



## Marriott Marquis Washington, D.C. 2026 Production Guidelines

Please read the following production guidelines carefully and completely prior to any planning, and/or setup activity for your event.

A certificate of insurance (and in some cases a current business license) is required to be filed with the hotel prior to any conducted business.

Marriott Marquis Washington, D.C.  
901 Massachusetts Avenue, NW  
Washington, D.C. 20001  
202-765-8604  
Effective Jan. 2026



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# Welcome!

The Marriott Marquis Washington DC (DCMM) is proud to have Encore as our official source for all your audiovisual equipment and production service needs.

If you are an outside audio-visual services provider, producer or director, we extend a hearty welcome! Because Encore is a premier national staging and production company, there is no limit to the scope and technical sophistication for any programs held at the Marriott Marquis Washington, DC.

All of Encore's equipment, project managers and production staff are available and ready to help you and to make sure your program is a complete success. If you choose to work in partnership with Encore, utilizing their full support for your A/V equipment and staging needs, many of the various Production Guidelines listed below will automatically be met and your program will be extremely well coordinated with all departments throughout the hotel. **Please contact one of our Encore Sales Managers at 3355sales@encoreglobal.com.** You may utilize another A/V company, however, please be advised there are mandatory Guidelines and specific charges for you and your outside provider to conduct business within the Marriott Marquis Washington, DC.

## Outside A/V Company Production Guidelines and Requirements Summary: (Detailed specifics begin on page 5)

- ☐ Use of hotel or venue systems and facilities are subject to daily charges at prevailing rates
- ☐ Encore has been selected as the exclusive power and rigging provider for Marriott Marquis, Washington, DC. All rigging must be arranged through Encore rigging services and will be charged at prevailing rates for both equipment and labor. <https://encoreglobal.com/rigging-portal/>
- ☐ All electrical power utilized by an outside A/V vendor's equipment will be billed at prevailing rates
- ☐ All Internet connectivity requested by an outside A/V vendor will be billed at prevailing rates
- ☐ All cabling and wires installed by an outside A/V vendor must be securely taped and routed safely
- ☐ Any outside A/V Company must file a Certificate of General Liability, and this must be accepted by the hotel
- ☐ Any operation or safety permits required by an outside A/V company will be charged, including a processing fee
- ☐ Complete production scheduling and planning must be submitted by an outside A/V company 30 days prior to event start and receive hotel approval
- ☐ Any drawings or diagrams requested by an outside A/V company will be charged at prevailing rates
- ☐ Outside A/V companies must follow and adhere to each of the requirements, charges and stipulations listed in the complete Production Guidelines available from your Planning Manager or our event technology department
- ☐ Outside A/V companies must ensure all loading dock and other back-of-house activities are pre-arranged and approved by the hotel loading dock supervisor, security department, convention services/catering manager
- ☐ **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 or cafeteria. No roaming back-of-house for food, drink or hotel supplies and consumables**

Encore will ensure the various Guidelines listed below are made easy to follow and adhered to while providing the audiovisual 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.



