



JW MARRIOTT®
DESERT SPRINGS
RESORT & SPA

Production Guidelines

JW Marriott Desert Springs Resort & Spa
74-855 Country Club Drive
Palm Desert, CA 92260
760-341-2211

American Audio Visual Center
Ben Ianni - Director of Audio Visual Services
760-862-1560

Please read the following Production Guidelines carefully and completely prior to any planning or setup activity for your event. A certificate of insurance (and in some cases a current Business License) is required on file with the resort prior to any conducted business.

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Welcome!

JW Marriott Desert Springs Resort & Spa is proud to have **American Audio Visual Center (AAVC)** as our official source for all your audio-visual equipment and service needs.

If you are an outside services provider, an audio-visual company, producer or director, we extend a gracious welcome and thank you for helping our important guests have a successful event!

This document contains established guidelines and requirements that ensure proper operation and care for our buildings, event facilities, systems and equipment. In some cases, there are operational expenses and certain charges involved.

These guidelines also promote the safety of all guests and employees. As well, they hold each event and program to the high standards maintained by JW Marriott Desert Springs Resort & Spa.

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.

Audio-Visual & Technical Support

Because our Audio-Visual Department is staffed and equipped by American Audio Visual Center, a premier national Staging and Production Company, there is no limit to the scope and technical sophistication for any programs held at the JW Marriott Desert Springs Resort & Spa. All AAVC's equipment, project managers and technical staff are available and ready to help ensure your program is a complete success.

If you choose to work in partnership with AAVC and utilize their full support for your A/V equipment and staging needs, many of the various Production Guidelines listed below are automatically met and your program will be extremely well coordinated with all departments throughout the Resort.

You may utilize another A/V company; however, please be advised there are mandatory guidelines and specific charges in order for your outside provider to conduct business within the JW Marriott Desert Springs Resort & Spa. Outside A/V companies seeking to bring in their own equipment and technicians will be held responsible for understanding these Production Guidelines and fully complying with their enforcement.

Outside A/V Company Production Guidelines and Requirements Summary:

- 1) Load-in and strike days must be supervised by American Audio Visual Center at prevailing labor rates.
- 2) Use of Resort or Venue systems and facilities are subject to daily charges at published rates.
- 3) All Rigging equipment and labor must be arranged through American Audio Visual Center and will be charged at published rates.
- 4) All electrical power utilized by outside vendor equipment will be billed at published rates.
- 5) All Internet connectivity requested by an outside vendor will be billed at published rates.
- 6) All cabling and wires installed by an outside vendor must be securely taped and routed, then inspected by Resort Event Manager or a representative from American Audio Visual Center.
- 7) All outside companies and vendors must file a Certificate of General Liability.
- 8) Any operation or safety permits required by an outside vendor or company will be charged for including any applicable processing fees.
- 9) Complete production planning and scheduling must be submitted by all vendors 30 days prior to event start and receive Hotel approval.
- 10) Drawings or diagrams requested by an outside vendor or company will be billed at published rates or incur an hourly labor charge, depending upon the specific request.
- 11) All outside vendors and companies must follow and adhere to each of the requirements, charges and stipulations listed in the complete Production Guidelines memorandum available from the Hotel Planning Manager or A/V Department.
- 12) The outside vendor or company must ensure all loading dock and other back-of-house activities are pre-arranged and schedule approved by the Event Manager, American Audio Visual Center representative and Security Department.
- 13) Outside vendor or company 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 only and no roaming back-of-house for food, drink or hotel supplies and consumables.

