Did You Know ...

The Event team here at the Anaheim Marriott strives for excellence with each and every Meeting, Convention, Conference, Trade Show and every event we manage. Here are some tools that we have found helpful for you and your planning team to review, prior to starting the specification worksheet.

Click on the links below:

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<tr>
<td></td>
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</tbody>
</table>
**Affiliate Functions/Space** – It is important to identify any functions that are not going to be billed to your master account, as well as functions that are separate from your main group functions. Our Affiliate Team will be the contact for all affiliate functions at our property. Please inform us in advance on how we should handle affiliate requests and the appropriate forms of authorization required.

**Audio Visual** – We partner with Encore Event Technologies who is our sole provider of in-house A/V. Encore Event Technologies handles all rigging requirements, power for all rooms, meeting space internet connections, and electrical needs. Keep in mind, should you bring in an outside audio visual company, there will be additional fees for power and labor requirements. Please see the Encore Event Technologies [regulations and pricing guide](#).

**Banquet functions** – Our standard set for Banquet tables are 66” rounds with seating for 10. If you require meal functions to have fewer seats than 10, there will be an additional labor fee as additional servers will be needed. Please see your Event Manager for more details. The Anaheim Marriott standard is to over set 10% for 10-99 guests, 5% for 100-499 guests, and 2.5% over 500 guests of the guarantee.

**Business Center** – We have a FedEx Office onsite. Copies, faxes, scanning and signage can be made in advance if requested. There are computers available 24 hours a day for any printing needs. The Business Center is accessible by guestroom key for computer and copy machine access after regular business hours.


**Diagrams** – We highly recommend diagrams for any room sets that require specific details. Please have your Production Company or Staff send us a diagram or detailed description of how you would like the room set. Please make sure all diagrams are detailed and follow our Fire Standards as given by the City of Anaheim. A Fire Regulations Guide can be provided by your Event Manager. A link has been provided under the [Fire Regulations section](#) for the City of Anaheim.
**Display Tables** – The Fire Marshall requires permits for any sets that have more than 10 tables in our meeting and foyer space. Please see your Event Manager regarding how many display tables can fit inside the foyer, as this will depend on how many attendees there will be in each meeting and/or function space. Please see the sample below or ask your Event Manager on the total number of tables that can be approved based on the Fire Marshall regulations. [Capacity Chart]

**Exhibits** - It is required your Exhibiting Company provides a [Certificate of Liability Insurance] approved floor plan and signed outside vendor requirements prior to arrival. Please inform the Exhibiting Company that the Anaheim Marriott will charge for the shipping and handling of all boxes delivered to our shipping office, whether in care of the Exhibiting Company or in the care of the attendee. For example, if we receive shipments delivered to the Exhibiting Company, in care of the attendee, they will be charged for those shipments. Please see the [shipping and receiving guide] below.

**Fire Regulations** – The Anaheim Marriott follows [Fire Regulations] given by the City of Anaheim. We have a guide to offer you on their requirements. Below is the link for two items that are needed; one time permit application and tradeshow application. [http://www.anaheim.net/title/Fire+Department/Default/Documents+%26+Forms/page.htm](http://www.anaheim.net/title/Fire+Department/Default/Documents+%26+Forms/page.htm)

It is the policy of the hotel to disallow inflatables (e.g., bouncy houses, ball pits, etc.) in the ballroom spaces.

**Function Agenda** - It is preferred that your event specifications for your meeting room set ups be sent in an Excel document. The Excel sheet should include month, day, date, start time, end time, room set by time, session name, details of what you expect to be set by our team and any additional instructions. Please clarify if you will have an outside A/V team handling the A/V equipment or if Encore Event Technologies is being utilized. We request that a preliminary agenda be sent 6 months out, details and specifics 3 months out and any last changes sent 10 days prior to arrival. Please note, labor fees may be applied to your master account should details be received within 10 days of the event. (For example, changes made within 24 hours may require a labor fee.)

**Function Room Equipment Inventory** – Please note that we have a specific amount of tables, chairs, easels, linen and miscellaneous items that we are able to provide.

Dimensions: Banquet tables - 66” & 72” (limited number of 72” tables); Blue banquet chairs; display tables - 6’x30”, 8x30”; Classroom tables - 6’x18”, 8’x18’; Riser sections - 8’x6’. Riser heights are 16”, 24” & 32”. We have one ramp. The length of the ramp is determined by the height of the stage. We do not stack risers on top of each other so please make sure your production companies are aware of this requirement. If your group does not have all the meeting space contracted, please note, we have to share our equipment inventory with all groups occupying our meeting space. If we have to rent additional equipment the cost will be placed on the group’s master account.
Furniture – If you require boardroom chairs, sofa chairs, coffee tables, sofas, artificial plants or trees, these items need to be rented from an outside vendor. Please submit your request directly to your Event Manager so they can order this furniture for you. The costs will be charged to your master account. We do not move our foyer furniture into any of our meeting rooms, as it is left for your attendees to use.

Grand Plaza – The Anaheim Convention Center has 100,000 square feet of outdoor function space to accommodate special events such as Receptions, Registration, Exhibit Booths and entertainment for up to 2,500 people. The Grand Plaza is made up of three sections that can be partitioned off or they can be combined and used as one large function space. There are some additional fees that are attached to this space and your Event Manager can discuss them with you. Please keep in mind if you have contracted space with the Convention Center then all Grand Plaza Events and planning will go through them.

Group Resume - The Marriott group resumes are sent to each department in the hotel ten days prior to a group’s arrival. Below is the attachment that we ask you complete in order to help us better inform our property regarding additional details to your program. A due date for this form will be set by your Event Manager.

Guarantees (Room Sets & Food & Beverage) – Please provide your menu guarantees three business days prior to the function day. Should the guarantee decrease within the three business days prior to your event, the original guarantee will be charged. Increases with guarantees within three days are based on items available, menu selections and quantity.

Internet – Guest room internet, lobby internet and meeting space internet are all separate networks. Guest room charges are a flat rate for every 24 hours. The lobby internet is always complimentary. For internet in the meeting space, our in-house audio visual provider (Encore Event Technologies) can quote a price based on the needs of you and your attendees.

Loading Dock – The loading dock is located in the back of the hotel closest to the Marquis South Ballroom. (We cannot allow any truck movement before 7am or after 10pm due to Anaheim Neighborhood Regulations). Please make sure your outside vendors send us a loading and unloading schedule so we can reserve parking spots in the back for clear entry into the dock. The hotel receives a large amount of shipments daily so the entrance of our truck path cannot be blocked when they are loading or unloading their equipment. Upon request, we can provide a street map that shows access to the loading dock.
**Outside Vendor Requirements** – Every outside vendor that you partner with will receive a copy of our [outside vendor requirements document]. We expect the vendor to review and sign this document prior to their arrival. It is very important that all on-site staff who are here to support your event follow our requirements. Additionally, please make sure that all vendors submit a Certificate of Liability insurance form to the Event Manager. Vendors must also review and sign the Outside Vendor requirements. Outside Vendor [requirement form] is available below.

**Production Move-In** – Please make sure your Production Company sends us a loading and unloading schedule prior to arrival so we can reserve parking spots in the back of our hotel across from the loading dock so they can gain a clear entry into the Dock. Please note the Hotel receives a large amount of shipments daily so we cannot block the entrance of our truck path when they are loading or unloading their equipment. We have a curfew to follow so we cannot allow any truck movement before 7am or after 10pm. Upon request, we can provide [a street map that shows access] to the loading dock.

**Registration Counters** – We have four designated Registration areas. Center Registration has a small area behind the counters for storage; all other areas do not have a storage area. These Registration Counters are reserved per your contract. Please see the attachment below for floor plan for registration locations.

Dimensions: Marquis Registration Counters; 81” long, 42.5” tall, 36” wide; Elite Registration Counters; 85.5” long, 42.5” tall, 36” wide. [Floorplan]

**Re-Key** – We have a re-key fee that is based upon the number of doors that the room has. This is a flat fee. We do not charge for the number of keys given, but there is a maximum of 10 keys per room. This service is provided by our Engineering department. If you require rooms to be re-keyed, please indicate that information on your specifications worksheet.

**Room Sets** – Standard meeting room sets for theatre, schoolroom and banquet tables will be set according to our fire regulations required by the Anaheim Fire Marshal. Please note that all of our standard meeting sets include water stations in the back of the room. If you require the room to be set to its maximum [capacity], we request that you give us the anticipated number for that room so we fully understand how many are anticipated to be seated for that meeting.

**Room Turns** – We require at least 2 hours between sessions for room turns. If you request a room to be turned in less than two hours, please keep in mind this depends on several factors: the meeting cannot end later than scheduled, what type of room set is being requested, any food service inside the room, audio visual items in the room and staging. We want to ensure room turns are as smooth of a transition as possible.
**Safety & Security** – To protect the safety and security of our guests, the hotel does not allow outside security personnel to provide any services within its property.

