



Marriott®

ANAHEIM



**CONVENTION & EVENT
PRE-PLANNING WORKSHEETS**

ANAHEIM MARRIOTT HOTEL

Following are the worksheets and forms which we use at the Anaheim Marriott Hotel to plan your meeting. Also included are some forms which may be of help to you in your planning stages.

1. CONVENTION / EVENT RESUME QUESTIONNAIRE

The Convention/Event Resume is the most important document which we put together for your meeting. It communicates your specific requirements to each department of the hotel as well as the set-up information for all your functions. We have put the resume into a questionnaire format to assist you as a planning guide. Please return this to your Event Manager at least (30) days prior to your arrival date or earlier.

2. ROOM SET-UP WORKSHEET

This worksheet may help you and your speakers plan requirements for each of your functions. You can send one sheet for each function and we will transcribe it into our hotel agenda format or you may use your format. Please return your convention/event specifications with your resume questionnaire.

3. ROOMING LIST

When providing the hotel with reservations via rooming list, the preferred format is an Excel spread sheet. We ask you use the attached sample format when sending us your reservations. Please email your rooming list by the cut-off date to your Event Manager. The advantage of using this format is the hotel will be able to quickly download your list into our reservations system and forward you confirmation numbers via email.

4. DATE GUIDELINES

The following date guidelines have been set-up so that you may know when we need a specific piece of information to effectively plan your meeting:

- A. One year from arrival: Tentative Agenda
- B. Six months from arrival: Final Agenda
- C. Six weeks from arrival: Staff/VIP Rooming List (by Cut-Off Date)
- D. Four weeks from arrival: ALL set-up sheets/requirements
Convention Resume Questionnaire



CONVENTION / EVENT RESUME QUESTIONNAIRE

1.	MEETING CONTACTS
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Meeting Contacts (Name/Title):

2.	INTERMEDIARY CONTACTS
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	Company Name	
	Contacts (Name/Title):	

3.	ORGANIZATION OFFICIALS
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	Contacts (Name/Title):	

4.	GROUP NAME
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	Meeting Name:	
	Post As:	
	Official Dates:	

5.	PRE-EVENT MEETING
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	When shall we schedule your pre-event meeting (day/date/time)?	
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CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

6. POST-EVENT MEETING	
When shall we schedule your post-event meeting (day/date/time)?	

7. GROUP PROFILE	
This section will give our staff insight to such questions as: - Who are the attendees? - What is their profession? - What is the focus of the convention? - What is the general age span of attendees? - Anything else that might help the hotel staff better serve the particular needs of your guests?	

8. Partnership Performance Goals	
The hotel's "Partnership Performance Goals" initiative allows the associates to be particularly keyed in on the group's top 3 priorities. Can you give me 3 key items that you/group are especially concerned that the hotel focus' on for this conference?	
1. -	
2. -	
3. -	

9. ANTICIPATED ATTENDANCE	
Total Attendees (City Wide):	
Total In-House Guests:	
Participants/Members:	
Exhibitors:	
Spouses/Guests:	
Speakers:	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

10. HEADQUARTERS HOTEL			
	Which facility have you published as the headquarters hotel?		
	Overflow Hotels: If room blocks have been secured at other hotels, please complete this section.	Hotel	Peak # of Rooms

11. FUTURE SITES			
	Where will your future meetings be held?	<u>Month, Year</u>	<u>Location</u>

12. MAJOR ARRIVAL DAYS	
	Is there any way to determine what time of day guests will be checking into the hotel? If yes, when? Will arrival manifests be available?

13. MAJOR DEPARTURE DAYS	
	Is there any way to determine what time of day guests will be checking out of the hotel? If yes, when? Will departure manifests be available?

14. RESERVATION METHOD	
	How are reservations handled for the VIPS? Staff? General Attendees?

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

15. TRANSPORTATION				
	Drive-In:	_____ %		
	Fly-In/Train:	_____ %		
Shuttle Information:				
	Will guests be arriving on busses provided by the group? Have shuttle discounts been arranged? Is transportation provided for overflow hotels?			

16. BILLING INFORMATION				
Authorized Signers:				
	Who will be authorized to sign and make changes to the master account?			
	Billing Address:			
	Attention:			
	Phone Number:			
	Fax Number:			
	Special Notes:			

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

Billing Format:

Below is our default billing format. Please indicate any changes you would like to customize your bill.

➤ Please provide the default format for my billing (check here)

Final Bill Production Media (Check One)

Mail

E-Mail

E-Mail ID:

Bill Report ID's

Daily Bill

Final Bill

Cover Summary

Summary of Guest Charges

Guest Folio Presentation

Catering Summary

Banquet Check

Restaurant

Miscellaneous Charges/Credits Summary

Retail POS Check Detail

Image Backup

City-Wide Billing (All Master Accounts to have a single Summary page)

<u>Additional Accounting Information:</u>		
Will you require an advance cash bank or change during the meeting? If so, what amount and what denominations?		
Who will review the bill? Will the bill be reviewed daily or at the conclusion of the meeting?		
Do you have any other special accounting requirements?		

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

17. RESERVATIONS AND FRONT DESK	
<p>Arrival: Is there any way to determine what time of day guests will be checking into the hotel? If yes, when? Will arrival manifests be available (if so please send in separate document)?</p>	
<p>Departure: Will the program agenda prompt guests to request late checkout? Will departure manifests be available (if so please send in separate document)?</p>	
<p>Cash Requirements: Should the Front Desk prepare for heavy check cashing or change requests?</p>	
<p>Tax Exemptions: Will attendees present certificates for tax exemption at check-in?</p>	
<p>VIP'S/Staff/Billing Exceptions: This list will be used to notify the hotel of any special guests, staff members, and exceptions to the standard method of payment for the group. Please provide a separate list that includes this information. VIP/Staff Billing Arrangement Guide: a. SAC – Sign All Charges to the Master Account b. SRT – Sign Room & Tax to the Master Account (Guests Responsible for Own Incidentals) c. EPO – Attendees are Responsible for All Charges</p>	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

18. CONVENTION/PROGRAM/EXHIBIT INFORMATION		
	What are the official dates/hours of your convention office?	
	What are the official dates/hours of your registration desk?	
	Who is your decorator?	
	Company/Contact Name:	
	Phone Number	
	# of Exhibits	
	What are the set-up dates/times for the decorator?	
	What are the set-up dates/times for the exhibitors?	
	What are the dates/times for your exhibits?	
	What are the teardown dates/times for the decorator?	
	What are the teardown dates/times for the exhibitors?	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