PRODUCTION GUIDELINES REQUIREMENTS & FEES QUICK-REFERENCE:

POWER <i>(Additional Hardware may be required Available Per Quote)*</i>	3.50/amp -per phase/ per room, plus labor, one-time fee. Additional hookup fees may apply.
RIGGING** <i>(Additional Hardware Required Available Per Quote)***</i>	125.00/hr/rigger / Mon - Fri 7am - 5PM. 187.50/hr/rigger / Mon - Fri 5PM - 7AM/Weekends. 250.00/hr/rigger / Holidays. (1-10 motors require a 2-Rigger minimum. 11+ motors require a 3-Rigger minimum, 5 hour minimum calls).
LOAD-IN/ LOAD-OUT LIASON****	60.00/hr 7AM - 5PM, Monday - Friday (5 hr. minimum call) 90.00/hr 5PM - 7AM/Weekends/ Holidays
FIRE WATCH	80.00/hr 8AM - 3PM, Monday - Friday (2 hr. minimum call) 80.00/hr 3PM - 8AM/Monday-Friday (4 hr. minimum call) 80.00/hr/Weekends/ Holidays (4 hr. minimum call)
PATCH FEES	50.00 or 100.00 /per patch/per room depending on room size/per day to use house sound systems.
INSURANCE	Certificate of general liability must be on file with Desert Springs
PERMITS	As required per event.
DIAGRAMS	Must be received 30 days prior to load-in of event.
PRODUCTION SCHEDULE	Must be received 30 days prior to load-in of event.

*Outside Production Companies must use American Audio Visual Center power distribution support at prevailing rates.

** Rigging labor and support is limited to the specific purpose of rigging only.

***Outside Production Companies must use American Audio Visual Center rigging support and hardware at prevailing rates.

****Load-in Liaison responsibility is limited to observation, inspection, and logistical communications support.

American Audio Visual Center reserves the right to deny the use of any equipment not in keeping with hotel standards of quality.

American Audio Visual Center reserves the right to deny any use of unsafe equipment or setup.

A taxable (24%) service charge and sales tax will be added to all equipment pricing.

REQUIRED DOCUMENTATION AND DUE DATES

DOCUMENTS

DUE DATES

- | | |
|--|------------------------------------|
| o Fire Marshal Diagrams (submitted to Fire Marshal - see pages 6,12) | ___ 60 days prior to event load-in |
| o Signed Copy of Production Guidelines (see pages 3,14) | ___ 30 days prior to event load-in |
| o Credit Card Authorization (see page 6) | ___ 30 days prior to event load-in |
| o Certificate of Liability Insurance (see page 12) | ___ 30 days prior to event load-in |
| o Complete Production Schedule (see page 7) | ___ 30 days prior to event load-in |
| o Diagrams (see page 6) | ___ 30 days prior to event load-in |
| o Electrical Requirements (see pages 4,8) | ___ 14 days prior to event load-in |
| o Rigging Requirements (see page 4,7) | ___ 14 days prior to event load-in |
| o Flame-Proofing Certificate (see page 9) | ___ 14 days prior to event load-in |
| o Copies of all Necessary Licenses and Permits (see pages 11,12,13) | ___ 3 days prior to event load-in |
| o Audio Frequencies List (see page 6) | ___ 3 days prior to event load-in |
| o List of all on-site Authorized Contacts and Phone numbers (see page 10,11) | ___ 3 days prior to event load-in |
| o Daily Labor List or Call Sheets (see page 10,11) | ___ day of event |

AUDIO-VISUAL GUIDELINES & REQUIREMENTS

JW Marriott Desert Springs Resort & Spa has chosen **American Audio Visual Center** as the preferred provider of sound, video, lighting, rigging and electrical services. JW Marriott Desert Springs Resort & Spa highly endorses and recommends American Audio Visual Center’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 American Audio Visual Center representative will be assigned to assist in the planning and production process of your event. American Audio Visual Center 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 the following individual for more detailed information:

Ben Ianni
Director of Audio Visual Services
American Audio Visual Center
760-862-1560
Ben.ianni@Americanavc.com

Listed within this document are the complete Production Guidelines of JW Marriott Desert Springs Resort & Spa. Required information and signoff must be received by the JW Marriott Desert Springs Resort & Spa 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

JW Marriott Desert Springs Resort & Spa exclusively authorizes American Audio Visual Center to administer the use of in-house, built-in A/V systems. If these systems are to be utilized by an outside vendor, American Audio Visual Center will provide access and patching to the systems at prevailing rates. Should an outside supplier require a patch to the house sound system, the system's rental fee will be **50.00 or 100.00** per patch/ per room/ per day, depending on room size. Should the supplier not wish to use the existing system, they must then provide the entire audio package, complete with external sound; amplification, microphones, and cables (also see Insurance). The outside vendor must additionally 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 A/V components or resort systems, by changing the vendor's frequencies if necessary. American Audio Visual Center must approve the use of all RF and UHF frequencies to be used at JW Marriott Desert Springs Resort & Spa.