## PRODUCTION GUIDELINES REQUIREMENTS & FEES QUICK-REFERENCE:

|                                                                            |                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POWER *</b>                                                             | Marriott Marquis requires ALL High-Power Services to be set by ENCORE Master and certified Electrician (Additional hardware may be required. Available per quote) *                                                                                                                                                                                                 |
| <b>RIGGING**</b><br>(Additional hardware required available per quote) *** | \$195 /hr. per rigger to Set (2 rigger minimum / 5-hour minimum)<br>\$195 /hr. per rigger to Strike (2 rigger minimum / 5-hour minimum)<br>\$205.00 /hr. Lead rigger (5-Hour minimum)<br>\$195.00/hr Ground Rigger (5 hour minimum)<br><b>Sunday/Holiday set/strike – above double rates apply</b><br>Rigging Plot CAD Safety Review @ \$400 (Required for rigging) |
| <b>AUDIO VISUAL LIASON****</b>                                             | \$1,550 – Load-In Service Monday-Friday<br>\$1,550 – Load-Out Service Monday - Friday<br>\$1,800 – Load-In Service Saturday – Sunday<br>\$1,800-Load-Out Service Saturday – Sunday<br><b>OAV is required to review and sign Load In/Out checklist</b>                                                                                                               |
| <b>INSURANCE</b>                                                           | Certificate of general liability must be on file with the DCMM. The Following entities must be listed:<br>Marriott Marquis Washington, DC, Capstone Development, Washington Sports Authority, and Marriott International.                                                                                                                                           |
| <b>PERMITS</b>                                                             | As required per event                                                                                                                                                                                                                                                                                                                                               |
| <b>DIAGRAMS</b>                                                            | Must be received (45) days prior to load-in of an event and be granted written approval by Fire Marshal and Marriott Marquis Washington DC Custom Diagrams - Contact Encore or DCMM Event Representative                                                                                                                                                            |
| <b>PRODUCTION SCHEDULE</b>                                                 | Must be received (30) days prior to load in of event                                                                                                                                                                                                                                                                                                                |

\*Outside Production Companies must use Encore power distribution support at prevailing rates.

\*\*Rigging Labor and support is limited to the specific purpose of rigging only

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

\*\*\*\*The scheduling & hiring of an Encore Liaison is required for events taking place within all DCMM Ballroom Spaces.

*Encore reserves the right to deny any use of unsafe equipment or setup. A taxable (26%) service charge and sales tax will be added to all equipment pricing.*

### Required Documents:

### Due Date:

|                                                                             |                                   |
|-----------------------------------------------------------------------------|-----------------------------------|
| Fire Marshall Diagrams (submitted to Fire Marshall see page 11)             | ___45 days prior to event load-in |
| Signed copy of Production Guidelines (see page 13)                          | ___30 days prior to event load-in |
| Credit Card Authorization (see page 6)                                      | ___30 days prior to event load-in |
| Certificate of Liability Insurance (see page 10)                            | ___30 days prior to event load-in |
| Complete Production Schedule (see page 5)                                   | ___14 days prior to event load-in |
| Electrical Requirements (see page 7)                                        | ___14 days prior to event load-in |
| Rigging Requirements (see page 6 & 7)                                       | ___30 days prior to event load-in |
| Diagrams (see page 6 & 7)                                                   | ___30 days prior to event load-in |
| Copies of all Necessary Licenses and Permits (see ALL pages)                | ___3 days prior to event load-in  |
| Audio Frequencies List (see page 5)                                         | ___3 days prior to event load-in  |
| List of all on-site Authorized Contacts and Phone numbers (see page 5 & 10) | ___3 days prior to event load-in  |



## AUDIOVISUAL GUIDELINES & REQUIREMENTS

The Marriott Marquis Washington, DC has chosen Encore as the preferred provider of sound, video, lighting, rigging and electrical services. The DCMM highly endorses and recommends Encore 's extensive staging and production support, as well as their on-site A/V department, for all events, conferences, programs and exhibits events held here.

An Encore representative will be assigned to assist in the planning and production process of your event. Encore maintains a professional on-site staff, extensive on-site inventory, as well as nationwide equipment and technical production personnel to provide complete, professional, turn-key support for your entire program. Please feel free to contact Encore directly for more detailed information at [3355sales@encoreglobal.com](mailto:3355sales@encoreglobal.com).

A Encore liaison will be assigned to work with the outside supplier at prevailing labor rates during event install and removal. This person will oversee all load-in/load-out activities within the meeting space, assisting with communication to internal departments, house lighting functions, making sure that standards and policies of the DCMM are followed, and provides a pre and post inspection confirming each area listed above is maintained. Programs that are more extensive may require the use of two or more coordinators at prevailing rates. Production Schedules must be submitted within 14 days of your event.

These Guidelines are established and enforced to ensure proper operation and care for this facility, its systems and equipment. They also promote the safety of all guests and employees and hold each event and program to the high standards maintained by the DCMM. All outside vendors must sign a copy of these Guidelines as proof they will recognize and comply with each of the requirements and stipulations listed, without exception.

