

# **ORLANDO WORLD CENTER MARRIOTT EXHIBIT & DISPLAY RULES & REGULATIONS**

## **PERSONNEL**

1. All full time labor employed by an exhibit service contractor, regardless of their craft, must wear a uniform shirt (excluding open body style) identifying the company. Plain non logoed shirts and t-shirts are acceptable for tempoary labor hired by contractor. Service contractor employees' clothing will be neat, reflecting an overall tidy appearance to conform to Marriott's image.
2. All labor, whether full-time or temporary, employed by contractors must also wear a numbered identification badge, logo sticker badge or a Marriott issued sticker badge with the employee's name on it.
3. Smoking is permitted **only** in Hotel designated areas. A break area for eating or drinking will be designated within the exhibit hall by the show foreman and Hotel representative to be used during set-up and teardown **only**.
4. The possession or use of intoxicants on company property or job sites is prohibited; including but not limited to, the drinking of alcoholic beverages. The possession or use of drugs on company property is also prohibited, other than medicine prescribed by the employee's physician. Any violation will result in immediate removal of the individual and possible legal action.
5. The possession of guns, explosives, or weapons of any kind is not permitted. 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.
6. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution of the individual.
7. The only authorized meal areas for labor employed by service contractors during show hours is on the loading dock. During set-up and teardown an area in the exhibit hall will be identified as a meal area. Food and drink is **not** to be consumed in the foyer or other guest contact areas.
8. Exhibit contract labor employees are not permitted access to the exhibit hall through the main entrance of Orlando World Center Marriott. When job responsibilities requires exhibit contract labor employees access to the foyer area of the convention

space they are to remain in the permitted area only. Wandering through the hotel is not permitted.

9. Exhibit contract labor employees are **not** permitted to use public restrooms facilities. The only restrooms to be used by labor employees are the restroom behind the Palms Ballroom in the service hallway and the restrooms next to the cafeteria. The service contractor must manage their employees and temporary services staff on this point. Should these employees be found outside their work areas, they will be removed from the premises.
10. Exhibit contract labor employees are to service the convention ballrooms through the back of the house and not through the guest foyers.

### **FLOOR PLANS/EXHIBITOR'S INFORMATION**

1. All exhibit floor plans must include type of vehicles and or gas-operated products; 2-story booths etc. must be submitted to the Fire Marshall. Once approved, a full size copy of the floor plan must be submitted to the Convention Manager & Exhibit Supervisor. Any revisions in the floor plan must be submitted to both the Fire Marshall and Orlando World Center Marriott 30 days prior to show set-up date. The decorator will not be permitted to set-up without the approval of the exhibit floor plan.
2. All exhibitor information **kits** must be submitted to the Convention Manager in a timely manner prior to the show.
3. The floor load of Orlando World Center is 400lbs. Per square foot. This is the absolute limit, and violations will not be permitted.
4. A complete exhibitor listing with the contract name, company names, address and phone number must be submitted to the Director of Convention Operations on the day of move-in.

### **DRAYAGE AND MATERIAL HANDLING**

1. Orlando World Center Marriott has no storage facilities for exhibit materials. All freight must be consigned to the decorating company. Shipments that arrive prior to showtime will be refused and/or forwarded to the official decorator at the exhibitor's expense. Marshalling space for any trucks in our parking lot or grounds is not allowed.
2. Only burgundy tape with lowest amount of residue will be used to tape down cords on the convention floor. Electric cords should be covered with burgundy carpet, bordered with black tape with diagonally crossed yellow.

3. The service contractor must handle all decorating and material handling of exhibits and related products. All items belonging to individual exhibitors must be brought through the back services entrance. There are no storage facilities available for empty crates, containers, cartons or vehicles.
4. At the close of the show, the decorator or the exhibitor must remove all materials from the hall. Orlando World Center Marriott will not provide storage nor ship any exhibit materials.

### **MOVE-IN/OUT AND INSTALLATION/DISMANTLING**

1. The hotel contract will outline the exact times and days for both exhibit set-up and dismantling. These times must be adhered to.
2. A Hold Harmless Agreement is required. This document is to be signed by GES legal department and on file at OWCM.
3. All booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails or bracing wire used in exhibit displays may be attached to the building. No painting, mixing of chemicals, sawing of any kind or explosive materials is allowed in the exhibit hall at any time.
4. The schedule of times and number of vehicles used for the exposition or any other type of events must be submitted to both the Director of Convention Operations and the Fire Marshall for approval before show date.
5. Wall protectors must be in place prior to the start of any work. The entire exhibit hall must be covered with re-enforced visqueen or exhibit booth carpet prior to any freight or materials being brought into the exhibit hall. There are no exceptions to this rule. All safety signs are supplied and placed by the contractor and must be in place before moving-in.
6. Gas or diesel powered vehicles are not permitted for movement of exhibits and materials into the exhibit hall. Any deviation of this rule must have the consent of the Director of Convention Operations. Propane powered vehicles are permitted as long as they remain on the re-enforced visqueen. All vehicles that will be used in the ballrooms **must have white tires**. Wrapping of tires when white is not available should **not become the norm** and needs prior approval by the Director of Convention Operations.
7. The exhibit hall supervisor in conjunction with service contractor will make an inspection of the exhibit hall. This will include access areas, elevators, corridors, loading dock areas, roll-up doors and any other areas pertaining to the exhibit move-