Required Liaison Supervision

An American Audio Visual Center liaison supervisor will be assigned to work with the outside supplier at prevailing labor rates. This person will oversee all load-in/load-out activities within the meeting space, assisting with communication to internal departments, making sure the standards and policies of the JW Marriott Desert Springs Resort & Spa are followed, and noting any damage to the hotel as a result of use, misuse, or negligence. Programs that are more extensive may require the use of two or more liaison supervisors at prevailing rates.

Arrangements for billing of these and any additional audio-visual related charges to you or your production company must be made at least (30) days in advance of the event load-in. If appropriate arrangements are not made, all charges will be placed on the client's hotel master account. To prepare for any on-site additions, the JW Marriott Desert Springs Resort & Spa advises that billing provisions be established in advance, even if there are no planned orders. (See also Insurance)

Access to secured areas (above ballroom ceilings, storerooms, amp rooms, etc.) requires accompaniment of JW Marriott Desert Springs Resort & Spa authorized personnel or an American Audio Visual Center representative at prevailing rates. Advance notice of such request is recommended in order to avoid delays or additional charges. When any projection port is used for any reason, such as follow spots or cameras, an American Audio Visual Center representative is required to provide access to and supervise the area at prevailing labor rates. (Note: All labor rates are calculated at a five hour minimum charge.)

Drawings and Room Layouts

For space and event planning, stock drawings and room layouts of meeting spaces are available. Custom layouts and Room Renderings are also available electronically or hardcopy through your American Audio Visual Center representative. Any custom rendering created for use by the outside vendor will be charged at a minimum of one hour at \$75.00 per hour per drawing. A complete set of diagrams must be provided that clearly show to scale stage sizes, lighting plots with load weights, cable runs and blueprints of any set pieces. All diagrams relating to the program must be received fourteen (30) days prior to load-in of event.

Exits

No exits should be blocked. If a specific layout requires blocking an exit, Marriott Fire Code dictates a clear pathway of six feet for each door, contact your Event Manager for proper approval and guidance. In some cases, temporary exit signs and clear pathways to exit will need to be incorporated into a setup.

Ballroom Foyer Usage

Any activity or display planned for the Ballroom Foyer must be approved by the Event Manager. There are very strict regulations with regards to exits and traffic flow.

Production Schedule

A complete production schedule for your program is mandatory and must be provided in writing to both AAVC and the assigned Event Manager at JW Marriott Desert Springs Resort & Spa. This schedule must be presented at least 14 days prior to program start and is to include load-in times, load-out times, times of audio visual support, times where excessive volumes may be expected, loading dock usage times, power tie-in/disconnect requirements and darkroom schedule. Copies can be e-mailed, faxed or mailed to JW Marriott Desert Springs Resort & Spa Event Manager or AAVC Representative. It should be understood that your production schedule may require amending, should it be found to be in conflict with other activities planned in and around the JW Marriott Desert Springs Resort & Spa or to violate rules and safety requirements.

Telecommunications

All phone and internet requirements should be arranged through American Audio Visual Center. We do not have an on-site phone technician, all special requests for special programming must be made two weeks prior to date.

Walkie-Talkie/Repeater Installation

Installation of outside walkie-talkie and repeater systems must be requested through Event Management.

Rigging

American Audio Visual Center is the exclusive rigger for the JW Marriott Desert Springs Resort and Spa. AAVC must complete all connections to structural steel or hang points at prevailing rates. We require that AAVC provide all equipment above the truss line (motors, slings, steels and points.) Please contact American Audio Visual Center’s on-site office for a detailed estimate that includes all charges and labor.

Current Rigging Rates:

(1-10 motors require a 2-Rigger minimum. 11+ motors require a 3-Rigger minimum).

Monday – Friday, 7am – 5PM.....125.00/ hr, 5 hour minimum call.