Listed within this document are the complete production guidelines of the DCMM. Required information and signoff must be received by the DCMM from the client and any third-party supplier no less than 30 days prior to load-in of the event.

### **In-House Systems and Equipment**

The Marriott Marquis Washington, DC reserves the exclusive right for Encore to make use of the in-house audio system. This system is NOT to be utilized by an outside vendor. Vendors must provide their entire audio package, complete with external sound, amplification, microphones, and cables (see also insurance). The outside vendor must also provide a list of all wireless frequencies to be used at the hotel during the event. It will be the sole responsibility of the outside vendor to ensure these frequencies do not interfere with any in-house AV components or hotel systems (by changing if necessary). Encore must approve the use of all RF and UHF frequencies to be used at the DCMM.

### **Drawings and Room Layouts**

For space and event planning, stock drawings and room layouts of meeting spaces are available. Custom layouts and drawings are also available electronically or on hard copy through your Encore representative and will be billed at the prevailing rate.

### **Other Equipment**

Audiovisual equipment such as audio equipment, screens, lighting, drapery, etc. is available for rent through Encore. Misc. items, batteries, tape, tie-line, and all other supplies consumables are available at retail cost.



### **Rigging**

A certified representative of Encore must complete all connections truss-up (Truss, motors, and hang points) at prevailing rates. Please contact your representative of Encore for a detailed estimate and labor arrangement. Rigging equipment is provided by Encore. Outside rigging equipment is prohibited. Please contact Encore for clarification of what services and equipment we have to offer so that you may have a safe and cost-effective event.

All rigging requests are to be directed to your Encore Rigging Services <https://encoreglobal.com/rigging-portal/> no later than (30) days in advance of the function. A rigging coordinator will review and approve rigging plot CADs to ensure safety codes are met. Rigging Plot CAD safety review- \$400.00

### **Current Rigging Rates**

All rigging calls shall consist of one Lead Rigger and one Rigging Assistant. If there is a need for additional riggers, Encore will fulfill any, and all needs. The number of Rigging Assistants required will be determined by Encore based on the complexity of the event.

### **Rigging Packages:**

Rigging Point Package (motorized) - \$316.00 (includes point, .5 ton chain motor and hardware)

Rigging Point Package (non-motorized) - \$100.00

Changes to crew scheduling may result in additional charges unless notification is received three (3) business days prior to the requested services. Cancellation of any scheduled service will result in a ten (10) hour minimum per man scheduled unless notification of cancellation is received no later than three (3) business days prior to requested services.

Encore will not install items over 100 lbs. or 10' in length or longer unless a chain motor or hoist is used. Under no circumstances may anything be hung from sprinkler heads or air wall tracks. The only appropriate attachments to the established hang points are steel cables, span sets, or other pre-approved, rated hardware.

For continuity and clarity, we would prefer that you use our official CAD file. If you are unable to create a scaled rigging plot or if your design does not defer to the DCMM rigging practices (see below), Encore is able to assist you in creating a plot meeting the requirements for a \$500.00 fee.



### Rigging

The following information must be provided prior to your arrival:

- ☐ Name of company producing the event(s)
- ☐ Description of items being hung, complete with event diagram(s) or valid rigging plots
  - All drawings must be received via email in a .dwg, PDF format.
  - Fax drawings will not be accepted
  - Hard copies will be accepted in a scale no smaller than 1/4" - 1'
- ☐ Total weight of each item
- ☐ Signed "Hold Harmless Agreement" on file with the Convention Services/Catering Manager

### Power

Your Encore representative handles all power requests with direct correspondence and supervision of the in-house Electrical Service Provider, at the DCMM. All power requests must be made at least fourteen (14) days before the event.

