Production Guidelines for The Westin Washington, DC Downtown Hotel

The Westin Washington, DC Downtown Hotel is pleased to have Encore as the preferred event technology / production partner for our clients. Encore has provided outstanding service for conventions, meetings, and special events across the world since 1937. A complete line of basic and specialized audio, video, and lighting equipment, along with professionally trained technicians, is available on-site through Encore. Encore can help activate a transformative event of any type, size, and technical complexity.

The Encore team of professionals works as an extension of The Westin Washington, DC Downtown Hotel's sales and operations staff to ensure a seamless and successful experience for your organization and the attendees. Encore requires outside companies to be responsible in ensuring that all Hotel policies, OSHA, ESTA, & ANSI standards and accepted industry practices are respected as they apply to safety. Encore also requires that outside companies ensure that the Hotel is protected from potential damages.

Benefits of Partnering with Encore

- The on-site staff is very familiar with the unique characteristics of the venue. We put this advantage of being on- site to work for you in servicing your event. Getting things done quickly and efficiently on your behalf requires knowing the facility, the hotel departments, their staffs and having immediate/continuous communication with them. Encore is a department of The Westin Washington, DC Downtown Hotel and as such has a relationship which works for you.
- Encore is a dedicated on-site Production Services Company equipped with the tools to handle your event. Services including detailed diagramming and rendering are offered. Our in-house placement allows us to understand and capitalize on the facility's unique characteristics and capabilities. Our consultative sales approach and customized pricing program with an on-site Sales and Technical Team allows us to create real value for the individual customer by tailoring the event to exceed your vision.
- On-site Sales and Technical staff to help personalize your pre-planning site visit.
- Large inventory of equipment and supplies on-site to better handle all last-minute needs.
- Intimate facility knowledge means knowing the best equipment and arrangements for each room to produce maximum impact.
- Direct savings when it comes to per diems, airfare, hotel accommodations, security and any other costs related to bringing a non-preferred production company.

During your event, our on-site personnel will demonstrate the meaning of “on-time” performance. Each team member is prepared with detailed knowledge of your event and of the facility. Encore is situated to respond to changes and direct activity, thereby getting the job done for you.

Encore onsite at The Westin Washington, DC Downtown Hotel may be contacted at shaniesha.brown@encoreglobal.com

Provisions For Using Outside Production Companies

By selecting to utilize a non-preferred audio-visual company, please be advised that there are guidelines to be followed to conduct business within The Westin Washington, DC Downtown Hotel. As such, your outside production company is expected to adhere to all mandatory guidelines required of our in-house provider, Encore. These guidelines are as follows:

Encore will provide an audio-visual load in and load out liaison to monitor the load-in, set-up, tear-down, and load-out phases of your event. This liaison will be the main contact for your audio-visual supplier and will interface with both the audio-visual company and the hotel staff to ensure good communications between all parties to deliver a successful event. The rate for this mandatory service is as follows:

- Load in Liaison @ $1,100 flat rate.
- Load Out Liaison @ $1,100 flat rate.
- Additional charges will apply for set up or strike that fall between 12am – 6am or on a Holiday.

Rigging Services

As the exclusive provider of Rigging Services at The Westin Washington, DC Downtown Hotel, only Encore is permitted to interact with the rigging systems at this location, including all connections to the ceiling’s designated hang points. Encore is ground support, truss, and scissor lift exclusive. All rigging needs should be submitted though the rigging portal a minimum of 30 days prior to your event start date. Please login to our rigging portal to submit your request https://www.encoreglobal.com/rigging-portal/

The following limitation applies to each hang point:

- The maximum load on any one point is 1000 pounds vertical.
- Cable bridges are required from the truss to wall are required to be rigged with truss and motors.
- Hanging from air walls or decorative ceiling components is not allowed.

Electrical Services

As the exclusive provider of Electrical Services at The Westin Washington, DC Downtown Hotel, only Encore is permitted to connect, disconnect, and energize mains power at this location. All power needs should be forwarded

to Encore a minimum of two weeks prior to your event start date. Fees will apply for all electrical services and equipment. Please contact your Encore Sales Manager for pricing.

- All power is at ground level.
- No power drops/connections are available from the ceiling.
- AV vendor will ultimately be responsible to provide all power cabling needed to be run from the distro to fixtures on the truss, via cable bridges.

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General Guidelines

The client agrees to protect, indemnify, and hold harmless The Westin Washington, DC Downtown Hotel, Encore, their owners, management, and employees from all claims arising out of the client's use of an outside audio-visual company. A certificate of insurance evidencing general liability coverage of $5,000,000.00 per occurrence is required from the outside audio-visual company, with The Westin Washington, DC Downtown Hotel named as an additional insured.

The client agrees all cords, wires, cables, and equipment must be safely secured. All equipment must be placed in compliance with all applicable occupancy, OSHA, and fire regulation codes.

- ☐ Temporary lighted or glow-in-the-dark exit signs must be used when fire exits are covered by drape or other equipment. Signs can be provided at an additional cost.

Storage space for outside audio-visual equipment is the sole responsibility of the outside audio-visual company. Due to fire codes, storage of any equipment in service hallways or areas is strictly prohibited. The Westin Washington, DC Downtown Hotel may have limited storage space available but is under no obligation to provide such space. If space is available, additional room rental charge may apply. Please consult with your hotel Event Sales representatives.

The Westin Washington, DC Downtown Hotel or Encore will not be held liable for lost, damaged, stolen, or misused equipment.

The client will notify The Westin Washington, DC Downtown Hotel in writing, at least 30-days prior to the start of the meeting, who their audio-visual provider will be, along with a list of the names of everyone working on the setup, strike, and operation of the event.

All staff of the outside audio-visual company must be attired and groomed according to the "show black" standard. All outside audio visual staff must be attired accordingly in black shirt, black pants, and black shoes. Prohibitive attire includes shorts, jeans, t-shirts, sneakers, sandals, and clothing with print that may be offensive or vulgar.

A. The Westin Washington, DC Downtown Hotel Department of Safety and Security will require all outside vendors, contractors, or technicians to be assigned and wear a “Visitor” or “Contractor” badge. All vendors shall check in with the Security office upon arrival to obtain their badge. Workers without the proper badge will be subject to removal from the property at any given time with or without notice.

B. All load in and load out must occur at the Loading Dock.

For the consideration of other guests and/or attendees of the hotel, The Westin Washington, DC Downtown Hotel retains the right to require the immediate cessation or reduction of noise determined to be a nuisance or otherwise interfering with the enjoyment of the hotel by guests or other groups. Such noise is to be determined by the Hotel and its liaisons and includes but not limited to music for set-up/tear-down crews, offensive or profane speech or music at any time, excessive volume testing which interferes with other functions in proximity, noise generated by work being performed, etc.

These guidelines are in place to help to ensure that you have a successful event at The Westin Washington, DC Downtown Hotel. These provisions are exclusive of any additional equipment needs, or labor requirements a non-preferred production company may have. As a representative and in cooperation with The Westin Washington, DC Downtown Hotel, Encore will participate in ensuring compliance with the stipulations listed above.

Client Signature

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