



MARRIOTT
OAKLAND
CITY CENTER



PRODUCTION GUIDELINES

1001 Broadway
Oakland, CA 94607

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REQUIRED DOCUMENTATION AND DUE DATES

All of the following required documentation must be signed and returned to your Event Manager on or before the following due dates.

DOCUMENTS	DUE DATES
Fire Marshall Diagrams	60 days prior to event date
Certificate of liability insurance	30 days prior to date of event
Catering Orders	14 days prior to date of event
Electrical Requirements	14 days prior to date of event
Detailed Production schedule	10 days prior to date of event
Loading Dock Schedule	10 days prior to date of event
Copies of all necessary licenses and permits	72 hours prior to date of event
List of all on-site authorized contacts & phone numbers	72 hours prior to date of event

*Note: If your company has ongoing business opportunities in our Hotel, these documents may be provided once a year. The Hotel's Finance Department will keep these on file and we will require updated copies annually. All other documents are "event" specific and therefore must be provided for each individual

MISCELLANEOUS ADDITIONAL CHARGES

Please note unless specified otherwise in the sales contract, the hotel may require additional charges to the following:

- Use of hotel equipment beyond the standard main stage, tables and chair requirements. This would include such items as additional risers or tables to be used for projector stands, bar stools for camera operators, upgraded furniture over and above hotel standard banquet chairs and tables, plants, décor, etc.
- Rental charges for storage required beyond the space held for the group.
- Room setup changes made within less than (72) hours prior to the day of the event.
- Ordering any additional equipment that exceeds the existing hotel inventory, including existing hotel equipment already confirmed to other groups.
- Requests for room re-sets of less than (2) hours based on the complexity of the setup and size of the meeting room.
- Requests for refreshes/cleaning of less than (30) minutes based on the complexity of the setup and size of the meeting room.
- Request for services over and above hotel standards such as water service on tables for events larger than 100 people.
- Movement of materials from one location to another.
- Placement of materials/handouts on tables or chairs in meeting room sets.
- Designated staff for specific on-site projects.
- Delays from agreed upon move in/move out times, which impact another event.
- Noise disruptions during setups, sound check. Rehearsals or an event itself that affects any other event in the Hotel.
- Excessive trash removal and cleaning fees

PERSONNEL

All labor employed by the exhibit service contractor or production company will wear clothing that is neat in appearance. Outside contractors and their employees must enter the hotel through the Hotel associate entrance. The only exception to this rule is the crew arriving by company vehicles to load in our out of on the Oakland Convention Center docks. Upon entering the building they will be issued a visitor's badge and will need to sign in a logbook indicating name and company. Upon leaving the Hotel they will be required to turn in their visitor pass, sign out and exit through the Hotel associate exit or either loading dock.

Contractor's responsibilities are as follows:

- Sign in and obtain a visitor badge on a daily basis
- Wear visitor badge at all times while on property
- Contact the production company's Supervisor immediately if any problems or issues should occur.

No smoking, eating, or drinking is permitted in the Oakland Marriott City Center and the Oakland Convention Center during the installation or dismantling. Without prior approval from your Event Manager, the designated break area is at 10th/11th Streets. The Oakland Marriott City Center Employee Cafeteria is not approved for use by any contractor.

Fighting, creating disturbance, horseplay, disorderly conduct or the use of abusive language is a violation of hotel policy and will result in immediate removal of the individual from the premises. Theft, attempted theft, misappropriation of property or aiding of such acts will also result in immediate removal with possible criminal prosecution.

ASSET PROTECTION

The Oakland Marriott City Center and the Oakland Convention Center and its associates are dedicated to the integrity, protection and preservation of our product. It is important that we provide guests with the highest quality service and product. In doing so, we are ensuring the continued success of our business and our reputation as a premier choice for event meeting space in the industry.

To guarantee our continued success and the safety of our guests and associates, we required that all contractors and Production Companies follow our strict asset protection guidelines.

Contractor and production company guidelines and responsibilities as follows:

Wall Protection

- **TWO FOOT RULE** – All items being transported, staged or stored in the Hotel’s meeting and pre-function space shall be placed at a minimum of two feet from all walls. Items include AV Cases, Crates Carts, Pallets, Rigging, Staging, Pipe and Drape, Tables, Chairs, Queen Marys, Food Boxes, Ladders, Lifts, Bicycles, Supplies, etc.
- **ONE FOOT RULE** - All items set for use in the Hotel’s meeting and pre-function space shall be placed at a minimum of two feet from all walls. Items include AV Cases, Crates Carts, Pallets, Rigging, Staging, Pipe and Drape, Equipment Base Plates and Legs, Tables, Chairs, etc. The exception to this rule is staging. For safety reasons, staging shall stay a minimum of four inches from all walls.
- Nothing may be leaned against any wall in the Hotel. The hotel must approve all maximum setups or other circumstance where the two foot/one foot rule may not apply.

