

EVENT PRODUCTION GUIDELINES:
FOR EXHIBIT DECORATING, PRODUCTION AND
AUDIO VISUAL COMPANIES AT THE OMNI SHOREHAM
Washington, DC

The wide spectrum of CONVENTIONS, TRADE SHOWS, EXHIBITS and other activities which are staged in the Omni Shoreham in Washington, DC require the establishment of certain guidelines relative to coordination of services, liability and safety.

These guidelines apply to all Decorating, Production & Audio Visual companies working in The Omni Shoreham in Washington, DC meeting and function area whether the event is open or closed to the public. Please: read the entire document, forward all required 'proof of insurance', sign the last page and return via fax as described at least 10 days prior to load-in.

Thank you for your cooperation. We look forward to a successful show.

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1. OPERATING SPECIFICATIONS

An outside Production or AV Company can work within **The Omni Shoreham in Washington, DC** under the following circumstances:

- 1.1. Current CERTIFICATE OF INSURANCE on file in compliance with **OMNI INSURANCE REQUIREMENTS**.
- 1.2. “**OMNI SUPPLIER SERVICE AGREEMENT**” from the Production or AV Company is on file absolving the **Omni Shoreham in Washington, DC** from any claim of damages resulting from equipment used or labor provided by the Production or AV Company.
- 1.3. A copy of the “Event Production Acknowledgement” signed and on file with Hotel Conference Services Management, 202-756-5130, faxes 202-756-5140.
- 1.4. All Local, State, Federal and the Omni Shoreham in Washington, DC codes and regulations are followed.
- 1.5. All connections to the building's power sources at the Omni Shoreham in Washington, DC are handled by the Hotel Engineering Department. The Production or AV Company is responsible for all charges for connecting to and usage of the hotel's power sources. This is not a complimentary service of the hotel.
- 1.6. All ceiling hanging (structural steel or rigging points) must be conducted by our exclusive in-house AV Company Encore Event Technologies (202) 756- 5111. Points are charged at \$175.00 per point, per day. The Production or AV Company is responsible for all charges. This is not a complimentary service of the hotel.
- 1.7. The Omni Shoreham in Washington, DC **has no dedicated storage facilities for equipment**. This is the responsibility of the Production or AV Company to remove all carts, road cases, etc. during the event(s).
- 1.8. Exit cannot be blocked at any time. If you do block exits you will need to provide lighted exit signs for your event. This is not a complimentary service of the hotel.
- 1.9. The Regency ballroom has no house lighting controls in the room. Encore can provide you a DMX Patch at \$100.00 one time charge, or you can rent from Encore a light board at \$200.00 per day.
- 1.10. The Omni Shoreham in Washington, DC **does not** have any in-house sound systems in any meeting rooms. All Production or AV Company is responsible for all sound systems in all meeting space.
- 1.11. Hotel tables cannot be used for projectors in any meeting room.
- 1.12. Sound levels and any hired live music are to be appropriate for the contracted space and are not to interfere with activities of any other group. Actual meetings in progress take precedence over any sound check or rehearsal. Please respect any request regarding sound levels you may receive from Omni Management. The Omni reserves the right to immediately terminate any event in the case of inappropriate sound level
- 1.13. The Production or AV Company is encouraged to provide a walkie-talkie or direct in-house phone extension to Hotel Audio Visual & Production and Conference Services Manager in order to establish direct link communications in the event that a problem arises with the Production Company's equipment or personnel.
- 1.14. Pyrotechnics either indoor or outdoor are not permitted.