Monday – Friday, 5PM - 7AM.....187.50/ hr, 5 hour minimum call.

Weekends.....187.50/ hr, 5 hour minimum call.

Holidays.....250.00/ hr, 5 hour minimum call.

All rigging requests are to be directed to your American Audio Visual Center representative, no later than (14) days in advance of the function.

The following information is required:

- a) Name of company producing the event(s).
- b) Description of items being hung, complete with event diagram(s).
- c) Total weight of each item.
- d) Signed “Hold Harmless Agreement” on file with the Event Manager.
- e) A valid two million dollar minimum certificate of general liability insurance naming JW Marriott Desert Springs Resort & Spa as additional insured.

Under no circumstances are lights, signs or rigging to be hung from sprinkler heads, air wall tracks or ceiling tile “T” bars. Any requests for rigging other than designated hang points will need written approval of JW Marriott Desert Springs Resort & Spa Director of Event Management. The only appropriate attachments to the established hang points are steel cables, span sets, or other pre-approved, rated hardware. Rigging is scheduled and billed through American Audio Visual Center. American Audio Visual Center will quote and provide labor and rigging hardware at prevailing rates.

Ceiling Tiles

Ceiling tiles removed to allow work to be done during load-in/set up per Fire Marshal regulations are to be replaced prior to inspection/show time. Any damage to tiles will be the responsibility of the Production Company at \$25.00 per piece.

Power

Your American Audio Visual Center representative handles all power requests. All power requests must be in writing and made at least fourteen (14) days before the event. Any power needs are subject to a charge at prevailing rates, per amp, per phase, one-time fee. In addition, there will be labor charges for installation/removal, and rental of resort supplied equipment if applicable. Any requirements in excess of our standard 115V wall receptacles will be charged at \$3.50 per amp per phase. Additionally, installation charges and rental of any necessary equipment will be assessed, American Audio Visual Center reserves the right to reject anything deemed unsafe and all equipment must have UL or FM listing. Please note: Electrical feeder cables are not included with the power drop

Rates are as follows:

Power Strips.....	<i>\$15.00 per day</i>
Extension Cords.....	<i>\$15.00 per day</i>
Power Charge.....	<i>\$3.50 / amp / phase</i>
Electrician Rate.....	<i>quoted upon receipt of details</i>
Power Panels, etc.....	<i>quoted upon receipt of details</i>

All outside vendor extension cords used for meetings and events must be 12/3 gauge per Fire Code. All cords and cables must be taped down and covered safely per the standards and policies of JW Marriott Desert Springs Resort & Spa. When it is necessary to install cords or cables in any area where personnel or guests may travel, including the service areas, JW Marriott Desert Springs Resort & Spa requires that cables be run over all doorways. Cable Ramps are not acceptable for any indoor functions. Cable Ramps are available for rent from American Audio Visual Center for outdoor functions. All cable ramps, as well as taped down cords and cables are to be inspected for safety purposes prior to events by an American Audio Visual Center representative.

Lighting

American Audio Visual Center is the sole and exclusive operator of the JW Marriott Desert Springs Resort & Spa ballroom lighting systems. Any breaking off circuits, etc., must be arranged and carried out by a representative of American Audio Visual Center. A limited number of programmable house light controllers are available. Please contact American Audio Visual Center for rates and availability no later than fourteen (14) days prior to the event load-in.

The following lighting guidelines apply to all outdoor events at JW Marriott Desert Springs Resort & Spa

- American Audio Visual Center will approve all lighting designs and will be available to answer technical questions during the planning process.
- Existing, permanent lighting provides basic illumination of traffic areas and accents for the hotel’s buildings and landscaping.
- All event lighting shall be of a temporary nature.
- Installation and removal of event lighting will be done on a per event basis.
- Timing of installation and removal must be coordinated as closely as possible with the actual event time so as not to negatively impact the resort guests.
- Lighting equipment installed on the resort building is prohibited.
- Wide area floodlighting is prohibited.

Lighting Design may incorporate the following:

- Color washes of buildings and landscaping using equipment at ground level
- Buffet lighting using umbrellas and reflective equipment. (Any lighting illuminating food items must be approved by the Executive Chef.)
- Lighting installed temporarily in surrounding areas utilizing pre-approved light fixtures and equipment.