Doors and Hardware

- The Facility will assign one set of doors for move-in and one set of doors for move-out. These are the only doors that may be utilized. They will be inspected thoroughly during the pre and post walk through.
- Doors must be in the open position utilizing the electromagnetic “hold open devices” before passing through with any equipment.
- At no time shall equipment be used to force open the doors, nor should equipment ever come in contact with the door surface, hardware, or jam.
- Malfunctioning electromagnetic hold open devices should be reported to the Engineering Department immediately.
- At no time will blockage of emergency exits, pathways, stairwell landings or entrances to electrical rooms be allowed.
- Exit signs are not to be covered without approval from Engineering or Event Services.

Nails and Enforcement

- The use of nails, staples or push pins in the Hotel's meeting space is not allowed in exposed molding or air/walls.
- Damage charges will be assessed by the Hotel's Chief Engineer prior to the departure of the production company; therefore, questions regarding whether or not the use of nails, staples or pushpins is necessary may be directed to the your Event Manager.
- All signs and posters are subject to Hotel’s prior approval and must be professionally printed and displayed (flip charts or hand- written signs and posters are unacceptable).

Inspection and Enforcement

- The Banquets Manager in conjunction with the contractor will make an inspection of the Exhibit Hall or Ballroom prior to an activity. This will include access areas, elevators, corridors, loading docks, and any other area pertaining to the move-in and move-out. It is the responsibility of the contractor to contact the Banquets Manager or Event Manager to set up a walk-through prior to conducting any activity to prevent any unnecessary charges.
- Any property damage destroyed by the exhibitor or contractor must be replaced in its original condition by the exhibitor or contractor at their expense.
- Exhibits using food, beverage, ink, chemicals, or other liquids must be installed over visqueen. The exhibitor must cover the entire booth area with a carpet of his choice. Any installations that affect fire codes must have prior approval of the Oakland Fire Marshall.
- The Oakland Marriott City Center Event Manager will be required to arrange both a pre- and post-event walk-through of the exhibits/production area with the Banquets Manager on duty.
- This walk-through will consist of a thorough inspection of the function room, noting all pre- and post-damages, and include the service quarter, service doors and loading dock area.
- The Hotel requires walk-throughs and an exact time will be scheduled. Failure to meet at the pre-arranged time will result in a delay of setup/move-out. Damages noted in the post-event walk-through not previously noted on the Pre-Event walk-through will be charged to the decorating/production company.

LABOR LAWS

Please be aware that the Oakland Marriott City Center and the Oakland Convention Center are union facilities and honor local union labor jurisdictions. To ensure a smooth and successful event, please ensure your audio/visual and other subcontractors (*i.e. GES, Freeman and Outside Production Companies, etc.*) thoroughly understand local union labor policies. Please note that the following are general union guidelines and are subject to change and the Hotel does not have any control or oversight in this regard. For example, there could be an overlap of union labor requirements to include but not limited to, pipe and drape and décor, off-loading of trucks, etc. It is the vendor's responsibility to work directly with each union to finalize details.

JURISDICTION	UNION
Food & Beverage, Facilities Services	Hotel and Restaurant Workers Local 2850
Including but not limited to - general carpentry, theatre maintenance, construction of scenery, décor and themed props, properties, stage lighting and associated electrical work, all rigging, video, sound, laser, electronic recording, graphics presentation, and projection, including slide, video, and motion picture projection.	IATSE Local 107 7700 Edgewater Dr. # 600 Oakland, CA 94621 Omar Sabeh Business Manager 510-351-1858 107dispatcher@gmail.com
Including but not limited to - exhibit, display or trade show work consisting of the on-site installation, un-packing and packing, set-up, assembly, dismantling of temporary exhibits, displays, booths, modular systems, signage (including sign rigging), drapery, specialty furniture, floor coverings or decorative materials in connection with or related to Event Work. Shall also have jurisdiction over interior and exterior signage, including but not limited to window clings, overhead aisle signage, directional signage, and window treatments requiring the use of hanging scaffolds or mechanical lifts.	Sign, Display, and Allied Crafts Local 510 Joe Toback, Business Representative jtoback@local510.org 1-650-763-5405, Ext. 16 Sign and Display Local 510 DC 36/IUPAT
Including but not limited to – Unload trucks and freight, heavy drayage, including props and décor (forklift access). May be required to load/unload trucks in conjunction with other local union companies.	Local 70 and Teamsters Local 2785

BALLROOM DIAGRAMS / FIRE MARSHALL REGULATIONS

Diagrams are available through the contracted Decorator or Hotel:

Convention Center Exhibit Halls East & West

Any permanent sets like registration booths, tabletop exhibits, car displays, receptions with theme props in foyer space and staging requirements in the ballrooms must be approved in advance by the Fire Marshall.