- 1.15. When using water, chemical or dry ice fog/haze machines, the Production or AV Company is required to contact the Conference Services Manager department with exact dates and times that such equipment will be used. This must be done to insure that the fire alarm and sprinkler system is not accidentally enabled. The Production or AV Company is responsible for all costs of hotel personnel required to perform a fire watch.
- 1.16. The Production or AV Company accepts responsibility for any costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged in the course of an event. The Production or AV Company will be held responsible for any costs or fines assessed by the fire department for a false alarm resulting from the unscheduled discharge of pyrotechnics or smoke.
- 1.17. The Production or AV Company must adhere to all codes, rules and guidelines set forth by the Washington, DC Fire Marshal.
- 1.18. A Material Safety Data Sheet (MSDS) is required for any chemicals utilized by a Production or AV Company.
- 1.19. The Production or AV Company accepts responsibility for producing all necessary diagrams outlining the event setup. All diagrams must be submitted to the CS Manager for approval no less than 30 days in advance of the Event.
- 1.20. The Production or AV Company accepts responsibility for obtaining a Fire Marshal approved diagram of all General Sessions, Exhibit Halls and any other Event deemed necessary by either the Washington, DC Fire Marshal or the Omni Shoreham in Washington, DC .
 - 1.20.1. A copy of the approved diagram must be provided to the CS Manager prior to submission to the Fire Marshal's office. The hotel will review and make suggestions of any items it may find as challenges.
 - 1.20.2. A copy of the approved diagram must be provided to the CS Manager prior to Event Load-In. Please contact the Washington, DC Fire Marshal's office for specific instructions on how to obtain this approval at (202) 673-3331.
 - 1.20.3. All costs associated with this process are the responsibility of the Production or AV Company and the Client.
- 1.21. The Omni Shoreham in Washington, DC has the final say in the decision of whether an outside company may be utilized for a given program.

2. LOAD-IN/LOAD-OUT - INSTALLATION/DISMANTLING

- 2.1. The Production or AV Company will work with Omni's Conference Services Manager to outline the exact days, times and hotel access areas for both load-in and load-out. These times and areas must be adhered to.
- 2.2. Access to the hotel through 28th street must be pre-arranged with the manager handling the event, in order not to conflict with other delivery schedules. Front of the house elevators are for guest use and hotel staff only, all vendors will use the loading dock on 28th Street and/or Parkview Delivery Area, and Exhibited Receiving. Once trucks are emptied at the loading dock on 28th Street, they are to be moved **IMMEDIATELY** and parked elsewhere. The Hotel is not responsible for tickets issued for illegal parking. Any special parking arrangements need to be approved prior to the event.
- 2.3. A city ordinance is in effect from 11pm – 7am, restricting ALL load-in and out within this time frame. Please schedule delivery and pick up of equipment accordingly.
- 2.4. The Hotel Staff is not responsible for set up and break down of vendor equipment, and will not unpack, pack rented equipment, such as Chivary chairs, and other furniture. Vendors must plan on bringing labor to execute these activities, as well as pay for them. The hotel is not responsible for any cost associated with labor in delivering, setting up, breaking down or pick-up of any equipment brought into the same.
- 2.5. A Technical Supervisor (T.S.) will be assigned to your Production Company during the load in, set-up, teardown and load out of your event. The T.S. assigned to you by Encore Event Technologies, will also do a walkthrough of the facility and note any existing damage in the room prior to load in. At the conclusion of load out, the T.S will do a follow-up walkthrough and note any additional damage to the facility. See Damages (section 11) for more details. A Technical Supervisor will also be responsible for assisting said Production Company with questions or concerns regarding the facility. Technical Supervisor will be billed at a 4 hour minimum. Billing will be calculated according to the published rate schedule below and charged to the client's folio:

LABOR RATE SCHEDULE			
Load In/ Load Out Supervisor	MONDAY-FRIDAY	SATURDAY-SUNDAY	HOLIDAYS
<i>(4 Hour Minimum)</i>			
7:00am – 5:00pm	\$90.00 per hour	\$125.00 per hour	\$180.00 per hour
5:00pm- 12:00 Midnight	\$90.00 per hour	\$125.00 per hour	\$180.00 per hour
12:00 Midnight – 7:00am	\$90.00 per hour	\$250.00 per hour	\$300.00 per hour

- 2.6. Before unloading/loading product into any ballroom - visqueen must be placed on floor.
- 2.7. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage is going to encompass. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials is allowed inside the hotel. No sawing or cutting of materials with any power tool is allowed within the hotel.
- 2.8. The schedule of times and number of vehicles used for load-in/out, productions or entertainment events must be submitted in writing, to the Convention Operations Manager a minimum of ten (10) days prior to move-in.

