



Marriott New Orleans
555 Canal St., New Orleans, LA 70130
PSAV Office Phone: 504-613-1870

REGULATIONS FOR CONTRACTORS/VENDORS

The following policies apply to all audio visual, production, exhibit, staging, and/or any other company or entity providing services within the Marriott New Orleans.

1. Freight Elevator

Reg.1.1 All service vendors entering the Marriott New Orleans that require a dedicated freight elevator for load in and out will require an elevator operator from PSAV. Required elevator operator must be arranged through a PSAV Sales Manager (with dates and times) at least 14 business days prior to your first load-in day. Labor rates will apply to elevator usage (minimum of 5 hours). Contractors/outside vendors using the elevators for load-in and load-out procedures without the permission of the hotel will incur applicable fees. Elevator usage not pre-ordered within the 14-day requirement may incur double time labor rates. The elevator is the exclusive property of the Marriott New Orleans. Reserving the elevator does not entitle contractor/vendor to exclusive rights to usage. Elevator operators are billed at **\$105.00** per hr. (5 hour minimums).

2. Rigging Guidelines

Reg. 2.1 To ensure Marriott standards and safety regulations are met, PSAV holds exclusive rights as rigging vendor at the Marriott New Orleans. PSAV provides Pro-star double reeve 1000# chain motors. **PSAV is "truss up" exclusive:** All rigging chain motors, hanging accessories, and truss are to be provided solely by PSAV. Hanging in air wall tracks is not permitted. PSAV will not "dead hang" items over 100lbs or 10' in length with a scissor lift. Chain hoists or crank towers are required.

Reg.2.2 Rigging plot must be submitted to PSAV a minimum of 14 days prior to the scheduled load-in date, or double time charges may apply. Rigging requests should be made via the PSAV Rigging Advance web site (<http://www.psav.com/RiggingForm>). Rigging plots must be created in CAD format and reflect all flown equipment in addition to a true ceiling plan with hang points. Hang points must reflect the weights they will bear and must be on this document. Power requirements must also be documented. It is highly recommended that outside vendors schedule a site visit and survey the ceiling and ballrooms prior to the event. PSAV will deny any set up that exceeds weight limits, or that the Hotel/PSAV deems unsafe. A charge of **\$260.00** per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD production. Additional CAD assistance is available if needed and can be provided; call for estimate. An AV sales manager can provide you with CAD shells.

Reg.2.3 A minimum of (2) riggers is required. The total number of riggers and necessary equipment for your event will be determined by the PSAV Rigging Coordinator. Rigging service requests must be submitted at least (14) business days prior to event. All rigging labor rates will be billed at a (5) hour minimum. Labor contracted beyond (5) hours will be billed in full-hour increments. Labor contracted

beyond (10) hours will be billed in full-hour increments at appropriate overtime rates. By law, riggers must be granted a meal break every (5) hours or a per-person meal penalty will apply. Service charge will apply to rigging equipment and/or labor rates.

Rigging Labor Rates:

Weekday Rates – (2) person, (5) hour minimum:

Standard time (7 a.m. to 5 p.m.): **\$105/per hr.**

Time & 1/2 (5 p.m. to Midnight): **\$157.50/per hr.**

Double time (Midnight to 7 a.m.): **\$210.00/ per hr.**

Weekend Rates – (2) person, (5) hour minimum:

7 a.m. to 5 p.m.: **\$157.50 / per hr.**

5 p.m. to Midnight: **\$210.00 / per hr.**

Midnight to 7 a.m.: **\$315.00 / per hr.**

Holiday Rates

7a.m. to 5 p.m. **\$315.00/ per hr.**

3. Power / HSIA / Lifts

Reg. 3.0 Dedicated power options are Three-Phase only. No Dedicated Single-Phase options are available. Power requests must be submitted **at least** (14) working days prior to event start date. ***Outside Vendors must provide their own feeder cabling to Marriott power disconnects.***

Reg.3.1 All flown instruments must have a steel safety cable(s). Any instrument flown must be inspected and in safe condition prior to hanging. All nuts and bolts (hardware) used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged. All span sets must be backed up with a steel safety. Any equipment on a tower, lighting tree or similar ground-supported elements must also have safety cable back-up on the instrument. PSAV Riggers reserve the right to refuse any instrument/equipment deemed unsafe.