Rental Rates\* are as follows:

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| Venue Power Distribution (daily rate) | \$227 Single Phase 20amp          |
| Camlocs not included                  | \$395 Three phase 30 Amp          |
|                                       | \$595 Three Phase 60amp           |
|                                       | \$1005 Three Phase 100amp         |
|                                       | \$1990 Three Phase 200amp         |
|                                       | \$3,960 Three Phase 400amp        |
| Power Distribution equipment          | \$300 Standard Frame 30A-80A      |
|                                       | \$440 Large Frame 100A – 400A     |
| Electrician Rate                      | \$194.00 /hr. Set/Strike          |
|                                       | \$205.00 /hr. Show                |
| Master Electrician                    | \$285.00 /hr. Set / Show / Strike |

\*All outside vendor extension cords used for meetings and events must be 12/3 gauge per the Washington, D.C. City Fire Code. All cords and cables must be taped down and covered safely by the standards and policies of the Marriott Marquis Washington DC. When it is necessary to install cords or cables in any area where personnel or guests may travel, including the service areas, the Marriott Marquis Washington, DC requires that cable ramps be used to ensure safety. All cable ramps, as well as taped down cords and cables are to be inspected for safety purposes prior to start of event by a Encore representative.

### Standard Lecterns

Basic wooden lecterns are managed by Encore at a daily rental charge of \$190.00 per lectern excluding labor to set/strike (resetting lecterns will incur a reset fee). Encore currently has 15 lecterns in inventory; additional lecterns can be sourced externally and charged at prevailing rates.



### Internet Service

Encore is the sole provider of wired and wireless high-speed Internet access solutions in the meeting room's space of the DCMM. Encore services provide increased productivity and connectivity options to everything from small meetings to large conventions along with exhibitors and business travelers. Internet connection pricing is determined per IP Address/MAC Address for the following devices:

- ☐ Laptops
- ☐ Desktop Computers
- ☐ Internet Kiosks
- ☐ Network Printers
- ☐ Any other Network Device

All third-party networking equipment, including but not limited to, routers and switches, must be approved prior to use with the property network. Please note that there may be a surcharge for such equipment that is not provided by Encore. Any network disruption resulting damage caused by unauthorized third-party network equipment will be the sole responsibility of the offending party. Please contact an Encore Representative to coordinate your IT requirements.

### House Lighting

Encore has exclusive rights to the DCMM House Lighting Systems. Any programming of preset scenes, break-off circuits, etc. must be arranged and carried out by a representative of Encore. A limited number of programmable house light remote tablet controllers are available for rental \$250 per day. A refundable \$1000.00 deposit for each controller will be placed on the master bill at the time of ordering. Upon the return and inspection of controller, the deposit will be removed. Please contact Encore no later than (14) days prior to the event load-in to reserve a lighting controller. Lighting Design shall remain in keeping with the décor and ambience of the Marriott Marquis Washington DC.

### Fireworks/ Indoor Pyrotechnics

Direct approval from the DCMM fire safety director, convention services/catering manager and Washington, D.C. City Fire Marshal is required for any use of pyrotechnics, fog machines, laser effects or any other such effect on the Marriott Marquis Washington DC property, whether indoor or outdoor. You must submit a copy of your local permit, Business license, liability insurance, and type of pyrotechnics to be used to the Event Manager assigned to your group no later than (30) days prior to your event (see also insurance). One hotel engineer and DCFD personnel will be required at additional cost & assigned to staff specific life safety systems.

During any testing and operation of indoor hazing or pyrotechnic equipment, all indoor hazing is limited to water based hazing units. All hazing chemicals and equipment must be inspected and approved by the DCMM safety staff, prior to discharge. Please see convention services/catering manager for prevailing per day/event rates for fire watch services.



### 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 convention services/catering manager no later than (14) days prior to load-in. Any material is subject to inspection by the fire marshal and/ or director of security. Any material found not certified must be removed from the event immediately.

### Storage

The Marriott Marquis Washington, DC has limited storage space. Should you anticipate needing significant storage, please contact your Event Manager for availability and arrangements. Be sure to include dressing rooms, private storage rooms, as well as move-in and move-out dates (Load-in and load-out may be conducted only during the scheduled time contracted by your group). Should storage space be required for any audio-visual equipment or project while a company is on site, full room rental may be 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 convention services/catering manager working your event and the director of security.