- 2.9. All cabling that is in public view must be properly “managed”; out of view whenever possible. All extension cords will be properly taped to the carpet. Any tape applied to, floors, carpets, etc., must be approved by management in advance. For aesthetics and safety reasons, all cabling must use a bridge if tape cannot properly cover multiple cable runs. Hotel property must be returned to the condition in which the Production or AV Company received it. This includes the removal of all residues and used tape. All charges for cleaning and repair will be the responsibility of the Production or AV Company. The use of packaging tape is prohibited on floor surfaces or walls. All outside contractors hired by the Production or AV Company will adhere to all applicable rules and regulations. Any damage incurred in their specific work areas will be the responsibility of the Production or AV Company.
- 2.10. The Production or AV Company is responsible for the traffic control of vehicles scheduled by them for load in/out. Parking of trucks or trailers overnight at the loading docks or on Hotel property is prohibited without prior consent of the Conference Services Manager. Unless a trailer is being loaded or unloaded, it must be removed from hotel property. The hotel is not responsible for tickets.
- 2.11. All production equipment delivered to meeting rooms will be transported through service corridors. Equipment or road boxes are not to be transported through the public areas.
- 2.12. The Production or AV Company shall not access the Omni Shoreham hotel and meeting rooms through public elevators and public passageways utilized by guests of the Omni. The Third-Party Supplier must use freight and service elevators, and service corridors and service hallways for all operations on Omni premises including, load-in/load-out. The Production or AV Company will not have exclusive use of the service elevators as they are also used by housekeeping and room service. At no time, will the GUEST ELEVATORS AND ADA LIFT be authorized for load in/ load out use.
- 2.13. To protect the integrity of our guest rooms any audio visual equipment to be used in any guest room must be delivered, set-up, and operated by Omni Shoreham in Washington, DC personnel or our in-house audio-visual supplier, Encore Event Technologies. The Production or AV Company is responsible for labor costs that may result. This is not a complimentary service of the hotel.
- 2.14. No equipment is allowed in the foyer areas without consent from the Conference Services Manager.

3. PERSONNEL

- 3.1. The Production or AV Company is responsible to hire competent personnel to set up, operate and remove their equipment. The Production or AV Company is responsible for the actions of any personnel attached to or associated with their staff.
- 3.2. All labor employed by a Production or AV Company, regardless of their craft, must wear a uniform shirt identifying the company that they are working for. T-shirts are acceptable. Service contractor employee's clothing will be neat, reflecting an overall tidy appearance to conform to Omni's image. Nametags for all management are advised.
- 3.3. Production crew/staff are not allowed in the Employee cafeteria. Crews shall not break, eat, or lounge in public corridors or other public space of the Hotel.
- 3.4. Smoking, eating or drinking is prohibited within the ballrooms at all times. Room service or catered meals are allowed, per the client's request, at a cost. This is not a

complimentary service of the hotel. Smoking must be outside the building in the approved smoking area.

- 3.5. Beverages will be restricted to non-alcoholic during set-up and tear-down. Food and beverages staged or stored in Hotel service corridors is Omni property and is not to be touched by Production or AV Companies.
- 3.6. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.
- 3.7. The possession or use of intoxicants on Omni property or job sites is prohibited. Possession or use of illegal drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises and possible legal action.
- 3.8. The possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or the use of abusive language is a violation of Hotel policy and will result in immediate removal of the individual from the premises and possible legal action.
- 3.9. Gambling is not permitted within the Hotel.