Reg.3.2 A scissor lift is required for all rigging requirements within the meeting space. All lifts used in the hotel must have white, non-marking tires and be in good repair. Construction or outdoor lifts will not be allowed in the hotel. You are responsible for providing your own lift. PSAV lift rentals are available for \$355.00 per day, or a \$1065.00 per week. All PSAV lifts operated on Marriot New Orleans property must be operated by a lift-certified PSAV employee. Contact the PSAV Sales Manager regarding additional lift requirements. Any non-PSAV or additional lifts must be free of any hydraulic fluid, oil, or other leaks which may damage the carpet or floors on which they operate. Vendors/contractors are liable for any and all damages to the Marriott New Orleans facility.

Reg.3.3 PSAV and Windstream are the exclusive providers of High Speed Internet Service for the Marriott New Orleans. Outside vendors are not permitted to bring in their own service, such as added Fiber or DS3 line. All High Speed Internet Service must be contracted through PSAV. The use of non-PSAV routers or switches is not permitted without the purchase of dedicated bandwidth and/or a static IP address or VLAN. If a non-PSAV router or hub is found in use, then the High Speed Internet Service account will be terminated. All connections will be charged accordingly per device per day. Please contact the PSAV Sales Team regarding internet requirements.

4. House PA & Audio Standards

Reg. 4.1 All internal house-sound systems are operated solely by PSAV. Any group not contracting with PSAV for audio requirements will be required to supply or rent an external sound system. Only PSAV's audio equipment may be used with the Marriott's in-house sound system. Any company found using their equipment with the in-house sound system will be charged \$1500.00 per violation, per room, per day.

Reg. 4.2 Audio levels must be appropriate for the contracted space and must not interfere with the functions of neighboring meeting space. Please respect any request regarding audio levels. The hotel reserves the right to terminate any event in such case of inappropriate audio levels. Sound checks for rehearsals must be approved in advance.

Reg. 4.3 It is the responsibility of all outside vendors to check any wireless frequencies being used by the outside vendor against those being occupied by PSAV. Ask a PSAV Sales manager for a frequency list.

5. AV Liaison/Vendor Conduct

Reg. 5.1 PSAV is dedicated to the total success of your event. To that end, PSAV will schedule a technician/ AV liaison to be onsite during the active time of the event as a point of contact for assistance with the house systems, lighting, sound, internet etc. The charge will be \$850.00 per day for the load in and load out dates of your event.

Reg. 5.2 PSAV is not permitted to handle or provide storage for any equipment not owned by PSAV. Storage space for outside vendors/contractors will be the sole responsibility of vendor. The Marriott New Orleans will make every effort to secure space, once notification is given, but is under no obligation to provide such space. No contractor/outside vendor equipment or cases shall be stored in service hallways or staircases.

Reg. 5.3 All vendors conducting business in the Marriott New Orleans must uphold the standards set forth by Marriott, including a professional appearance in all aspects of your company's personnel and operations. All contractors are required to wear uniforms during performance of their contracted duties.

Reg. 5.4 Sub-Contracted Personnel must enter and exit via the hotel security booth, must check in at the hotel security booth and wear a security-provided ID tag. A government recognized form of identification is required. All contractors must stay in designated job site areas. All sub contracted non-hotel guest associates are subject to bag checks upon entering or departure from the Marriott New Orleans. Contractors/vendors who are guests in the hotel are considered hotel guests and not required to go through hotel security or wear security tags.

Reg. 5.5 All meeting space must be kept clean and safe at all times. Any exposed cabling on floors must be taped down neatly. Caution tape is required where applicable. Contractors/outside vendors must dispose of all tape and trash into proper receptacle. Client is subject to appropriate cleaning fees should any additional cleaning be required.

Reg. 5.6 Each contractor/vendor will be responsible for providing a primary point of contact/supervisor along with a cell number for the individual. The designated contact/supervisor will be responsible for the actions of their employees at all times while in the hotel and will respond positively to

any requests made by hotel management. The contact/supervisor will be responsible for informing and ensuring that all crew members are aware and knowledgeable of all conditions listed in this policy. If at any time the above-mentioned policies are violated, the Hotel reserves the right to require the contractor's operations cease, if in the Hotel's reasonable estimation, these policies are not being adhered to. Any personnel violating these rules will be escorted off the property by Marriott Security.

6. LABOR & SAFETY

Reg.6.1 **All labor will be billed at a “half day 5 hr.” minimum or “full day 10 hrs.” Time and ½ will apply after 10 hours per day.** All labor calls are subject to a minimum charge.

Reg.6.2 All PSAV equipment rates, unless otherwise noted, are based on a per-room, per-day calculation with a minimum rental of 1 day.