If the group would like us to make additional security arrangements, they will be billed at a fixed rate of $55 per hour, with a four (4) hour minimum per security guard. We will be the liaison to address any security concerns or issues and to ensure that it is corrected to meet guest satisfaction.

If you are planning on securing items overnight or need additional security for crowd control please submit the following information in advance to your Event Manager: Guard count, security schedule, location on where you would like the guards to be placed, description of duties and any other special requests or concerns. We will make the arrangements for you and apply the security costs on the master account.

**Shipping and Receiving** – We have limited space for shipping and receiving. Please request a pricing guide of our fees from your Event Manager. Address your material to one staff person on your team and the name of your event in care of your Event Manager. Please inform your Event Manager in advance on how many packages are being shipped as well as what date we should anticipate to receive them so we can inform the shipping and receiving team on site.

**Signage** – We have (3) Plasma Screens in the Hotel that will display your meeting agenda daily. Please be aware that the field length of each session name is limited to 50 characters, including spaces. If you are not providing additional signage to be placed in front of each session and you would like us to print door cards, please indicate that information on your specifications worksheet. We are practicing sustainability and do not automatically print the door cards as a standard. Signage for your event will be allowed in all areas of our meeting space. Signage must be kept close to the foyer walls so as to not block the flow of foot traffic in the foyer area. We do not allow any signage in our public spaces or Lobby.

**Suites** – Click here for our Guestrooms and Suites brochure.
Exhibit Order Form

EXHIBITOR INFORMATION

Event Name ________________________________________________________________

Exhibit Dates ____________________________ Ballroom __________________________

Company/Exhibitor ___________________________________ Booth# ________________

Contact Name____________________________________________________________

E-mail Address __________________________________________________________

Address __________________________________________________________________

City ___________________________ State ______ Zip _____________________________

Phone# _________________________ Fax # _________________________________
## Exhibit Order Form

**EVENT TECHNOLOGY GUIDE**

### 110/120 VOLT

*Note: All Power is “Per Show” inclusive of sales tax, labor & 24% service charge*

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Set Date</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 amps)</td>
<td></td>
<td>104.00</td>
<td>156.00</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td></td>
<td>180.00</td>
<td>270.00</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td></td>
<td>240.00</td>
<td>360.00</td>
</tr>
</tbody>
</table>

### 208/220 VOLT – Call for quote

**Additional Labor If Needed (Minimum Charge for Orders – 1 hour)**

110/120 VOLT outlet prices power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All islands will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please add an estimated 1 hour minimum to the order.

**Advance Show Site Straight Time (per hour)**

- $75.00
- $95.00

**Monday – Friday, 8:00am – 4:30pm (Excluding Holidays)**

**Overtime (per hour)**

- $112.50
- $142.50

**Monday - Friday, 4:30 pm - 8:00 am (All day Saturday, Sunday and Holidays)**

### ADDITIONAL INFORMATION

- To honor discount prices we must receive your order with full payment 14 days prior to date of event, along with a floor plan indicating the main power location and distribution points, if applicable. (see below)

- A scaled floor plan is required for orders with multiple outlet locations and/or island booths.

- If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

- Electricity is turned on 1 hour prior to show opening and turned off 1 hour after show closes on show days. Power will be turned off immediately after final show closing.

- If a dedicated circuit is required, please order 2000 watts/20 amps.

- Separate outlets should be ordered for each piece of equipment and/or each power location.

- NO refunds will be applied to electrical services cancelled after installation.

---

**TOTALS**

- Electrical $__________
- Additional Labor If Needed $__________

Page 2 - Total $__________
Exhibit Order Form
EVENT TECHNOLOGY GUIDE

Audio Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JBL Powered Loudspeaker w/Stand</td>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SM-58 Hardwire Microphone w/Stand</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UHF Wireless Microphone (Handheld or Lavaliere)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CD Player</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Channel Mono Mixer</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Video Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HD Flat Panel Display Package:</td>
<td>$650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes: HD 52” Flat Panel LCD Display, Display Stand, DVD Player, Video &amp; Power Cabling, Set &amp; Strike Labor)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Recommended for Standalone Digital Signage, Directional Guidance and Exhibit Booths.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Computers, Internet & Phone Lines

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Daily Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PC Laptop Computer</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Desktop Computer w/Mouse &amp; Keyboard</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single User (Hardwire Internet Connection)</td>
<td>$375.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single User (Wireless Internet Connection)</td>
<td>$325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each add. Internet connection/day (Hardline or Wireless)</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone w/DID Analog Line (Domestic Calling)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone w/DID Analog Line (International Calling)</td>
<td>$225.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All microphones and playback audio (e.g. laptop audio, MP3 players, etc.) must have an audio mixer and house sound patch/speaker for amplification.
Exhibit Order Form
EVENT TECHNOLOGY GUIDE

Miscellaneous Cables & Power

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Show Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A/C Extension Cable</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power Strip</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extension/Power Strip Combo</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VGA Cable (for PC, projectors and monitors)</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 3-4 Total: Enter --> $

Service Charge: x 24% $

Anaheim Tax: 8% $

(total from page 2 is inclusive of service charge and sales tax)
Page 2 – Total: Enter --> $

GRAND TOTAL $

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.
By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day’s rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day’s rental plus handling charges.
2. Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee’s care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee’s responsibility.
4. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
5. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.

RENTAL CONTRACT MUST BE COMPLETED, INCLUDING METHOD OF PAYMENT, FOR ORDER TO BE PROCESSED.

ALL EQUIPMENT ON PAGES 3-4 ARE CHARGED AT A DAILY RATE.
Exhibit Order Form

CREDIT CARD AUTHORIZATION FORM

Please complete the form if you require direct billing. *(If you do not have a master account established, you must include this form).*

Please make your selection below and email or fax completed to:

Encore Event Technologies:
FAX: (714) 748.2476
Please fax order form. Do not email.

I authorize Encore Event Technologies & Anaheim Marriott to charge my credit card for:

Date of Function __________________________________________________________
Name of Event/Group: ________________________________________________________
Type of Card (Check One):
American Express _______________ Visa ________________ MasterCard _______________

*The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.*

Card Holder Name: __________________________________________________________________
Card Holder Address: ____________________________
Card Number: __________________________ Expiration Date: ______________
Total Estimated Charges: $ _________________
Phone Number: __________________________
Signature: ___________________________________________  Date: ___________________
<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Dimensions</th>
<th>Capacity*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>W×L×H</td>
<td>Sq. Ft</td>
</tr>
<tr>
<td>MARQUIS BALLROOM</td>
<td>118x208x20</td>
<td>25,636</td>
</tr>
<tr>
<td>Center</td>
<td>79x119x20</td>
<td>9,346</td>
</tr>
<tr>
<td>North</td>
<td>69x119x20</td>
<td>8,163</td>
</tr>
<tr>
<td>South</td>
<td>58x119x20</td>
<td>7,090</td>
</tr>
<tr>
<td>Northeast</td>
<td>60x69x20</td>
<td>4,087</td>
</tr>
<tr>
<td>Northwest</td>
<td>59x69x20</td>
<td>4,073</td>
</tr>
<tr>
<td>PLATINUM BALLROOM</td>
<td>198x132x18</td>
<td>25,410</td>
</tr>
<tr>
<td>Platinum 1</td>
<td>45x30x18</td>
<td>1,282</td>
</tr>
<tr>
<td>Platinum 2</td>
<td>45x36x18</td>
<td>1,596</td>
</tr>
<tr>
<td>Platinum 3</td>
<td>45x35x18</td>
<td>1,572</td>
</tr>
<tr>
<td>Platinum 4</td>
<td>45x30x18</td>
<td>1,282</td>
</tr>
<tr>
<td>Platinum 5 or 6</td>
<td>54x131x18</td>
<td>7,053</td>
</tr>
<tr>
<td>Platinum 7</td>
<td>45x30x18</td>
<td>1,286</td>
</tr>
<tr>
<td>Platinum 8</td>
<td>45x35x18</td>
<td>1,577</td>
</tr>
<tr>
<td>Platinum 9</td>
<td>45x36x18</td>
<td>1,599</td>
</tr>
<tr>
<td>Platinum 10</td>
<td>45x29x18</td>
<td>1,110</td>
</tr>
<tr>
<td>Platinum 1-4</td>
<td>45x132x18</td>
<td>5,732</td>
</tr>
<tr>
<td>Platinum 7-10</td>
<td>45x131x18</td>
<td>5,572</td>
</tr>
<tr>
<td>Platinum Patio</td>
<td>–</td>
<td>3,320</td>
</tr>
<tr>
<td>GRAND BALLROOM</td>
<td>90x175x16</td>
<td>15,822</td>
</tr>
<tr>
<td>Salon E or F</td>
<td>55x90x16</td>
<td>5,040</td>
</tr>
<tr>
<td>Salons A-D or G-K</td>
<td>31x90x4</td>
<td>2,810</td>
</tr>
<tr>
<td>Salon A, B, C, D, G, H, J or K</td>
<td>22x31x14</td>
<td>708</td>
</tr>
<tr>
<td>MEETING SPACE FOYER</td>
<td>29,876</td>
<td>–</td>
</tr>
<tr>
<td>ORANGE COUNTY BALLROOM</td>
<td>45x99x12</td>
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</tr>
<tr>
<td>Salon 1</td>
<td>29x45x12</td>
<td>1,314</td>
</tr>
<tr>
<td>Salon 2, 3 or 4</td>
<td>22x45x12</td>
<td>1,013</td>
</tr>
<tr>
<td>ELITE BALLROOM</td>
<td>72x31x12</td>
<td>2,235</td>
</tr>
<tr>
<td>Elite 1, 2, or 3</td>
<td>24x31x12</td>
<td>738</td>
</tr>
<tr>
<td>Gold Key I or II</td>
<td>20x24x9</td>
<td>508</td>
</tr>
<tr>
<td>Gold Key III</td>
<td>16x29x10</td>
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<tr>
<td>LOWER LEVEL MEETING ROOMS</td>
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</tr>
<tr>
<td>Desert Springs</td>
<td>18x28x8</td>
<td>504</td>
</tr>
<tr>
<td>La Jolla</td>
<td>19x28x8</td>
<td>532</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>18x29x8</td>
<td>522</td>
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<td>Newport Beach</td>
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<td>17x36x7</td>
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*Maximum seating. Does not include audio visual.
I. Ballroom Foyer
1. All items placed in the Ballroom Foyer that runs north and south shall be no more than 3 feet off the back wall.
2. Items placed in the Platinum Lobby area shall be placed no more than 3 feet off the east wall between the illuminated exit signs or not more than 3 feet past the 2 columns across from the east wall.

