



MARRIOTT
ORLANDO WORLD CENTER

Production Guidelines

*Orlando World Center Marriott
8701 World Center Drive
Orlando, Florida 32821*



ON SITE PRODUCTION COMPANY
American Audio Visual Center
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Main: 407.238.8637 Fax: 407-238.8837
194.AVSALES@AmericanAVC.com

Please read the following Production Guidelines carefully and completely prior to any planning or setup activity for your event.

Contact American Audio Visual Center if you require Exhibit Hall Rigging and/or Foyer Banner Hanging Guidelines and estimates for services.

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The Orlando World Center Marriott is proud to have American Audio Visual Center (AAVC) as the official source for all your production, audio-visual equipment and service needs. AAVC is a premier national staging and production company; there is no limit to the scope and technical sophistication for any programs held at the Orlando World Center Marriott.

All of AAVC's equipment, project managers, and production technical staff are available and ready to make sure your program is a complete success. If you choose to work in partnership with AAVC, utilizing their full support for your A/V equipment and staging needs, many of the various Production Guidelines listed will automatically be met and your program will be extremely well-coordinated with all departments throughout the hotel.

You may utilize another audio visual company; however, please be advised there are mandatory guidelines and specific charges in order for you and your outside audio visual company to conduct business within the Orlando World Center Marriott.

All outside vendors/audio visual companies must sign a copy of these Production Guidelines (45 days before load-in) as proof they will recognize and comply with each of the requirements and stipulations listed, without exception. Quotes for services will not be provided until all outside vendors/audio visual companies provide a signed copy of these Production Guidelines.

American Audio Visual Center is the exclusive provider for Rigging.

American Audio Visual Center is the *Extreme Customer Service™* audio-visual company. They will ensure the various Guidelines listed below are made easy to follow and adhered to in the course of providing the A/V equipment and support your program requires. However, outside A/V companies seeking to bring in their own equipment and technicians will be held responsible for understanding the Production Guidelines and fully complying with their enforcement.

OUTSIDE AV COMPANY - PRODUCTION GUIDELINES & REQUIREMENTS SUMMARY

1. Complete production scheduling and planning must be submitted by an outside A/V company 30 days prior to event start and must receive Hotel approval.
2. Load-in/Load-out day(s) of General Sessions & Breakout Sessions require a "Load-In/Out Liaison" (5 hour minimum per day) at prevailing rates.
 - a) Liaison responsibilities include: programming Lighting Remotes, assisting with communication to internal departments, making sure that standards and policies of the Orlando World Center Marriott are followed, and notate any damage to the hotel as a result of use, misuse, or negligence.
 - b) A minimum of (1) Liaison will be assigned to the main Load-In/Load-Out day(s) for General Session as well (1) Liaison for main Load-In day for Breakout Sessions
 - c) Total number of required Liaisons will be determined by American Audio Visual Center
3. Rigging Motors and Rigging Labor must be arranged through and are exclusively provided by AAVC
4. Scissor Lifts provided by AAVC can only be operated by AAVC qualified personnel. Outside production companies must provide their own lifts or have an AAVC qualified-user operate the lift at prevail rates at any time the lift is in use.
5. Cabling and wires installed by an outside A/V vendor must be securely taped and routed, then inspected by Hotel Security or a Representative from our A/V Department. No cable runs can be made through the aisles or to the center of the room. These cable runs must be "rigged" to avoid potential trip hazards.
6. House Light Remotes available at prevailing rates upon request. This is not a complimentary service of the hotel.
7. If the use of our in-house Audio system is required, all audio elements (from Microphone to Mixer) must be provided by American Audio Visual Center at prevailing rates.
8. Projecting video onto the Walls in our meeting spaces is not an acceptable form of a projection surface. Surface-mapped projections used for decorative purposes only maybe considered for exception. If client is not able to obtain proper projection screens American Audio Visual Center can provide an appropriately sized screen at the client's expense (screen sizes based on availability).
9. All electrical power utilized by an outside A/V vendor's equipment will be billed at published rates by Orlando World Center Marriott Electrical Services.
10. Patching into the in-house Fiber-Optic System can only be permitted if authorized in advance by the Hotel and American Audio Visual Center at prevailing rates.
11. Outside A/V Companies must file a Certificate of General Liability and this must be accepted by the Hotel
12. Any cost relating to filing and processing operating and safety permits will be borne by the client or outside company
13. Any custom drawings or diagrams requested by an outside A/V company will be charged at prevailing rates
14. The outside A/V company must ensure all loading dock and other back-of-house activities are pre-arranged and approved by the Hotel Loading Dock Supervisor, Security Department, and Conference Services/Catering Manager
15. Outside A/V crew must wear identifying tags or passes and 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.
16. All pricing followed by "++" is subject to +24% Service Fee (taxable) and +6.5% Sales Tax
17. A signed copy of these Production Guidelines must be provided to Hotel & AAVC as a confirmation of the outside A/V Company's understanding of all on-site rules and associated costs