Four (4) copies of the exhibit floor plan or production diagram must be submitted, by the decorator, Audio Visual or Production Company, to the Oakland Fire Marshall for approval. Please ask your vendors to specify all items like risers, camera platforms, monitors, speakers, props, vehicles, bars, buffets, carving stations, etc. on these diagrams. These plans must be submitted prior to space being confirmed to other vendors at least two months (60 days) before the date of the program, whichever comes first. Once approved, a full size copy of the floor plan must be submitted to the Event Producer/Event Manager.

Any revision of the floor plans must be resubmitted to the Oakland Marriott City Center, the Oakland Convention Center and the Oakland Fire Marshall thirty (30) days prior to the show date. The decorator or production company will not be permitted to set up without this Fire Marshall-approved diagram.

The address for the Oakland Fire Marshall is:

The City of Oakland
Oakland Fire Department/Permit Section
Bureau of Fire Prevention

Attention: Permit Inspector
Phone: (510) 238-3856
Fax: (510) 238-6739

The Oakland Marriott City Center and the Oakland Convention Center reserve the right to approve all exhibitors' information, kits, and/or notices prior to mailing. All exhibitor information kits must be submitted to the Event Manager. Please note we do suggest to walk in and request an approval by the Fire Marshall. It is a quicker turnaround time than by phone.

FIRE ALARM SYSTEM

Foreign substance, not heat or smoke activates the fire alarm system in the Hotel. Programs in which equipment such as fog machines, laser shows, special effects, etc., must have written and stamped approval by the Oakland Fire Marshall two (2) weeks prior to the event. The event approval certificate must be forwarded to the Event Manager to provide back up in the event of any future unforeseen fines. Additional approval by the Hotel's Director of Engineering is required prior to the event.

We do not allow flammable candles anywhere on the premises. Only LED lights are permitted.

Should the activity in the ballroom require the use of a "Fire Watch," to accommodate disengaging the fire system as approved by the Oakland Fire Marshall, a permit fee will apply and will be added to the group's master account. Security is required to monitor the room during the disengaging of the fire system.

FIREWORKS/INDOOR PYROTECHNICS

No Fireworks/Indoor Pyrotechnics are prohibited on hotel property indoor or outdoor.

FLAME-PROOFING CERTIFICATION

All materials used in the Hotel's meeting space (liners, pipe and drape, backdrops, props, stage coverings, etc.) requires a California Certificate of Flame Proofing or *Fire Retardation*. Any flame proofing handled on site must be done outdoors by a certified California vendor.

ELECTRICAL REQUIREMENTS

Electrical Cords

Extension cords used in the Hotel's meeting space must be 12/3 gauge, per the Oakland Fire Marshall regulations. **NO EXCEPTIONS.** Additionally, all cords or wires laying in the proximity of foot traffic must be taped down and covered safely. 12/3 gauge cord can be rented through the Hotel's Audio Visual Department in advance.

Power

The Hotel handles all power requirements directly. The Event Manager must receive fourteen (14) days prior to arrival, all power requirements, in writing. Charges will apply for power requirements in excess of our standard 120-volt wall receptacle. Please see your Event Manager for pricing.

**225 amps is only located in a specific area of the Oakland Convention Center. Please ask your Event Manager for more details.* Additionally, installation/labor charges and rental of necessary equipment will be accessed. All equipment must have UL listing. Information outlining power capabilities, as well as appropriate engineering charges, is available from your Event Manager.

PRODUCTION VEHICLE STORAGE

The Oakland Marriott City Center and the Oakland Convention Center cannot accommodate overnight parking for production vehicles. Parking is available at several local lots.

At no time during the show will the decorating/production company be allowed to store freight or equipment in any public area, service or on the back dock. Crates will be brought into the room, emptied and returned to the load-in vehicles. The enforcement of this policy is strictly enforced by the hotel and the Oakland Fire Marshall.

DRAYAGE AND MATERIAL HANDLING

Storage for Exhibit Materials is not available at The Oakland Marriott City Center and the Oakland Convention Center. All freight must be consigned to the decorating company. Shipments that arrive prior to show time will be **refused** and/or forwarded to the official decorator at the exhibitor's expense.