Lighting Design shall remain in keeping with the décor and ambience of JW Marriott Desert Springs Resort & Spa. JW Marriott Desert Springs Resort & Spa reserves the right to disapprove any lighting design, which it considers inappropriate.

Fireworks/ Indoor Pyrotechnics

JW Marriott Desert Springs Resort & Spa does not allow outdoor fireworks anywhere on or near the property. All indoor pyrotechnics require Fire Marshal approval:

Neal Stephenson
Fire Safety Specialist
73710 Fred Waring Drive
Palm Desert, CA 92260
Phone – 760-346-1870
Fax – 760-779-1959

JW Marriott Desert Springs Resort and Spa fire alarm system is activated by foreign substance, not only heat or smoke. Any activity in the ballroom that requires a “fire watch” may be assessed at prevailing rates. The Engineering department and Fire Marshal must approve and have information two weeks prior to the event. Activities in question include fog machines, pyrotechnics, fireworks, laser shows, special effects, etc. Direct approval from JW Marriott Desert Springs Resort & Spa Director of Security, Director of Engineering, Event Manager and the Fire Marshal is necessary for any use of pyrotechnics, fog machines, laser effects or any other such effect on JW Marriott Desert Springs Resort & Spa 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 or two Engineering Associates will be required & 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 JW Marriott Desert Springs Resort & Spa Engineering Staff, prior to discharge. Please see the Event Manager for current prevailing rates.

Flame-Proofing Certificate

All materials used in the resort’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 Event 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. Please note that the local fire department has the right to perform a flame test on-site of these materials, even if the proper certification is on hand.

Freight/Shipping

Regarding the shipping of any equipment or boxes to our Resort, they should be addressed as follows:

JW Marriott Desert Springs Resort and Spa
74-855 Country Club Drive
Palm Desert, CA 92260
ATTN: Event Manager (Contact Resort for Assigned Manager)
HOLD FOR:
Individual/Group Name/ Destination

We also ask, if possible, boxes be numbered “1 of 6”, “2 of 6”, “3 of 6”, etc. This way we will know when incomplete shipments are received. The resort has very limited space for box and equipment storage, we would appreciate it if your shipment was sent as close as possible to your program dates.

Storage

JW Marriott Desert Springs Resort & Spa has very limited storage space for display material and/or show merchandise. 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 is 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 Event Manager working your event and the AAVC Representative.

Loading Dock Activities

JW Marriott Desert Springs has a two bay loading dock that is dedicated solely to Ballroom deliveries (i.e. production and equipment for ballroom only). All outside vendor loading dock requirements must be submitted to the Event Manager no later than fourteen (14) days prior to the event load-in. This will include a requirement to provide the following:

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.

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 white non marking tires or have all wheels wrapped in plastic prior to entering the ballroom.

Parking

- Overnight parking of production vehicles is not permitted on hotel property. However, if setup time occurs overnight, parking may be approved by the Event Manager or Director of Security. Off-property parking for production vehicles is available at the Flying J Truck Stop at Interstate 10 and Ramon Road.
- Parking for the crew will be provided in the parking lot on a space available basis. Please contact JW Marriott Desert Springs Resort & Spa fourteen (14) days in advance of the load-in date with the number of parking passes needed on a daily basis. The parking pass will show the load-in/load-out location, the name of the individual and/or company, the location of the event, and the time permitted for load-in or load-out.
- Any commercial or private vehicles parked in an area not prearranged by the Event Manager and/or Director of Security will be subject to immediate towing.
- Parking of the trailers not permitted on Hotel property. Load-in and load-out will be through the Resort's loading areas only. No outside contractor may park their trucks on resort property overnight unless authorized by the Event Manager or Director of Security.
- Parking permits will be issued and must be displayed in the window of the vehicle.