QUICK REFERENCE – RIGGING

RIGGING: *American Audio Visual Center is the exclusive provider and determining entity for total number of Rigging Motors, Rigging Equipment and Riggers required for all Load-Ins and Load-Outs*

Rigging Assistant

\$85.00 per hour	@ Standard Time	Mon - Fri 7am – 5pm
\$127.50 per hour	@ Time and a Half	5pm – Midnight
\$170.00 per hour	@ Double Time	Midnight – 8am & Holidays, Sunday

Rigging Supervisor

\$115.00 per hour	@ Standard Time	Mon - Fri 7am – 5pm
\$172.50 per hour	@ Time and a Half	5pm – Midnight
\$230.00 per hour	@ Double Time	Midnight – 8am & Holidays, Sunday

2 Riggers (Supervisor and Rigger) at a 5 hour minimum per call, per rigger

Recognized Holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving & Day After Thanksgiving, Christmas

Rigging Support

½ Ton Chain-Hoist Motor	@ \$250.00++	3-Day Week / includes hang-point
Non-Motor Single Rigging Hang Point	@ \$75.00	up to 100 lbs.
19' or 32' Scissor Lift	@ \$300.00++	per day
19' or 32' Scissor Lift	@ \$700.00++	per week

Scissor Lifts provided by AAVC can only be operated by AAVC qualified personnel. Outside production companies must provide their own lifts or have an AAVC qualified-user operate the lift at prevail rates at any time the lift is in use.

Bucket Lifts & Fork Lifts can be made available upon request at prevailing rates

Additional support may be required and will be charged at prevailing rates as determined by AAVC

Outside A/V companies are responsible for providing hard-copies of CAD diagrams on-site for crews

8' trim minimum from floor and 8" trim minimum from ceiling or chandeliers for all flown materials

100 LBS maximum on dead hangs. Motors (and possibly truss) are always used for objects exceeding weight maximum or for any flown objects as determined by an AAVC Rigging specialist

No attachment of any kind may be made to air-wall tracks or sprinkler-heads

American Audio Visual Center must receive a Production Schedule and a request for Rigging Services 30 days prior to Load-In to avoid any rush/late fees for Rigging Services

QUICK REFERENCE – PROD. SCHEDULE, HANG-POINT RATINGS, PRODUCTION LIAISON

Production Schedule & Rigging Request, Diagrams, Load-Calculations: Production Schedules and Rigging Requests with diagrams must be submitted 30 days prior to load-in of event to avoid any possible rush/late fees
Submitted Diagrams must include indications for cable management, cable picks and load calculations

Custom CAD Diagrams & Load Calculations can be generated by America Audio Visual Center at \$75.00++ per hour/per CAD Diagram

RIGGING HANG-POINT RATINGS **Cypress Ballroom**
Hang-Point Rating = 1,000 lbs.

Palms Ballroom
Hang-Point Rating = 750 lbs. per six linear feet of joist

Crystal Ballroom
Hang-Point Rating = 750 lbs.

Grand Ballroom
Hang-Point Rating = 500 lbs.

LOAD-IN/LOAD-OUT PRODUCTION LIAISON: **Load-In/Load-Out Production Liaison (5 hour minimum per call)**
\$75.00 per hour @ Standard Time Mon - Fri 7am – 5pm
\$112.50 per hour @ Time and a Half 5pm – Midnight & Holidays

Outside A/V companies require a Production Liaison for all Load In/Load Out days at a minimum of 5 Hours per call to be billed to client master or outside AV company.