II. Grand Ballroom, Orange County Salons & Elite Rooms
1. Salons B, C, J & H are limited to 48 people.
2. Salons A, D, K, G, L, 2, 3, 4 and Elite Rooms that have 50 or more people shall have a minimum of 2 exits. One located at the front and rear of the room. When a screen or stage is necessary, a 3 foot clear path shall be maintained to the rear exit door and an illuminated or self illuminating exit sign is required to be mounted high on the curtain line or screen when the existing exit sign is not visible from all seating areas. Exit paths shall remain clear and accessible and curtain shall be baffled or easy to exit through.
3. When Grand Ballroom E or F is used separately for theatre set, banquet rounds, classroom and reception style and the occupant load is 50 or more people all exits shall remain clear and accessible. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. Curtain shall be baffled or easy to exit through.
4. When Grand Ballroom E & F is combined for theatre set, banquet rounds, classroom, reception style and the occupant load is 50 or more people all exits shall remain clear and accessible. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. Curtain shall be baffled or easy to exit through.

Exception: When the occupant load does not exceed 1400 people and there is absolutely no other alternative based on the room set, one set of exit doors and exit sign may be covered.

III. Marquis Ballroom
1. When the South Ballroom is used separately for theatre set, banquet rounds, classroom and reception style, all exits shall be accessible and unobstructed. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. Exception: When the occupant load does not exceed 1,011 people and when there is absolutely no other alternative based on the room set, one set of exit doors and exit sign located in the southwest corner of the room can be covered.
2. When the Center Ballroom is used separately for theatre set, banquet rounds, classroom and reception style, all exits shall be accessible and unobstructed. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. Exception: When the occupant load does not exceed 1,348 people and when there is absolutely no other alternative based on the room set, one set of exit doors and exit sign located on the west wall can be covered.
3. When Northeast and Northwest Ballrooms are combined for theatre set, banquet rounds, classroom, reception style, all exits shall be accessible and unobstructed. When a screen or stage is necessary, a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain line or screen when the existing exit signs are not visible from all seating areas. Exception: When the occupant load does not exceed 1,156 people and when there is absolutely no other alternative based on the room set, one set of exit doors and exit sign located on the west wall can be covered.

IV. Platinum Ballroom
1. Platinum room 1, 2, 3, 4, 7, 8, 9 & 10 that have 50 or more people shall have both exits available inside the room. When a screen or stage is necessary, a 6 foot clear path shall be maintained to the second exit door and an illuminated or self illuminating exit sign is required to be mounted high on the curtain line or screen when the existing exit sign is not visible from all seating areas. Curtain shall be baffled or easy to exit through.
2. When Platinum 5 or 6 is used, all exits shall be accessible. When a screen or stage is necessary a 6 foot path shall be maintained to the rear exit doors and illuminated or self illuminating exit signs are required to be mounted high on the curtain
line or screen if the existing exit sign is not visible from all seating areas. Exit paths shall remain clear and accessible and curtain shall be baffled or easy to exit through.

3. **Exception:** When a stage is placed against Platinum 1-4 or 7-8 air wall for theatre set, banquet, classroom and reception style and the occupant load does not exceed 1,000 people and when there is absolutely no other alternative based on the room set, one set of exit doors on the north wall and one set of exit doors on the south wall and exit signs located above can be covered.

V. **General Information**

1. All strobes, speakers, fire extinguishers, smoke detectors, fire signage and fire department equipment or connections shall not be concealed or obstructed by drape, hardwall, booths, column wraps or by any other manner.
2. Drape lines higher than 8 feet that lead to exits shall require self illuminating or illuminated exit signs that are tied into emergency power or have battery backup.
3. The use of candles, open flame devices or pyrotechnics requires a permit from Anaheim Fire & Rescue and is fee based.
4. Banquet tables shall be divided from the tradeshow area by a 10 foot aisle. **Exception:** banquet tables placed within the tradeshow shall be curtained off by 3 foot high drape and provided with 3 foot exit openings unless otherwise approved by the fire department.
5. Banquet tables shall be placed 54 inches apart, 36 inches from walls and a minimum of 6 feet from exits. Vertical and horizontal aisles may be required based on the number of tables. Tables shall not be placed in front of exit doors.
6. Fire rated doors shall not be propped open.
7. Commercial filming requires a Filming Permit from the City of Anaheim Traffic Engineering Department at 714/765-5099 and notification to the Anaheim Fire & Rescue. Stand-by will be determined on a case by case basis.
8. California structural engineered stamped plans shall be submitted to the Anaheim Building Department for all bleacher stands.
9. Drapes, curtains, decorative material, registration counters, booths, tents or canopies, and hard-walls, etc., shall be fire retardant. Proof shall be submitted to Anaheim Fire & Rescue. Items placed in the lobbies, including entrance units, shall be indicated on floor plans and approved by Anaheim Fire & Rescue.
10. All items shall be 18 inches below sprinkler heads and 2 feet below ceiling in non-sprinklered areas.
11. Breakaway stanchion may be used at show opening to facilitate mass ingress. Stanchions shall be placed a minimum of 15 feet away from exit doors. Stanchions shall be removed after mass ingress is complete.
12. Events taking place on multi-story parking structures requires approval by the City of Anaheim Planning Department and Anaheim Fire & Rescue.
13. Floorplan submittal is required when pyrotechnics are used.
14. Floorplan submittal is required outside the approved standard set-up or when exit doors and exit signs are obstructed or not visible and drape higher than 8 feet is being used unless otherwise approved by Anaheim Fire & Rescue.
15. Furniture and chair covers shall meet fire rated TB (technical bulletin) 117.
16. Power Cables in aisles or exit paths shall be taped down or ramped to prevent trip hazards.
17. Poster boards placed down the middle of the Platinum 1 – 4 lobby are permitted with a 6 foot horizontal aisle located in front of Platinum 3 doors. Please see attached poster board diagram.

For further information regarding these requirements contact: Fire Prevention Division at (714) 765-4040 between the hours 8:00 a.m. to 5:00 p.m., Monday through Friday.

Revised 3-12-14
Subject: Anaheim Marriott General Event Requirements
ACORD CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
ABC Insurance Agency
Fax: (212) 441-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent  (212) 441-6102 ext. 1234

DATE (MM/DD/YY)
01/01/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREE A: Hartford Insurance Company of Illinois
INSUREE B: Aetna Casualty & Surety Company
INSUREE C: Travelers Insurance Company
INSUREE D: Royal Insurance Company
INSUREE E: 

INSURED
Insurance Agency
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 324-5349    Fax: (212) 324-9819

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.

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.

