



## EXHIBIT, VENDOR AND PRODUCTION GUIDELINES

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## AUDIO VISUAL AND PRODUCTION COMPANIES

Presentation Services Audio Visual (PSAV) is the on site vendor for The Waldorf=Astoria for all audio and video requirements. They provide complete in-house event technology with state of the art equipment and professional technicians. David Ullman, Director of Audio Visual Sales, will provide a comprehensive proposal after discussing your production requirements and budget. PSAV has a proven record of service excellence and competitive pricing and is committed to providing a seamless experience and value for you, your speakers and attendees. PSAV is highly recommended by the Hotel management staff and our customers. Customer references are available upon request.

David Ullman  
Director of Audio Visual Sales  
PSAV  
c/o The Waldorf=Astoria  
301 Park Avenue  
New York, NY 10022  
Direct: 212.872.7392

Basic lighting and spot lights are provided by our in-house electricians and/or Intelligent Lighting. For extensive lighting needs, an outside vendor can be brought in, and must adhere to our labor regulations.

If an outside vendor is selected, they must follow all rules of the Hotel. **Please refer to this entire document for specific requirements for security, insurance, hold harmless, personnel, load-in/out procedures, etc.**

### Audio Visual and Production Labor Regulations

The employees of The Waldorf=Astoria and PSAV are covered by a collective bargaining agreement. The Hotel Motel Trades Council Local One AFL-CIO represents said employees. Any and all Production Companies operating inside The Waldorf=Astoria are expected to abide by these rules. With the exception of the following management or non-union production positions all other labor should conform to the guidelines below:

1. The exempted positions are for supervisory positions (not handling equipment), and include the following; show manager, stage manager, lighting director, technical director. Exempted technical positions include; graphics operator, teleprompter operator, language translation specialists, and still photographer.
2. Any production company bringing in audio visual staff to The Waldorf=Astoria is required to staff PSAV Union technicians at a ratio of **one PSAV Union technician for every one outside technician.**

## **AUDIO VISUAL AND PRODUCTION COMPANIES (Continued)**

3. PSAV technicians are required to be present while any Hotel owned equipment and/or systems are in use in any Hotel function space. This specifically includes Ballroom console lighting, scissor lifts, and all rigging points throughout the Hotel.

Grand Ballroom: All electrical work in the Hotel must be performed by Hotel's electricians. A house light operator must be present whenever the room is in use at the prevailing hourly rate. Any stage work (set up of Hotel owned equipment, usage of stage curtains, travelers, etc.) must be performed by in-house carpenters at the prevailing hourly rate.

Screens that are built-in will be made available at the current rates. A schedule of charges for the use of in-house screens is available from PSAV or from your Event Services or Catering Manager.

Equipment: Non-Hotel personnel will not be permitted to use any Hotel owned equipment, such as scissor lifts. Bringing in outside lifts must meet all codes and regulations of NYC and NY State, as well as Hotel rules and regulations. Any damages caused by outside units from, but not limited, to hydraulic leaks, wheel marks and/or any other mechanical issues will be the sole responsibility and cost of said production and/or outside audio visual company.

Storage: The Hotel maintains no storage facilities for audio visual equipment. This is the sole responsibility of the contracted agency.

Sound levels are to be appropriate for the contracted space and are not to interfere with activities of any other group. Please respect any request regarding sound levels you may receive from Hotel Management. The Hotel reserves the right to immediately terminate any event in the case of inappropriate sound level. Sound Checks for rehearsals must be approved in advance.

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

1. The contractor or production company must have a certificate of insurance with a minimum of \$1,000,000.00 general liability.
2. Full compliance with all federal and local codes as well as those of The Waldorf=Astoria.
3. All electrical tie-ins to the building's power source are handled by Hotel personnel.
4. The contractor or production company is responsible for all charges relating to electrical tie-ins to the building's power supplies. Please refer to the Hotel's electrical and carpenter [price list](#).

## **BILLING FOR CONTRACTORS/SUPPLIERS**

Unless requested by the authorized client contact and the Hotel's group billing coordinator, all exhibit and production-related charges will be the sole responsibility of the Production Company, supplier or contractor. All estimated charges will be due in advance and are subject to normal prepayment schedules. If credit needs to be established, contact the Hotel's Credit Office for credit application and approval.

## **CLEANING SERVICES**

The Waldorf=Astoria does not provide custodial services for production or decorating companies. Trash removal from the production/decorated area is the sole responsibility of the contractor. The contractor may utilize the Hotel's dumpster with approval from an Event Services Manager. All trash must be placed into its appropriate container, any excess of trash which results in an additional dumpster pick-up or delivery will be billed directly to contractor. Your Event Services or Catering Sales manager can arrange to have an additional dumpster available for your load-out needs at a current cost of \$1,000.00 per dumpster. At the conclusion of the exhibit or production, the function room and loading dock must be left presentable for the next day's business prior to leaving the property.

Decorator Florists: It is the responsibility of the decorator/florist to return immediately after the contracted event has finished, to remove any materials used to decorate the function space. The decorator/florist must ensure that the space is left in a presentable manner, which means removal of all trash, wood, leaves, flower petals etc. Any damages caused to Hotel property will be directly billed to the contractor. Any leaves, flowers, etc. left on the floors prior to the event must be cleaned up by the florist.

## **DIAGRAMS/PERMITS**

City of New York Bureau of Fire Prevention and Public Safety regulations must be followed without exception. It is the responsibility of the contractor/supplier to produce scaled diagrams of the Production area. All necessary permits and approved diagrams must be submitted to the Hotel Event Services office for review 45 business days prior to load in. The assigned Event Services Manager will advise on any logistic, safety or equipment concerns.

## **ELECTRICAL INFORMATION**

The Waldorf=Astoria requires that all electrical power, and the labor to install, operate and remove, be provided by the Hotel's engineering department for all functions on Hotel property.

All power requirements must be in writing and forwarded to the Event Services or Catering Manager five (5) days prior to arrival. All power requirements are handled directly by the hotel's Chief electrician. Power requirements in excess of standard wall receptacles, will be charged accordingly per amp. Additionally, any equipment rented or installation work performed by hotel employee(s) will be charged accordingly to the master account. Any equipment used on hotel grounds must carry a UL listing. Information outlining power capabilities as well as appropriate engineering charges is available from your Event Services or Catering Manager.

Extension cords used in the hotel's meeting space must be 14/3 gauge, per the New York Fire Marshal regulations. **NO EXCEPTIONS.** Additionally, all cords or wires laying in the proximity of foot traffic must be secured down, covered and protected safely. (14/3 gauge cord can be rented through the hotel's Engineering Department.)

## **ELECTRICAL INFORMATION (CONTINUED)**

**NOTE:**

The Grand Ballroom requires constant supervision. Every time the room is “live”, a certified electrician will be posted to monitor the room and operate the house lights at the prevailing labor rate.