The service contractor must handle all decorating and material handling of exhibits and related products. All items belonging to the individual exhibitors must be brought to the back service entrance. There are no storage facilities available for empty crates, skids, containers, cartons, or vehicles. The service contractor must work directly with the Event Manager should some exhibitor packages be sent directly to the hotel.

For your convenience, The UPS Store is available on-site and will handle all your shipping and receiving needs. Due to the limited hotel storage, all shipments should be scheduled to arrive at the hotel no earlier than (3) days prior to the event. Storage and handling fees will be applicable for all incoming and outgoing shipments, in addition to the standard postage/shipment fee.

Please contact Tony D'Oporto at 510.466.6460 or at store6867@theupsstore.com for more information.

LOAD-IN/LOAD-OUT

Move-in may begin at 6:00am and move-out may occur until 12:00am MIDNIGHT. Any time outside those hours must be approved in advance by your Event Manager. A Hold Harmless Agreement is required prior to setup. This document is to be signed by a representative of the decorating or production company.

Regarding exhibit setup, all booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in the exhibit display may be attached to the building. No painting, mixing of chemicals or explosive materials are allowed in the Exhibit Halls East and West or Ballroom space of the Hotel.

Gas or propane forklifts will not be allowed in the Hotel. Forklifts are permitted on the back dock area only.

In instances when forklifts are required for movement of freight inside the Hotel, the decorator/production company must get prior approval from the Event Manager. It is against Marriott policy to utilize propane forklifts in the Hotel. Therefore, should forklifts be required, use of electric forklifts is mandatory. **PLYWOOD IS NOT PERMITTED AS A RUNNER.** The wheels of the electric forklifts must be wrapped in plastic when entering the ballroom areas.

Forklifts are only to be operated by the Hotel's licensed forklift driver. Please inquire with your Event Manager regarding labor rates.

Hotel's Security must be contracted during load-in/load-out.

FREIGHT HANDLING

The Oakland Marriott City Center and the Oakland Convention Center is unable to provide storage and therefore cannot accept freight shipments for exhibitors or show management. All freight must be consigned to the decorating company. Shipments that arrive prior to show time will be refused and/or forwarded to the official decorator or vendors at the exhibitor's expense.

- Freight should be consigned directly through your general service contractor or an exhibitors' shipping company
- Freight may not be sent to arrive on property prior to your contracted show dates

HAND CARRY MATERIALS (EXHIBITORS/VENDORS)

All work involved in the loading and unloading of all trucks (including A/V trucks, excluding our onsite audio visual provider), trailers and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment, is under union jurisdiction.

- The union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment, as well as the reverse process
- Employees of exhibiting companies may 'hand carry' material provided they do not use material handling equipment, one person, one occurrence per booth
- When exhibitors do choose to 'hand carry' material, they may not be permitted to access to the loading dock/freight door areas

MOTORIZED VEHICLES

Definition: Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class-1 or Class-2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft, and water crafts.

All motorized vehicles that are displayed shall have the batteries disconnected at the hot "lead." The lead shall be safely secured.

Fuel supplies for the vehicle on display shall not exceed one-fourth ($\frac{1}{4}$) of a tank.

Tractors, chain saws, generators, and other such fuel powered equipment shall be safe guarded in a similar manner.

Requires thirty (30) day advance notification and approval of the Director of Engineering and Director of Loss Prevention.

Wheels need to be hubbed.

A special permit is required for any vehicle inside the Exhibit Hall East and Exhibit Hall West and the Grand Ballroom. The exhibit contractor shall make special permit applications to the Oakland Fire Prevention Bureau, thirty (30) days prior to arrival.

Prior to entering the building, the exhibit contractor/show management must contact the Banquets Manager on duty for visual inspection. At this time, the vehicle may be moved into the Exhibit Hall. Under no circumstances should it be driven into the hall.

Upon entering, visqueen must be laid under the vehicle to prevent oil drip. Visqueen must remain under the vehicle during the time it stays in the Exhibit Hall.

CLEANING AND CUSTODIAL SERVICES

The Oakland Marriott City Center and the Oakland Convention Center will provide a clean and clear function room for exhibit move-in/production company setup. For trade shows and exhibits, Oakland Marriott City Center and the Oakland Convention Center will be responsible for coordinating clean up of the exhibit hall during move-in and cleaning of the aisles during show dates.