A minimum of (1) Liaison will be assigned to the main Load-In/Load-Out day(s) for General Session as well (1) Liaison for main Load-In/Load-Out day(s) for Breakout Sessions and Ancillary Events.

Programs that are more extensive may require the use of two or more coordinators at prevailing rates. The need for additional Liaisons will be determined by your American Audio Visual Center representative.

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

IN-HOUSE SYSTEMS: In-House Audio

If the use of our in-house Audio System is required, all audio elements (from Microphone to Mixer) must be provided by American Audio Visual Center at prevailing rates.

In-House Ballroom Lighting System

Lighting remotes are available for \$350++ (per room / per week)

In-House Fiber-Optic System

Patching into the in-house Fiber-Optic can only be permitted if authorized in advance by the Hotel and American Audio Visual Center.

ELECTRICAL: Electrical services can be arranged with and are provided by the hotel's Electrical Services Department:

Ania Roig (Branch) | Electrical Account Representative

Direct: 407.238.8827

Fax: 702.616.8068

Mobile: 407.467.0610

Email: abranch@ges.com

OUTDOOR EVENTS: Audio Visual setups in any outdoor space (i.e. Pool / Lawn Areas) on property must be delivered, setup, and operated by American Audio Visual Center personnel.

GUEST ROOMS/GUEST SUITES: Audio visual equipment to be used in any guest rooms must be delivered, setup, and operated by American Audio Visual Center personnel. Audio Visual gear from an outside company is acceptable as long as the labor is arranged and scheduled by American Audio Visual Center for install and strike. The Client or Outside AV Company is responsible for labor costs that may result.

HAZER/FOG & FIRE MARSHALL PERMITS: Water-Based Hazer/Fog Permits must be obtained as well a Fire Watch be arranged directly with the Fire Marshall

Fire Marshall Permits must be obtained for all high-attendance events as well as events with any rigging.

American Audio Visual Center can obtain permits at \$125++ per permit.

Outside A/V Companies are welcome to obtain their own permits by contacting:

Office of Fire Marshall

109 East Church Street, Lower Level

Orlando, FL 32801-3319

407.836.000

American Audio Visual Center and the Orlando World Center Marriott reserve the right to deny the use of any equipment not in keeping with hotel standards of quality. This includes cable tape-downs that are deemed hazardous.

A taxable (%) service charge and sales tax will be added to all applicable equipment & labor pricing.

REQUIRED DOCUMENTATION AND DUE DATES

DOCUMENTS & REQUIRED DETAILS	DUE DATE	✓
Diagrams submitted to Fire Marshal	60 days prior to event load-in	
Signed Copy of Production Guidelines	45 days prior to event load-in	
Credit Card Authorization	30 days prior to event load-in	
Certificate of Liability Insurance	30 days prior to event load-in	
Complete Production Schedule Submitted Rigging Diagrams & Rigging Request Submitted Entertainment Riders and F&B Requests Request for Ballroom Lighting Controller	30 days prior to event load-in	
Flame-Proofing Certificate	21 days prior to event load-in	
Electrical Requirements Loading Dock Requirements Vehicle Profiles & Parking Requirements	14 days prior to event load-in	
Copies of Necessary Licenses and Permits	7 days prior to event load-in	
Audio Frequencies List	7 days prior to event load-in	
List of all on-site Authorized Contacts	7 days prior to event load-in	
Daily Labor List or Call Sheets	Day of event	

Failure to meet these deadlines may result in delivery and or rush charges

Failure to provide Rigging Requirements within 14 days of load-in WILL result in overtime labor rates.

IN-HOUSE SYSTEMS

In-House Sound System

If the use of our in-house Audio System is required all audio elements (from Microphone to Mixer) must be provided by American Audio Visual Center at prevailing rates.

In-House Fiber-Optic System

Patching into the in-house Fiber-Optic can only be permitted if authorized in advance by the Hotel and American Audio Visual Center.

