vendor list must receive approval from the Director of Services and will be required to submit appropriate certificates of insurance.

Guidelines include, but are not limited to:

- ☒ All officers are in uniform and maintain acceptable grooming standards.
- ☒ No smoking or eating during business hours.
- ☒ Firearms are NOT permitted.
- ☒ No sitting when visible to the public.
- ☒ Use of the Santa Clara Marriott associate cafeteria by any outside supplier is prohibited.

Drayage and Material Handling

The Santa Clara Marriott has no storage facilities for exhibit materials. All freight must be consigned to the exhibit company. Shipments that arrive before show time will be refused and/or forwarded to an exhibit company at the shipper’s expense. In our efforts to provide our customers the best possible product in allowing us to monitor the condition of the entire area on a continuing basis, we have implemented the following drayage policy guidelines:

- ☒ Prior to load-in, the show manager, a PSAV Liaison provided at prevailing labor rates (five-hour minimum charge), will walk through the area that is to be used and will note any existing damage to the area or carpet.
- ☒ For all event/exhibit set-ups, heavy-duty plastic mats or runners are to be put down to protect the carpeting when conveying crates and boxes exceeding 500 pounds. The entrance and exit doors must be padded to protect the doors and doorframes. Protective floor covering should be placed under any exhibit that may create stains.
- ☒ At the conclusion of load-out, the show manager, a PSAV Liaison provided at prevailing labor rates (five hour minimum charge), will walk through the area and will note any new damage to the area or carpet.
- ☒ Any and all expenses for clean up or repair incurred by the hotel will be billed to the drayage company.
- ☒ It will be the responsibility of the drayage company to give the Santa Clara Marriott notice fourteen (14) days in advance of the load-in date of any show so that the hotel can make the necessary arrangements for access to the ballroom. (Please tell us how many containers will be unloaded as well as the name of the person in charge of the freight on site.)
- ☒ No empty crates, boxes, pallettes, or any equipment may be stored in the back hallways during the time a show is in progress.
- ☒ Any excessive trash and miscellaneous debris left by shows is to be cleared out by the drayage company and not left for the Santa Clara Marriott to clean up. The outside vendor is responsible for removing from the Santa Clara Marriott premises; all wooden materials (e.g., crates, flats and pallettes). These items are not to be left at the trash compactor or adjacent areas. Any expenses for clean up incurred by the Santa Clara Marriott will be billed to the drayage company.
- ☒ Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

Motorized Vehicles

Any vehicle displayed indoors requires a fire permit from the City of Santa Clara Fire Marshall at least two weeks before the event. A visual walk through with the Director of Services and Event Manager is required before moving any vehicle into the area. The vehicle must be pushed or lifted into the room. Vehicles to be driven into any function space must meet the same terms as the indoor pyrotechnics requirements. *Visqueen* must be placed under the vehicle for the entire duration of the display. All motorized vehicles must have the battery disconnected and secured via duct or masking tape. The fuel tank must be empty. The fuel tank should also be secured with duct or masking tape. Tractors, generators, chain saws and other such fuel-powered equipment must be secured in a similar manner.

Miscellaneous

- All labor rates quoted are subject to a 5-hour minimum regardless of the group or the set up.
- Tax – All above pricing is subject to state and local sales taxes.
- All pricing is subject to change without notice.
- For any other additional information, please contact your Event Manager.

Acknowledgement

I, _____, a representative of _____, fully understand these Production Guidelines and agree to the conditions and fees herein during all event activity which I will facilitate at the Santa Clara Marriott.

Signature_____

Date_____