The hotel will not provide any additional cleaning services, equipment, etc. unless outlined in the Hotel sales contract. Trash removal from the exhibit hall/production area at the conclusion of the event is the responsibility of the contractor. The contractor should provide trash containers. The Hotel may assist with additional trash cans/containers if possible based on availability. The contractor may utilize the Hotel's dumpsters with approval of the Events Producer/Event Manager. The Hotel's schedule for dumpster pick-up is Monday, Wednesday & Friday of each week, prior to 9:00AM. There will be a charge for any additional dumpster pick-up and delivery to the contractor.

Your Event Manager can arrange to have an additional 20-yard dumpster available for production move-out needs. This includes pick-up and delivery, and may be used only for non-hazardous, dry materials only. (Advance notification will be required)

At the conclusion of the exhibit or production, the area and loading dock must be presentable for the next day's business prior to leaving the property for the day.

It is the responsibility of the decorating company to return exhibit space and Hotel ballrooms in ready condition at the conclusion or dismantle of the show; and to remove any tape residue or any large stains as a result of exhibit or production activity. This means the contractor is responsible for providing the Exhibit Halls East & West or Ballroom areas in a vacuum-ready fashion.

Should the exhibit space not be properly cleaned by the contractor, a fee will be assessed and charged to the contractor.

In the event of tabletop exhibits, in which a decorating company has not been contracted, the hourly rate for cleaning listed above will be charged to the client.

AUDIO VISUAL/PRODUCTION COMPANIES

The in-house staging and production company, **ENCORE EVENT TECHNOLOGIES**, is highly endorsed and recommended as the contractor for all staging, production, high speed internet and audio visual services at the Oakland Marriott City Center and the Oakland Convention Center. We encourage the use of **ENCORE EVENT TECHNOLOGIES** in servicing all of your audio visual and production needs during the show.

It is the responsibility of any outside audiovisual companies to clean any area that they use. A walk-through at the end of the show must be done by a Banquet Manager. Storage is not available at The Marriott City Center and the Oakland Convention Center for audiovisual equipment brought in by outside vendors. This is the responsibility of the vendor.

An outside production or audio visual company can be utilized under the following circumstances:

- a) A Certificate of Insurance is on file. A minimum of \$3,000,000 is required.
GC Oakland Hotel, LLC, GC Oakland Hotel Operator, LLC, Oakland Marriott City Center, Integrative Services Corporation, Oakland Convention Center, Marriott International, Inc and Marriott Hotel Services, Inc. must be name as *additional insured*
- b) All codes, local and federal, the Oakland Marriott City Center and the Oakland Convention Center regulations are followed.
- c) The production or audiovisual company is responsible for all charges for hook-up to the building's power sources. This is NOT a complimentary service of the Hotel.
- d) All cables must be securely taped down (per Marriott standards) by outside vendors.
- e) AV equipment cases will not be left in public areas of the hotel.
- f) For any programs utilizing the Grand Ballroom, Junior Ballroom, or East and West and if an Audio Visual/Production Company is used, that company must contact the local 107 AV union representative (contact listed on page 7 of the guideline) and obtain counsel and approval relating to "overhire" requirements, if any, and adhere to those conditions agreed upon with the local AV union.

HOUSE TECHNICIANS

Should Third Party Vendors utilize any of the Hotel meeting space, an on-site Encore Event Technologies representative will be on property to supervise during load-in, operation and teardown. Encore Event Technologies will be on-site during all functions with audio-visual equipment for support and supervision. This is to ensure our Audio-Visual Service Standards are upheld and provide support to both the client and the Third Party Vendor. All requests and schedules (load in, load out, and run of show) must be submitted no later than 14 days prior to your event. The following charges will apply:

- The Encore representative will be billed at prevailing set/strike labor rates on a 5 hour minimum. After 8 hours in a single work day the rate will increase to time and a half for up to 12 hours of total work. If the time exceeds 12 hours in a single work day the rate will be double time. If the show exceeds 5 days or 40 hours in a work week (Saturday to Friday) the rate will be time and a half from the 6th day or 41st hour worked in the week.
- If multiple rooms are required additional Encore representatives may need to be booked to cover all areas where work is being facilitated. (i.e. if the Convention Center, Ballroom, and Breakout rooms are in use there may be a need for multiple representatives)

PROJECTION REQUIREMENTS

All projection MUST be on a projection screen and not on a wall. Additionally, all audio visual equipment, including projectors, must be placed on a separate cart or stand. All cords must be properly taped and secured to prevent injury.