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 and receive a guest pass. List of all on-site authorized contacts and phone numbers associated with the program must be received no later than 3 days prior to event. Labor list or call sheets for personnel on site will be required daily.
- Outside personnel must wear clothing that is neat in appearance and meets JW Marriott Desert Springs Resort & Spa Guidelines.
- 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 Event Manager for the function. On the

day of the function, each individual entering on property must check-in with Security to receive a guest pass and if necessary, a parking pass (see also Parking). 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 or be driven on grass areas.

- A copy of any entertainment/entertainer's riders (their lists of required AV and service needs) must be provided to the Event Manager and American Audio Visual Center no later than fourteen (14) 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 Resort lounges, bars, or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
- There is no consumption of food or beverage on property with the exception of prearranged crew meals. Food and beverage requirements for crews should be submitted to your respective Event Manager, thirty (30) days prior to arrival. We expect outside personnel to adhere to the same policies that JW Marriott Desert Springs Resort & Spa employees do. This means no food should be eaten from reception lines, back of the house "leftovers", etc.
- JW Marriott Desert Springs Resort & Spa is a non-smoking facility. There is no smoking permitted in any public areas or back of house of the resort. This includes all function rooms and outside locations. Outside vendors are expected to locate the designated area for smoke breaks for outside personnel and JW Marriott Desert Springs Resort & Spa associates and utilize them.
- Any horseplay, foul language, inappropriate attire, or disruptive behavior is a violation of JW Marriott Desert Springs Resort & Spa 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

All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance. This is to protect their employees and the resort in the event of an accident involving the contractor's/vendor's employee or equipment. Certificates of insurance evidencing the required insurance must be received by the Event Manager before load-in for any event and must name JW Marriott Desert Springs Resort & Spa and all associated parties as additional insured.

The following are required when using an outside audio visual supplier:

- A certificate of commercial general liability with combined single limit of not less than \$2,000,000 each occurrence, including personal and bodily injury liability, broad form property damage liability, blanket contractual liability and worldwide jurisdiction coverage's. Such insurance shall name Manager, Marriott International, Inc., dba Desert Springs JW Marriott Resort & Spa, Owner, CCMH Palm Desert LLC, and Host Hotels & Resorts, LP as additional insured.
- Adherence to all local and federal codes as well as standards of the JW Marriott Desert Springs Resort & Spa.

Lifts

Gas or Propane forklifts are not allowed in the hotel.

JW Marriott Desert Springs Resort & Spa does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. Any lift equipment needed is the responsibility of outside company. Please contact your American Audio Visual Center representative for rental information no later than fourteen (14) days prior to the requested date.

Tents

Custom tents are designed and supplied by approved vendors. Ask your Event Manager for a list of approved companies. These companies will provide tent rentals, accessories, installation & removal of tents, local fire and insurance permits for every tent size.

Outdoor Space Restrictions

Functions planned in outdoor areas must abide by noise ordinances which restrict music being played past 10:00pm. All entertainment for outdoor events must be approved by the Resort Event Manager

Exhibits

Please contact your Event Manager for information regarding exhibit services.

Prior to the sale of exhibit space to the group's exhibitors, and or production stage set-up, four copies of your proposed floor plan must be submitted to the to the Riverside County Fire Marshal These plans must be submitted 6 months before the date of the show.

Fire Plans should be submitted to:

Neal Stephenson
Fire Safety Specialist
73710 Fred Waring Drive
Palm Desert, CA 92260
Phone – (760) 346-1870
Fax – (760) 779-1959

A walk through and inspection of the function space must be scheduled with the Event Manager before any load-in and after any load out.

Handwritten signs or posters are not allowed anywhere in the Resort. Signage is limited in the ballroom foyers only. Please note that signage can be ordered to Resort Specifications through the Desert Springs Executive Business Center at (760) 341-1816

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 Resort cannot loan tools or ladders due to safety / liability concerns. Please arrange to bring any equipment you may need. Any supplemental equipment such as risers and tables are available. Please contact your Event Manager to inquire what equipment and services are available.

Pallets and pallet jacks are not allowed in the foyers or the resort lobby at any time. Exterior usage of pallet jacks or forklifts requires the placement of wood or rubber flooring protection (contact Resort Engineering Department for further information).

Palm Desert Fire Department

Please contact your Sales or Event Manager for information regarding permits, plans, and fire code regulations for indoor and outdoor events.