### Loading Dock Activities

Vendors are prohibited from leaving their detached trailers and trucks on the dock after unloading, loading, or overnight. Vendors not following loading dock guidelines may have their vehicle towed from hotel property at their expense. All outside vendor loading dock requirements must be submitted to the convention services/catering manager no later than (14) days prior to the event load-in. Vendors will need to provide the following information:

#### 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
- ☐ **Gas or Propane forklifts are not allowed in the hotel**
- ☐ **Overnight parking of vehicles is not permitted on hotel property**

All vehicles must register with DCMM security 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.



## Outside Personnel

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

- ☐ All labor, hired or representing an outside supplier (outside personnel), must check in at Security to sign in and receive a wristband.
- ☐ Outside personnel are required to wear clothing and/or uniforms that adhere to the same standards set forth by the DCMM to all on-site vendors. Non-compliant individuals may be subject to escort by venue security off the hotel premises.
- ☐ 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 convention services/catering manager for the function. On the day of the function, everyone entering on property must check-in with security to receive a guest pass. Any commercial or private vehicles parked in an area not prearranged by the Convention Services/Catering Manager and/or Director of Security will be subject to immediate towing. All vendors must enter the property from the hotel loading and staff entrance. No vendor may enter through the front entrance. When loading in or out, at no time may vehicles block fire lanes.
- ☐ A copy of any entertainment/entertainer’s riders (their lists of required Audio visual and service’s needs) must be provided to your program’s Conference Planning Manager and Encore 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 Marriott Marquis Washington DC lounges, bars, or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
- ☐ Food and beverage requirements for crews should be submitted to your respective convention services/catering manager, thirty (30) days prior to arrival. We expect outside personnel to adhere to the same policies that the Marriott Marquis employees make. This means no food should be removed and/or eaten from reception lines, back of the house “leftovers”, etc. Outside Vendors and their staff are not allowed in the employee cafeteria.
- ☐ The Marriott Marquis Washington, DC is a non-smoking facility. There is no smoking permitted in any public areas or back of house. This includes all function rooms, the loading dock (DCMM and Convention Center side) and outside locations near guest entrances. Outside vendors are expected to locate and utilize the designated areas for smoke breaks for outside personnel and the DCMM associates.
- ☐ Any foul language, inappropriate or disruptive behavior is a violation of the Marriott Marquis Washington DC 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.



## Insurance

An outside audiovisual or production company ("Production Company") may work within or on the hotel's property provided all the following documents have been submitted to and approved by the hotel at least 5 (five) business days prior to arrival:

### The following are required when using an outside audiovisual supplier:

- ☐ Current certificate of insurance on file for the Production Company includes a minimum of \$5,000,000.00 comprehensive general liability insurance for each occurrence including contractual liability for bodily injury or property damage and workers compensation in statutory amounts. The general liability insurance shall name Marriott Marquis Washington, DC, Capstone Development, Washington Sports Authority, and Marriott International as additional insured.
- ☐ All necessary licenses and permits as required by the city, county, town or other jurisdiction where the hotel is located or Federal Laws must be obtained by Production Company and, further, Production Company will comply with all applicable laws, rules and regulations.
- ☐ Adherence to all local and federal codes as well as standards of the Marriott Marquis Washington DC.
- ☐ Signed copy of these production guideline documents on file.

## Electric Lifts

The Marriott Marquis Washington, DC does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. Please contact your Encore representative for rental information no later than (30) days prior to the requested date. Outside Electrical Lifts are permitted, however outside vendors must produce a valid license to operate on premises.

## Exhibits

Please contact your convention services/catering manager for information regarding exhibit services.

All exhibit hall setups require a Fire Permit and approval of the Washington, D.C. Fire Marshall. A walk through and inspection of the function space must be scheduled with the Events Services 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, mixing of chemicals or explosive materials is strictly prohibited.

The hotel cannot loan tools, genie lifts, or ladders due to safety / liability concerns. Please plan to bring any equipment you may need. Please contact your Convention Services/Catering Manager to inquire what equipment and services are available. Pallets and pallet jacks are not allowed in the Foyers or the DCMM guest lobby at any time. Exterior usage of pallet jacks or forklifts requires the placement of wood or rubber flooring protection (contact the DCMM Engineering Department for further information).