in. The inspections are to take place prior to move-in and at the completion of the move-out. It is the responsibility of the service contractor to contact the exhibit hall supervisor at extension 88634 or 89000 to conduct a walk-thru prior to accepting the responsibility for the exhibit area to prevent any unnecessary charges.

8. All platform dollies of four or two wheels are permitted as long as they do not have metal wheels. Hand trucks are permitted with either soft or hard 8" rubber wheels.
9. Entry walls and doors, along with access and egress routes to and from the exhibit hall, must be protected. Wooden tri-fold panels are to be used. Each panel is to be covered, both sides, with carpet and shall be a minimum of 6' high.
10. Any tape applied to floors, carpets, marble floor, etc. must be approved by management in advance. Any property damaged by exhibitors must be repaired to its original condition at the service contractor or exhibitors expense. This includes all tape residues. The use of packing tape on carpets, marble floor or any hotel equipment is **NOT PERMITTED**. No painting of any kind is allowed inside the hotel.
11. Use of Hotel equipment is not permitted without approval by Exhibit Supervisor.
12. Blockage of Convention Operations equipment or doors on the loading docks is not permitted at any time.
13. Exhibits using food, beverage, ink, chemicals, or other liquids must be installed over visqueen. The exhibitor must cover the entire booth area with a carpet of his choice. Proper drainage is required twice daily during exhibit hours. Any special installations that affect fire codes must have prior approval of the fire marshal.
14. All outside contractors hired by individual exhibitors must be approved by the service contractors and must adhere to all applicable rules and regulations. Any damage incurred in their specific work areas will be their sole responsibility.
15. The exhibit contractor is responsible for the traffic control or vehicles scheduled by them for move in/out. No parking of trucks or trailers overnight at the loading docks, or on hotel property, is permitted without consent of the Director of Convention Operations. During move in/out, unless a trailer is being loaded or unloaded, it needs to be removed from the hotel property.

### **CLEANING AND CUSTODIAL SERVICES**

1. Orlando World Center Marriott does not provide cleaning materials, supplies, vacuums, or janitorial services for the exhibit area unless part of the hotel sales contract. Trash removal from the exhibit hall and premises is the responsibility of the

decorating company. The decorating company will provide trash containers. The scheduled delivery and pick-up of dumpsters must be coordinated through the decorating company.

2. At the conclusion of the exhibit hall hours, the exhibit area and loading dock areas must be presentable for the next day's business prior to leaving property for the day.
3. It is the responsibility of the decorating company to return the exhibit space in ready condition at the conclusion of the dismantling of the show, and to remove any tape residue or large stains as a result of exhibit setup or teardown. The decorating company is responsible for vacuuming the exhibit hall prior to departure.

### **ELECTRICAL SERVICES**

1. All electrical service must be coordinated through Marriott's Electrical Service Department.
2. It is the responsibility of the exhibit hall contractor to provide Orlando World Center Marriott a detailed listing of all power requirements two weeks prior to the show.

### **AUDIO VISUAL/PRODUCTION COMPANIES**

1. It is the responsibility of the audio visual/production to clean any area that they use. A Convention Operation Floor Manager or Supervisor must do a walk-through at the end of the show. Marriott Visual Presentation is highly endorsed and recommended as the contractor for all audiovisual services at Orlando World Center Marriott. We encourage your use of MVP in servicing your Exhibitors needs during the show. Additional policies and expectations are detailed in the "Hotel Guidelines for Production and Audio Visual".
2. All audiovisual contractors must follow all codes and restrictions imposed on the show.
3. Orlando World Center Marriott has **NO STORAGE FACILITIES FOR EQUIPMENT**. This is the responsibility of the vendors.
4. A "Hold Harmless Agreement" from all service contractors must be on file with the Director of Convention Services and the Director of Convention Operations in case of loss or damage to equipment or personal injury during the show.
5. All hook ups to the house sound system must be coordinated through Marriott Audio Visual and all charges will be charged to the audiovisual vendor. This is not a complimentary service of the hotel.
6. All outside vendors personnel must follow all codes of conduct and appearance as imposed on the exhibit contractor.