Drayage and Material Handling

JW Marriott Desert Springs Resort & Spa 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 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:

- Prior to load-in, the show manager, an American Audio Visual Center Liaison provided at prevailing labor rates (five-hour minimum charge), will walk through the area that is to be used and will note any existing damage to the area or carpet.
- 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, an American Audio Visual Center liaison provided at prevailing labor rates (five-hour minimum charge), will walk through the area and will note any new damage to the area or carpet.
- Any and all expenses for clean up or repair incurred by the resort will be billed to the drayage company.
- It will be the responsibility of the drayage company to give JW Marriott Desert Springs Resort & Spa notice fourteen (14) days in advance of the load-in date of any show so that the resort can make the necessary 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, palletes, 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 JW Marriott Desert Springs Resort & Spa to clean up. The outside vendor is responsible for removing from the JW Marriott Desert Springs Resort & Spa premises all wooden materials (e.g., crates, flats and palletes). These items are not to be left at the trash compactor or adjacent areas. Any expenses for cleanup incurred by the JW Marriott Desert Springs Resort & Spa will be billed to the drayage company.
- Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

Banners

All banners and signage must be hung by an American Audio Visual Center representative. The first two are complimentary; each additional one will incur a charge of \$50.00 per banner. Additional charges may be assessed depending on the banner size and location. Lift charges may also apply. Final banner placement must be approved by the Event Manager, Director of Engineering, or the Director of Audio Visual Services prior to group's arrival. All signage must be professional in nature and be approved by the Resort. Signage can be ordered through the Desert Springs Executive Business Center at (760)341-1816. All banners to be hung must have grommets in the top and bottom edges of banner, or a pocket and sleeve at the top and bottom. The use of JW Marriott Desert Springs Resort & Spa logo in any material must have prior JW Marriott Desert Springs Resort & Spa approval. The use of nails and/or staples is absolutely prohibited on any exposed molding or wall. Any banners, posters, or signs to be affixed to walls of meeting rooms must be carried out by an American Audio-Visual Center representative. However, tape is allowed on stages and dance floors for spiking of equipment or talent provided the outside personnel remove it at the conclusion of your event.

Security

Your Event Manager can coordinate in-house security services for your event. Current rates for unarmed security guards are \$35.00 to \$40.00 per hour (The Director of Security must be notified if firearms are going to be required.) For those groups and events requiring additional security, such as Executive Protection, Counter Measure, "frequency de-bugging", and armed security, services of this nature are available. A four-hour minimum will apply to any security service required or requested. This price is subject to change depending upon the amount of notice given.

All outside security firms must have the pre-approval of the Director of Security and the Event Manager in accordance with the JW Marriott Desert Springs Resort & Spa Operating Procedures.

Guidelines include, but are not limited to:

- Firm has met the Resort's licensing, background, drug testing, and insurance requirements.
- All officers are in uniform and maintain acceptable grooming standards.
- No smoking or eating during business hours.
- Firearms are **NOT** permitted.
- No sitting when visible to the public.
- Use of JW Marriott Desert Springs Resort & Spa associate cafeteria by any outside supplier is prohibited.
- A signed "Hold Harmless Agreement" must be on file with the Resort.

Motorized Vehicles

Any vehicle displayed indoors requires a fire permit from the Fire Marshal at least two weeks before the event. A visual walk through with the Director of Safety & Security and Event Manager is required before moving any vehicle into the area. The vehicle must be pushed or lifted into the room. Vehicles to be driven into any function space must meet the same terms as the indoor pyrotechnics requirements. *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

JW Marriott Desert Springs Resort & Spa 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 Resort's dumpster with the approval of the Event Manager for the disposal of nonhazardous dry materials. Additional dumpsters are available at a determined cost. Contact your Event Manager for pricing and arrangements.

Miscellaneous

- All labor rates quoted are subject to a 5-hour minimum regardless of the group or the set up.
- Tax – All above pricing is subject to state and local sales taxes.
- All pricing is subject to change without notice.
- For any other additional information, please contact your Event 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 JW Marriott Desert Springs Resort & Spa.

Signature _____

Date _____