Please refer to the [price list](#) in the Appendix section of this guide.

**EQUIPMENT**

All labor, material and equipment necessary to provide the service provided by contractors is to be supplied by said contractor. This includes, but it is not limited to: Ladders, tools, powered industrial trucks such as forklifts, cherry pickers, hi-boys and lighting fixtures.

Protective Floor boards (carpet on bottom side) must be provided by the vendor and used when moving in drayage or any other heavy freight into the ballrooms. All boards must be in place before drayage may be brought to the exhibition hall. Protective boards may not be stored on the loading dock

When designing stage sets, screens, draping, etc., safe and proper access into ballroom areas from back service corridors must be established. Safe access paths into each room must be created; obstruction by equipment, cables, A/V cases, etc. will not be allowed.

The contractor/supplier must supply their own transportation devices (to include: flatbed trucks, forklifts, electric and manual pallet jacks, packaging materials and equipment) to move equipment in and out; carts or lifts should be electrical. It is imperative that the vendor provide sufficient amounts of equipment to move the drayage as it is against Hotel regulations to lend any Hotel equipment to outside contractors or vendors.

**Lifts**

Equipment of this type (genie-lifts, etc.) used in hotel meeting space, must be approved by the catering or convention manager prior to arrival. Forklifts must have a back-up light and must be Liquid Propane Operated Lifts (for outdoor use only). Forklifts used indoors must be battery operated. Spare LPG tanks must be stored on racks on the loading dock. All forklifts and electric pallet jacks must only be used by experienced drivers who are certified by OSHA. Please bring a copy of the certificate for Hotel Security to review.

**Please note, for insurance and liability reasons, the Engineering Department cannot loan or rent ladders, genie lifts, etc.**

**EXITS**

At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated.

## **EXHIBITS/DRAYAGE**

### **Exhibit Regulations:**

1. Driving of trucks, unloading of trucks and delivery of all drayage and equipment to the exhibit hall must be performed by union personnel. Typically, this is handled by the local Teamsters union.
2. The set-up of the exhibition hall must be performed by union personnel. The local carpenter's union and the local Exhibition Employees union normally perform this work.
3. Individual Exhibitors may only bring into the ballroom what they can carry in one (1) load via service elevators and set-up within 30 minutes with no tools. Exhibitors will not be allowed to use Hotel equipment to move their materials into the ballroom. All exhibits that do not meet these criteria must be set-up by the stagehands/decorators unions.
4. Prior to finalizing exhibitors' kits, a copy must be sent to the Hotel Event Manager for approval. The hotel will provide you with appropriate power, carpentry, telephone, shipping and audio visual forms for exhibitors to place orders.
5. 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 Hotel property. No painting, mixing of chemicals or explosive materials is allowed in the meeting space of the Hotel.
6. If an exposition/drayage company is used, all exhibitor drayage must be sent to them directly for storage. This point should be emphasized in the exhibitors' kit sent to the individual exhibitors. The Hotel reserves the right to refuse all shipments sent to the Hotel prior to the exhibit hall set-up date. If the exhibitor arranges with the Hotel and the drayage company to have its shipment arrive on set-up date, it is the responsibility of the Exposition/Drayage company to take receipt and possession of the freight.
7. All packages/freight from the exhibit area for pick-up by selected carriers will be the responsibility of the drayage company to inspect forwarding labels and bills of lading. The Drayage Company will have the exhibitor sign a document releasing the Hotel's liability and accountability over the packages/freight turned over to the drayage company for pick-up from the Hotel.

### **EXHIBITS REGULATIONS (CONTINUED):**

8. It is the responsibility of the Exhibition/Drayage Company to hire labor to direct traffic while the tractor-trailers are pulling in or out of the loading dock. Additionally, if the tractor nose is on the sidewalk, it is the responsibility of the Exposition/Drayage Company to hire labor to divert pedestrian traffic around the sidewalk.
9. The Exposition/Drayage Company must establish a manned work station in the exhibit hall. Each work station should have either a house phone or an outside DID line, charged at the current rate. Usage charges are assessed for calls made on a DID line. Current charges will apply and are the responsibility of the Exposition/Drayage Company.
10. A head foreman must be present at all times on the loading dock during move-in and move-out, as well as a lead supervisor located in the exhibit hall.
11. During break periods, one Exposition/Drayage representative must be present in the exhibit hall and one representative must be present on the loading dock, in order to receive and distribute freight to meet exhibitor requirements.
12. If the Hotel elects to accept drayage for exhibitors prior to set-up date, the Exposition/Drayage Company will take possession of the freight on the loading dock on the set-up date.
13. The Hotel will turn over a clean, cleared and vacuumed exhibition hall to the Exposition/Drayage Company on the date of set-up. In return, the exhibition hall must be given back to the Hotel in the same condition (clean and cleared) at the time that is outlined in the client's contract. If the Exposition/Drayage Company exceeds the contracted time without prior written authorization from the Hotel, there will be a charge of \$300.00 per hour, for every hour the vendor goes over the contracted time. If the Exposition/Drayage Company does not give the Hotel the exhibition hall back clean and cleared there will be a \$300.00 fee charged to the Exposition/Drayage Company. The Exposition/Drayage Company will not be allowed to work on Hotel property again, until the above charges are paid in full.
14. Labor Guidelines: Please refer to "Labor Guidelines for Exhibits" on this guide.
15. Please refer to the Package Room/Shipping section of this guide for further information.

## **FIRE PREVENTION**

### **Fire Alarm System**

The fire alarm system in the hotel is activated by foreign substances, heat and smoke. Programs which have equipment such as fog machines, pyrotechnics, fireworks, laser shows, special effects, etc., must have written and stamped approval by the New York Fire Marshal, two (2) weeks prior to the event. The event approval certificate must be forwarded to the convention or Catering Manager to provide backup in the event of any future unforeseen fines.

### **Fire Marshal Approval**

The Waldorf=Astoria floor plans were approved prior to being issued a public assembly permit for that area. If deviations from these approved floor plans exist, it is the responsibility of the vendor/contractor to submit, obtain and pay for any processing fees. Temporary public assembly permits are obtained through the Building Department at the below address. Four copies of final approved diagrams are to be submitted to the Event Services/Catering office at least 14 days prior to load-in. No vendor will be allowed to load-in without a pre-approved plan.

Department of Buildings  
Executive Offices  
Attn: Satish K. Barbbar  
60 Hudson St  
New York, NY 10013

### Fire Watch

A manned fire watch may be required by the City of New York Bureau of Fire Prevention and Public Safety. Vendor/contractor is responsible for submission of application, obtaining permits and all associated fees for processing and fire personnel required.

### **FLOOR LOAD LIMITATIONS**

Please contact your Event Services or Catering Manager if you are planning to bring unusually heavy equipment to the meeting space for approval.

