



OUTSIDE VENDOR REQUIREMENTS / 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 Marshal
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.
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 remaining overnight based on space availability must register with our security office.
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.

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.

Outside Vendor Requirements / Agreement (Continued) . . .

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. Paper materials may be adhered to walls inside meeting rooms only, and then only with masking tape.
4. 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