OFF PROPERTY ACTIVITIES/TOURS	
Please list below any events that will not be held at the Anaheim Marriott Hotel:	

DAY	DATE	DEPART TIME	RETURN TIME	EVENT	LOCATION	DEPARTURE LOCATION

19. BANQUET SUMMARY	
Who will sign the banquet checks?	
Will they sign them at each function or once daily at a specified time?	
Are you aware of any special dietary needs some of your attendees may have such as vegetarian or kosher requirements?	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

20. OUTLET INFORMATION		
	How much activity should we expect in the food and beverage outlets:	
	Breakfast?	Light / Medium / Heavy (Circle One)
	Lunch?	Light / Medium / Heavy (Circle One)
	Dinner?	Light / Medium / Heavy (Circle One)
	Late Night Dining?	Light / Medium / Heavy (Circle One)
	Degrees Lobby Bar	Light / Medium / Heavy (Circle One)
	Starbucks	Light / Medium / Heavy (Circle One)
	Pizza Hut	Light / Medium / Heavy (Circle One)
	JW Steakhouse	Light / Medium / Heavy (Circle One)
	Are your attendees early risers for breakfast?	
	Is your group likely to utilize room service? If so, to what extent and for which meals in particular?	
	Will you be sending amenities to group VIP's, speakers, etc.?	

21. COMMUNICATIONS		
	Where should we direct general information inquiries?	
	Will you provide a message center for attendees? If so, where will it be located and what are the hours of operation?	
	What volume of fax activity should we expect?	Light / Medium / Heavy (Circle One)

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

22. ENGINEERING	
<p>Each meeting room is equipped with one 20 amp circuit. Is auxiliary power required in any meeting room?</p> <p>Attached is a Power Order Form</p>	
<p>Would you like for your office/storage rooms to be re-keyed? If so, how many keys will be required for each room? Note: \$50.00 per door and \$500.00 for lost key charge</p> <p>Attached is a Meeting Room Re-Key Order Form</p>	

23. HOUSEKEEPING	
<p>Should VIP rooms be serviced at or by a specified time?</p>	
<p>Are you aware of any special requests or requirements such as refrigerator requests, pets in the room, chemical sensitivities which prevent the use of cleaning agents, etc.?</p>	

24. HEALTH CLUB	
<p>Will your group utilize the Health Club? If so, what time of day would they most likely go?</p>	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

25. BELLSTAND	
	Arrival and departure information is important for the bell stand and was included in a previous section of this questionnaire.
	Will there be any guest room deliveries? If so, what are the specifics? Please contact your Event Manager for price list for these special deliveries.
	What would be the procedure for exhibitors or affiliates requesting guest room deliveries?
	Will your group use laundry service extensively?
	Will your attendees be taking care of Bellman and Doorman gratuities themselves or would you prefer the portage fee to be charged to your master account?

26. CONCIERGE		
	What level of activity do you anticipate at the concierge desk?	Light / Medium / Heavy (Circle One)
	Have you contracted any services such as tours, childcare, local information desk, etc.?	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

27. GARAGE/VALET	
Are there any special arrangements or requirements that our garage should be aware of?	
<p>Current Rates*: Self Parking (Garage) \$21/day/car Valet \$28/day/car <i>*Rates are subject to change without notice</i></p>	

28. SECURITY/LOSS PREVENTION	
Will security personnel be required? When and where?	
Cost is \$40.00/hr with a 4 hour minimum per personnel.	
Loading Dock Schedule – Please provide your Event Manager your needs. Loading Dock Availability is between 7:00AM – 10:00PM daily – City Noise Ordinance is Strictly Enforced.	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

29. SHIPPING AND RECEIVING	
Will you be shipping materials to the hotel? How much and when? (Please note that the hotel has limited storage and can only accept items 3 days prior to your event.)	
Anaheim Marriott Hotel 700 West Convention Way Anaheim, CA 92802 ATTN: Group Onsite Contact HOLD: Event Name & Dates	
Will you be shipping materials out at the conclusion of your event?	

30. GIFT SHOP	
Will your group request specific newspapers or sundry items?	

CONVENTION / EVENT RESUME QUESTIONNAIRE – CONTINUED . . .

31. MARRIOTT EVENT TECHNOLOGY	
Will Marriott be handling your audio visual requirements?	
Will you be contracting any aspect of your program through another a/v providers? Contact and phone number?	
Will hanging banners be required at any time during the convention/event? Cost Ranges between \$50.00 to \$100.00/each (pending size and material of banner)	

32. EVENT SERVICES	
Are there any special requirements for meeting room set-up that we should be aware of?	



MEETING ROOM SET-UP ORDER FORM

Name of Event: _____

Function Day/Date: _____

Start Time/End Time: _____

Function Location: _____ **Number of Guests Expected:** _____

Company Name: _____

Billing Address: _____

On-Site Contact Name & Contact Number: _____

Method of Payment: _____ Credit Card _____ Pre-pay by Check _____ *Direct Bill

** Direct Bill may only be requested for charges over \$5,000 and must be submitted (120) days PRIOR to Event Start Date*

Room Set-Up: _____ Conference _____ U-Shape _____ Banquet Rounds of 10

_____ Schoolroom _____ Theater Style _____ Cocktail Rounds

Materials Shipped to Hotel:

When sending any materials to the hotel for your event, please use the following address format:

Anaheim Marriott Hotel
700 West Convention Way
Anaheim, CA 92802

ATTN: On-Site Contact: _____ *

**If you are NOT going to be On-Site, please give the name of the "point of contact" for the meeting/event*

HOLD FOR: Group Name/Group Dates:

All freight shipped to the hotel must be pre-paid. Due to the limited space for storage in the hotel, all shipments should arrive no more than (3) days prior to the start of your meeting/event. Also, please notify me of the total number of packages being sent to the hotel, method of shipping courier, so we can properly coordinate storage and delivery to your meeting room.

MEETING ROOM SET-UP FORM – CONTINUED . . .