### **FOOD AND BEVERAGE**

All food and beverage needs must be arranged through the hotel's Catering Department. The exhibit contractor should notify in writing, the Event Services or Catering Manager, of any exhibitors dispensing food and beverage from their booth, thirty (30) days prior to arrival. Any cooking to be done in hotel meeting space must have written permission from the New York Fire Marshal. Obtaining this permission is the sole responsibility of the exhibit contractor.

Any exhibits that require the use of kitchen equipment, including but not limited too, refrigerators or freezers must provide their own; the hotel is not responsible for providing any equipment or refrigerator space during the exhibit.

No sample foods, beverage products or donated food and beverage products may be distributed by exhibitors except upon written authorization by The Waldorf=Astoria.

### **FOOD AND BEVERAGE (CONTINUED):**

Due to state law, you may not bring alcoholic beverages into the hotel. In addition, prior approval must be received from the Catering department before you bring in non-alcoholic beverages or any food from outside sources ~ this includes samples, donations and giveaways.

After approval by the hotel, any exhibitor that will be preparing or displaying food products within the exhibit hall must take precaution for protecting permanent carpet by using visqueen, mats, plastic, etc. Any damages incurred to property of the Hilton New York will be a cost incurred by the exhibitor in repairing or replacing, whichever is applicable.

## **FREIGHT ELEVATORS**

Contractors are not permitted to operate the Hotel's Freight Elevators. The Hotel's Freight Elevator must be operated by the Hotel's unionized staff. The Elevator Operator will control elevator traffic, as at times the freight elevator will need to be used by the Hotel.

During vendor/contractor break periods, the freight elevators must be left empty so that the elevator may be used for other purposes.

Auto Lift – Servicing loading dock, 2<sup>nd</sup> and 3<sup>rd</sup> floor. The 3<sup>rd</sup> floor stop opens into service corridor which leads to the Grand Ballroom. Interior dimensions of 20' 6"L x 7' 11" W x 7' 8"H. Capacity is 8,000 lbs.

Service Elevators: Cars 24-34 are the main service elevators serving the loading dock and all function space. Dimensions are 6'5"L x 4'9"W x 7'1"H. Capacity is 2,500 lbs.

## **HEATING AND THEATRICAL DISPLAYS**

Use of Candles, fuels for heating food such as Sterno®, cooking stations using butane, lasers and fog machines are subject to federal, state or local regulation which shall be adhered to. It is the responsibility of vendor/contractor to obtain and pay for all permits. Permits must be submitted to Hotel Event Services offices 10 days prior to event.

## **HOLD HARMLESS**

The hold harmless agreement located in the Appendix section of this guide must be signed and submitted 30 days prior to event.

## **INSURANCE REQUIREMENTS**

A certificate of Insurance is required for all vendors working within The Waldorf=Astoria. The following are the minimum insurance requirements. Certificate must be submitted to Hotel event/catering manager 30 days prior to event. Note: Security, Rigging and Electrical Contractors are required to carry \$5 million in general liability.

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 the scope of work.

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

Employers Liability: Not less than \$500,000 combined single limit.

Workers Compensation: In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

Property Insurance for Contractor's tools and equipment. In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of Hotel, Owners or Hilton, its employees, officers, directors, or agents.

#### Additional Insured

All entities must be named on the Certificate of Insurance as additional insured's:

1. The Waldorf=Astoria
2. Hilton Hotels Corporation

The Certificate of Insurance will be required (1) month prior to the start of the convention.

## **LABOR**

### Contractor/Supplier Personnel Guidelines

Areas of Access: All contractors/vendors must stay in designated job site areas. Access to "front of house", guest elevators/floors or "back of house" kitchen, offices etc. is not allowed.

Bag Check: All bags and boxes are subject to a Security check upon entering or leaving the building.

Behavior: Profanity, loud or aggressive behavior and/or lack of respect for customer, Hotel guests, Hotel management or employees will not be tolerated.

### Contractor/Supplier Personnel Guidelines (Continued):

Cafeteria: Under no circumstances are vendors' employees to use the Hotel Employee Cafeteria.

Dress Code: All contractors/vendors will be required to wear uniforms during performance of their contracted job duties while on site. If no uniforms are provided, the Hotel requires that all workers are dressed with shirts, closed toe shoes, long pants or dress shorts. Tank tops, bare backs, bathing suits, torn clothing or T-shirts with offensive pictures or language will not be permitted during performance of job duties.

Drugs/Alcohol: The Hotel is committed to a drug and alcohol free work place.

Food & Beverage: Vendors/Contractors are allowed to use Hotel outlets for food service only. No discounts are allowed. No large parties (in excess of 4 persons) will be allowed. No alcohol may be consumed while on Hotel property. Behavior must be in accordance with other points outlined in policy.

Employee Locker Room: These are for the sole use of Hotel employees and are not to be used by contractor/supplier.

Entrance: Vendors may only use Hotel employee entrance, located on 50<sup>th</sup> Street between Park and Lexington Avenues, and are required to check in with security to receive a visitor pass. Passes must be worn at all times for access to any area beyond the loading dock. Photo ID will also be required.

Hotel Equipment: Contractor/supplier is not authorized to use any tools, ladders, motorized equipment or other furnishings of the Hotel without express written permission from Hotel management.

Identification: All vendor employees must have a government recognized form of identification while on Hotel property.

Personal Business: Family members and friends are not allowed on Hotel property.

Personal Property: In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor or its employees.

Smoking: There is no smoking allowed on Hotel property.

Supervision: Each contractor/supplier company will be responsible for providing a primary contact or supervisor along with a cell number for the individual. The designated contact or supervisor will be responsible for the actions of their employees at all times while on the Hotel premises. The designated contact or supervisor will be responsible for informing and ensuring that all crew members involved in any phase of production (either on a full or part-time basis) are made aware and knowledgeable of the conditions listed in this policy.

Work Area: All contractor/supplier work areas must be kept clean and safe at all times.

Contractor/Supplier Personnel Guidelines (Continued):

If at anytime any of the above-mentioned policies are violated, the Hotel reserves the right to require Contractor's operations to cease if, in the Hotel's reasonable estimation, these policies are not being adhered to.

### Union Labor Guidelines for Exhibitors

All exhibit and display work in the New York area must be done by union personnel.

There are four major unions that have jurisdiction over trade shows. The following should help guide you in conforming to union jurisdiction and its adherence to them when required.

*Teamsters Union* – Teamsters handle freight at the exhibit hall. They unload all trucks of vehicles. They also provide rigging of machinery moving services and spot machinery in the booth. The normal rigging crew consists of three men. Customarily, this service must be ordered as needed at exhibitor's expense.

*Carpenters Union* – Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate/re-crate machinery or equipment, and install/remove all draping and floor covering.

*Exposition Workers* – Exposition workers deliver freight to exhibitor's booth after it has been unloaded by teamsters and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor covering. They may assist carpenters in the erection and dismantling of exhibits and displays. The first two men required for this type of work must be carpenters, and a 3rd man (if required) must be an exposition worker.