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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

John Smith, CIC

APAARD 25 (2001/08)
GO GREEN “CHEAT SHEET”

ENVIRONMENT
- 85% of chemicals used by hotel staff to clean are considered “Green” and Environment Friendly.
- Anaheim Marriott practices “Green Wednesday,” which prohibits any deliveries on Wednesday.
- Anaheim Marriott re-purposed 16 street lights & 3 palm trees from the Grand Plaza Project.

RECYCLE / FOOD WASTE
- All cardboard & office paper from the property is recycled.
- Event Services separates and recycles cardboard, paper & plastic used in the meeting space.
- Housekeeping separates and recycles all aluminum cans and plastic bottles left in guest rooms.
- All ballasts, fluorescent bulbs, batteries, refrigerants, metals, and oils are sent to proper plants for recycling and disposal.
- All note pads used at the Anaheim Marriott are 100% recycled materials.
- Anaheim Marriott contributes to feeding the homeless by donating leftover food to the charity “Motel Kids” in Orange County.
- Anaheim Marriott donates leftover food to “Grandma House of Hope,” charity dedicated to feeding people in temporary housing.
- Executive Chef has limited food preparation to minimize waste.
- Box lunch program uses recyclable containers.
- All seafood used is from 75% sustainable sources.

ENERGY
- Anaheim Marriott has been awarded the EPA’s “ENERGY STAR” label as one of the most efficient in the nation for reducing greenhouse gases and protecting the environment.
- Chiller Plants: Oasis Tower has newer efficient chillers and will be adding “free cooling”. Palms Tower is currently getting new VFD chillers, controls and “free cooling” which uses 15% less energy.
- Palms Tower installed new efficient hot water boilers and will complete Oasis Tower in April, 2013.
- Converted air handlers and water pumps to VFD (Variable Frequency Drive) which uses less energy by slowing down and speeding up, as opposed to constantly running at full speed.
- Hotel is in process of converting all hotel light bulbs to LED.

WATER USE
- Installed new efficient water softeners to use less salt and less waste water.
- Rain sensors installed on irrigation clocks to prevent activation during rain.
- Newly installed variable frequency drive water pumps decreases energy used to pump water.
- All guest rooms have water saving low flow shower heads and aerators to conserve water usage.
- All Marriott International properties participate in the “Green Linen” program where guests have the option of getting their towels washed at their request or every third day of stay.

MARRIOTT INTERNATIONAL
- Operates the most ENERGY STAR certified properties in the industry.
- Marriott International was honored in 2011 with the Supplier Sustainability Excellence Award by the U.S Postal Service (USPS).
- Marriott International made Computerworld’s 2010 “Top 12 Green IT companies”.
- Increased its landfill diversion rates in the US by 6% since 2010.
- The U.S. Environmental Protection Agency (EPA) awarded Marriott International the “2009 Sustained Excellence Award in Energy Management.” Marriott has been named an EPA Partner of the year since 2004.
- Marriott International received the “2009 Tourism for Tomorrow Award for Sustainability” in the Global Tourism Business Category by the World Travel and Tourism Council (WTTC).
- Honored by Travel + Leisure magazine with the 2008 “Global Vision Award” for green strategy of environmental commitment, including protection of 1.4 million acres of Amazonas Rainforest.
- Adopted a climate-specific landscaping approach to reduce irrigation.
- Marriott was the first major hotel company to calculate its carbon footprint (59.4 pounds of CO2e per available room) and launch a plan to improve energy efficiency, conserve water, and support projects that reduce deforestation or greenhouse gas emissions.
Introducing the one-of-a-kind Anaheim Convention Center Grand Plaza. This stunning outdoor meeting space offers meeting and event planners the opportunity to stage large outdoor gatherings, including alfresco dining, concerts, receptions, exhibitions, meetings and much more.

**Grand Plaza Details:**
- 100,000 square feet
- Dining capacity for 1,500 people
- Transportation Plaza
- Reception and entertainment for 2,500 people

**Outdoor Meeting Options Include:**
- Exhibit booths
- Registration
- Special events
- Receptions

The Grand Plaza’s design makes it unique among outdoor venues and extremely versatile to accommodate a multitude of outdoor events. With lush palm trees, picturesque fountains and blue skies, the Grand Plaza environment is sure to enhance your event’s success.

To learn more about the Grand Plaza, or to experience the interactive meeting-planning tool, *Grand PlazaVille*, visit [www.anaheimoc.org/grandplaza](http://www.anaheimoc.org/grandplaza).
Procedures for Grand Plaza Usage

1. **Booking Space in the Grand Plaza** – The Grand Plaza is made up of 100,000 square feet of usable space. There are three sections available for use and a request for use of the space is to be submitted to either the Visitor and Convention Bureau Sales Manager or Anaheim Convention Center Booking.

2. **Move In/Out** – The perimeter of the Grand Plaza is equipped with multiple sets of bollards that are accessible for move in/out including the Transit Plaza and south side (Marriott) and north side (Hilton). In order to gain access, please coordinate the schedule with your assigned Event Manager. Convention Center Security will lower the bollards for access. Once the bollards have been lowered, barricades are required to temporarily be placed in the location of the bollards in order to prevent unauthorized vehicle access. The Event Manager will inform the client of the location for load in/out which will be based on a number of factors to include other events in house, size of vehicle needing access, location of setup, etc. All designated fire lanes must be kept clear at all times during load in/out and the event. Additional protection of the Grand Plaza is required.

   - When employing any heavy mechanized lift (forklift, scissor lift, cherry picker, motorized pallet jack, etc.) a path of masonite must be laid down whenever crossing the river of lights (blue concrete). Masonite will also be required under the support bases on trailer stages or equipment with excessive weight loads regardless of location. Please make certain to be cautious when moving equipment in the Grand Plaza area. See your Event Manager for clarification.

3. **Weight Loads** – The maximum allowable is 12,000 psf (83 psi). With respect to the river of lights (blue concrete) they have a drive over capacity of 6,613lbs. Additional protection will be required over the river of lights, see above.

4. **Banner Poles** – There are a total of 31 single-sided banner poles that run along either side of the Grand Plaza. There are 4 double-sided banner poles in the median of Convention Way between the turnaround at Hotel Way and Harbor Blvd. Actual banner size is 29” wide x 110” long. All requests for use of the banner poles should be submitted to the Event Manager and will be approved by the Convention Center Manager. It is the responsibility of the general service contractor to properly store City
banners while show banners are in place. The general service contractor is also responsible for the reinstall of the City banners that were removed.

5. **Outdoor Lighting/Fountain Programming** – The fountain and lighting are preprogrammed in the Grand Plaza. Throughout the day, the Ocean Fountain has a water show each half hour. Starting at dusk, there is a lighting show that includes the river of lights and lights within the fountain every half hour. Lights may be programmed for specific event needs, please consult your EM for details. There is a fee associated with special programming requests.

6. **Tents** – The Grand Plaza is designed to accommodate a variety of different sized tents and canopies. There are planters on either side of the Grand Plaza that are 60ft. apart and Helix stakes have been installed for securing large tents. For smaller tents or canopies, the tent company is required to provide portable support system such as water barrels to secure the tents. Please note that the use of k-rail (concrete block) for tent anchoring is not permitted. A permit from the Anaheim Fire Department (714) 765-4070 is required for all tents and canopies that are in excess of 400 square feet. Please see your Event Manager for instructions on the use of the Helix stakes.

7. **Power** – There are three different connectors for the Grand Plaza. The 50 amp hubs that are along the outside edges of the plaza are 120/208 3 phase. The Ocean Fountain located closest to the building includes (2) 100 amp 3 phase 120/208 receptacles and (2) 100amp 480 3 phase receptacles. The Mountain Fountain located on the far east end of the Grand Plaza has (1) 100amp 480 3 phase receptacle. There is also 120v convenience receptacles located on either side the Grand Plaza next to each palm tree. The show’s approved electrical contractor is required to run all power for the event. All power cords are to be properly secured for safety purposes by either cable ramps or approved tape.

8. **Food and Beverage** – Food and beverage service is provided exclusively by ARAMARK. Aramark may be reached at (714) 765 – 8800. Outdoor events with alcohol are subject to specific requirements imposed by the ABC. The area in use must be enclosed with barricades and one security officer is required per every two hundred guests. Events with less than 200 guests require a minimum of one security officer. Please see your Aramark Sales Manager and ACC Event Manager for specific requirements.

9. **Security** – Security may be required based on event activity and the Anaheim Convention Center has the right to require certain staffing levels. Security is required for food related events that include alcohol. The Security Control Center is staffed on a 24 hour basis and may be reached at (714) 765 – 8975 or from any house phone by dialing x8975.
10. **Signage** – No exterior advertising will be allowed in the Grand Plaza area. Signage displaying the event name or sponsor name is allowed and proposed locations must be submitted to the Event Manager for approval. Nothing may be affixed to any of the outside areas without approval from the Convention Center.

11. **Tape** – The use of duct tape or gaffer’s tape to secure wires and cables is not allowed. Please consult your Event Manager for information on approved tape.