In-House Ballroom Lighting System

American Audio Visual Center is the sole and exclusive operator of the Orlando World Center Marriott ballroom lighting systems. Any programming of preset scenes, breakering off circuits, etc. must be arranged and carried out through your Load-In AV Liaison. A limited number of programmable house light controllers are available at prevailing rates. Please contact American Audio Visual Center for rates and availability no later than (30) days prior to the event load-in.

LOAD-IN/LOAD-OUT PRODUCTION LIAISON REQUIREMENT

An American Audio Visual Center liaison 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, programming Lighting Remotes (Lighting Remotes are not included with Liaison services), assisting with communication to internal departments, making sure that standards and policies of the Orlando World Center Marriott are followed, and noting any damage to the hotel as a result of use, misuse, or negligence.

A minimum of (1) Liaison will be assigned to the main Load-In/Load-Out day(s) for General Session as well (1) Liaison for main Load-In/Load-Out day(s) for Breakout Sessions and Ancillary Events.

Programs that are more extensive may require the use of two or more coordinators at prevailing rates. The need for additional Liaisons will be determined by your American Audio Visual Center representative.

Arrangements for direct billing of these and any additional audio-visual related charges to your production company must be made at least (30) 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 Orlando World Center Marriott advises that billing provisions be established in advance, even if there are no planned orders. (See also "insurance")

Access to secured areas (above ballroom ceilings, storerooms, amp rooms, etc.) requires accompaniment of Orlando World Center Marriott authorized personnel or an American Audio Visual Center technician at prevailing rates. Advance notice of such request is recommended in order to avoid delays or additional charges. When any projection port is used for any reason, such as follow spots or cameras, an American Audio Visual Center technician is required to provide access to and supervise the area at prevailing labor rates. (Note: All labor rates are calculated at a five hour minimum charge.)

RIGGING

A representative of the Orlando World Center Marriott onsite production company, American Audio Visual Center, must complete all connections to structural steel or hang points at prevailing rates. Please contact American Audio Visual Center's on-site office for a detailed estimate that includes all charges and labor.

Contact your AAVC Sales and Production Manager for guidelines regarding Rigging for Exhibitors and Foyer Banner Hanging as they follow different pricing structure and regulations.

The following information is required:

- Name of company producing the event(s)
- Description of items being hung, complete with event diagram(s) and Weight/Load Calculations
- Signed "Hold Harmless Agreement" on file with the Orlando World Center Marriott Event Manager
- A valid two million dollar minimum certificate of general liability insurance naming the Orlando World Center Marriott as "additional insured"

Under no circumstances may anything be hung from sprinkler heads or air wall tracks. Any requests for rigging other than designated hang points will need written approval of the Orlando World Center Marriott, Director of Engineering. The only appropriate attachments to the established hang points are steel cables, span sets, or other pre-approved, rated hardware.

LIFTS

The Orlando World Center Marriott does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. Please contact your American Audio Visual Center representative for rental information no later than (30) days prior to the requested date.

Scissor Lifts provided by AAVC can only be operated by AAVC qualified personnel. Outside production companies must provide their own lifts or have an AAVC qualified-user operate the lift at prevail rates at any time the lift is in use.

Non-Hotel Gas forklifts are not permitted on hotel property.

OUTDOOR EVENTS & HOTEL SLEEPING ROOM/SUITES AV EXCLUSIVISTY

Audio Visual setups in any outdoor space (i.e. Pool / Lawn Areas) on property must be delivered, setup, and operated by American Audio Visual Center personnel.

Audio visual equipment to be used in any guest rooms must be delivered, setup, and operated by American Audio Visual Center personnel. Audio Visual gear from an outside company is acceptable as long as the labor is arranged and scheduled by American Audio Visual Center for install and strike. The Client or Outside AV Company is responsible for labor costs that may result.

PRODUCTION SCHEDULE

A complete production schedule for your program must be provided in writing to both AAVC and the assigned Orlando World Center Marriott Event Manager. This schedule must be presented at least (30) days prior to program start and is to include load-in times, load-out times, times of audiovisual support, times where excessive audio volumes might be expected, loading dock usage times, power tie-in/disconnect requirements, and “darkroom” schedule.