*Electrical Union* - All power requirements will be supplied by the Hotel. Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit back wall.

*What you can do without union personnel in the New York area* – Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long the booth size is 100 sq. ft. (10'x10') or less and the following conditions are met:

1. The set-up can be reasonably accomplished in ½ hour or less.
2. No tools are used in the assembly or dismantle.
3. Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact.

### Union Labor Guidelines for Exhibitors (Continued)

Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may “hand carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a “pop-up” display (equal or less than 10’ in length) capable of being carried by hand by one person. The individuals moving the item must be full time employees of the exhibiting company and must carry identification to verify this fact.

International Brotherhood of Electrical Workers  
Local 3, James Robson, Business Representative (718) 591-4000, Ext 2

Exhibition Employees Union  
Local 829, Manuel Farina, Vice President (212) 679-1164

Exhibition and Display New York District Council of Carpenters  
Richard R. Tuccillo, Business Representative, (212) 366-7500

Teamsters Local No. 807  
Tony Storz, Vice President, (718) 726-2525, ext 142

Local One IATSE Stagehands  
Robert Nimmo, Business Manager  
212-333-2500 ext. 32

### Union Labor Guidelines for Production/Audio Visual Companies

Please refer to Audio Visual section of this Guide.

## **LOAD-IN/LOAD-OUT**

### Loading Dock

The Hotel Loading Dock is located on 50<sup>th</sup> Street between Park and Lexington Avenues. A schedule of load-in/load-out times must be submitted to the Catering or Event Services office no less than 10 business days prior to start date for all activities, including all sub-contractors that have been hired by the vendor.

The loading and unloading of trucks must be handled by union personnel. The Local Teamsters union normally handles loading and unloading of all trucks that are 24’ or longer.

### Loading Dock (Continued):

We have two (2) loading bays and we'll do our best to clear use of one for you, although we cannot guarantee that one will be available without a wait, as Hotel deliveries take priority. Our freight elevator must be manned by an elevator operator at the prevailing labor cost.

Load-in/outs are NOT permitted between the hours of **2:00pm and 5:00pm** seven days a week by order of the New York City Department of Traffic. Should you violate this order, the Waldorf=Astoria is not responsible if your vehicle is ticketed or towed.

Companies are required to use a protective material (masonite) in any space that is scheduled for exhibits or production purposes and has Hotel carpet and/or marble. Failure to provide a protective floor covering will result in a \$5,000 surcharge.

The Event Service Manager in conjunction with the contractor will make an inspection of the function space prior to any 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 Events Service Manager to setup a walk-through prior to conducting any activity, as to prevent any unnecessary charges.

Any damage caused to the premises by the exhibitor or contractor must be repaired/replaced to its original condition at the exhibitor/contractor's expense.

Caterers utilizing Hotel meeting space for the preparation of any function must cover the entire area with thick plastic. Any installation that affects fire codes must have prior approval of the Fire Marshal.

### Scheduling Load In / Load Outs:

A complete move-in/move-out schedule must be provided to the Event Services / Catering Department in writing no later than four (4) weeks from the show move-in day. Any changes to this schedule must be communicated to the Event Services Manager or Catering Manager immediately. Additional costs for loading dock labor will be passed along to the supplier company should the schedule change without sufficient notification

### Loading/Unloading of Trucks:

Loading and unloading of trucks must be handled by union personnel. The local Teamsters union normally handles unloading and loading of all trucks that are 24' or longer.

## OSHA

It is the responsibility of the vendor to ensure that work is conducted in a manner that will not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes. Hotel management has the authority to not allow entry of guests into the room until any unsafe conditions have been satisfactorily corrected. FDNY codes must be followed as well.

## **PACKAGE ROOM/SHIPPING**

### **Shipping Address:**

Name (of person who will be on-site)  
Company Name  
C/O The Waldorf=Astoria  
103 Park Avenue  
New York, NY 10022  
Attention:Package Room  
Hold for Guest Arrival  
Delivery Date & Destination

### **Shipping, Receiving & Storage Process:**

- Fees: Please refer to current price list.
- Please be advised the Hotel Package Room will not accept or store crates.
- The Package Room Management reserves the right to NOT accept boxes which are damaged during shipping, unsafe or too large.
- Parcels are accepted 3 days prior to arrival.
- Number each box and know its contents. This helps when a specific box needs to be located immediately (i.e. 1 of 2; 2 of 2)
- If there is more than one on-site location, label the boxes with their specific delivery location and time.
- Packages/pallets may be staged on the loading dock for pick-up by a selected carrier upon approval from the Loading Dock Manager and for a period not to exceed 24 hours.

### **Information for Shipping Companies:**

1. The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.
2. All delivery/pick-up schedules for packages for the shipping company must be arranged with the Event Manager handling the program at least ten (10) days in advance. If advance scheduling does not take place, the shipping company will not be allowed access to the Loading Dock.
3. All movements by the shipping company must utilize the Service elevators. Under no circumstance is a Guest elevator to be used for movement of materials. If the vendor would like to use the freight elevator, an elevator operator must be hired, two weeks in advance at \$200.00 an hour, with a four-hour minimum.
4. Any movement of boxes requested to be handled by the Package Room will be charged per box at the prevailing rate. Credit card payment will be due prior to delivery of any boxes.
5. Preferred courier labels and envelopes will not be provided to any exhibitor utilizing the services of the shipping company.
6. The return address on all labels put on packages shipped by the shipping company should clearly indicate the name of the shipping company on them.
7. A management contact and telephone number must be provided to the Hotel to refer inquires of missing boxes to after the end of the event.
8. The shipping company must be clear of the meeting space being used at the time indicated in the sales contract with the client. Unless written approval is given in advance by the Hotel, if the vendor leaves their items in the area beyond the contracted time there will be a charge based on the size and quantity for each hour over the contracted time. The shipping company will not be allowed to work in the Hotel again, until such charges are paid in full.

## **PARKING**

Upon approval of the loading dock manager, trucks and containers may be temporarily parked at the Hotel Loading Dock and must be removed as soon as they are emptied. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight. Arrangements for removal of vehicles or containers will remain the responsibility of the contractor/supplier. Any vehicles left on Hotel property, without written Hotel approval, will be towed at the vendor's expense.

## **PYROTECHNICS**

The storage, use or display of interior or exterior pyrotechnic material or devices, fireworks (Class "C" explosives) and similar incendiary devices intended for theatrical or entertainment purposes is prohibited.

Any vehicles brought into the building must adhere to the following regulations: gas tank must be empty (gas gauge to read empty), battery cables must be disconnected and taped, gas caps must be locking and visqueen must be placed under the vehicle.