7. Only low residue burgundy tape, **WITH BLACK AND DIAGONAL YELLOW CROSSES TO GO ON TOP OF BURGUNDY TAPE** will be permitted to tape down electrical cords.
8. Any outside production or audio visual company can be used under the following circumstances:
  - A.) Certificate of Insurance is on file.
  - B.) All codes, local and federal, and Orlando World Center Marriott regulations are followed.
  - C.) All hook-ups to the buildings power source is handled by Orlando World Center Marriott Electrical Service Department. The production or A/V Company is responsible for all charges for hooking up to the buildings power sources. This is not complimentary.
  - D.) All work areas and docks must be returned to the original condition that they were given. There are no exceptions to this rule.

### **FOOD AND BEVERAGE**

1. All food and beverage needs must be coordinated through the Orlando World Center Marriott Catering Department. The exhibit contractor must notify the Director of Catering Services and Director of Convention Services, in writing, of any exhibitor dispensing food and beverages from their booth 30 days prior to the show. Any cooking must have written permission from the Fire Marshall. **THIS IS THE RESPONSIBILITY OF THE DECORATING COMPANY.**
2. It is the responsibility of the decorating company, not Orlando World Center Marriott, to provide freezer and refrigeration space during the trade show.
3. Kitchen space or use of Orlando World Center Marriott equipment **IS NOT PERMITTED.** All exhibitors are required to bring in their own equipment. Any equipment or supplies needed may be rented or purchased through arrangements made with Orlando World Center Marriott.
4. All requests for kitchen preparation or use of hotel personnel must be made, in writing, 30 days prior to the show. These are only requests and will be honored with the approval of the Executive Chef.

### **TELEPHONE SERVICE**

1. All telephone services must be coordinated through the Orlando World Center Marriott.
2. All requests must be made, in writing, and received two (2) weeks prior to the show opening date.

3. All requests should be directed to: **Orlando World Center Marriott**  
**Attention: PBX Department**  
**8701 World Center Drive**  
**Orlando, Florida 32821**

**A COPY SHOULD BE SUBMITTED TO THE CONVENTION SERVICES  
MANAGER AS WELL AS CONVENTION OPERATIONS MANAGER.**

### **SECURITY**

1. All security firms must have the approval of the Director of Loss Prevention and Orlando World Center Marriott prior to the show opening date.
2. Orlando World Center Marriott requires on file:
  - A) Certificate of Insurance on file with the hotel.
  - B) Holds Harmless Agreement on file with the hotel.
  - C) All officers must be in uniform and maintain acceptable grooming standards.
  - D) No smoking or eating in their assigned work area is permitted.
  - E) No firearms are permitted in the building.
  - F) No sitting when visible in public space.
  - G) All meal breaks are to be taken in designated areas.

### **CEILING RIGGING**

1. All requests for rigging to structural steel in the ballrooms ceilings are subject to the approval of the Director of Engineering and must be coordinated through MVP.
2. Hotel rigger must perform all connections to structural steel or ceiling T-track, including banners and signs. There is a charge for rigging labor and rigging supervisor. Rates are available from MVP.
3. All rigging requests are to be submitted in writing, two weeks in advance, to MVP. The following information must be included:
  - A) Description/picture/drawing of item (s) to be hung.
  - B) Weight of each item.
  - C) Hold Harmless Agreement on file.
  - D) The AV company who will handle the show.
4. Orlando World Center Marriott does not provide any equipment for rigging work, man lifts, truss, cable, etc. This is the responsibility of the show management.

### **SIGNAGE**

1. All requests for the placement of group directional and informational signs should be forwarded to Orlando World Center Marriott, in advance, for approval.

Signage is permitted in the convention center only. We do not permit signage outdoors, in the hotel lobby or on guest room floors. We request all materials to be professionally printed and of a non-commercial nature. A limited number of easels will be available for your use.

2. The placement of signs, placards, banners, announcements, or distribution of any periodicals is prohibited without the consent of Orlando World Center Marriott.
3. Signs should not be taped and or pinned to the meeting room walls.
4. Marriott has the capability of producing signs. This is not a complimentary service.

### **DAMAGES**

1. The inspection of the exhibit hall is to be done prior to installation and upon the completion of the move-out by the decorating company. This inspection will be done with the exhibit supervisor or exhibit staff.
2. Damages to the furniture, fixtures and equipment in the exhibit area are the responsibility of the decorating company.
3. An acknowledgment of damage will be presented to the foreman at the end of the show for both signatures of exhibit supervisor or exhibit staff and foreman.
4. All claims for damage will be submitted to the decorating company in writing within (10) days after final walk through.
5. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

### **MOTORIZED VEHICLES**

1. Definition: Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine using Class-1 or Class-2 fuel, such as, but not limited to, automobiles, trucks, motorcycles, aircrafts, watercrafts, golf carts, mobile homes, etc.
2. All motorized vehicles, which are displayed, shall have the battery (ies) disconnected at the **"HOT"** Lead. Putting a cap on it or taping it shall safely secure the lead.
3. Fuel supplies in vehicles on display shall not exceed (1/4) of a tank or (10) gallons whichever ever the smallest amount.