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 Orlando World Center Marriott or to violate rules and safety requirements.

It should also be understood that it is the responsibility of the outside A/V company to coordinate the tear-down and reset of any Audio Visual support that may interfere with any Hotel function.

TENTS

Custom tents are designed and supplied by approved vendors. Please ask your Orlando World Center 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.

ELECTRIC

Electrical services can be arranged with and are provided by the hotel’s Electrical Services Department:

Ania Roig (Branch) | Electrical Account Representative

Direct: 407.238.8827

Fax: 702.616.8068

Mobile: 407.467.0610

Email: abranh@ges.com

All outside vendor extension cords used for meetings and events must be 12/3 gauge per the Orange County Fire Code. All cords and cables must be taped down and covered safely per the standards and policies of the Orlando World Center Marriott. When it is necessary to install cords or cables in any area where personnel or guests may travel, including the service areas, the Orlando World Center Marriott requires that cable ramps be used to ensure safety. Cable Ramps are available for rent from American Audio Visual Center and are based on availability. All cable ramps, and taped-down cords and cables are to be inspected for safety purposes prior to events by an American Audio Visual Center representative.

DRAWINGS + ROOM LAYOUTS

Custom layouts and drawings are available electronically or hardcopy through your American Audio Visual Center Sales and Production Manager. Any custom drawings created for use by the outside vendor will be charged (at a minimum) of one hour of the prevailing hourly labor rate per drawing. 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 program must be received (30) days prior to load-in of event.

FIREWORKS/INDOOR PYROTECHNICS

All “special effects displays” must be contracted through and executed by American Audio Visual Center at prevailing rates. These displays include such items as pyrotechnics and pressurized gases. (30) days’ notice is required to allow adequate time for permitting. Orders placed with less than (30) days’ notice may cause delays and additional fees.

FLAME PROOFING CERTIFICATE

All materials used in the Hotel's meeting space (pipe and drape, liners, backdrops, props, skirting, stage coverings, etc.) require a certification of flame-proofing or fire retardation by the appropriate authority. Outside vendors must present this information to the Orlando World Center Marriot Event Manager no later than (21) days prior to load-in. Any material is subject to inspection by the Orange County Fire Marshall and/or Director of Security. Any material found not certified must be removed from the event immediately.

MOTORIZED VEHICLES

Any vehicle displayed indoors requires a fire permit from the Orange County Fire Marshall at least two weeks before the event. A visual walk-through with the Director of Safety & Security and Orlando World Center 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 less than $\frac{1}{4}$ full. 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.

ORANGE COUNTY FIRE DEPARTMENT

Water-Based Hazer/Fog Permits and Fire Watch must be arranged directly with the Fire Marshal. A per hour rate of \$38 will be billed to client master.

Fire Marshall Permits must be obtained for all General Session and high-attendance events.

Information regarding permits plans, and Fire Code Regulation for indoor and outdoor events is available through:

Office of Fire Marshall

109 East Church Street, Lower Level

Orlando, FL 32801-3319

407-836-0004

STORAGE

The Orlando World Center Marriott has very limited storage space for guest/group related packages. Should you anticipate needing significant storage, please contact your Orlando World Center Marriott 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 Orlando World Center Marriott Event Manager working your event and the Dock Master.

BANNERS

All banners and signage must be hung by an American Audio Visual Center representative. Please contact your AAVC Sales and Production Manager in order to receive a quote for services. Please also contact your AAVC Sales and Production Manager for guidelines regarding Rigging for Exhibitors and Foyer Banner Hanging as they follow different pricing structure and execution standards.

- Additional charges may be assessed depending on the banner size and location.
- Lift charges may also apply.
- Final banner placement must be approved by the Orlando World Center Marriott Event Manager prior to group's arrival.
- All signage must be professional in nature and be approved by the Resort.
- All banners to be hung must have grommets in the top and bottom edges of banner.
- The use of the Orlando World Center Marriott logo in any material must have prior Orlando World Center Marriott approval.
- Any client wishing to place signage in the lobby/public space must have prior written approval from your event manager.
- The use of nails, staples, or similar device 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 a Hotel representative. However, cloth-tape is allowed on stages and dance floors for spiking of equipment or talent provided the outside personnel remove it at the conclusion of your event.