Therefore, if you are utilizing your own data projector, a fee will be assessed and will include:

- Tripod screen to accommodate the room size
- Draped cart or projection stand
- All appropriate power cables taped and set prior to event

HOUSE SOUND SYSTEM

ENCORE EVENT TECHNOLOGIES has the exclusive right to utilize the in-house audio system for any functions. If the in-house sound system is to be utilized, **ENCORE EVENT TECHNOLOGIES must provide the audio equipment.**

TELEPHONE ORDERS

ENCORE EVENT TECHNOLOGIES will provide service for wall out connectivity for analog phone lines. ***All phone requests are to be received no later than ten (10) days prior to arrival.***

HIGH SPEED INTERNET ACCESS

ENCORE EVENT TECHNOLOGIES in coordination with Single Digits has the exclusive right to provide high speed internet access throughout the meeting spaces. Please contact **ENCORE EVENT TECHNOLOGIES** for current pricing and services offered.

DECIBEL LEVEL REQUIREMENTS

The amplified sound pressure level in meeting spaces should not exceed 90dB C Weighted for standard meetings. Extremely loud social functions may amplify sound as an exception to this rule only 10dB higher than the ambient noise floor. **ENCORE EVENT TECHNOLOGIES** and the Oakland Marriott can approve exceptions with appropriate noise buffer rooms.

CEILING TILES

Exposed openings in the ceilings due to tiles being removed for rigging work during load-in and setup are to be properly dressed prior to show time or an Oakland Fire Marshall inspection (per Oakland Fire Department regulations). It is the responsibility of the Production Company to replace any damaged tiles at a cost of \$25.00 per tile, plus \$37.50 per hour for labor, one (1) hour minimum, immediately following the conclusion of the show. In the event that damaged tiles are not replaced by the Production Company prior to move-out, the Hotel will charge the group's master account \$25.00 per tile, plus \$45.00 per hour for labor, one (1) hour minimum, in order to restore the original condition of the ceiling. The **Director of Engineering** will track all ceiling tile damage and restoration.

RIGGING - "OVERHEAD LIFTING"

To preserve the integrity of the Facility, nailing, screwing or similar actions into staging, ceilings, flooring or walls is strictly prohibited. When hanging equipment from ceilings or walls, it is mandatory that the **ENCORE EVENT TECHNOLOGIES** Certified Rigger be hired and utilized by the Party Vendor. The hotel has an exclusive agreement with **ENCORE EVENT TECHNOLOGIES** for all rigging within the hotel. This includes the Third Party Vendor utilizing all motors, chains etc. at prevailing **ENCORE EVENT TECHNOLOGIES** rates. Ceiling and stage plots must be submitted to **ENCORE EVENT TECHNOLOGIES** for review and approval no less than 14 days prior to load-in.

Any individual or company with rigging requirements in the Hotel meeting spaces and/or ballrooms must be covered by a five million dollar (\$5,000,000) liability insurance policy. **GC Oakland Hotel, LLC, GC Oakland Hotel Operator, LLC, Oakland Marriott City Center, Integrative Services Corporation, Oakland Convention Center, Marriott International, Inc. and Marriott Hotel Services, Inc. must be name as *additional insure.***

This certification is to be presented to the Event Manager/Hotel contact or the Director of Event Management prior to any work being done. The job requirements may deem necessary a meeting with our Engineering staff and the House Head Rigger to approve any and all rigging hanging points, weight loads, etc.

Under no circumstances will the Hotel allow anything to be hung, supported or rigged from air wall tracks or sprinkler systems in any Hotel meeting space or ballroom. All rigging equipment must be provided by ENCORE EVENT TECHNOLOGIES. No scraping or removal of Mono Coat from structural steel is allowed at any time. All rigging points are visible and removal of ceiling tiles is prohibited.

All Overhead Rigging Points must be ordered through ENCORE EVENT TECHNOLOGIES. Rigging points will be charged at prevailing market rates. All electrical cables and connections must be UL-rated for the amperage capacity required for safe operation.

All requests for rigging to the structural steel in the ceilings are subject to the approval of the Director of Engineering and/or the House Rigger. An administrative approval fee will apply for the review and approval of the planned rigging plot.

All rigging requests are to be submitted thirty (30) days prior to the event load in. Hotel Event manager must also be contacted in writing at this time.

The following information must be included:

- Description/photo/drawing of items to be hung
- Weight of each item
- Rigging Plot
- Hold Harmless Agreement on file
- The audio visual company that will handle the event. GC Oakland Hotel, LLC, GC Oakland Hotel Operator, LLC, Oakland Marriott City Center, Integrative Services Corporation, Oakland Convention Center, Marriott International, Inc. and Marriott Hotel Services, Inc. must be name as additional insured

ENCORE EVENT TECHNOLOGIES maintains the exclusive right to supply all necessary equipment and labor for rigging work, including box trusses, chain motors, slings, shackles, cables, man-lifts, fork-lifts, etc.