## **RIGGING**

Intelligent Lighting, Inc., is the exclusive in-house rigging contractor for The Waldorf=Astoria. Their primary obligation is to ensure that all rigging is carried out in a safe and efficient manner. They must approve your rigging design to ensure that it is efficient and that it does not exceed approved loads. There are a total of six (6) points available in the Grand Ballroom. They are responsible to install and dismantle all your equipment needs that require rigging, and they are also responsible to the Hotel to ensure that they respect the structural limitations of the meeting rooms as established by their engineers and to safeguard all the Hotel equipment and installations.

All signs, banners and decorations that are being attached to the points must be hung by Intelligent Lighting.

Intelligent Lighting is available to conduct site surveys, and will require, 14 days prior to load-in, a plot plan showing all lighting, audio, video, and scenic equipment that requires rigging. Your drawings can be faxed or e-mailed to them in DWG, DWF, or EPS format.

Bringing in outside lifts must meet all codes and regulations of NYC and NY State, as well as Hotel rules and regulations. Any damaged caused by outside units from, but not limited to hydraulic leaks, wheel marks and/or any other mechanical issues will be the sole responsibility and cost of said production and/or outside Audio Visual Company.

## **SAFE WORK PRACTICES AND MISCELLANEOUS**

It is the responsibility of the vendor to ensure that all areas (including back of the house) production equipment and cords are secured in such a manner that it will not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes.

1. Aisles and emergency exits shall be kept free of debris at all times and maintain a minimum width of 24".
2. Floors shall be kept clean and dry.

## **SAFE WORK PRACTICES AND MISCELLANEOUS (CONTINUED):**

3. Floors and platforms shall be kept free of projections, obstructions, holes and loose boards.
4. Machinery and equipment shall be arranged to maintain a 24" wide aisle for safe egress from building, or a warning sign shall be posted with padding to increase safety.
5. Exits shall never be blocked or obstructed.
6. Fire extinguishers shall not be blocked or obstructed at any time.
7. Safety devices and guards shall not be removed and/or will be replaced before operating any machine.
8. All control buttons and switches shall be properly identified as to its function and purpose.
9. All control buttons and switches shall be color-coded.
10. All emergency equipment shall be inspected regularly and kept in good working order.
11. All unsafe work conditions shall be reported to Hotel Security.
12. Report all accidents or illnesses immediately to Hotel Security.
13. Report any safety device that is missing or inoperative i.e. machine guards, emergency stop buttons.
14. Oily rags and containers that contained flammable liquid shall be disposed of in covered metal containers immediately after use and emptied each day.
15. A qualified person shall perform all maintenance of equipment.
16. Horseplay and running are forbidden.
17. Vendors/Contractors shall use proper lifting techniques as outlined in the Back Injury Prevention Program, to avoid over extension when lifting.
18. Personal firearms or other weapons are not allowed on property.
19. Vendors/Contractors must report all unsafe work practices to their supervisor and/or Hotel Security.
20. Vendors/Contractors must know the Hotel's fire evacuation procedures and must follow appropriate directions from their supervisor and/or Hotel Security.

**SAFE WORK PRACTICES AND MISCELLANEOUS (CONTINUED):**

21. An MSDS (Material Safety Data Sheets) shall be provided to Hotel Security for any chemicals that will be used or brought onto the property.
22. Vendors/Contractors shall refer to container label or MSDS for recommended personal protective equipment for any hazardous chemical or substance being used.
23. Vendors/Contractors who require the use of a forklift must be certified and be in possession of certification when driving vehicle.
24. No products or materials shall be hung, fixed, taped, glued, nailed and/or attached to any wall or column in the building(s). Any damage caused by the above shall be billed directly to the exhibitor.
25. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to the permanent structure of the building(s). All signs must be hung by union carpenters.
26. Any damage to the building(s) caused by the exhibitor or subcontractors (i.e. I&D) will be billed directly to the exhibitor.
27. Air balloons (helium) are permitted in the building with permission by the show manager.
28. No holes may be drilled, cored or punched in the building.
29. No painting of signs, displays, or other objects are permitted in the building.
30. "Glitter" is not permitted in carpeted areas of the building.
31. No maintenance, electrical room, food pantry, or fire exit doors or panels may be blocked in any way.
32. No tape of any kind will be permitted on any carpeted or marble surfaces.
33. Only low adhesive line tape is permitted on Hotel carpets. Chalk is not permitted for markings.
34. The running of any cables or similar material is not permitted across any doorway floor.
35. No animals are permitted in the building without written consent by show management and approved by the Hotel. All the necessary insurance forms and waivers are required.

## **SECURITY COMPANIES**

1. Every Contract Security Officer coming on duty, shall sign in & out at The Waldorf Astoria's Security Control Station on a daily basis. This is located on 50<sup>th</sup> street, between Park and Lexington Avenues.
2. No Contract Security Officer shall carry a firearm on the premises.
3. No Contract Security Officer shall be assigned by a Contract Security Company who has been convicted of a Felony involving theft, arson, assault with a deadly weapon, murder, rape or burglary.
4. No Contract Security Officer shall solicit, accept or attempt to remove any item from any exhibit, display, or other functions in The Waldorf=Astoria.
5. While on duty, no Contract Security Officer shall smoke in public, drink alcoholic beverages, or act in any manner which would reflect unfavorably upon himself (herself), his (her) employer or The Waldorf=Astoria.
6. Contract Security Officers shall remain in their assigned areas of responsibility at all times.
7. The Waldorf=Astoria reserves the right to remove any Contract Security Officer from the premises at any time, to be replaced immediately at the expense of the Contract Security Company.
8. The Contract Security Company shall sign the attached "Hold Harmless agreement."
9. The Contract Security Company shall provide an Insurance Policy with the minimum amount of \$5,000,000.00 (five million dollars) naming The Waldorf=Astoria and Hilton Hotels Corporation as co-insured's.
10. The Contract Security Company shall provide proof of Workers Compensation (Minimum: \$1,000,000) to include Personal Injury which includes False Arrest; Detention; Imprisonment, or Malicious Prosecution; Libel; Slander; Defamation; Violation of Right of Privacy; Wrongful entry of eviction or other Invasion of Right to Privacy Occupation.
11. The Contract Security Company shall provide proof of the company's Employee Fidelity Bond.
12. Any Contract Security Officer found sleeping while on duty will be removed from the premises and replaced immediately at the expense of the Security Company. The individual found sleeping will not be allowed to work at The Waldorf=Astoria at any future time.