4. RIGGING

- 4.1. All connections to the ceiling or roof supporting structure of the hotel will be made by Encore Event Technologies Phone: 202-756-5111 the exclusive riggers for the Omni Shoreham in Washington, DC. Encore is responsible for the advance approval & installation of everything that is suspended overhead.
- 4.2. All rigging labor will consist of a minimum of 2 riggers (1 high, 1 low) at a 4 hour minimum. Rates are available from Encore Event Technologies (202) 756-5111
- 4.3. Hotel Rigging Point drawings can be supplied upon request from Encore Event Technologies. Production Company is responsible for sending all diagram requests to Encore Event Technologies within thirty (30) days of show load in for approval.
- 4.4. All flown or ground supported lighting trusses will include black truss drape teasers. Lighting cables will be managed appropriately. Trusses utilized for set design will be reviewed with the meeting planner to ensure the final look of the room meets with our brand standards.
- 4.5. Unless specified by the hotel, all rigging should be black or silver. All cords and lights installed onto the truss should match the color of the rigging.

5. SIGNAGE

- 5.1. All requests for the placement of group direction and informational signs should be forwarded to your Conference Services Manager, in advance, for approval. Signage is permitted in the meeting and conference room areas only. Omni does not permit signage in the Hotel lobby or on guestroom floors. We request that all materials be professionally printed and framed. A limited number of hotel easels may be available through your Conference Services Manager for use.
- 5.2. The placement of signs, placards, banners, announcements or distribution of any periodicals is prohibited without consent of the Omni Shoreham in Washington, DC.

- 5.3. Signs may not be taped, Velcro or pinned to any wall or podium surface. This includes Signs on podiums. Please contact Encore Event Technologies for more information.

6. BANNERS

- 6.1. All requests for the placement of banners should be forwarded to your Conference Services Manager, in advance, for approval. Please contact Encore for Banner Pricing.
- 6.2. All lightweight banners intended to be attached to the ceiling or roof structure of the Hotel must be attached and removed by Encore Event Technologies (202) 756-5111. This is not a complimentary service of the hotel.
- 6.3. Hard material of any kind cannot be suspended overhead in any public area of the hotel. This applies to the surface material, top or bottom battens or rods, or any stiffening device.
- 6.4. Velcro is not acceptable as a means of attaching a banner to any structure or to other flown material.
- 6.5. Hanging banners outside of the building is strongly discouraged because of unpredictable winds. Requests for outside rigging will be carefully evaluated case by case. (Must be approved by Hotel management)
- 6.6. The Omni Shoreham in Washington, DC will make every effort to place and position banners and signs as designated by the meeting planner. Safety is a dominating concern for anything that is suspended overhead. Encore Event Technologies Rigging Supervisors are responsible for the final approval of banner construction, configuration and placement.

7. ELECTRICAL SERVICES

- 7.1. All electrical service must be coordinated through Omni Electrical Services OR our exclusive in-house electrical contractor.
- 7.2. It is the responsibility of the Production or AV Company to provide the Omni Shoreham in Washington, DC a detailed listing of all power requirements two weeks prior to the show. There is a charge for electrical hook -up and service. This is not a complimentary service of the hotel.

8. MOTORIZED VEHICLES

- 8.1. Definition: Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine using Class-I or Class-II fuel, such as, but not limited to automobile, trucks, motorcycles, aircraft and watercraft.
- 8.2. All motorized vehicles which are displayed shall have the battery/batteries disconnected at the "HOT" lead. The lead shall be safely secured.
- 8.3. Fuel tanks in vehicles on display must be less one-eighth (1/8) full or completely empty and purged of all fumes.
- 8.4. All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to prevent inspection by viewers. Tractors, chain saws, generators and other such fuel powered equipment shall be safeguarded in a similar manner.