12. **Noise Restrictions** – All amplified sound activity must cease by 10pm. All activity is subject to monitoring of DB Levels. Adjustments may be required as deemed necessary.

13. **Telecommunications** – All telecommunications are provided exclusively by Smart City Networks and they may be reached at (714) 765 – 8600.

14. **Staging/Equipment** – The ACC can provide equipment for events in the Grand Plaza based on available inventory. The ACC does not have dance floor sections available for use in outdoor areas.

15. **Pyrotechnics** – All requests for the use of pyrotechnics must be submitted for approval to the Anaheim Fire Department and ACC Event Manager. A floorplan of the proposed area is also required for submittal. An Anaheim Fire Inspector or security may be required during the use of pyrotechnics. Anaheim Fire Department (714) 765 – 4070.

16. **Floorplan** – A floorplan of all proposed activity in the Grand Plaza is required to be submitted to the Anaheim Fire Department.

17. **Damage** – If any damage occurs in the Grand Plaza, please contact your Event Manager or Duty Manager immediately so that repair or restoration may begin. It is the responsibility of show management and contracted vendors to report damage as soon as it occurs. Show management and their vendors are responsible for the costs associated with the repair of any damage.

18. **Cleaning** – The Convention Center will provide cleaning in all outside common areas during move in/out and show hours with the exception of exhibit related space. The show approved cleaning contractor is responsible for all cleaning related to exhibit space in the outside areas.

19. **Restrooms** – There are no outside restrooms located in the Grand Plaza. For Convention Center events, restrooms are available inside of the Convention Center. Please consult your Event Manager for the specific locations.
20. **Open Air Fire Pits** – Requests for the use of open air fire pits must be submitted to your Event Manager and the Anaheim Fire Department for approval. Any apparatus that includes the use of flames or other combustible must be approved in advance and may require additional Anaheim Fire Department personnel or security to be onsite during event hours.

21. **5K Runs/Walks** – All requests for 5k Runs/Walks must be submitted first to the assigned Event Manager for approval. Once approval has been given by the Convention Center, you are required to contact Paul Munoz with the Anaheim Police Department (714) 765 - 1881 to secure the proper permits. Traffic Control Officers may be required for events that take place on City streets. Events with over 300 people will require staggered start times. See your Event Manager for the approved route.
# ANAHEIM MARRIOTT HOTEL POLICIES AND PROCEDURES

## REQUIRED DOCUMENTATIONS AND DUE DATES:
All of the following required documentation must be signed and returned to your Hotel contact on or before the following due dates.

<table>
<thead>
<tr>
<th>Documents</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Exhibit Service Kits</td>
<td>Prior to selling any booths</td>
</tr>
<tr>
<td>Fire Marshal Diagram</td>
<td>Submitted to AFD for approval (60 days prior to date of event)</td>
</tr>
<tr>
<td>Signed Copy of Vendor Agreement*</td>
<td>30 days prior to date of event</td>
</tr>
<tr>
<td>Third Party Indemnification</td>
<td>30 days prior to date of event</td>
</tr>
<tr>
<td>Certificate of Liability Insurance*</td>
<td>30 days prior to date of event</td>
</tr>
<tr>
<td>Electrical Requirements</td>
<td>14 days prior to date of event</td>
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<tr>
<td>Catering Orders (Crew Meals &amp; Breaks)</td>
<td>14 days prior to date of event</td>
</tr>
<tr>
<td>Detail Production Schedule</td>
<td>10 days prior to date of event</td>
</tr>
<tr>
<td>Loading Dock Schedule</td>
<td>10 days prior to date of event</td>
</tr>
<tr>
<td>Copies of all necessary licenses and permits</td>
<td>72 hours prior to date of event</td>
</tr>
<tr>
<td>List of all on-site authorized contacts &amp; phone numbers</td>
<td>72 hours prior to date of event</td>
</tr>
</tbody>
</table>

*Note: If your company has ongoing business opportunities in our Hotel, these documents may be provided once a year. The Hotel’s Finance Department will keep these on file and we will require updated copies annually. All other documents are “show” specific and therefore must be provided for each individual event.

## PERSONNEL:
All labor employed by the exhibit service contractor or production company will wear clothing that is neat in appearance. Outside contractors and their employees must enter and exist the Hotel through the Hotel Associate Entrance. The only exception to this rule is the crew arriving by company vehicles to load in or out on the docks. All personnel on the crew would need to be identified in writing to the hotel. The crew would then check-in with Security.

Contractor’s responsibilities are as follows:
- Ensure a photo ID (i.e., necklace, clip on a wristband) is worn by workers in a prominent place at all times while in the building. Current photo I.D’s or valid driver’s license will be required for all drivers delivering to the loading docks. License plate numbers will continue to be logged.
- Contact the production company’s Foreman or Supervisor immediately if any problems or issues should occur.

No eating or drinking is permitted within the meeting space foyers during installation or dismantling. Additionally, this Hotel and all of its components – IS A NON SMOKING ESTABLISHMENT BY LAW AND DECREE. Unless prior approval is given from your Event Manager/Hotel contact, the only designated break area for temporary associates, buyout labor, contracted local unions and any and all vendors and their affiliates, is in the South Lot behind the loading dock that also includes the hotel’s NO SMOKING POLICY. The only hotel designated and authorized smoking area is in the South Lot behind the main shipping dock.

Also, Marriott Employee Cafeteria is not approved for use by ANY NON HOTEL ASSOCIATE. For any violations and other issues, please contact the Production Company Supervisor or Foreman or your Event Manager or Hotel contact.

Fighting, creating 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. Theft, attempted theft, misappropriation of the property or aiding of such acts will also result in immediate removal with possible criminal prosecution. **Outside Production Companies must report property damages to proper authorities i.e., Event Services Managers or Event Managers.**
ASSET PROTECTION:
The Anaheim Marriott Hotel and its associates are dedicated to the integrity, protection, and preservation of our product. It is important that we provide our guests with the highest quality service and product. In doing so, we are ensuring the continued success of our business and our reputation as a premier choice for event meeting space in the industry.

To guarantee our continued success and the safety of our guests and associates, we require that all contractors and production companies follow our strict asset protection guidelines.

Contractor and production company guidelines and responsibilities are as follows:

Wall Protection:
- TWO FOOT RULE – All items being transported, staged or stored in the Hotel’s meeting and pre-function space shall be placed at a minimum of two feet from all walls. Items include AV cases, crates, carts, pallets, rigging, staging, pipe and drape, tables, chairs, Queen Mary’s, Food Boxes, Ladders, Lifts, bicycles, supplies, etc.
- ONE FOOT RULE – All items set for use in the Hotel’s meeting and pre-function space shall be placed at a minimum of one foot from any wall. Items including Staging, Booths, Pipe and Drape, Equipment Base Plates and Legs, Power Drops, tables, Chairs, etc. The exception to this rule is staging. For safety reasons, staging shall stay a minimum of four inches away from all walls.
- Nothing may be leaned against any wall in the Hotel.
- The Hotel must approve all maximum setups or any other circumstances where the two foot/one foot rule may not apply.

Doors and Hardware:
- The hotel will assign one set of ballroom doors for move-in and one set of doors for move-out. These are the only doors that may be utilized. They will be inspected thoroughly during the pre and post walk through.
- Doors must be in the open option utilizing the electromagnetic “hold open devices” before passing through with any equipment.
- At no time shall equipment be used to force open the doors, nor should equipment ever come in contact with the door surface, hardware or jam.
- Malfunctioning electromagnetic hold open devices should be reported to the Engineering Department immediately.
- At no time will blockage of emergency exits or entrances to electrical/fire rooms be allowed
- Exit signs are not to be covered without approval from Event Services. Exits hidden by pipe & drape shall still be identified with a lit exit sign on the pipe & drape.

Nails, T-Pins, Tapes, and Staples:
- The use of nails, T-pins, screws, or staples on Hotel walls, ceilings and moldings is prohibited.
- The application of Velcro to Hotel carpeted and fabric operable partitions and walls is prohibited.
- Questions regarding any use of fastening the use of nails, T-pins, or staples should be directed to the Hotel’s Engineering Department at ext. 3100.
- Blue painter’s tape is approved.

Furniture Removal and Reinstallation:
Furniture removal charges will apply should any event require removal of existing seating/furniture in the Hotel Platinum Lobby, Marquis & Grand Ballroom Foyers, guest rooms, suites and or any other areas of the Hotel.

To minimize costs, furniture can be moved around or rearranged in the same space/level. Higher costs will incur if the furniture will be totally removed from the space as the Hotel will hire an outside furniture removal company to handle.

Please discuss your specific needs with your Event Manager and they will provide an estimate of charges.
Other:
- The Hotel Chief Engineering must approve the affixing of all signage to Hotel walls, doors, operable partitions and equipment.