Contact ENCORE EVENT TECHNOLOGIES directly at 510.466.6435 for a customized pricing solution to your rigging needs.

The following rules will be strictly observed:

A complete description of items, number of items and position where items are to be flown must be provided to the House Rigger. Lighting and sound equipment rigging plots must be provided fifteen (15) days prior to load-in and installation. The Hotel will not be responsible for lost time or additional costs resulting from rigging modifications, adjustments or changes required on site as deemed necessary by the House Rigger.

All flown support structures, trussing equipment and hardware is required to pass minimum Marriott overhead lifting requirements. Contact the House Rigger if you have any questions about the capabilities of the equipment that you are considering bringing into the Hotel. The maximum weight load of any single "dead hung" item is two thousand (2,000) pounds. Some situations may restrict "dead hung" weight loads to less than two thousand (2,000) pounds. All hang points will be straight "dead hangs". Restrictions in the tile ceiling prevent the use of bridals.

No foreign-made hardware will be utilized in any supporting structure, truss or rigging hardware. All equipment and materials flown must pass American Test and Standards Measurement guidelines and be OSHA approved. Hardware not acceptable in a weight bearing capacity includes, but is not limited to: carabiners, open weave straps, quick links, dog clips French clips, snap clips or brass fittings. The House Head Rigger will have final approval of any hardware utilized in the Hotel.

The production or audio visual company is responsible for all charges for hook-up to the building's power sources and rigging points. These are NOT a complimentary service of the Hotel.

Conduit, e.g., cables and snakes are allowed to be run on the ground and properly swaged below the suspended ceiling. Electrical apparatus and conduit are not to be flown above the suspended ceiling.

Contact the Marriott House Head Rigger regarding how much cable to bring in order to achieve desired location of control boards or other specific equipment.

A steel "safety" is required on each individual item suspended from any supporting structure or truss that has been suspended from the ceiling and includes items that have been suspended utilizing a sling.

FOOD AND BEVERAGE POLICY

All food and beverage needs must be coordinated through the Event Planning Department. The exhibit contractor should notify the Event Manager, in writing of any exhibitors dispensing food and beverage from their booth thirty (30) days prior to the show. No cooking of any kind is allowed on premises.

It is the responsibility of the decorating company, not the Hotel, to provide freezer and refrigerator space during the trade show. Kitchen space or use of the Hotel equipment is not permitted. All exhibitors are required to bring their own equipment. Any equipment or supplies needed may be rented or purchased through arrangements made with the Hotel on a case-by-case basis.

Outside Food & Beverage are not permitted. All food and beverage served at functions associated with the Event must be provided, prepared, and/or served by Hotel within Hotel and Convention Center and areas in and around parklet(s) or designated overflow General Session Attendee Space. All special meal requests and offsite catered events associated with the Event must be arranged directly by the Hotel for Functions in and around parklet(s) or designated overflow General Session Attendee Space.

SECURITY

All security firms must have the approval of the Event Manager and the Director of Loss Prevention prior to the show's opening date. The Director of Loss Prevention can pre-arrange security for functions or trade shows at a cost of \$60.00 per hour with a 4 hour minimum per shift, per security guard, per day (\$75.00, per guard, per hour, overnight). For outside security companies, a 30-day notice must be given to the Event Manager for such requests.

The Oakland Marriott City Center and the Oakland Convention Center requires on file:

- a) Certificate of Insurance (a minimum of \$5,000,000 is required) *
- b) Hold Harmless Agreement
- c) No firearms are permitted in the building
- d) Security staff must wear professional uniforms identifying them as security officers
- e) Security staff must sign in with Hotel's Security department when starting their shift and leaving

GC Oakland Hotel, LLC, GC Oakland Hotel Operator, LLC, Oakland Marriott City Center, Integrative Services Corporation, Oakland Convention Center, Marriott International, Inc. and Marriott Hotel Services, Inc. must be name as *additional insured

MEETING ROOM RE-KEY

West Hall, East Hall and Extension may not be re-keyed.