Food & Beverage Requirements:

Beverage: _____ Host Bar _____ Open Bar _____ Cash Bar _____ Sodas/Coffee Only
 _____ Beer/Wine/Soft Drinks _____ Cash Bar with Drink Tickets

Meal Type: _____ Cont. Break/Coffee Break _____ Breakfast Buffet _____ Plated
 Breakfast

_____ Lunch Buffet _____ Plated Luncheon _____

Reception (Hors D' Oeuvres)

_____ Dinner Buffet _____ Plated Dinner

Menu Selections: *(Type Selection in Space Below)*

* _____ *
 * _____ *
 * _____ *

Audio Visual Requirements:

Audio		Visual	
#	Equipment	#	Equipment
___	Wireless Handheld Microphone(s)*	___	Overhead Projector
___	Wireless Lavalieri Microphone(s)*	___	LCD Projector
___	Table Top Microphone(s)*	___	Flipchart with Pad and Markers
___	Podium Microphone(s)*	___	6' Tripod Screen (California Meeting Rooms)
	* Microphone Mixer is required if ordering more than one microphone	___	Larger Screen Request - Size _____
	* Speakers and Microphone Mixer required for California Meeting Rooms	___	If Bringing Own Projection:
		___	Client Projector Package: Extension Cord/Power Strip and Cart for Projector
#	Telephone Needs	#	Miscellaneous
___	House Phone	___	Easel(s)
___	Direct Dial Phone		Special Electrical Requirements:
___	STSN Internet Connection	___	Additional Power Drop for High Powered Equipment/Machinery/Extensive Audio Visual



HOTEL EVENT AGENDA (SCHEDULE OF EVENTS)

DAY, MONTH, DATE, YEAR (i.e. WEDNESDAY, MARCH 25, 2010)

START	END	POSTING	ROOM	SET	PPL

~ END OF DAY ~

Notes:

1. Functions will be posted on our daily event sheets and throughout the hotel on our plasma screens (unless you request the function not be posted).
2. Meeting set-up and equipment requirements include the type of set-up and specific pieces of equipment for that particular function.
3. The “room” is the meeting room or special location at which the function will be held at
4. “PPL” is the number of people expected in each function
5. Our meeting room set-up standards include paper pad, pens, glasses, water station and candy (unless otherwise arranged)



DUE DATE GUIDELINES

	Date	Item Due
One Year From Arrival		Tentative Agenda
Six Months From Arrival		Final Agenda
Six Weeks From Arrival		Staff/VIP Rooming List
Four Weeks From Arrival		All Event Detailed Specs (Set-Up/AV Orders/Power Orders) Convention/Event Resume Questionnaires ALL Reservations



Marriott®

ANAHEIM

PRODUCTION COMPANY

INFORMATION GUIDE



PRODUCTION COMPANY INFORMATION GUIDE

PERSONNEL:

All labor employed by the exhibit service contractor or production company will wear clothing which is neat in appearance. In addition, labor employed by contractors must also wear a numbered identification badge or logo sticker badge with the employee's name on it and they must sign-in through the hotel's Safety and Security department.

No smoking, eating or drinking is permitted within the ballrooms during the installation or dismantling. Without prior approval from you Event manager, the designated break area is on the loading dock. The Marriot Employee Cafeteria is NOT approved for use by any contractor.

Fighting, creating a disturbance, horseplay, disorderly conduct or the use of abusive language is a violation of hotel policy and results in immediate removal of the individual. Theft, attempted theft, misappropriation of property or aiding of such acts will also result in immediate removal with possible criminal prosecution.

BALLROOM DIAGRAMS:

The following diagrams are available:

Platinum Ballroom
Marquis Ballroom
Grand Ballroom

Elite Ballroom
Orange County Ballroom

Six (6) full size copies of the exhibit floor plan or production diagram must be submitted by the decorator or production company to the Anaheim Fire Marshall. Once approved, a full size copy of the floor plan must be submitted to the Event Manager.

Any revisions of the floor plan must be submitted to both the Anaheim Marriott Hotel and the Anaheim Fire Marshall thirty (30) days prior to the show set-up date. The decorator or production company will not be permitted to set-up without this diagram.

PRODUCTION COMPANY INFORMATION GUIDE – CONTINUED . . .

BALLROOM DIAGRAMS: continued . . .

The address of the Anaheim Fire Marshall is:
Anaheim Fire Department – Fire Marshall Office
201 S. Anaheim Blvd.
Suite 300
Anaheim, CA 92805

Anaheim Marriott Hotel reserves the right to approval all exhibitor information kits and/or notices prior to mailing. All exhibitor information kits must be submitted to the Event Manager.

BALLROOM RIGGING:

Marriott Event Technology (MET) is the “official” rigging company for the Anaheim Marriott Hotel. For this reason, under no circumstances will an outside company be allowed to rig themselves, or use an outside rigger other than MET. This policy was formed to protect the building from potential damages incurred by multiple rigging company practices.

In addition to rigging, MET is also selected as the “preferred” production company for the Anaheim Marriott Hotel. Should you require any production services, MET would be happy to assist. They can expertly craft hard sets, as well as an overall look for your upcoming meeting/event.

Please contact Joe Finiguerra at 714-748-2422 or via email at joseph.figuerra@marriott.com

FIRE ALARM SYSTEM:

The fire alarm system in the hotel is activated by foreign substance, not heat or smoke. Programs which have equipment such as fog machines, pyrotechnics, fireworks, laser shows, special effects, etc. must have written and stamped approval by the Anaheim Fire Marshall two (2) weeks prior to the event date. The event approval certificate must be forward to the Event Manager to provide back-up in the event of any future unforeseen fines.

Should the activity in the ballroom require the use of a “Fire Watch” to accommodate the disengaging the fire system as approved by the Anaheim Fire Marshall, a charge for a minimum of two (2) engineers at \$400.00 (for 2 engineers) for a minimum of four (4) hours each will be charged to the group’s master account (additional hours at \$100.00 per additional hour after 4 hour minimum per engineer).

Additional information is available upon request.

FIREWORK/IN DOOR PYROTECHNICS/FLAME PROOFING CERTIFICATIONS:

Prior to requesting the use of pyrotechnics on hotel property either in door or out door, please contact the Anaheim Fire Marshall directly. Additional approval by the hotel Director of Engineering at 714-748-2406 may be required prior to the event. The phone number for the Anaheim Fire Department – Fire Marshall Office is 714-765-4040.

All materials used in the hotel meeting space (liners, pipe and drape, back drops etc) require a California Certificate of Flame Proofing or Fire Retardation. Any flame proofing handled onsite must be done outdoors by a certified California vendor. Please contact Anaheim Fire Marshall at 714-765-4040 should you require additional information.