Inspection and Enforcement:
- In addition to the pre and post inspection, representatives from the Hotel will inspect meeting and pre-function spaces during move-ins and move-outs.
- Any damages and corrective action required will be documented immediately and addressed with the responsible party.

Damage Charges:
- Contractors and production companies are responsible for any damage to the Hotel that they or their affiliates cause.
- Damage charges will be assessed by the Hotel’s Chief Engineer prior to the departure of the contractor or production company. The Hotel’s Chief Engineer can be reached via telephone at ext. 3100.

BALLROOM DIAGRAMS/ FIRE MARSHALL REGULATIONS:
Diagrams can be found on the Hotel’s website marriott.com/laxah. Meeting Matrix is also available to assist you with your diagramming needs.

Anaheim has some of the toughest Fire Safety Regulations in the state. Any permanent sets like registration booths, tabletop exhibits, car displays, receptions with theme props in the foyer space and staging requirements in the ballrooms must be approved in advance by the Fire Marshall. No tables or other props are allowed outside of the Third floor Suites (in the Palms Tower) and Lower Level California Meeting Rooms. Violation of the Fire Safety Regulations can result in a fine.

Diagrams must be submitted to the Anaheim Fire Marshall (AFM) 30 days prior to the event for approval. Please note applicable fees by the AFM will apply. The Hotel has no involvement in determining/negotiating these fees. Payments of applicable fees are handled directly between the Vendor and AFM. Please specify all items to include but not limited to, risers, camera platforms, monitors, speakers, props, vehicles, bars, buffets, carving stations, all seating, etc. on these diagrams.

- The Hotel must receive a Fire Marshall approved diagram for the following:
- Any outside equipment and/or Hotel equipment is required to be set no closer than 6 feet from any entrance/exit door inside any meeting room.
- Exit ways including exterior stairs and walkways are to be clear at all times.
- All Life/Safety devices which include fire extinguishers, pull stations, strobes, etc require a minimum of 3 feet clear access at all times.
- All set-up requirements for equipment to be placed in all foyer areas
- Any set-up of motorized vehicles/pyrotechnics or any activity which require Fire System to be shutdown.

Note: Hotel will inspect room set-ups and compare to Fire Marshall approved diagrams and will not permit deviations unless a revised diagram is approved by the Fire Department.

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

The address for the Anaheim Fire Marshall is (submit 6 sets of plans & self addressed stamped envelope):

ANAHEIM FIRE & RESCUE DEPARTMENT
ATTN: Tradeshow Inspector
201 S. Anaheim Blvd., Suite 300
Anaheim, CA. 92805
EXHIBIT INFORMATION:
The Anaheim Marriott Hotel reserves the right to approve all exhibitors’ information, kits, and/or notices prior to mailing. All exhibitor information kits, Fire Marshall approved diagrams, and exhibit floor plans diagrams must be submitted to the Hotel Event Manager. All exhibit diagrams must include any designated food and beverage and seating areas if Hotel will be providing food and beverage as part of the exhibits.

Service charges will be posted for storage and handling of any shipments arriving prior to, during and after show dates. If the Hotel receives any freight addressed to the Exhibit Company, a method of payment will be required before shipments will be released.

All outbound packages being sent through the Hotel Shipping & Receiving Department from the exhibit hall must be brought to the Bell-stand by the sender during teardown (or to the Satellite Shipping desk). Proper shipping documents must accompany bills of lading matching the shipments so Hotel Staff can account for shipments. Shipments must be signed off and Hotel Staff must obtain copies of shipment bills of lading and any other shipping documents needed.

The General Service Contractor must handle all exhibits materials and related products. All items belonging to the individual exhibitors must be brought to the back service entrance. There are no storage facilities available for empty crates, skids, containers, cartons, or vehicles. Storage in the exhibit hall is allowed if indicated on the Fire Marshall approved diagram and complies with our wall protection policy.

No move-in may begin prior to 7:00AM and no move-out may occur after 10:00PM on the loading dock area. An Indemnification Waiver is required prior to set-up. This document is to be signed by a representative of the decorating or production company. Trucks are not allowed to idle before 7AM or after 10PM on hotel premises or adjacent city streets.

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 anywhere on Hotel property.

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. The Hotel does not provide such material. Any installations that affect fire codes must have prior approval of the Anaheim Fire Marshall.

The Hotel will not loan ladders, tools, equipment, etc. to anyone not directly employed by the Hotel.

ELECTRICAL REQUIREMENTS:
The Anaheim Marriott Hotel has exclusive partnership with Encore Event Technologies (EET). The mutual goal of this relationship is to provide Marriott’s customers with a level of customer service and expertise that is second to none. EET is the only licensed electrical contractor permitted to provide electrical services in this Hotel. This will include but not limited to all required power drops for Exhibits, General Sessions, Computer Labs, and Registration. Other basic electrical power materials such as extension cords/power-strips used in the Hotel’s meeting space must be a minimum of 12/3-gauge, per the Anaheim Fire Marshall regulations. NO EXCEPTIONS

Additionally, all cords or wires laying in the proximity of foot traffic must be taped down and covered safely. Please contact the EET representative with any questions about your electrical requirements or materials.

Hanging or attaching anything to ceiling grid, light fixtures, water pipes, electrical conduits, etc. is not allowed. Only hang from structural steel above ceiling.

In our Hotel’s ongoing effort to maintain a safe environment for everyone, please note that we no longer permit the use of “yellow jackets” to cover substantial cabling in front of any doorway. This change in policy will apply to any door which is to be used as a guest or worker entrance or exit, especially those designated as Fire Exits.

All Hotel policies and pricing are subject to change. Please contact Hotel directly for more information.
Substantial cabling will include all cabling for electrical, audio, video, etc. that is too wide to be taped properly to the group, and therefore, could result in a potential trip hazard.

The Hotel and or EET reserve the right to refuse to power or disconnect power for any equipment that appears to be unsafe or not up to standards.

Please note that the Hotel has constructed multiple locations along our service corridor in our ballroom space, so that such cables may be run through opening in the walls and then over the service doors. It is, therefore, critical that all vendors providing such cabling bring enough inventory to cover the necessary distance required to run their cabling properly. Please direct any questions regarding this matter to your Hotel contact.

**FIRE ALARM SYSTEM:**
Foreign substances, not heat or smoke activate the fire alarm system in the Hotel. Written and stamped approval by the City of Anaheim Fire Marshall provided to the Hotel two (2) weeks prior to the event is required for any programs in which equipment such as fog machines, pyrotechnics, fireworks, laser shows, special effects, etc. will be use,. The event approval certificate must be forward to the Hotel Event Manager to serve as 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 disengaging the fire system as approved by the City of Anaheim Fire Marshall, a charge per hour (Monday – Friday, 8AM – 4PM), and additional fees per hour during off hours, weekends, and holidays plus (1) one hour before and after the fire watch will be added to the group master account. Additional information is available upon request. Requests for Fire Watch must be a minimum of 5 days before event.

**FIREWORKS/INDOOR PYROTECHNICS:**
Prior to requesting the use of pyrotechnics on Hotel property indoor or outdoor, please contact the Anaheim Fire Marshall directly. Additional approval by Marriott's Corporate Fire Prevention may be required prior to the event. The phone number for the Anaheim Fire & Rescue Department is (714) 765-4040.

**FLAME-PROOFING CERTIFICATION:**
All materials used in the Hotel’s meeting space (liners, pipe and drape, backdrops, props, stage coverings, etc.) require a California Certificate of Flame Proofing or Fire Retardation. Any flame proofing handled on site must be done outdoors by a certified California vendor.

**HOTEL LOADING DOCK GUIDELINES:**
1. All trucks are to enter property from West Street turning East on Transit Plaza, trucks shall exit using the same route.
2. All loading dock requirements must be reserved and approved in advance by the Hotel. Please refer to the Loading Dock Schedule form and provide the following information below:
   a. Dock Schedules:
      i. Correct Dates and Times
      ii. Day Load-in (Set-Up) Start Times
      iii. Day Load-out (Tear Down) start Times
      iv. Approximately time needed from start to finish per day for loading or unloading only
   b. Vehicle Profile:
      i. Vehicle Size
      ii. Number of vehicles docking
      iii. Name of Group, company, and or contact name using dock

3. The Hotel loading dock does not provide or supply carts, dollies, hand trucks, etc. It is recommended that the vendors bring their own loading/unloading equipments

4. All vehicles must register with the Hotel’s Safety & Security Department upon arrival. Vehicle keys must be provided to the Hotel’s Safety & Security Department during load-in and load-out.
4. **Gas or propane forklifts are NOT allowed in the Hotel.** Forklifts are permitted on the back dock area only.