To avoid any damage to the facility all graphics that stick or adhere to the facility must be provided and installed by the Hotel's exclusive provider. They can be reached at 407.239.6411.

LIGHTING FOR OUTDOOR EVENTS

The following lighting guidelines apply to all outdoor events at Orlando World Center Marriott:

- American Audio Visual Center 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 additional 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 Orlando World Center Marriott. The Orlando World Center Marriott reserves the right to disapprove any lighting design which it considers inappropriate.

CLEANING & CUSTODIAL SERVICES

Orlando World Center Marriott does not provide cleaning services unless stipulated in the Group Sales Contract. It is the responsibility of the Group's Meeting Planner to ensure all function space is left in "vacuum ready" condition. This applies to the loading dock area as well. The group's cleaning contractor may use the Hotel's dumpster with the approval of the Orlando World Center Event Manager for the disposal of nonhazardous, dry materials. Additional dumpsters are available at a determined cost. Contact your Orlando World Center Event Manager for pricing and arrangements.

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 \$2,000,000 per occurrence and \$4,000,000 general aggregate and worker's compensation insurance as required by Florida State Statute. Certificates of insurance evidencing the required insurance must be received by your Orlando World Center Event Manager before load-in for any event and must name The Orlando World Center Marriott and all associated parties as additional insured.

The following are required when using an outside audiovisual supplier:

- A certificate of insurance evidencing \$2,000,000 per occurrence general liability insurance and naming (The Orlando World Center Marriott) and all associated parties as additional insured. "Additional Insured: Marriott International, Inc. Marriott Hotel Services, Inc., HMC Properties Limited Partnership
- Reference Hotel: Orlando World Center Marriott, Orlando, Florida, 32821
- Adherence to all local and federal codes as well as standards of The Orlando World Center Marriott

SECURITY

The Orlando World Center offers exclusive security services for your event and can be coordinated with your Event Manager. Current rates for unarmed security guards are \$34.00 per hour (The Director of Security must be notified if firearms are going to be required). For those groups and events requiring additional security needs, services, such as Executive Protection, Counter Measure "frequency de-bugging", and armed security services are available. A five-hour minimum will apply to any security service required or requested. This price is subject to change depending upon the amount of notice given.

LOADING DOCK ACTIVITIES

All outside vendor loading dock requirements must be submitted to the Orlando World Center Event Manager no later than (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:

- Vehicle size
- Number of vehicles docking
- Name of Group, Company, and/or person using the dock

All vehicles must register with the Orlando World Center Marriott Loading Dock Attendant 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 and have all wheels wrapped in plastic prior to entering the ballroom.

PARKING

Overnight parking of production vehicles is not permitted on hotel property. However, if setup time occurs overnight, parking may be approved by the Orlando World Center Marriott Event Manager or Director of Security.

Parking for the crew will be provided in the parking lot on a space available basis. Please contact Orlando World Center Marriott (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 Orlando World Center Marriott Event Manager or Director of Security will be subject to immediate towing.

Parking of trailers is not permitted on Hotel property. 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 an Orlando World Center Marriott Event Manager or Director of Security.

Parking permits will be issued and must be displayed in the window of the vehicle

EXHIBITS

Please contact your Orlando World Center Marriott Event Manager for information regarding exhibit services.

All exhibits require a Fire Permit and approval of the Orange County Fire Marshall. A walk-through and inspection of the function space must be scheduled with the Banquet Manager 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 or the mixing of chemicals or explosive materials is strictly prohibited.

The Hotel cannot loan tools or ladders due to safety / liability concerns. Please make arrangements to bring any equipment you might 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 Orlando World Center Marriott 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 pallet jacks or forklifts require the placement of wood or rubber flooring protection (contact Resort Engineering Department for further information).

OUTSIDE PERSONNEL

The following are “House Rules” for any outside personnel (see also “Insurance”):

All labor, hired by or representing an outside supplier (outside personnel), must check in at Security and receive a guest pass. List of all on-site Authorized Contacts and Phone numbers associated with the program must be received no later than (7) days prior to event. Labor List or Call Sheets for personnel on site will be required daily.