Grand Ballroom (A-H), Junior Ballroom (1-4), Oakland, California, Skyline and OCC 200 series rooms may be re-keyed, however, please be aware that these meeting rooms have interior air walls and/or doors that cannot be secured

ADVERTISING, WINDOW GRAPHICS, KIOSKS AND BANNERS

Signage Regulations:

- **All signs and banners hung in tradeshow or interior or exterior public areas and around stages are hung by Local 510.**
- Delivery of signage must be communicated with show move in
- All sign requests must be approved by show management and the Convention Center. The Convention Center reserves the right to refuse to allow any signs and banners deemed unsafe or inappropriate to be hung.
- As you build your signage and graphics plan, we would like to recommend that you and your General Service Contractor use green materials. Please help us achieve our green initiatives by using recyclable, re-usable and donatable materials. Please work closely with your General Contractor to see which green materials they have available
- Signage on wood accents prohibited

Signage/Decoration/Client Material

- Client may not nail, staple, tape, hang or attach anything to walls, ceilings, fixtures or floors
- Holes may not be drilled, cored, or punched and fasteners may not be attached to the floor or wall without prior written approval of facility management
- **Stickers, glitter and confetti are not permitted in the facility.** Adhesive backed decals and stickers may not be given out inside the Convention Center or associated facilities by any client exhibitor, or individual. Any costs incurred by the Oakland Marriott City Center and the Oakland Convention Center to remove any decals/stickers affixed to floors, walls, windows, doors, escalators, handrails, convention center equipment, etc. inside or outside the facility will be billed to the client.
- Spray painting, touch-up painting, or use of cleaning materials (i.e. Armor All) on equipment may be done only after adequate protection on surrounding surfaces has been provided. Failure to provide protection will result in applicable charges at the time of clean up. **Absolutely no painting will be permitted in any carpeted area.**
- All decoration, signage, etc. that is brought into the facility must be removed by the client. The facility must be restored to its original condition. An inspection will need to be coordinated with your Event Services Manager before departure.

Window Clings

- Clients who utilize the entire facility may use window, wall, and door clings. Preliminary design and specifications must be submitted to Oakland Marriott City Center and the Oakland Convention Center for approval **45 days prior to installation**. Final artwork and specifications must be provided to Oakland Marriott City Center and the Oakland Convention Center **30 days in advance of installation date**.
- Must be approved by the show and facility management. Oakland Marriott City Center reserves the right to deny the hanging of any window or wall clings
- Client is responsible for removal of all window clings at the end of the program
- Client is responsible for any damage incurred from installation through removal of such clings

HOTEL STANDARDS OF CONDUCT

Our business is hospitality and our role is to make our guests feel at home during their stay with us. The Oakland Marriott City Center and the Oakland Convention Center have the following minimum standards of conduct that it requires from all associates and vendors who work on our property:

- a) All vendor partners must be in uniform or appropriate attire and maintain acceptable grooming standards.
- b) No smoking or eating during business hours except of scheduled breaks and in designated areas
- c) No possession or consumption of alcoholic beverages or being under the influence of alcohol or drugs while on the job and/or on hotel property.
- d) No unauthorized entrance to a guest room.
- e) No theft, attempted theft, or removal from the premises without proper authorization of company property or the property belonging to a customer or another associate.
- f) No willful damage to hotel or guest property.
- g) No gambling while on hotel property.
- h) No hitting, pushing or otherwise striking another person or any other disorderly conduct while on the job and/or on hotel property.
- i) The hotel will not tolerate harassment of any type.
- j) No sitting when visible in public space.
- k) All meal breaks are to be taken in designated areas.



ACCEPTANCE:

The Hotel Policy and Procedures is only accepted and approved when the *Hotel* has received all Required Documentation by the specified due date. Any changes to this agreement must be approved by the *Hotel* and confirmed in writing.

Failure to comply with all terms of this agreement will result in denied access to the facility. All noncompliance matters will be referred to the Event/Client Contact.

SIGNATURE SECTION:

I have read and understand the Oakland Marriott City Center and the Oakland Convention Center Policies and Procedures. I will ensure that my company is in compliance with the terms listed therein. By signing this document, I also agree to provide a signed copy of the attached Indemnification Waiver and an appropriate Certificate of Liability Insurance.

I also understand that not all prices and charges are listed in the Hotel Policy and Procedures, and that it is my responsibility to obtain all pricing information.

Signature: _____

Printed Name and Title: _____

Vendor and Company Name: _____

Date: _____

Name of Event: _____



INDEMNITY AND HOLD HARMLESS AGREEMENT

It is agreed that I, the undersigned, shall protect, defend, indemnify, and save harmless, Marriott Hotels, Resorts and Suites, Oakland Convention Center, their affiliates, and employees, from all claims, damages, losses, and expenses, including but not limited to attorney's fees and costs, by reason of any suites, claims, demands, judgments or causes of action, initiated by any persons or organizations arising or alleged to have arisen out of the utilization regardless of the hotel's participation.

The hotel does not own or have direct control over the operations of these services.

Signature: _____

Printed Name and Title: _____

Vendor and Company Name: _____

Date: _____

Name of Event: _____