## **SECURITY COMPANIES (continued)**

13. All Contract Security Officers shall wear a uniform as deemed by the Contract Security Company at all times. The uniform shall be professional in nature and shall include a picture ID and nametag with company name and or logo. Jeans, shorts and sneakers, even if considered part of the Contract Security Company uniform, are not considered professional attire and therefore are not to be worn when working at The Waldorf=Astoria. Any Contract Security Officer failing to meet uniform standards will be replaced immediately at the expense of the Contract Security Company.
14. In order to adequately provide coverage, the following staffing must be provided: With three (3) or more Security Officers on a twenty-four (24) hour continual schedule, a Supervisor will be required.
15. With five (5) or more Security Officers on a twenty-four (24) hour continual schedule, a Supervisor and Relief Officer will be required.
16. All Contract Security personnel are required to be state licensed, bonded and thoroughly trained in compliance with the State of New York standards of the Department of Consumer Affairs, Bureau of Security and Investigative Services.
17. The Contract Security Company shall provide a current copy of the company's Patrol Operators (PPO) license and New York City Business license.
18. The Contract Security Company shall provide to The Waldorf=Astoria the contracted schedule of when and where all security officers will be located no later than 48 hours prior to the event start date.
19. The Contract Security Company shall provide The Waldorf=Astoria a 24-hour access telephone or pager number for any emergencies.
20. The Waldorf=Astoria security department will not be responsible for providing break relief for any Contract Security Company. Break coverage is solely the responsibility of the Contract Security Company.
21. It is the responsibility of the Contract Security company to update all forms that are required on an annual basis or prior to each occasion the Contract Security company works in The Waldorf=Astoria (NO LATER THAN 48 HOURS PRIOR TO START DATE OF THE EVENT). If these forms are submitted later than 48 hours prior to the start date of the meeting, there will be a \$200 processing charge which will be the responsibility of the Contract Security Company.

If any of the above rules are violated, The Waldorf=Astoria reserves the right to immediately remove the Contract Security company and all its agents from the Hotel and ban them from working at The Waldorf=Astoria at any future time.

## **SIGNAGE**

No handwritten signs or posters are permitted anywhere on hotel property. Signage must be professional and placement is restricted to the Foyer and meeting space of each room. Signage can be ordered to the hotel's specification (11" x 14") through the Waldorf=Astoria Business Center at (212) 872-4950.

## **STORAGE**

Storage space for outside vendors/contractors will be the sole responsibility of the selected vendor. The Waldorf=Astoria will make every effort to secure space, once notification is given, but is under no obligation to provide such space. If space is available, the vendor will be charged published rental for such space. No equipment or cases are to remain in the "back of the house" areas at any time. Any empty cases are to be removed from the Hotel and brought back for load-out.

The Waldorf=Astoria Ballrooms are not lockable and the Hotel will not be responsible for the security of any equipment brought into the Hotel. Arrangements for properly licensed and insured security guards may be made through your Event Services or Catering Manager. Private security guard agencies may be used with the approval of The Waldorf=Astoria, please contact your Event Services Manager or Catering Manager for a listing of approved companies.

Production Companies using rear-screen setups may at their own discretion store cases in their immediate back-stage area.

Production Companies will not be permitted to leave any materials, equipment or cases in any hallway, public space or other area that interferes with the day-to-day operations of the Hotel.

## **TELEPHONE & INTERNET CONNECTIVITY**

All telephone and internet requirements are to be communicated to The Waldorf=Astoria Event Services or Catering Manager (3) three weeks prior to arrival to ensure proper technician staffing levels and on time delivery of internet drops, analog telephone lines and telephone devices. All on-site orders for Telephone and Internet are subject to on-site rates. Overnight, weekend and holiday installations are subject to additional charges.

These services are provided exclusively by The Waldorf=Astoria Technicians. Please contact your Event Services or Catering Manager for specific pricing.

Production Companies may elect to contract with third-party, non-Hilton providers to bring circuits (T1, ISDN, DSL) to the property. These may be brought to the main PBX room and the provider will be paid directly by the Production Company. However, The Waldorf=Astoria technicians must extend the circuit to the meeting space and this service will be charged at appropriate rates.

## **TRASH REMOVAL**

The contractor/supplier is held completely responsible for leaving the facility or facilities utilized in the same condition prior to load-in. This will include disposal of trash, pros, cardboard boxes, etc. and vacuuming of room (exhibits), service elevator landings and hallways used to access exhibit/function areas.

## **VEHICLE STORAGE**

The Waldorf=Astoria does not provide vehicle storage facilities  
Any vehicles brought into the building must adhere to the following regulations: gas tank must be empty (gas gauge to read empty), battery cables must be disconnected and taped, gas caps must be locking and visqueen must be placed under the vehicle.

## **WALK-THROUGH REPORT**

A Hotel representative will schedule to conduct a walk through of all areas for load in, set up and event in advance of load in to document the condition of space. Contractor is required to participate in the walk through and sign off on the report prior to load in. At the conclusion of the event, after load out, a walk through will be conducted to document condition of space. Contractor is required to participate in the walk through and sign off on the report prior to departure. All fees assessed for damage must be settled/paid for prior to departure.



**SIGNATURE PAGE:**

The undersigned is an authorized Agent of Contractor and has read and agreed to all terms of conditions to perform services on Hotel property.

<Name of Vendor/Contractor>

Dated: \_

By: \_

Printed  
Name: \_

Title: \_

# 1.1 APPENDIX



## **HOLD HARMLESS AGREEMENT**

This Agreement is made this [ ] day of [ ], 200\_\_\_, by and between [insert Hotel's formal legal name used for contracting purposes] (the "Hotel") and [insert full legal name of outside contractor/supplier] ("Contractor"). The parties hereto agree as follows: Contractor has been retained by [ ] ("Group") as a contractor for Group's event at the Hotel over the dates [ ] ("Event"). The Hotel shall allow Contractor to provide services to Group at the Hotel for the Event. In exchange for this valuable consideration, Contractor agrees and covenants as follows:

### **I. INDEMNITY:**

A. Contractor including, without limitation, its affiliates, agrees to indemnify, defend and hold harmless Hotel, its owners [list names of owners if required] and Hilton Hotels Corporation (including each of such entities' owners, partners, subsidiaries, affiliates and franchisees) and their respective members, partners, officers, owners, agents, employees, parents, affiliates, insurers, successors, or assigns (collectively, the "Indemnitees") from and against all loss, claims, demands, actions or causes of action, liabilities, damages, fines, expenses, costs of whatsoever nature (including reasonable attorney's fees and costs) whether by reason of death or injury to any person or loss of or damage to any property or otherwise ("Claims") including Claims which may be asserted by third parties, arising out of, resulting from or in any way connected with, in whole or in part: (a) any breach of the Agreement by Contractor; (b) the activities of Contractor (or any of its employees, agents, exhibitors, guests or attendees) at the Hotel or any related act or failure to act by Contractor or its parties (including but not limited to any omission or act taken or committed by Contractor in any way related to the Event).

B. Contractor agrees to carry contractual liability insurance to cover the Indemnitees for any claims arising from the indemnity provisions set forth in paragraph A above and provide the Hotel a current certificate evidencing such coverage. Such insurance must name each of the Indemnitees identified in paragraph A above as additional insured and shall include the CG 20 10 endorsement or its equivalent to the certificate.

C. For the purpose of these indemnities, the activities of Contractor and its agents or employees on or about the Hotel premises shall be deemed to relate to Contractor's activities pursuant to this Agreement whether or not such activities are within the scope of their agency or employment.