PRODUCTION COMPANY INFORMATION GUIDE – CONTINUED . . .

EXTENSION CORDS:

Extension cords used in the hotel's meeting space must be 12/3 gauge, per the Anaheim Fire Marshall regulations. **NO EXCEPTIONS.** Additionally, all cords or wires laying in the proximity of foot traffic (or across the doorways and/or hallways) must be taped down and covered safely (12/3 gauge cord can be rented through Marriott Event Technology).

NAILS & STAPLES:

The use of nails or staples in the hotel's meeting space is NOT allowed in exposed moldings or walls. Damage charges will be assessed by the hotel's Chief Engineer prior to the departure of the production company.

ELECTRIC LIFTS:

Electric lifts must be rented through an outside vendor. Additionally, any equipment of this type (fork-lifts, genie-lifts, etc.) which will be used in hotel meeting space must be approved through the Event Manager prior to arrival. In the ballrooms, all vehicles must be electric powered (no gas or propane powered vehicles); wheels must be taped or the vehicle must be driven along wooden runners to protect the ballroom carpet.

PLEASE NOTE: Engineering Department will NOT loan or rent ladders or lifts.

PHONES / HIGH SPEED INTERNET ACCESS:

Phone requirement are handled directly by the hotel's Audio Visual Department, Marriott Event Technology (MET). All phone requests are to be received no later than fourteen (14) days prior to arrival. Please contact Joe Finiguerra at 714-748-2422 or via email at joseph.finiguerra@marriott.com.

POWER:

All power requirements are handled directly by the hotel. The Event Manager must receive the order fourteen (14) days prior to arrival in writing. Note installation/labor charges and rental of necessary equipment will be assessed. All equipment must have UL listing. Information outlining power capabilities as well as appropriate engineering charges is available from your Event Manager. See Power Drop Order Form for more details.

TOOLS:

Under no circumstances will any tools be loaned or rented through the hotel's engineering department. All production companies/groups must provide their own tools.

PRODUCTION VEHICLE STORAGE:

Overnight parking for production vehicles is not allowed on hotel property without approval from the Event Manager. Parking is available in our valet lot pending availability at the current self parking rate per spot per day. For more details contact your Event Manager

PRODUCTION COMPANY INFORMATION GUIDE – CONTINUED . . .

STORAGE:

At no time during the show will the decorating/production company be allowed to store freight or equipment in any public area, service area, or on the back dock. Crates will be brought into the room, emptied and returned to the load-in vehicles. This policy is strictly enforced by the hotel and the Anaheim Fire Marshall.

SIGNAGE:

In order to maintain the ambience of the hotel, all signs must be professionally printed; no handwritten signs are allowed. Large signs and banners placed inside or outside the hotel must be approved by your Event Manager. Signage is prohibited in the main lobby.

FedEx Kinkos is on property and would be glad to assist you with getting professionally printed signage for your event.

DRAYAGE AND MATERIAL HANDLING:

The Anaheim Marriott Hotel has no storage facilities for exhibit materials. All freight must be co-signed to the decorating company. Shipments that arrive prior to show time will be refused and/or forwarded to the official decorator at the exhibitor's expense.

All decorating and material handling of exhibits and related products must be handled by the service contractor. All items belonging to the individual exhibitors that are shipped into the hotel can be retrieved by contacting the hotel's bell stand – individuals will be responsible for their own shipping and handling expenses. If these items are sent to the "care of" (c/o) of the decorating company, the decorating company must pay the shipping/receiving fees if they wish to retrieve these items. There are no storage facilities available for empty crates, skids, containers, cartons or vehicles.

Only use of Floor Marking Tape will be permitted in Platinum Ballroom, Marquis Ballroom, Grand Ballroom, Elite Ballroom and Orange County Ballroom.

MOVE-IN / MOVE-OUT:

No move-in may begin prior to 7:00AM and no move-out may occur after 10:00PM, anywhere on hotel property. The Hotel's Outside Vendor Agreement and Certificate of Liability Insurance must be submitted to the hotel thirty (30) days prior to event set-up day. The Outside Vendor Agreement is to be signed by a representative of the decorating or production company.

Regarding exhibit set-up, all booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in the exhibit display may be attached to the building. No painting, mixing of chemicals or explosive materials is allowed in the any of the ballroom space of the hotel.

At all times, it is required the contractor must use Visqueen to protect the ballroom carpet prior to any activity. It may require the contractor also to utilize plywood, 4'x8' sheets at least 3/4" thick.

Electrical powered vehicles are only permitted in the ballroom space of the hotel. No propane or gas powered vehicles are permitted in the ballrooms.

PRODUCTION COMPANY INFORMATION GUIDE – CONTINUED . . .

MOVE-IN / MOVE-OUT: Continued...

The Event Services Manager in conjunction with the contractor will make an inspection of the ballroom prior to any activity. This will include access areas, elevators, corridors, loading docks, and any other area pertaining to the move-in and move-out. It is the responsibility of the contractor to contact the Event Manager or Event Services Manager at extension 3188 to set-up a walk through prior to conducting any activity and prevent any unnecessary charges. In addition, vehicles must be driven on plywood aisles, or have their wheels taped to protect the ballroom carpet.

Any property damage created by the exhibitor or contractor must be replaced in its original condition by the exhibitor or contractor at their expense.

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/her choice. Any installation that affects fire code must have prior approval of the Anaheim Fire Marshall.

CLEANING AND CUSTODIAL SERVICES:

Anaheim Marriott Hotel does not provide cleaning services or materials for production or exhibit areas unless it is part of the hotel's sales contract. Trash removal from the exhibit area or production area in the ballroom space is the responsibility of the contractor.

At the conclusion of the exhibitor or production, the area and loading dock must be presentable for the next day's business prior to leaving the property for the day.

It is the responsibility of the decorating company to return exhibit space and hotel ballrooms in ready condition and to remove any tape residue or any large stains as a result of exhibit or production activity. This means the contractor is responsible for providing the exhibit hall and ballroom areas in a vacuum ready fashion.

AUDIO VISUAL / PRODUCTION COMPANIES:

We highly endorse and recommend Marriott Event Technology (MET), our in-house audio visual partner as the contractor for all your audio visual services at our hotel. We encourage your use of our in-house audio visual partner in servicing your exhibitor needs during the show as well.

It is the responsibility of the audio visual / production company to clean any area that they use. A walk-thru at the end of the show must be done by an Event Services Manager. It is the responsibility of the contractor to contact Event Services Manager at extension 3188 to set-up a walk through prior to conducting any activity and prevent any unnecessary charges.