### Banners

All banners and signage needs are handled and coordinated through Encore. Labor and hardware for this service will be billed at the prevailing rate. Signs, banners and decorations may not be suspended from any part of the hotel's HVAC, plumbing, air-wall tracks or electrical systems.

Washington, D.C. Fire Department information regarding permit plans and fire-code regulations for indoor and outdoor events or requirements is available through the DCMM fire safety director. All preliminary plans must be approved by Encore and hotel before final approval is granted by the Washington, D.C. Fire Marshal. For information on the Washington, D.C. Fire Department, please see: <http://fems.dc.gov/page/office-fire-marshal>

### Drayage and Material Handling

The DCMM 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 with 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 which are handled by our on-site FedEx partner:

#### Wall Protection-Doors and Hardware-Furniture Removal:

Prior to load-in, the show manager and Liaison will walk through the area that is to be used and note any existing damage to the area or carpet. Vendor show manager is required to sign completed inspection form.

- ☐ From freight and/or all elevators to inside meeting or ballroom spaces and 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 Liaison will walk through the area and note any new damage to the area or carpet. Vendor Show Manager is required to sign inspection form
- ☐ All expenses for cleaning up or repair incurred by the DCMM are subject to be billed to the drayage company.
- ☐ Parking of the trailers 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 the Convention Services/Catering Manager or Director of Security. Parking permits will be issued and must be displayed in the window of the vehicle.
- ☐ It will be the responsibility of the drayage company to give the Marriott Marquis Washington, DC notice (30) days in advance of the load-in date of any show so that the hotel can make the necessary



#### **Wall Protection-Doors and Hardware-Furniture Removal continued:**

- ☐ 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, palettes, or any equipment may be stored in the back hallways during the time a show is in progress.
- ☐ Any excessive trash and miscellaneous debris left by shows is to be cleared out by the drayage company and not left for the Marriott Marquis Washington DC to clean up. The outside vendor is responsible for removing from the Marriott Marquis Washington DC premises all wooden materials. (I.e. 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 Marriott Marquis Washington DC will be billed to the drayage company. Additional fees will apply (minimum of \$750.00) for general clean-up and will be assessed by your Event Services Manager.
- ☐ The Marriott Marquis Washington DC does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. for the drayage company. Please contact your Encore representative for rental information no later than (30) days prior to the requested date.
- ☐ Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

#### **Security**

Your convention services/catering manager can coordinate in-house security services for your event. (The Director of Security & must be notified if firearms are going to be required). Should you require additional security, please contact your Marriott Marquis Washington, D.C. convention services/catering manager to discuss the different options and services that the hotel can provide. Keys may be requested for specific group areas with written requests. Requests for keys must be submitted (2) weeks prior to event, cannot be removed from the property at any time and must be returned at the event conclusion. Encore shall not be held liable for the security of any outside audiovisual equipment.

#### **Motorized Vehicles**

At an additional cost, a structural engineer must be scheduled to assess any/all placements of motorized vehicles on the M2 level only, within the Marriott Marquis Washington DC. Any vehicle displayed indoors requires a fire permit from the Washington DC Fire Marshall at least two weeks before the event. A visual walk through with the director of safety and security and convention services/catering manager may be required before moving any vehicle into the area. The vehicle must be pushed or lifted into the room. 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 ¼ 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.



### **Cleaning and Custodial Services**

The DCMM 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 Marriott Marquis Washington, DC dumpster with the approval of the convention services/catering manager for the disposal of nonhazardous dry materials. Additional dumpsters are available at a determined cost. Contact your convention services/catering manager for pricing and arrangements.

### **Miscellaneous**

All labor rates quoted are subject to 5-hour minimums (unless specifically noted). All above pricing is subject to a state sales tax. All pricing is subject to change without notice. For any other additional information, please contact your Marriott Marquis Washington, D.C. event manager/convention services/catering manager.

### **Acknowledgement**

I, \_\_\_\_\_, a representative of \_\_\_\_\_, fully understand these Production Guidelines, and agree to the conditions and fees herein during all event activity which I will facilitate at the Marriott Marquis Washington, DC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_