D. Hotel shall have the right to employ its own counsel and to assume its own defense in connection with any action or proceeding to which this indemnification, hold harmless, or defense obligation would be applicable, but the reasonable fees and expenses of such counsel shall be borne by Contractor and shall be paid when due.

## II. INSURANCE:

A. Contractor understands that in order for it to provide services on the Hotel premises, Contractor must meet certain insurance requirements. A current certificate evidencing the below listed coverage is required and must be provided at least twenty (20) days' before the Event.

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 the scope of work.

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

Employers Liability: Not less than \$500,000 combined single limit.

Workers Compensation: In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

Property Insurance for Contractor's tools and equipment. In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of Hotel, Owners or Hilton, its employees, officers, directors, or agents.

B. Contractor waives on behalf of its self and its insurers all rights against Hotel, Owners or Hilton Hotels Corporation and its agents, officers, 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.

C. Such insurance must name the Indemnitees as additional insured under both the General and Automobile liabilities policies on from CG 20 10 endorsement or its equivalent.

D. Certificates of Insurance should be sent to your Conference Manager, [ ]. Failure to provide such insurance will prohibit Contractor from accessing the Hotel premises.

## III. MISCELLANEOUS

A. The Hotel is committed to a drug and alcohol free work place. In addition, it is a requirement that all persons on the Hotel premises conduct their job duties in a safe manner. The Hotel reserves the right to require Contractor's operations to cease at any time if, in the Hotel's reasonable estimation, these two policies are not being adhered to.

B. Contractor understands and agrees that Contractor is being employed by Group and that the Hotel has no relationship with Contractor outside of the fact that some of the work Contractor is providing to Group will be performed or utilized at the Hotel. Contractor acknowledges and agrees that Contractor has not been promised, and will not claim, any payment or consideration from Hotel either for complying with the terms of this Agreement or for any other reason.

C. This Agreement shall be governed by and construed in accordance with the laws of the state where the Hotel is located. Notwithstanding termination or expiration of the Event, this Agreement shall continue to survive. This Agreement supersedes all prior agreements between the parties concerning the subject matter hereof and constitutes the entire agreement between the parties with respect thereto. This Agreement may be modified only with a written instrument duly executed by both of the parties. No waiver by any party of any breach of this Agreement shall be deemed to be a waiver of any proceeding or succeeding breach; any waiver is only valid if in writing signed by the party making the waiver. The headings and titles to the paragraphs of this Agreement are inserted for convenience only and shall not be deemed a part of or effect the construction or interpretation or any provision hereof. This Agreement may be executed in

several counterparts, each of which shall be deemed to be an original, and all such counterparts together shall constitute but one and the same instrument.

Neither party hereto shall be deemed to be the drafter of this Agreement and, if this Agreement is construed in any court or arbitration proceeding, said court or arbitrator shall not construe this Agreement or any provision hereof against either party as the drafter hereof. If any phrase, clause or provisions of this Agreement is declared invalid or unenforceable by a court or arbitrator of competent jurisdiction, such phrase, clause or provision shall be deemed severed from this Agreement, but will not affect any other provision of this Agreement, which shall otherwise remain in full force and effect. If any restriction or limitation in this Agreement is deemed to be unreasonable, onerous or unduly restrictive by a court or arbitrator of competent jurisdiction, it shall not be stricken in its entirety and held totally void and unenforceable, but shall remain effective to the maximum extent permissible within reasonable bounds.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

AGREED AND ACCEPTED:

HOTEL

CONTRACTOR

[INSERT HOTEL CONTRACTING  
NAME/BLOCK]

[FULL LEGAL NAME OF CONTRACTOR]

By: \_

Name:[    ]

Title:[    ]

Date:[    ]



### **PRE-ARRIVAL EXHIBIT/PRODUCTION CHECKLIST**

Date:

- Production or Exhibit Guideline sent to vendor for signature
- Production or Exhibit Guideline signature sheet copied to Security, ES File and Customer
- Fire Marshal approved floor plans copied to Security, Facilities, ES File
- Permits obtained by vendor/customer e.g.: itinerant merchant, parking, etc. and copied to Security
- General Hold Harmless for Decorator
- Hold Harmless for other Outside Vendors (Electrical, Security, etc.)
- Appropriate Local Union Labor Arranged
- Proof of Insurance Coverage/Policy
- Review Policies and Procedures with Contractor/Vendor Supervisor on site
- Confirm hotel or in-house vendor services and fees e.g.: Power, Light, Sound, AV, HSIA, Banner Hanging, Booth Cleaning, Package Delivery etc.
- Schedule Load In/Out Walk-Through
- Load In/Out arrangement with Dock
- Security Arrangements
- Rehearsal/Sound check schedule
- Hotel Registration Booth Rental
- Exhibitor Booth Requirements provided by hotel
- Service Desk location/hours of operation
- Walk Through Report
- Other



**BALLROOM/PRODUCTION WALK-THROUGH REPORT**

Group Name:		Function Space:	
Event Manager/Phone:		Ballroom Manager/Phone:	
Production Company:		Security Company:	
Group Contact/Phone:		Production Contact/Phone:	
Load In – Day/Date:		Time:	to
Load Out – Day/Date:		Time:	to

Production Company may load in only if the following are on file:

- Fire Marshal Approved Floor Plans
- Hold Harmless Waivers (production, security)
- Certificate of Insurance

Hotel Policies Reviewed:

- |  |  |
|--|--|
| <input type="checkbox"/> Air Conditioning  | <input type="checkbox"/> Pyrotechnics    |
| <input type="checkbox"/> Badges            | <input type="checkbox"/> Recycle Program |
| <input type="checkbox"/> Banners/Signage   | <input type="checkbox"/> Rigging         |
| <input type="checkbox"/> Cafeteria Use     | <input type="checkbox"/> Security        |
| <input type="checkbox"/> Floor Covering    | <input type="checkbox"/> Smoking         |
| <input type="checkbox"/> Freight Elevator  | <input type="checkbox"/> Sound           |
| <input type="checkbox"/> Hotel Equipment   | <input type="checkbox"/> Stage           |
| <input type="checkbox"/> Lighting          | <input type="checkbox"/> Storage         |
| <input type="checkbox"/> Loading Dock      | <input type="checkbox"/> Trash Removal   |
| <input type="checkbox"/> Master Account    | <input type="checkbox"/> Vendor Entrance |
| <input type="checkbox"/> Parking           | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Personnel Conduct | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Power             | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Projection Booth  |  |

Days, Times, Hotel Labor, Fees and Billing for Daily Operations Confirmed:

YesNo Comments

- Use of Hotel Equipment \_\_\_\_\_
- Rehearsal Schedule \_\_\_\_\_
- Sound Check Schedule \_\_\_\_\_
- Security \_\_\_\_\_
- Crew Food & Beverage \_\_\_\_\_
- Post Walk Through \_\_\_\_\_

Walk-Through Prior to Load-In:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

Hotel: \_\_\_\_\_

Customer: \_\_\_\_\_

Vendor: \_\_\_\_\_

Checklist of Condition (1=Good; 2=Not Clean; 3= Existing Damage)

- |                           |                        |
|---------------------------|------------------------|
| _____ Air Walls           | _____ Freight Elevator |
| _____ Back of the House   | _____ Hard Walls       |
| _____ Base Boards         | _____ Loading Dock     |
| _____ Carpet              | _____ Stairs/Ramp      |
| _____ Ceiling/Hang Points | _____ Columns/Pillars  |
| _____ Door Jams           | _____ Other            |
| _____ Doors               | _____ Other            |

Note below and on room diagram, specific location and type of damage: (digital photos are required)

Cleanliness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ballroom area, with the exception of the above documented/photographed issues, will be returned in the same condition as signed off at load-in.