4. All motor vehicle gas caps should lock or be taped to prevent tampering with. Tractors, chain saws, generators and others such fuel-powered equipment shall be safeguarded in a similar manner.
5. A special permit is required for any vehicles inside the building or exhibit hall. The exhibit contractor shall make a permit application to the Orange County Fire/Rescue Division, Fire Loss Management Department, and twenty one (21) days- prior to the setup date.
6. Prior to entering the building, the exhibit contractor / show management **MUST CONTACT A MANAGER OR EXHIBIT SUPERVISOR** for a visual inspection. At this time the vehicle can be driven into the building **ONLY AFTER LOSS PREVENTION HAS BEEN NOTIFIED** that the vehicles are on property.
7. 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 building or exhibit hall.

## **INSURANCE**

Exhibit Service Contractor will provide and maintain, at its own expense, adequate insurance covering his/her operations on hotel property, as follows:

- 1) **General Liability:** A comprehensive general liability policy against damages and liability including attorneys fees on account of injuries to or the death of any persons, however caused or occasioned through the services provided by the exhibit service contractor (and as respects exhibit service contractors employees working at the hotel and permitted access) in the amount of five million dollars (\$5,000,000) for combined personal injuries, death and for damage to property. Such comprehensive general liability policy shall be endorsed to include products and completed operations and service liability.
- 2) **Workers Compensation:** Workers Compensation in statutory amounts and Employers liability or similar insurance as Required by Law.
- 3) **Automobile:** Automobile Liability insurance for damage to persons or property in the amount of one million (1,000,000). All policies required to be carried hereunder shall name Marriott and the hotel owner as an additional insured, as pertaining to the operations performed for Marriott by the exhibit service contractor.
- 4) Exhibit services contractor will name Marriott and the hotel owner as an additional insured on such policies and will provide Marriott with a certificate on insurance evidencing the above coverage.

## **FIRE SAFETY ADDENDUM**

1. As per the Orange County Fire Marshall, there will be no storage by the freight companies in the area between Coffee Breaks and the Convention Operations storeroom. (Sign to be posted – **ABSOLUTELY NO STORAGE IN THIS AREA – FIRE LANE**)
2. There will be a restriction on any activity not connected with official business by freight company personnel in the Coffee Break area.
3. Shipping and Receiving must keep open access on the Crystal Dock. Shipping and Receiving will permit no blockage of open access to the hotel on the Crystal Dock.
4. Storage of empty boxes in the back hallways and service areas is **NOT PERMITTED.**
5. Open access to all doors must be maintained at all times. Doors must have at least six feet of clearance in front of them. Equipment should be restricted to proper designated areas. These areas are clearly marked throughout the hotel.
6. Absolutely no storage in areas identified as the red-zone areas, these areas are clearly marked with red stripes on the floors.

**I have read these rules and will enforce them whenever on property at Orlando World Center Marriott. I understand that failure to enforce these rules will result in possible financial penalties.**

**SIGNED:**

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**Office of the Decorator – Drayage Company**

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**Director of Convention Operations – Orlando World Center Marriott**

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**Director of Convention Services – Orlando World Center Marriott**

## **“EXHIBIT F”**

### **Marriott Causes for Termination**

**The following are considered serious infractions and qualify for the immediate removal of a vendor’s employee(s) or representative(s), and/or possibly the termination “for cause” of the work agreement:**

- 1.** Theft, attempted theft or removal from the Hotel Premises, without authorization, any Hotel property.
- 2.** Willful damage to Hotel/Guest/Employee property
- 3.** Possession of a deadly weapon on Hotel premises.
- 4.** Gambling on Hotel premises
- 5.** Disrespectful or unprofessional treatment or communication with a Hotel guest.
- 6.** Conviction of a felony.
- 7.** Unauthorized entrance/access to guestrooms, offices or computer information sources.
- 8.** Hitting, pushing or otherwise striking another person, or disorderly conduct.
- 9.** Falsification of Work records.
- 10.** Failure to comply with Americans with Disabilities Act of 1990.
- 11.** Serious misconduct toward Marriott Associates.
- 12.** Harassment (to include sexual)
- 13.** Unauthorized disclosure, or distribution of guest, Hotel, Marriott or Agreement information.
- 14.** Possession or consumption of alcoholic beverages, drugs or being under the influence of either on Hotel premises. When there is a reasonable belief that drugs, alcohol, or any illegal activity is present in a Hotel area occupied by Vendor, Marriott may conduct a search to confirm that belief.
- 15.** Marriott reserves the right to amend and update the “Causes For Termination” list.

**END OF DOCUMENT**