



DESERT SPRINGS RESORT AND SPA FACILITY & PRODUCTION INFORMATION and GUIDELINES

1. BALLROOM DIAGRAMS:

Attached are diagrams, as well as capacity charts for both the Desert and the Springs Ballrooms. Additionally, a Resort layout shows the meeting space location with regards to the entire property.

2. RIGGING:

The exclusive rigger for Desert Springs is T & S Hoist and Rigging. We require that T & S provide all equipment above the truss line (motors, slings, steels, and points.)

Note that under no circumstances are lights, signs or rigging to be hung from air wall tracks or ceiling tile "T" bars. Nothing can be hung from sprinklers, sprinkler piping, electrical piping or electrical conduit.

Our property's exclusive rigger is:
T & S Hoist & Rigging
Phone: (760) 770-9999

Rigging is scheduled and billed through our Event Technology Department

3. 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 \$20.00 per piece. Note that there are copper tiles in the Springs Ballroom around the chandeliers. These cannot be replaced and are not to be removed without special permission from the Director of Event Management.

4. CABLES & CORDS:

All extension cords used in Ballroom Areas must be 12/3 gauge. This is a fire department regulation and there are no exceptions! We require that all cords and wires be properly covered and/or taped down in all traffic areas, including backstage. Cords are not to be run in front of main door thresholds per Fire Marshal specifications. Cables are not to be run down the center of the ballroom - rigging or cable picks are acceptable.

5. NAILS & STAPLES:

Using nails and/or staples is not allowed in exposed molding or walls. Appropriate damage charges will be assessed.

6. HI-LIFTS:

Hi-lifts can be rented through the Event Technology Department. We request at least one week notice to make these arrangements whenever possible. Any equipment of this type (i.e. fork lifts, genie lifts, etc.) must be cleared through the Event Management Department prior to set-up. Please be advised that due to the fire alarm system (which is activated by foreign substances, not only heat or smoke), we are restricted to use only electric powered equipment unless a fire watch is in place.

7. TELECOMMUNICATIONS:

All phone and internet requirements should be arranged through the Event Technology Department. Because we do not have an on-site phone technician, all requests for special programming must be made two weeks prior to date needed. (See attached phone service information).

8. POWER:

All power needs are to be submitted, in writing, to the Event Management Department two weeks prior to load-in. Any requirements in excess of our standard 115V wall receptacles will be charged at \$3.50 per amp per phase. Additionally, installation labor charges and rental of any necessary equipment will be assessed. The Engineering department reserves the right to reject the use of anything deemed unsafe and all equipment must have UL or FM listing. Please refer to attached sheets outlining power availability in both ballrooms as well as appropriate engineering charges.

Please note: Electrical feeder cables are not included with the power drop.

9. FIRE ALARM SYSTEM:

Desert Springs 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 a minimum charge of \$160.00 (see attached price list). The Engineering department and Fire Marshal must approve and have information two weeks prior to event. Activities in questions include fog machines, pyrotechnics, fireworks, laser shows, special effects, etc.

10. FIREWORKS/INDOOR PYROTECHNICS:

Desert Springs does not allow outdoor fireworks anywhere on or near the property. Indoor pyrotechnicians require Fire Marshall approval.

Bruce Pelletier
Fire Systems Inspector
73710 Fred Waring Drive
Suite 222
Palm Desert, CA 92260
Phone: (760) 346-1870
Fax: (760) 779-1959

11. PRODUCTION LOAD-IN/ VEHICLE STORAGE:

Desert Springs has a two-bay loading dock that is dedicated solely to Ballroom deliveries (i.e., production and equipment for ballroom only). Please advise the Event Manager when you are planning on occupying parking bays. Note that we do not allow overnight parking for production vehicles. Off-property parking is available at Flying J Truck Stop at Interstate 10 and Ramon Road.

Desert Springs owns only one loading dock plate for loading and unloading of trucks. Please plan load-in and load-out accordingly.

12. FLAME PROOFING CERTIFICATION:

Any materials used in ballroom areas (pipe and drape, backdrops, props, stage covering, etc.) require a California Certificate of FLAME PROOFING. Any FLAME PROOFING handled onsite must be done outdoors by a certified California vendor. Please contact an Event Manager with any questions on this issue. Note that the local fire department has the right to perform a flame test on-site of these materials, even if proper certification is on hand.

13. SIGNAGE:

Handwritten signs or posters are not allowed anywhere in the Resort...signage is limited in the ballroom foyers only.

Note that signage can be ordered to Resort specifications through the Desert Springs Executive Business Center at (760) 341-1816.

14. EXITS:

The Fire Department requires one exit per 75 people. Note that any doorway blocked must have the exit sign and the door's panic bar covered.

15. EXHIBIT/SHOW/PRODUCTION INFORMATION:

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 Riverside Country Fire Marshal for approval. These plans must be submitted six months before the date of the show. The Fire Marshal will sign all floor plans, retain the original, and return three copies to your association. Please keep one copy, forward one copy to the Event Management Department here at our Resort, and forward one copy to your decorator.

15. EXHIBIT/SHOW/PRODUCTION INFORMATION: (cont.)

Fire plans should be submitted to:
Bruce Pelletier
Fire Systems Inspector
73710 Fred Waring Drive
Suite 222
Palm Desert, CA 92260
Phone: (760) 346-1870
Fax: (760) 779-1959

16. OUTSIDE VENDORS & CONTRACTORS:

Any contractor or vendor, whose employees perform any type of work on the resort premises, must provide the Resort with a Certificate of Insurance as proof that they carry adequate WC and Liability insurance. This is to protect their employees and the resort in the event of an accident involving the contractor/vendor's employee or equipment.

17. FREIGHT:

Due to the layout of our Resort, we are unable to store display material and/or show merchandise. At the conclusion of your set-up operations, all related equipment (including trucks, crates, etc.) must be removed from the premises and returned no earlier than the last day of the exhibit/production event.

18. SHIPPING:

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

DESERT SPRINGS JW MARRIOTT RESORT & SPA
74-855 Country Club Drive
Palm Desert, CA 92260
HOLD FOR:
Individual/Group Name/Destination

18. SHIPPING: (cont.)

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. Needless to say, it is also very helpful for you to bring appropriate bills of lading, including all tracking numbers. Please keep in mind that the Resort has very limited space for box and equipment storage. We would appreciate it if your shipment were sent as close as possible to your program dates.

19. EXECUTIVE BUSINESS CENTER:

The Executive Business Center at Desert Springs JW Marriott Resort & Spa offers all of the services you would ordinarily associate with your local copy center, printer or graphic design firm. We offer all of these services on-site and at competitive prices.

Our highly trained staff of graphics and duplicating specialists are deadline oriented and committed to making your priority theirs! Avoid additional shipping costs and have the assurance that your materials will be ready when you arrive.

20. FACSIMILE:

A facsimile machine is available on a 24-hour basis. Faxes are received at the Front Desk at (760) 341-1872 and delivered to guest rooms every 30 minutes. Guests may send out faxes through the Business Center. After hours, outgoing faxes may be sent from the Front Desk.

21. BALLROOM FOYER USAGE:

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

22. OUTDOOR SPACE RESTRICTIONS:

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

23. WALKIE-TALKIE/REPEATER INSTALLATION:

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

24. BUS AND VEHICLE PARKING:

Situations involving multiple vehicles used for departures from the Tour Lobby or Ballroom Entrance should be managed down to no more than two large coaches in the circle at one time. Vehicles in a holding position should be staged on Country Club Drive and dispatched via walkie-talkie.