Reg.6.3 Unless requested and approved in writing by the authorized client contact, all production charges will be the sole responsibility of the end user client. All charges will be billed to customer's master account unless other arrangements have been made in advance prior to event start date, with a credit card secured on file to cover any additional overtime charges where applicable.

Reg.6.4 The Marriott New Orleans requires that all electrical power, necessary labor to install, operate and remove, be provided by PSAV or Hotel Engineering for all functions. Electrical will be charged accordingly. Generators are not permitted inside the hotel.

Reg.6.5 At no time may outside vendors/contractors obstruct exit signs. Loss Prevention requires legal clearance in case of emergency or fire. No curtains, drapes, or decorations shall be hung in such a manner to obstruct exit signs. All additional “EXIT” signs must be illuminated and battery-operated. Adherence to all local fire codes will be the sole responsibility of the outside vendor/contractor.

Reg.6.6 Pyrotechnics, whether interior or exterior, are strictly prohibited by the Marriott New Orleans. Smoke/Fog machines cannot be used without prior approval from Marriott New Orleans Security and Engineering departments. A City of New Orleans Fire Marshal must be present during any use of smoke/fog, whether during show or rehearsal. It is the contractor/vendor's responsibility to coordinate, provide, and pay for the fire marshal 14 business days prior to the event. The Catering/Conference Manager from the Hotel can assist in this process.

Reg. 6.7 Safe work practices are the responsibility of the contractor/vendor in all areas, including front-of-house, backstage, and back-of-house. Production equipment, exhibitor equipment, cords, cases, scaffold, pipe and drape, hard and soft sets of any size and design, or any such owned/rented equipment related to any operation in the Hotel must be secured in such a manner that it will not pose any potential safety hazard. Contractor/vendor must be made aware and knowledgeable of all conditions listed in this policy. If at any time the above-mentioned policies are violated, the Hotel reserves the right to require the contractor's operations cease, if in the Hotel's reasonable estimation, these policies are not being adhered to. Any personnel violating these rules will be escorted off property by Marriott Security.

Contractor/Vendor understands and agrees that contractor/vendor is being employed by a Group/Organization visiting and renting meeting space from the hotel, and that the hotel has no relationship with the contractor/vendor. Contractor/Vendor acknowledges and agrees that Contractor/Vendor has not been promised, and will not claim, any payment or consideration from Hotel for complying with the terms of this agreement or for any other reason.

All Companies conducting business within the Marriott New Orleans must have a copy of COI (Certificate of Insurance) on file.

CCMH Properties II, LLC Marriott International Inc., and Marriott Hotels and Resorts must be named as Additional Insured, as well as an Additional Loss Payee.

THE CERTIFICATE MUST PROVIDE COVERAGE OF ALL RISKS, INCLUDING WORKERS COMPENSATION. A CURRENT CERTIFICATE EVIDENCING THE BELOW LISTED COVERAGE IS REQUIRED AND MUST BE PROVIDED AT LEAST 20 DAYS PRIOR TO LOAD IN.

Commercial General Liability: Not less than \$2,000,000 combined single limit for bodily injury and property damage. This limit is subject to change based on scope of work.

Automotive Liability: Not less than \$1,000,000 combined single limit for bodily injury and property damage.

Workers Compensation: Not less than \$500,000 with the W/C box marked.

In no event shall the Hotel, Hotel Owners, Marriott International or PSAV be liable for any damages to or losses whether or not it is insured, even if such loss is caused by the negligence of hotel. Contractor waives on behalf of its self and its insurers all rights against PSAV the Hotel, Owners and Marriott International and its agents, officers and directors and employees for recovery of damages to the extent these damages are covered by its insurance regardless of deductibles and/ or limits if any.

Such insurance must name the indemnities as additional insured under both General and Automobile liabilities policies on form CG 21 10 endorsement or its equivalent.

IF DOCUMENTATION IS NOT PROVIDED THEN THE MARRIOTT NEW ORLEANS WILL NOT PERMIT THE OUTSIDE VENDOR TO OPERATE ON MARRIOTT NEW ORLEANS PROPERTY.

The above regulations in no way indemnify your company from insurance claims and related issues that pertain to the operations of your company in the Marriott New Orleans. By signing this form, I have stated that I have read all pages and agree to all regulations and fees associated herein.

This document must be signed and returned to the Marriott New Orleans or your company will not be permitted to operate in our facility.

Signed _____ Date _____

General Manager, President or Representative

Printed Name _____ Company _____

Address _____ City _____ State _____ Zip _____

Show Name _____ Show Dates _____