Outside personnel must wear clothing that is neat in appearance and meets The Orlando World Center Marriott Guidelines. All labor employed by a Production or AV Company, regardless of their craft, must wear a uniform shirt identifying the company that they are working for. T-shirts are acceptable. Service contractor employee's clothing will be neat, reflecting an overall tidy appearance to conform to Marriott's image. Nametags for all management are advised.

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 Orlando World Center Event Manager for the function. On the day of the function, each individual entering on property must check-in with Security to receive a guest pass and if necessary, a parking pass (see also Parking). All vendors must enter the property from the staff entrance; no vendor may enter through the front entrance. When loading in or out, at no time may vehicles block fire lanes or be driven/parked on grass areas.

A copy of any entertainment/entertainer's riders (their lists of required AV and service's needs) must be provided to your program's Orlando World Center Marriott Event Manager and American Audio Visual Center no later than (30) 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 Resort lounges, bars, or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.

OUTSIDE PERSONNEL (continued)

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 Orlando World Center Event Manager, thirty (30) days prior to arrival. We expect outside personnel to adhere to the same policies that The Orlando World Center Marriott employees do. This means no food should be eaten from reception lines, back of the house “leftovers”, etc.

The Orlando World Center 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 The Orlando World Center Marriott associates and utilize them.

Any horseplay, foul language, inappropriate attire, or disruptive behavior is a violation of The Orlando World Center 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.

DRAYAGE AND MATERIAL HANDLING

The Orlando World Center 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 and Orlando World Center Marriott Event Operations Representative will walk through the area that is to be used and 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, and an Orlando World Center Marriott Event Operations Representative, will walk through the area and note any new damage to the area or carpet.
- Any and all expenses for clean up or repair incurred by the resort will be billed to the drayage company.
- It will be the responsibility of the drayage company to give The Orlando World Center Marriott notice (60) 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, pallets, cases, or any equipment may be stored in the back hallways during the time a show is in progress.

DRAYAGE AND MATERIAL HANDLING (continued)

- Any excessive trash and miscellaneous debris left by shows is to be cleared out by the drayage company and not left for the Orlando World Center Marriott to clean up. The outside vendor is responsible for removing from the Orlando World Center Marriott premises all wooden materials. (e.g., crates, flats and palettes). These items are not to be left at the trash compactor or adjacent areas. Any expenses for cleanup incurred by the Orlando World Center 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.

MISCELLANEOUS

- All labor rates quoted are subject to a 5-hour minimum (per laborer, per day) regardless of the group or the set up
- All pricing followed by “++” is subject to +24% Service Fee (taxable) and +6.5% Sales Tax
- All pricing is subject to change
- Rigging Services and all labor are non-discountable
- Failure to provide information in accordance with noted time-lines throughout these guidelines may cause an increase in costs as well as a delay in services.
- Scissor Lifts provided by AAVC can only be operated by AAVC qualified personnel. Outside production companies must provide their own lifts or have an AAVC qualified-user operate the lift at prevail rates at any time the lift is in use.

WIRELESS FREQUENCIES RESERVED FOR AAVC USE

470.475, 471.800, 473.400, 474.225, 475.725, 482.650, 484.250, 485.000, 486.175, 495.525, 498.575, 500.675, 501.075, 501.750, 504.025, 508.450, 510.400, 511.025, 511.975, 513.200, 514.225, 514.725, 554.550, 555.400, 555.875, 558.200, 558.725, 559.875, 562.525, 563.325, 564.725, 686.175, 686.750, 687.800, 688.425

ACKNOWLEDGEMENT OF PRODUCTION GUIDELINES

Contact Name: _____

Company: _____

Show: _____

Contact Phone Number: _____

Contact E-mail: _____

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

Signature

Date

Please return to your Orlando World Center Event Manager and American Audio Visual Center Sales and Production Manager Contact via fax or e-mail.

Event Management Fax:407-238-8958 || AAVC Fax:407-238-8837 or e-mail 194.AVSALES@AmericanAVC.com