   In those rare instances when forklifts are required for movement of freight inside the Hotel, the decorator/production company must get prior approval from the Hotel’s Director of Engineering. It is against Marriott policy to utilize propane forklifts in the Hotel. Therefore, should forklifts be required, use of electric forklifts is mandatory. **PLYWOOD IS NOT PERMITTED AS A RUNNER.** The wheels of the electric forklifts must be wrapped in plastic when entering the ballroom areas.

5. Contractor parking is available during set up and strikes in our Self Parking Structure located on the west side of the hotel.
6. Function Room should have decorative/accent lighting off during set-ups and strikes.

**The HOTEL does not provide complimentary storage for equipment and/or packaging. Production Vehicle & Equipment Storage**

Overnight parking for production vehicles are allowed with prior approval from Hotel Contact or Hotel’s Director of Safety & Security.

At no time during the show will the decorating/production company be allowed to store freight or equipment in any public areas, service areas or on the back dock. This includes the storage of all forklifts or genie lifts. All forklifts and genie lifts must be stored in parking spaces with forks to the curb, with keys being provided to Security. Space and power requirements must be communicated with Event Manager. Crates must be brought into the room, emptied and returned immediately to the load-in vehicles. The enforcement of this policy is strictly enforced by the Hotel and the Anaheim Fire Marshall.

Dock Staff and Personnel: All non-hotel personnel will be required to sign in with the Safety & Security office before they are permitted to work on our Hotel property (check regulations on this)

No Hotel staff will be responsible for loading or off-loading materials or equipment from any truck(s) or vehicle(s). All loading and off-loading arrangements are the responsibility of the vendor or group contact.

**SIGNAGE & BANNERS:**

No handwritten signs or posters are permitted anywhere on Hotel property. Signage must be professional in appearance. The Hotel reserves the right to approve all signage and graphics to be displayed in the Hotel’s public space and ballroom Foyers. Signage is **not** permitted in the Hotel Lobby.

Banners are not allowed to be hung anywhere in the Hotel without approval from the Hotel Event Manager. A banner handing fee will apply for each banner hung in the Hotel, including but not limited to the following locations:

- From the ceiling of ballroom space in the foyer or within the ballroom (Hotel Rigger is required)
- From the pipe and drape
- From the parking structure
- Building exterior

Digital Signage is available in the main lobby (across from the gift shop) and in Platinum Ballroom Lobby area. Use of digital signage is exclusive to the hotel, please contact your Event Manager for pricing and availability.

Gobo Projection options are available as alternative signing solutions. Contact EET Event Technologies representative for more details.

**SHIPPING & RECEIVING:**

The Anaheim Marriott Hotel has no storage facilities for exhibit materials. All freight must be consigned to the decorating company. Shipments that arrive prior to the show time will be refused and/or forward to the official decorator or vendors at the exhibitor’s expense.
Due to limited Hotel storage, all shipments should be scheduled to arrive at the Hotel no earlier than three (3) days prior to the start of the event date.

Storage and handling fees will be applicable for all incoming and outgoing shipments, in addition to the standard postage/shipment fee. Please contact Hotel directly for current pricing and procedures.

**MISCELLANEOUS ADDITIONAL CHARGES:**
Please note unless specified otherwise in the Sales Agreement, the Hotel may require additional charges for the following:

1. Use of Hotel equipment beyond the standard main stage, tables and chair requirements. This would include such items as additional risers or tables to be used for projector stands, bar stools for camera operators, upgraded furniture over an above hotel standard banquet chairs and tables, plants, décor, etc.
2. Rental charges for storage required beyond the space held for the group.
3. Room set-up changes made within less than seventy-two (72) hours prior to the day of the event
4. Ordering any additional equipment that exceeds the existing hotel inventory, including existing hotel equipment already confirmed to other groups.
5. Requests for room re-sets of less than two (2) hours based on the complexity of the set-up and the size of the meeting room.
6. Requests for room refreshes/cleaning of less than thirty (30) minutes based on complexity of set-up and size of meeting room.
7. Request for services over and above hotel standards such as water service on tables for events larger than (100) people.
8. Movement of materials from one meeting room to another.
9. Placement of materials/handouts on tables or chairs in meeting room sets.
10. Designated staff for specific on-site projects.
11. Delays from agreed upon move-in/move-out times, which impact another event
12. Noise disruptions during set-ups, sound check, rehearsal or any event itself that affects any other events in the Hotel.

**LIABILITY INSURANCE INFORMATION:**
Please note that the Anaheim Marriott Hotel will require a certificate of liability insurance properly listing that Marriott International, Inc., Marriott Hotel Services, Inc., Anaheim Marriott Hotel, AMH, LLC., as additionally insured. A sample certificate of insurance has been attached for your review.

Below are several recommended guidelines regarding the amount of coverage required:

- DJ/Band (without pyrotechnics): $1,000,000.00
- Staging Production Companies with Audio Visual Equipment: $5,000,000.00
- Drayage Companies: $5,000,000.00
- Decorators Suspending Décor: $5,000,000.00

The above coverage must always include workers compensation and auto insurance. Please confirm your specific insurance coverage requirements directly with your Hotel contact.

The Anaheim Marriott Hotel will not add any “third party” vendors to be additionally insured on our Hotel policy. If requested, we will provide proof of Hotel insurance only.

**PRE- AND POST-EVENT WALK THROUGH AND CHECK LIST:**
The Event Services Manager, in conjunction with the general service contractor, will make an inspection of the Exhibit Hall or Ballroom pre and post move-in/move-out. This will include access areas, elevators, corridors, loading docks, and any other are pertaining to the move-in and move-out. It is the responsibility of the contractor to contact the Event Services Manager at ext. 3188 to set-up a walk-through prior to conducting any activity to prevent any unnecessary charges.

This walk-through will consist of a thorough inspection of the function room, noting all pre- and post-damages, including the service quarters, service doors and loading dock area. The attached Pre/Post Event Checklist will be completed by the
Hotel Event Services Manager on duty. A copy of this document will be given to the decorator/production company contact for future reference.

Any property damaged or destroyed by the exhibitor/contractor/decorator must be replaced to its original condition by the exhibitor or contractor at their expense.

**PRE- AND POST-EVENT WALK-THROUGH AND CHECKLIST:**
The Hotel requires a walk-through, to be scheduled at a designated time. Failure to meet at the pre-arranged time will result in a delay of move-in/move-out. Damages noted in the post-event walk-through not previously noted on the Pre-Event Checklist will be charged to the contractor.

**CLEANING AND CUSTODIAL SERVICES:**
The Anaheim Marriott Hotel will provide a clean and clear function room for exhibit move-in / audio visual company set-up. For exhibit shows, the Hotel will only be responsible for standard aisle cleaning during the show dates. Exhibit hall cleaning during set-up and teardown, daily booth cleaning and other custodial care cleanup will be handled directly by the exhibit/decorating company. Following the final exhibit hall teardown the function room should be returned to the Hotel in "vacuum ready” condition. At the conclusion of the exhibit or production, the area and loading dock must be presentable and vacuum ready for the next day's business prior to leaving the property for the day. The same applies for any exterior area used as function space.

**TRASH REMOVAL / RECYCLING:**
Once a show is dismantled the Drayage Company/Production Company and any of its affiliates have departed, any and all products left behind, such as skids, shrink wrap, pallets, crates, boxes, etc. not taken by the Drayage/Production Company or any of its affiliates, will be deposed of by the Hotel, either by trash removal or recycling. In this process the Drayage/Production Company and or its affiliates will be charged a handling and processing free, including a recycling fee (assessed by the recycling manager), which will be added to the invoice for payment. The total fees will be determined by the amount of product left behind and labor to recycle for trash removal.

**MEDICAL WASTE/ BODY SPECIMENS (See Attached Medical Waste Waiver)**
Please note that the Hotel must be informed immediately should the event involve any type of medical waste/bio-hazardous materials and/or human or animal body parts/cadavers. Any such items MUST be handled by a professionally certified, medical waste/biohazard company. All necessary documentation will also be required. Medical waste/bio-hazardous materials containers must be marked and isolated in one area and disposed immediately after the conference. Under no circumstances will Hotel staff provide service to areas which contain such materials. Please contact the Hotel directly to discuss details further.

**TELEPHONE PHONE ORDERS:**
The Hotel handles all phone requirements directly with EET Event Technologies. All phone requests are to be received no later than fourteen (14) days prior to event arrival. Please send order to your EET Event Technologies representative or to your Event Manager for complete details and pricing information.

**HOTEL RECOMMENDED METHODS OF COMMUNICATION:**
A recommended method of communication is the use of available house phones throughout the meeting space and/or rental of radio/walkie talkies from Encore Event Technologies, as these devices will be connected to our built in existing repeater system. If you choose to bring in your own or rent from an outside source, radio/walkie talkies, it is highly recommended that you investigate installing some type of temporary repeater system. Your Event Manager can assist in making these arrangements.

