

ATTENTION PRODUCTION COMPANIES

This production guidelines agreement must be signed for every Production Event being held at the Hilton Orlando Lake Buena Vista thirty (30) days prior to show's arrival.

PRODUCTION GUIDELINES:

1. Client must notify hotel of their audiovisual provider choice no less than 30-days prior to the start of the meeting.
2. The client agrees to protect, indemnify, and hold harmless the Hotel, its owners, management and employees from any and all claims arising out of the client's use of an outside audiovisual company. **A certificate of insurance covering liability of \$2 million dollars per occurrence** is required from the outside audiovisual company. All cords, wires, cables and equipment must be safely secured using **Reedy Creek Fire District approved tape**. All equipment must be placed in compliance with all applicable occupancy and fire regulation codes.
3. The Client agrees to be responsible for any damages that may occur to the hotel due to movement and/or operation of any audiovisual equipment provided by the outside vendor.
4. The audio visual vendor agrees to remove all debris (such as used carpet tape, and other trash) after striking a room. Failure to do so will result in additional labor charges from the hotel setup department for cleanup.
5. Under no circumstances will the Hotel or the in-house audiovisual company be held liable for lost, damaged, stolen or misused equipment obtained from outside audiovisual rental companies.
6. In accordance with Reedy Creek Fire District laws and the Hilton Orlando Lake Buena Vista Engineering Department, the following rules will apply:
 - o **Bright caution tape, Yellow & Black striped and Carpet Covers**, must cover all cables and obstructions on floors including aisles or areas where people may walk or step. Cable ramps must be used across doorways.
 - o All electricity required to operate audio visual equipment in **all** meeting rooms regardless of size or scope must be provided **and permitted** at prevailing rates as established by Edlen Electrical and Reedy Creek Fire District. It is the responsibility of the outside audiovisual company to notify the hotel of **all** of their equipment use, so adequate electrical can be ordered and permitted through Edlen Electrical. Failure to do so may result in delayed starts to your program.
 - o The use of Pyrotechnics is strictly prohibited at the Hilton Orlando Lake Buena Vista.
 - o The use of water based fog or hazing is permitted, but a supervisor must be scheduled in advance to be present in the room on fire watch during the entire time the effect is in use. Rates to be quoted upon receipt of hazing/fogging schedule. The use of oil based fog or hazing is strictly prohibited.
 - o Maximum Hotel staging height is 24 inches. Stages higher than 30 inches must be provided by outside vendors and requires additional permit.
7. **All** scissor lifts and one-man lifts with non-marking tires must be provided by the production company.
8. When the outside vendor transports gear from their vehicles into or out of the hotel, the **only approved** loading area is the ballroom loading rollup doors at ground level. Lift gate, ramp or forklift provided by vendor is required to load and unload delivery trucks.
9. The carpets must be protected with plastic sheeting (visqueen) or Poly-Tak from any exposure to road cases, truss, pallets, scissor lifts, etc.
10. Any large vehicles used by an outside vendor must be parked in approved spaces in the back lot. At no time, should the truck occupy guest spaces. Certain larger size trucks may need to find alternative parking if they are to be kept on property. The outside vendor must contact the Event Manager to make arrangements.

11. Storage space for outside audiovisual equipment will be the sole responsibility of the client. Audiovisual equipment and road cases cannot be stored in the back hallways of the Hotel. The Hotel will make its best effort to secure audiovisual storage space for the group once notification is given. However, under no circumstances is the Hotel obligated to provide such space. If space is available for storage of client's audiovisual equipment, details and pricing will be outlined by the hotel for the rental of such space. The entire floor in such a space *must* be covered with visqueen or poly-tak.

12. To maintain quality and to protect the Hotel's customers and guests, outside audiovisual companies are **NOT** permitted to hang any equipment from the in-house fly points or other structural supports built into the facility unless contracted with Aerial Rigging. Charges for this service are established and charged for by Aerial Rigging. For information regarding room diagrams or to order rigging services please visit <https://aerialrigging.com/location-rigging-banners-and-cads/hilton-orlando-lake-buena-vista/>

14. All outside vendor employees are expected to adhere to the hotel's policies and procedures with regard to grooming and dress for the area they will be working in. Such policies can be obtained by contacting the Event Manager.

15. When audiovisual gear is being moved, the front hallways and public space where guests are present may not be used under any circumstance.

16. In any given meeting room in the convention center, no more than one 15amp circuit can be guaranteed from the combined number of existing wall outlets available. Standard electrical wall patch fees are \$150/room/day. This electrical fee does not cover any charges that may be necessary for additional electrical, which must be permitted and ordered through Edlen Electrical per the Reedy Creek Fire Marshal. Any electrical requirements exceeding this 15amp maximum must be contracted through Edlen Electrical and an electrical permit must be legally acquired through the local Fire Marshal, Reedy Creek Improvement District

17. It is strongly recommended that the Client or audiovisual provider contact the Event Manager for any additional rules that may be in effect as a result of National or Local Security measures. Such rules may include, but are not limited to the following:

- o Detailed Employee Lists
- o Background Checks
- o Vendor/guest Badges
- o Entering and exiting the hotel exclusively via the Team Member Entrance
- o Back of House movement restrictions

Thank you for selecting the Hilton Orlando Lake Buena Vista Hotel. We look forward to working with you toward a very successful event

Client Signature

Date