The audio visual partner of the Anaheim Marriott Hotel, MET, reserves the exclusive right to utilize the in-house sound system for any function. If the in-house sound system is to be utilized, the hotel must provide the microphone equipment. The in-house sound system is designed for public address only. The system is not designed for any "live" musical performances.

Should the audio visual/production company wish not to utilize the in-house audio system, they must provide the total audio package which would include external sound, amplification and microphones.

PRODUCTION COMPANY INFORMATION GUIDE – CONTINUED . . .

AUDIO VISUAL / PRODUCTION COMPANIES: Continued...

The hotel has no storage facilities for audio visual equipment. This is the responsibility of the vendor/group. An outside production or audio visual company can be utilized under the following circumstances:

- a. A certificate of insurance is on file – minimum of \$2,000,000.00 is required.
- b. A signed copy of the Outside Vendor Agreement is on file with the hotel
- c. All local and federal codes and Anaheim Marriott Hotel regulations are followed
- d. All hook-ups to the building power source are handled by hotel's Engineering department
- e. The production or audio visual company is responsible for all charges for hook-up to the building's power sources. This is not a complimentary service of the hotel.
- f. All rigging coordinated through Marriott Visual Productions – Event Technology.
- g. A copy of the approved diagram (if needed) by Anaheim Fire Marshall to be submitted to hotel

FOOD AND BEVERAGE:

All food and beverage needs must be coordinated through the hotel Event Management – Catering Department. The exhibit contractor should notify the Event Catering Manager, in writing, of any exhibitors dispensing food and beverage from their booth thirty (30) days prior to the show date. Any cooking must have written permission from the Anaheim Fire Marshall (first) and then from the Event Manager (second). This is the responsibility of the decorating company.

It is the responsibility of the decorating company, not the hotel, to provide freezer and refrigerator space during the trade show.

Kitchen space or use of the hotel equipment is not permitted. All exhibitors are required to bring their own equipment. All requests for kitchen preparation or use of hotel personnel must be made in writing thirty (30) days prior to the show. These are only requests and will be honored with the approval of the Event Manager and Executive Chef.

SECURITY:

All security firms must have the approval of the Event Manager and the Director of Safety and Security to the shows opening date. An approved list of firms is available through the Event Manager.

The Anaheim Marriott Hotel requires on file the following:

- a. Certificate of insurance – a minimum of two million dollars (\$2,000,000.00) is required
- b. Outside Vendor Agreement - signed
- c. All Officers must be in uniform or appropriate attire and maintain acceptable grooming standards.
- d. No smoking or eating during business hours
- e. No fire arms are permitted in the building
- f. No sitting when visible in public space
- g. All meal breaks are to be taken in designated areas
- h. All contracted security must sign-in/out through Safety and Security department

PRODUCTION COMPANY INFORMATION GUIDE – CONTINUED . . .

MOTORIZED VEHICLES:

Definition: Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class-1 or Class-2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft and water craft.

All motorized vehicles which are displayed shall have the batteries disconnected at the hot "lead". The lead shall be safely secured.

Fuel supplies for the vehicle on display shall not exceed one-fourth (1/4) of a tank. All motor vehicle tanks containing fuel should be furnished with locking tight caps or sealed with tape to prevent inspection by viewers. Tractors, chain saws, generators, and other such fuel powered equipment shall be safe guarded in a similar manner.

Prior to entering the building, the exhibit contractor/show management must contact the Event Services Manager on duty at extension 3188 for visual inspection. At this time, the vehicle may be moved into the designated Ballroom for the group's exhibit hall. Under no circumstances should it be driven into the hotel.

Upon entering, Visqueen must be laid under the vehicle to prevent oil drip. Visqueen must remain under the vehicle during the time it stays in the ballroom space.

ENCLOSURES:

1. Engineering Power Drop Order Form
2. Engineering Meeting Room Re-Key Order Form
3. Marriott Event Technology Audio Visual Price List
4. Outside Vendor Agreement
5. Sample Certificate of Insurance (Guidelines)

ELECTRICAL SERVICES ORDER FORM



700 West Convention Way
Anaheim, CA 92802-3483

(714) 750-8000

Please Direct Inquiries and
Questions to the
Engineering Department
(714) 703-3149 or
(714) 703-3100

Fax Completed Forms to:
Eng (714) 748-2484

Revised May 2006

ELECTRICAL SERVICES		Advance Price *	Regular Price	Sub Total
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QTY. 120V LIGHTING & UTILITY OUTLETS

QTY.	Description	Advance Price *	Regular Price	Sub Total
	5 AMPS or Up to 500 WATTS	\$71	\$105	
	10 AMPS or Up to 1200 WATTS	\$122	\$185	
	20 AMPS or Up to 2400 WATTS	\$151	\$215	

QTY. 208V SINGLE PHASE MOTOR & EQUIPMENT POWER

QTY.	Description	Advance Price *	Regular Price	Sub Total
	60 AMPS	\$385	\$610	
	100 AMPS	\$525	\$820	
	150 AMPS	\$665	\$975	

QTY. 208V 3 PHASE MOTOR & EQUIPMENT POWER

QTY.	Description	Advance Price *	Regular Price	Sub Total
	60 AMPS	\$495	\$785	
	100 AMPS	\$705	\$995	
	200 AMPS	\$1295	\$1505	
	300 AMPS	\$1575	\$1925	

ENGINEERING LABOR RATES

QTY.	Description	Advance Price *	Regular Price	Sub Total
	FIRE SAFETY ENGINEERS (2 Engineers @ 4 hours min. / 8 hrs total)	\$400	N/A	
	FIRE SAFETY ENGINEER (2 Engineer team / each additional hour)	\$100	N/A	
	ELECTRICIAN (1 hour minimum)	\$72	N/A	

TOTAL:

* To receive Advance Pricing, orders must be placed and payment arranged 10 days before event set up.