- 8.5. Fueling or de-fueling of vehicles shall be prohibited on hotel property
- 8.6. A special permit is required for any vehicles displayed on stage or in any area inside the hotel. Permit application must be made by the Production or AV Company to the Washington, DC Fire/Rescue Division, Fire Loss Management Department, twenty one (21) days in advance of the show. A copy of the permit must be on file with the Omni Shoreham in Washington, DC.
- 8.7. Vehicles must be positioned in a manner that does not affect means of egress. Vehicles shall not be moved during show hours.
- 8.8. Prior to entering the building, the Production Manager must contact the Director of Convention Operations or Convention Floor Manager for a visual inspection and Omni's Loss Prevention department must be notified that a vehicle is being driven in the Hotel.
- 8.9. Upon entering, visqueen must be laid under the place where the vehicle is to be located. The visqueen must remain under the vehicle during the time it stays in the hotel.

9. SECURITY

- 9.1. The Production or AV Company is responsible for the security of its own equipment at all times. When contracting outside security firms, that firm must have the approval of the Conference Services Manager prior to their work beginning.
- 9.2. The Omni Shoreham in Washington, DC requires on file:
 - 9.2.1. Certificate of Insurance
 - 9.2.2. Hold Harmless agreement
- 9.3. All security personnel in uniform with acceptable grooming standards
- 9.4. No smoking or eating in public areas
- 9.5. No firearms are permitted in the Hotel
- 9.6. No sitting when visible in public areas
- 9.7. All meal breaks are to be taken in designated areas

10. CLEANING AND CUSTODIAL SERVICES

- 10.1. It is the responsibility of the Production or AV Company to clean any area that they use and to remove any tape residue, used tape or large stains. A walk-through at the end of the show will be done by a Convention Operations Floor Manager.
- 10.2. The Omni Shoreham in Washington, DC does not provide cleaning materials, supplies, vacuums, or janitorial services for the meeting room areas. Trash removal is the responsibility of the Production or AV Company.
- 10.3. At the conclusion of the convention, the ballroom, meeting space and loading docks used by a Production or AV Company must be presentable for the next day's business prior to leaving the property.

11. DAMAGES

- 11.1. An inspection of the ballroom is to be made prior to installation and upon completion of the load-out by the Production or AV Company. All vendors, Production Companies, and groups are responsible to leave the hotel in the same condition it was found.
- 11.2. Damages to the furniture, fixtures and equipment in the ballrooms are the responsibility of the Production or AV Company.
- 11.3. An acknowledgment of damages, if any, will be presented to the Production Manager at the end of the show.
- 11.4. All claims for damages will be submitted to the Production or AV Company in writing within ten (10) business days following the final walk-through.
- 11.5. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

12. HOTEL CONTACT INFORMATION

Hotel Main Number	202-234-0700
Encore Event Technologies	202-756-5111
Hotel Engineering	202-756-5051

13. ACKNOWLEDGMENT

I have read both the Omni Shoreham Washington, DC Hotel regulations for Production & Audio Visual and the Event Production Exhibit Policy and Procedures Guidelines and I will enforce them when working at the Omni Shoreham in Washington DC. I understand that failure to enforce them may result in financial penalties.

PRINTED NAME: _____

SIGNATURE: _____

TITLE: _____

COMPANY NAME: _____

PHONE: _____ FAX: _____

CELL PHONE: _____ E-MAIL: _____

ADDRESS: _____

SHOW NAME: _____

SHOW DATES: _____

YOUR CLIENT'S NAME: _____

YOUR CLIENT'S PHONE NUMBER: _____

DATE: _____

RETURN A SIGNED COPY OF THIS PAGE VIA FAX TO:

**Omni Shoreham IN Washington, DC
ATTN: Conference Services Management
202-756-5130, fax 202-756-5140**

Please Remember To Also Attach you're:

- Current CERTIFICATE OF INSURANCE (see Section 1.1)**
- "OMNI SUPPLIER SERVICE AGREEMENT" (see Section 1.2)**