Signed: Dated:

Hotel: \_\_\_\_\_

Customer: \_\_\_\_\_

Vendor: \_\_\_\_\_

Walk-Through Post Load-Out:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

Hotel: \_\_\_\_\_

Customer: \_\_\_\_\_

Vendor: \_\_\_\_\_

Checklist of Condition (1=Good; 2=Not Clean; 3= Existing Damage)

- |                           |                        |
|---------------------------|------------------------|
| _____ Air Walls           | _____ Freight Elevator |
| _____ Back of the House   | _____ Hard Walls       |
| _____ Base Boards         | _____ Loading Dock     |
| _____ Carpet              | _____ Stairs/Ramp      |
| _____ Ceiling/Hang Points | _____ Columns/Pillars  |
| _____ Door Jams           | _____ Other            |
| _____ Doors               | _____ Other            |

Note below and on room diagram, specific location and type of damage: (digital photos are required)

Cleanliness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- No repairs or cleaning required
- See below for assessment for trash removal
- See below for assessment for cleaning
- See below for assessment for repairs

WALK-THROUGH POST LOAD-OUT (Continued)

Trash Removal Labor/Equipment Assessment:

\$ \_\_\_\_\_ Pallets  
\$ \_\_\_\_\_ Boxes  
\$ \_\_\_\_\_ Exhibitor Materials  
\$ \_\_\_\_\_ Dumpster Required

Repair Assessment:

\$ \_\_\_\_\_ Labor  
\$ \_\_\_\_\_ Materials  
\_\_\_\_\_ Requires Outside Bid

Signed: Dated:

Hotel: \_\_\_\_\_

Customer: \_\_\_\_\_

Vendor: \_\_\_\_\_

cc:

Hotel Security  
Vendor  
Customer  
Event File

Attachments:  
Room diagram  
Digital photos

## 1. Carpentry Price List

### Carpenter Labor (per Hour)

6:02am - 11:59pm: 4 hour minimum

12:00am - 6:01am: 7 hour minimum

Set-up/Tear Down	\$100/hr
Stand By	\$100/hr
Curtain Operator	\$100/hr
<b>Ballroom Setup</b>	
Hang AV Screens ( <i>2 Men required</i> )	\$100/hr
Raise / Lower Suspended Lighting	\$100/hr
<b>Additional Stage Setup</b>	
Remove / Rehang Curtains	\$850/per curtain
<b>Banners</b>	
Hang Banner (No Labor Charge)	\$175/per banner

## 2. Electrical Price List

Electrical Item	Item Cost
<b>110-120 Volts Single Phase</b>	
15 Amps (Supplied with Room)	
20 Amps	\$ 130
30 Amps	\$ 160
40 Amps*	\$ 180
50 Amps*	\$ 205
<b>208-220 Volts Single Phase</b>	
20 Amps	\$ 135
30 Amps	\$ 205
40 Amps*	\$ 215
50 Amps*	\$ 235
60 Amps*	\$ 250
<b>208 - 220 Volts Three Phase</b>	
20-40 Amps	\$ 170
30-40 Amps*	\$ 210
40-50 Amps*	\$ 235
50-60 Amps*	\$ 260
60-100 Amps**	\$ 315
100-200 Amps***	\$ 420
200 Amps***	\$ 735
400 Amps****	\$ 1,470
NYC and Fire Underwriters Electrical Inspection ( <i>for 100+ Amp Drop</i> )	\$ 210
<b>Lighting Equipment</b>	
750 Watts Leko	\$ 115
1000 Watts Leko	\$ 170
Light Tree (\$130 / light)	\$ 130
Bullet Spots: 100 W or 150 W	\$ 55
Follow Spotlight: HMI 750 Watt	\$ 160
Pinspot	\$ 55
Par Cams (Dance Floor Lights)	\$ 150
Extension Cord / Power Strip	\$ 75

<b>Electrician Labor (per Hour)</b>	
4 Hour Minimum (per floor) for start times between 6:02am - 11:59pm	
7 Hour Minimum for start times between 12:00am and 6:01am	
Set-Up Electrician/Tear Down	\$ 100
Standby Electrician	\$ 100
House Light Operator - <b>REQUIRED for all ballroom events</b>	\$ 100
Follow Spotlight Operator	\$ 100

### 3. Exhibitor Price List

Your Event Services Manager can provide you with Exhibitor Order Forms.

#### ELECTRICAL CHARGES

	<b>Advance Purchase</b>	<b>Late Order (less than 1 week)</b>
<b>115 Volts</b>		
15 amps	125	135
20 amps	155	165
30 amps	215	225
40 amps	275	280
50/60 amps	355	365
<b>208 Volts/Single Phase</b>		
15 amps	145	155
20 amps	180	190
30 amps	215	225
40 amps	255	265
50 amps	285	295
60 amps	365	375
Extension Cords	10	10
Surge Protectors	50	50

#### TELEPHONE/TECHNOLOGY SERVICES

	<b>Price</b>
DID Private Line	\$325
T-1 Line (1st day)	\$1,500
Each pc addt'l day	\$200

#### PLEASE CALL FOR PRICING ON THE FOLLOWING ITEMS:

Computer Equipment: Laptop PC  
 Desktop PC

Printer: Black Laser, Color inkjet, Color Laser

Copiers: 13, 20, 30 and 60 pages per minute

Shredders: Spaghetti: 10 page cut, 20 page cut. Confetti: 25 page cut.

Telephone/technology orders MUST be received 10 days prior to installation in order to guarantee availability. In the event of loss or damage to equipment, a replacement cost will be applied. A 20% surcharge will be applied to weekends and holidays.

#### SHIPPING AND RECEIVING

Storage Fee Charge: \$2.60 for all incoming boxes per day

Delivery/Per Movement Charge: \$2.60 per standard box

Crate, trunks or pallets will be assessed individually according to volume.

- Late order charge applies if form is received less than one week prior to event
- \$50 plus tax additional to late charge for on-site orders
- All orders subject to Sales Tax