** There is an additional labor charge for under carpet electrical installation.

CLIENT INFORMATION

Company/Group Name _____

Ballroom/Meeting Rm _____ Booth # _____

Street Address _____

City _____ State/Zip _____

Telephone _____ Facsimile No. _____

Name of Person Placing Order _____ EMail Address _____

Required Installation Date and Time _____

Required Removal Date and Time _____

On-Site Contact Name _____

PAYMENT INFORMATION

Credit Card Visa MasterCard AMEX

Cardholder's Name as on Card (Print) _____

Cardholder's Address _____

City _____ State / Zip _____

Card Number _____ Expiration Date _____

Authorized Signature _____

Date: _____

Check Enclosed

Bill to Master Account No. _____ Folio No. _____

ANAHEIM MARRIOTT



MEETING ROOM RE-KEY REQUEST FORM
700 W. CONVENTION WAY, ANAHEIM, CA 92802
PHONE: 714/750-8000 FAX: 714/748-2477



ORDER DATE:	GROUP:
HOTEL CONTACT:	GROUP CONTACT:

ENGINEERING USE ONLY

INSTALL DATE/TIME	MEETING ROOM	DOORS PER ROOM	# OF KEYS ISSUED	REMOVAL DATE/TIME	KEY & CORE NUMBER	ENG # WHO INSTALLED	# KEYS RETURN

PAY BY : MASTER ACCOUNT CREDIT CARD CHECK

KEYS RELEASED TO FROM ENGINEERING: _____ DATE: _____

- There is a \$50.00 per door re-key charge and a \$500.00 security deposit for core re-keying if a key issued is lost for any meeting room. When all keys are returned, the security deposit will be refunded. A lost key renders that particular set of cylinders non-secure, necessitating the re-keying of those cylinders by an outside locksmith.
- All issued keys MUST be returned to the Manager within 3 days of the removal date or the \$500.00 core re-key deposit will be forfeited.

AUTHORIZED SIGNATURE AGREES TO PAY APPLICABLE CHARGES AS STATED ABOVE

KEYS RELEASED TO: _____ DATE _____ KEYS RETURNED TO: _____ DATE _____

ANAHEIM MARRIOTT EVENT TECHNOLOGY BASIC EQUIPMENT PRICE LIST



VIDEO VCR/MONITOR	
EQUIPMENT	Daily Rate
VHS VCR	\$55.00
DVD Player	\$55.00
DVD Recorder /* Recording Media billed separately	\$150.00
BetaCam SP Recorder	\$475.00
BetaCam SP Player	\$275.00
27" Video Monitor, VHS or DVD Player, 54"Cart Package	\$225.00
COMPUTER MONITOR/DISPLAYS/ PROJECTORS	
EQUIPMENT	Daily Rate
17" Flat Screen LCD Computer Monitor	\$75.00
20" Flat Screen LCD Computer Monitor	\$100.00
30" Flat Screen Monitor includes table stand	\$185.00
32" Flat Screen Monitor includes table stand	\$235.00
42" Plasma Video/Computer Monitor includes Table/Floor Stand	\$375.00
50" Plasma Video/Computer Monitor includes Floor/ Table Stand	\$450.00
XGA LCD Projector - 3,000 Lumens	\$300.00
XGA LCD Projector Pkg. - 3,000 Lumens, all cabling, w/ (up to) 12' Roll up Screen	\$450.00
XGA LCD Projector - 5,000 Lumens	\$400.00
XGA LCD Projector Pkg. - 5,000 Lumens, all cabling, w/ (up to) 12' Roll up Screen	\$550.00
UXGA LCD Projector - 10,000 Lumens	\$500.00
UXGA LCD Projector Pkg. - 10,000 Lumens, all cabling, w/ (up to) 12' Roll up Screen	\$650.00
UXGA LCD Projector - 12,000 Lumens	\$600.00
UXGA LCD Projector Pkg. - 12,000 Lumens, all cabling, w/ (up to) 12' Roll up Screen	\$750.00
Desktop & Laptop Computer Systems	call for Quote
VIDEO PROCESSING/DISTRIBUTION	
EQUIPMENT	Daily Rate
Folsom Screen Pro SPR 2000 Seamless Switcher	\$450.00
Extron ISS 408 Seamless Switcher	\$350.00
Extron USP 405 Universal Processor/Switcher	\$250.00
Extron SW 6 6x1 VGA Switcher	\$75.00
Extron SW 4 4x1 RGB Switcher	\$75.00
Extron P/2 DA 6 Plus 1x6 VGA Distribution Amplifier	\$50.00
Extron ADA 4 300MX 1x4 RGB Distribution Amplifier	\$50.00
Kramer VS-601 6x1 Vertical Interval Video Matrix Switcher	\$75.00
Extron GLI 1000 RGB Humbucker	\$25.00
AUDIO	
EQUIPMENT	Daily Rate
*Podium, Table Top, or Standing Microphone	\$50.00
*Wired Lavalier Microphone	\$50.00
*Wireless Microphones - Handheld/Lavalier	\$135.00
Shure M267 4 Ch Audio Mixer	\$40.00
Shure M367 6 Ch Audio Mixer	\$60.00
Mackie 1402 Audio Mixer	\$60.00
Yamaha MC803 8 Ch Audio Mixer	\$90.00
Mackie 1642 Audio Mixer	\$125.00
Yamaha GA24/12 Audio Mixer	\$150.00
*CD Player, Cassette Player	\$35.00
*CD Recorder/*Recording media billed separately	\$150.00
JBL EON 10" Powered Speaker w/Stand	\$70.00
JBL EON 15" Powered Speaker w/Stand	\$80.00
Complete Sound Systems- from small venue to General Session	call for Quote
*House patch fee for playback/record per room/day	\$50.00
<i>NOTE: Event Technology is the exclusive provider of microphones/processing when using house PA</i>	
Projection, Screen & Miscellaneous Meeting Equipment	
Equipment	Daily Rate
5',6',7',8' Tripod Screen w/Skirt	\$50.00



OUTSIDE VENDOR AGREEMENT

General Requirements

Our business is hospitality and our role is to make our guests feel at home during their stay with us. The Anaheim Marriott has the following minimum standards of conduct that it requires from all associates and vendors who work on our property.

Insurance

1. Current certificate of insurance on file including a minimum of \$2,000,000 covered liability with the Anaheim Marriott, Marriott International, Marriott Hotel Services, Inc., and "Marriott Hotel Services, Inc. on behalf of the Anaheim Marriott Hotel, AMH, LLC and Tarsadia." named as an additional insured and additional loss payee, and coverage to include workers compensation and automobile liability.
2. Hold harmless agreement on file absolving the Anaheim Marriott from any claims of damages resulting from equipment used or labor provided by the outside company.
3. Any and all permits that may be required by the City of Anaheim.
4. Copy of the Stamped Approved Diagrams (if required) from the Anaheim Fire Marshall
5. Signed copy of this production guideline and insurance document on file one month prior to the event start date.

Move In/Out

1. Loading Dock hours of operation are **7:00AM until 10:00PM** – Doors will be closed promptly with no exceptions. No noise is allowed in the loading dock area or behind the hotel outside of these hours stated above.
2. A clean and clear room will be provided. The outside vendors must return a clean and clear room upon departure. This includes the loading dock area.
3. Visquine and particle board must be placed on the carpet in any area that will receive fork lift traffic.
4. Visquine must be placed on the carpet when pallet jacks are used.
5. Trucks requesting overnight parking will require approval from the Event Manager prior to arrival and will be based on space availability.
6. At no time during the show will the decorating / production company be allowed to store freight or equipment in any public area, service area or on the back dock. Crates will be brought into the room, emptied and returned to the load-in vehicles.

Outside Vendor Requirements / Agreement (Continued) . . .

Personnel

1. Vendors are responsible for the actions of any personnel attached to or associated with their staff.
2. Vendors must be properly uniformed in their show attire to walk in our public space.
3. Vendors who are working on our property cannot utilize our cafeteria facilities for lunch. Vendors are required to go off property to have lunch.

Signage

1. No signage is permitted in the lobby or outside the building, with the exception of signage kiosks.
2. Easels can only be used in the carpeted area of the Ballroom. They are not permitted on the lobby marble.
3. Signage to be hung from the ceiling must be handled by in-house staff at \$50 per banner.

Sound / Rigging and Cabling

1. MET (Marriott Event Technology) reserves the exclusive right to utilize the in-house audio system for any functions. If the in-house sound system is to be utilized, MET must provide the audio equipment.
2. MET reserves the exclusive rights to rig into our ceiling. MET must provide hang points and motors.
3. Should the audio visual / production company wish not to utilize the in-house audio system, they must provide the total audio package, which would include external sound, amplification, speakers, cables and microphones.
4. All floor cables must be to code, covered and safety taped. Cables across doorways are to be avoided but if performed, the cables are to be covered with rubber matting or safety taped. The Anaheim Marriott will not be responsible for damage to cables in doorway paths and/or any injuries caused by them.

Signature

Date

ACORD	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YY) 01/01/03
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PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 441-6102 ext. 1234 Fax: (212) 441-6100 <div style="text-align: right;">1</div>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>
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INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 324-5349 Fax: (212) 324-9819 <div style="text-align: right;">2</div>	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E: <div style="text-align: right;">3</div>
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COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS								
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGRREGATE LIMIT APPLIES TO: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <div style="text-align: right;">5</div>	000P98298-AI1	01/01/03	01/01/04	EACH OCCURENCE	\$1,000,000							
					FIRE DAMAGE (Any one fire)	\$ 50,000							
					MED EXP (Any one person)	\$ 5,000							
					PERSONAL & ADV INJURY	\$1,000,000							
					GENERAL AGGRREGATE	\$2,000,000							
					PRODUCTS-COMP/OP AGG	\$1,000,000							
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____ <div style="text-align: right;">6</div>	SKLS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000							
					BODILY INJURY (Per person)	\$							
					BODILY INJURY (Per accident)	\$							
					PROPERTY DAMAGE (Per accident)	\$							
7	GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <div style="text-align: right;">7</div>				AUTO ONLY-EA ACCIDENT	\$1,000,000							
					OTHER THAN EA ACCIDENT	\$							
					AUTO ONLY: AGG	\$							
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <div style="text-align: right;">8</div> <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/03	01/01/04	EACH OCCURENCE	\$4,000,000							
					AGGREGATE	\$4,000,000							
						\$							
						\$							
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <div style="text-align: right;">9</div>	A4145-SS-PJ37	01/01/03	01/01/04	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width:5%;"><input checked="" type="checkbox"/></td> <td style="width:10%;">WC STATU-</td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;">OTH-ER</td> </tr> </table>	<input checked="" type="checkbox"/>	WC STATU-					OTH-ER	
					<input checked="" type="checkbox"/>	WC STATU-					OTH-ER		
					E.L. EACH ACCIDENT	\$500,000							
					E.L. DISEASE-EA	\$500,000							
E.L. DISEASE - POLICY	\$500,000												
D	OTHER Professional Liability <div style="text-align: right;">10</div>	000P98298-AI1	01/01/03	01/01/04	Each Occurrence & Aggregate	\$1,000,000							
						\$3,000,000							

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

ADDITIONAL INSURED: Marriott International, Inc., Marriott Hotel Services, Inc., "Marriott Hotel Services, Inc. on Behalf of the Anaheim Marriott Hotel, AMH, LLC and Tarsadia Hotels.

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CERTIFICATE HOLDER Anaheim Marriott Hotel 700 West Convention Way Anaheim, CA 92802 Attn: Bob Attianese <div style="text-align: right;">12</div>	ADDITIONAL INSURED; INSURER LETTER: <u>X</u>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS	AUTHORIZED REPRESENTATIVE <i>John Smith, CIC</i> John Smith, CIC
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MOVE-IN / MOVE-OUT INFORMATION

No move-in may begin prior to 7:00AM and no move-out may occur after 10:00PM, anywhere on hotel property. The Hotel's Outside Vendor Agreement and Certificate of Liability Insurance must be submitted to the hotel thirty (30) days prior to event set-up day. The Outside Vendor Agreement is to be signed by a representative of the decorating or production company.

Regarding exhibit set-up, all booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in the exhibit display may be attached to the building. No painting, mixing of chemicals or explosive materials is allowed in the any of the ballroom space of the hotel.

At all times, it is required the contractor must use Visqueen to protect the ballroom carpet prior to any activity. It may require the contractor also to utilize plywood, 4'x8' sheets at least 3/4" thick.

Electrical powered vehicles are only permitted in the ballroom space of the hotel. No propane or gas powered vehicles are permitted in the ballrooms.

The Event Services Manager in conjunction with the contractor will make an inspection of the ballroom prior to any activity. This will include access areas, elevators, corridors, loading docks, and any other area pertaining to the move-in and move-out. It is the responsibility of the contractor contact the Event Manger or Event Services Manager at extension 3188 to set-up a walk through prior to conducting any activity and prevent any unnecessary charges. In addition, vehicles must be driven on plywood aisles, or have their wheels taped to protect the ballroom carpet.

Any property damage created by the exhibitor or contractor must be replaced in its original condition by the exhibitor or contractor at their expense.

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/her choice. Any installation that affects fire code must have prior approval of the Anaheim Fire Marshall.



CLEANING & CUSTODIAL SERVICES

Anaheim Marriott Hotel does not provide cleaning services or materials for production or exhibit areas unless it is part of the hotel's sales contract. Trash removal from the exhibit area or production area in the ballroom space is the responsibility of the contractor.

At the conclusion of the exhibit or production, the area and loading dock must be presentable for the next day's business prior to leaving the property for the day.

It is the responsibility of the decorating company to return exhibit space and hotel ballrooms in ready condition and to remove any tape residue or any large stains as a result of exhibit or production activity. This means the contractor is responsible for providing the exhibit hall and ballroom areas in a vacuum ready fashion.



SHIPPING & RECEIVING

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

Anaheim Marriott Hotel
700 West Convention Way
Anaheim, CA. 92802

ATTN: Name of Group's Onsite Contact

HOLD FOR: Name of Group's Onsite Contact + Name of Convention/Event + Dates

We also ask that 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. Please keep in mind that the hotel has very limited space for boxes and equipment storage. We would appreciate it if your shipments arrive no more than three (3) days prior to your event date.

Due to the layout of the hotel, we are unable to store display materials and/or show merchandise. At the conclusion of your set-up operations, all related equipment (including trucks, crates, skids etc.) must be removed from the hotel premises and returned on the last day of the exhibits/production event upon teardown.

Enclosed is the Hotel's Shipping Information and Cost sheet.



Shipping and Receiving Fee Schedule Terms & Conditions

INCOMING PACKAGES

Incoming packages are received by our Shipping & Receiving department. Major couriers (FedEx, UPS) deliver their packages to the hotel between 8:00 a.m. and 12 noon, Monday through Friday. Saturday deliveries are available from all major couriers. Incoming packages are held in the Shipping & Receiving department for guests (a message is left on the guest room phone or attached to the reservation of guests who have not yet arrived) awaiting the guests delivery instructions. Guests should call the Bell Desk at extension 5266 to make delivery arrangements. The Bell Desk is available for service 24 hours a day.

Meeting Planners / Groups: Arrangements for large shipments to the hotel should be coordinated with your Convention Service or Catering Service Manager. "Remote Shipping Desks" staffed by Anaheim Marriott staff may be arranged in advance. Handling fees apply to all packages received or shipped.

Shipment Information: The address to which you may ship your packages is: Anaheim Marriott Hotel 700 West Convention Way Anaheim, Ca. 92802 It is required that packages are sent to the attention of the person who will be receiving them from the Bell Desk. Handling fees will be charged at the time of receipt unless previous billing arrangements have been made.

Assistance To Anaheim Convention Center: Bell Desk service is available to assist guests with packages to the entrance of the Anaheim Convention Center. Arrangements for assistance may be coordinated with the Bell Captain.

TERMS AND CONDITIONS

Storage Policy: Convention materials are welcomed at the hotel anytime prior to an event. Materials that are received before an event are charged for storage, in addition to handling, for each day stored before being received by our guests.

Delivery Policy: Materials being delivered to ballrooms, meeting rooms or anywhere on the convention floor must be signed for at the time of delivery. The Bell Desk will not deliver materials to insecure/unattended areas. Once materials are delivered and signed for they are the responsibility of the consignee.

Freight Policy: Materials to be shipped from the hotel by any carrier other than Fed Ex or UPS must be arranged for in advance with the shipping department. Appropriate billing may be arranged or a credit card must be provided for payment.

OUTGOING PACKAGES

Parcels and envelopes for next day delivery via courier services should be dropped off at the Bell Desk no later than 2 p.m., Monday through Friday for next day delivery. Parcels and envelopes for Saturday pickup should be brought to the Bell Desk no later than 11 a.m. for most couriers. Outgoing envelopes and parcels not requiring overnight delivery can be dropped off at the Bell Desk 24 hours a day. The Bell Desk provides access to all major couriers. Parcels and envelopes billed to group master accounts, guest rooms or credit cards will be billed at hotel retail rates. Guests are encouraged to completely fill out the shipping forms that our Bell Desk will provide you to ensure that we have adequate information to ship your packages appropriately. Hotel handling rates apply to all outgoing packages.

FEE SCHEDULE

Incoming & Outgoing Packages:

Letter Packs – no charge

Packages & Boxes - \$10.00

Self Contained Display Unit / Cases - \$25.00

Pallets or Oversized Containers - \$100.00 and up

Storage Per Day:

Packages & Boxes - \$10.00

Self Contained Display Unit / Cases - \$25.00

Pallets or Oversized Containers - \$100.00 and up

Labor:

Labor - Per Hour - Per Person (*Pallet Jack-1Hour Minimum*) - \$100.00

Packaging Supplies:

Boxes, bubble wrap, packaging guns, tape and other supplies also available at Kinko's located in the Oasis Lobby.

The Anaheim Marriott assumes no responsibility for materials left in ballrooms, meeting rooms or anywhere on the convention floor unless they have been physically received and signed for by our Shipping or Bell Desk staff.

All charges will be made to your room, credit card or group master bill unless other arrangements have been made in advance. These fees will appear on your account as a charge from Shipping.



Helpful Links:

Contact Us:

Shipping: Arthur.Dennis@Marriott.com

Bell Desk: Don.Trudgeon@Marriott.com

Phone: 714-703-3157 FAX: 714-750-9100



MASTER BILLING INFORMATION

Marriott International has made many changes with our billing processes recently. Based on feedback from our meeting planners, we have implemented these changes.

You now have a choice in how you receive your final bill. You can have it mailed to you by overnight services, faxed to you (50 page limit), or by email.

There are also choices in the format of how the master bill is presented to you on-site and for the final bill. One upgrade that we have implemented is the Summary of Guest Charges which details out the room and incidental charges without the need for individual folios.

All of Marriott Hotels' master accounts are mailed out and handled from one location. If you have multiple meetings with Marriott, you will only have to work with one Customer Representative for all of your master accounts.

In order to expedite the approval for your direct billing, your hotel representative needs to submit the estimated amount of your total master account in advance (minimum 120 days prior to your arrival date).

We are committed to an accurate bill and will need your assistance with performing daily bill reviews of the master account while on-site as well as a final review before your departure. We understand that your schedule is busy during the meeting and will work with you on the most convenient times for review.