Some companies have made their own arrangements by installing internal cell sites to better service their customers. However, the Hotel does not have any control or oversight with the level of service from these companies and simply grants them equal access to help provide their customers better cover in our lower meeting room level.

Keep in mind that many devices will be used for data communication, as well as, cellular calling. Once again, the same challenges will exist and the Hotel has no control over this coverage. Wi-Fi can be arranged, however, for compatible devices and those details will also need to be coordinated by Encore Event Technologies.
When ever possible, site surveys should be conducted to test and ensure that the system strength and coverage expectations will meet your expectations, for whatever method of communication you are choosing.

**OUTSIDE AUDIO VISUAL / PRODUCTION COMPANIES:**
The in-house staging and production company, Encore Event Technologies, is highly endorsed and recommended as the contractor for all staging, production, high speed internet and audio visual services at the Anaheim Marriott Hotel. We encourage the use of Encore Event Technologies in servicing all of your audio visual and production needs during the show.

The Hotel has no storage facilities for audiovisual equipment brought in by outside vendors. This is the responsibility of the vendor.

When designing your stage and production needs for events keep in mind service aisle requirements for all Banquet functions.

Hanging or attaching anything to ceiling grid, light fixtures, water pipes, electrical conduits, etc. is not allowed. Only hang from structural steel above ceiling.

The Hotel will not loan ladders, tools, equipment, etc. to anyone not directly employed by the Hotel.

**House Sound System**
Encore Event Technologies has the exclusive right to utilize the in-house audio system for any functions. If the in-house sound system is to be utilized, Encore Event Technologies must provide the audio equipment.

**High Speed Internet Access**
Anaheim Marriott Hotel has the exclusive right to provide all high speed internet access throughout the Hotel. Please contact EET for current pricing and services offered. EET will negotiate a rental fee for the use of any outside interview equipment.

**Audio Visual Equipment for Suites/Guest Rooms/Meeting Space below Lobby Level**
Encore Event Technologies maintains the exclusive right to supply all necessary audio visual equipment and services for all sleeping rooms/suites meetings, to include all meeting space above and below the lobby level. This space includes the Third Floor Palms Tower Suites (304, 312, and 315) and California Meeting Rooms on the Lower Level (Desert Springs, La Jolla, Los Angeles, Newport Beach, Rancho Las Palmas and San Diego) respectively.

Refer to EET Event Technologies Production Guidelines and Pricing for more specific details

**SECURITY:**
All security firms must have the approval of the Director of Safety and Security and Event Manager prior to the show’s opening date.

Anaheim Marriott Hotel requires on file:
- Certificate of Insurance (minimum of $5,000,000.00 is required)
- Hold Harmless Agreement
- No firearms are permitted in the building
- The company is bonded

**MEETING ROOM RE-KEY:**
All meeting rooms can be rekeyed and the cost to rekey is $75.00 per door. Please submit your order to the Event Manager and they will confirm pricing and details for your event. Note there is a $500.00 deposit for each order which is refundable as long as all keys are returned to the Event Manager. Should there be any loss key(s) the $500.00 will be retained for each meeting room.

**HOTEL STANDARDS OF CONDUCT:**

All Hotel policies and pricing are subject to change. Please contact Hotel directly for more information.
Our business is hospitality and our role is to make our guests feel at home during their stay with us. Anaheim Marriott Hotel has the following minimum standards of conduct that requires from all associates and vendors who work on property:

- All officers must be in uniform or appropriate attire and maintain acceptable grooming standards
- No smoking or eating during business hours except on scheduled breaks in designated areas
- No possession or consumption of alcoholic beverages or being under the influence of alcohol or drugs while on the job and/or on Hotel property.
- No unauthorized entrance to a guest room
- No theft, attempted theft, or removal from the premises without proper authorization of company property or the property belonging to a customer or another associate.
- No willful damage to Hotel or guest property
- No gambling while on the job and/or on Hotel property
- No hitting, pushing or otherwise striking another person or any other disorderly conduct while on the job and/or on Hotel property.
- The Hotel will not tolerate harassment of any type.
- No sitting when visible in public space
- All meal breaks are to be take in designated areas
- Adhere to asset protection guidelines as stated in this contract

**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 that 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 the 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.

A special permit may be required for all vehicle set-up in any of our ballroom/meeting space. The exhibit contractor shall make arrangements with the Anaheim Fire Marshall to obtain special permits/approved diagrams, thirty (30) days prior to arrival.

Prior to entering the building, the exhibit contractor/production contractor must contact the Hotel Engineer and Event Services Manager on duty for visual inspection. At this time, the vehicle may be moved (by pushing) into the ballroom/meeting room. Under no circumstances should the vehicles be driven into the ballroom/meeting space at anytime.

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 Exhibit Hall. The Hotel does not provide these materials.
ACCEPTANCE
The Hotel Policy and Procedures is only accepted and approved when the Hotel has received all required documentation by the specified due date. Any changes to this agreement must be approved by the Hotel and confirmed in writing.

NON-COMPLIANCE
Failure to comply with all terms of this agreement will result in denied access to the facility. All non-compliance matters will be referred to the Event/Client Contact.

SIGNATURE SECTION
I have read and understand the Anaheim Marriott Hotel’s Policy and Procedures. I will ensure that my company is in compliance with the terms listed therein. By signing this document, I also agree to provide a signed copy of the attached Indemnification Waiver and an appropriate Certificate of Liability Insurance.

I also understand that not all prices and charges are listed in the Hotel Policy and Procedures, and that it is my responsibility to obtain all pricing information. I also understand that Hotel Policy and Procedures are subject to change at any time and that it is my responsibility to contact the Hotel directly for more information or clarification.

_________________________   _______________________
Signature                     Date

_________________________   _______________________
Printed Name, Title           Vendor Company Name

NAME of EVENT

Please return signed copy via fax at 714.748.2449 or via email to your assigned Event Manager

All Hotel policies and pricing are subject to change. Please contact Hotel directly for more information

MARRIOTT CONFIDENTIAL & PROPRIETARY INFORMATION This communication contains information from Marriott International, Inc. that may be confidential. Except for personal use by the intended recipient, or as expressly authorized by the sender, any person who receives this information is prohibited from disclosing, copying, distributing, and/ or using it. If you have received this communication in error, please immediately delete it and all copies, and promptly notify the sender. Nothing in this communication is intended to operate as an electronic signature under applicable law.
Delivery access is from West Street down Transit Plaza. Continue through electronic gate to Loading Dock. Loading Dock Hours are 7:00AM to 10:00PM.
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 and Krishan, LLC.” named as an additional insured and additional loss payee. Coverage to include workers compensation and automobile liability.
2. The Anaheim Marriott should be named as the Certificate Holder and addressed as follows:
   Anaheim Marriott Hotel
   700 West Convention Way
   Anaheim, California 92802
   Attn: David Merkel, Director of Finance
3. 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.
4. Any and all permits that may be required by the City of Anaheim.
5. Signed copy of this production guideline and insurance document on file prior to your arrival.

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 will not be able to utilize the associate hotel facilities for lunch. Vendors must go off property to dine during their meal breaks.

**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

**Sound / Rigging and Cabling**
1. Encore Event Technologies reserves the exclusive right to utilize the in-house audio system for any functions. If the in-house sound system is to be utilized, Encore Event Technologies must provide the audio equipment.
2. Encore Event Technologies reserves the exclusive rights to rig into our ceiling. Encore Event Technologies 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.

_____________________________________  ______________________
Signature                                  Date
VENDOR’S RELEASE AND INDEMNIFICATION

____________________ (the “Vendor”) has requested that it be allowed to perform the following services (the “Services”) on behalf of ________________ (the “Group”) in connection with the Group’s event (the “Event”) to be held at the _____________________ Hotel (the “Hotel”) on ____________, 20 __:__________

The Hotel has informed the Group and the Vendor of significant safety and security concerns regarding the performance of the Services by a contractor not affiliated with the Hotel. The Vendor and the Group are aware of and hereby assumes any and all safety and security risks associated with the performance of the Services by the Vendor including, but not limited to, damage to property, loss of property, bodily injury, and loss of life.

In consideration of being allowed to perform the Services, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Vendor and the Group, intending to be legally bound, hereby agree to:

1. Release and forever discharge the Hotel, the owner of the Hotel, Marriott International, Inc. and its subsidiaries and affiliates, and their respective officers, directors, agents and employees from any and all actions, costs, suits, demands, claims, damages, losses and liabilities of any type or kind whatsoever in any way arising from, or connected with, or related to the performance of the Services by the Vendor including, but not limited to, damage to property, loss of property, bodily injury, and loss of life, except to the extent arising from the sole negligence or willful misconduct of the Hotel.

2. Indemnify, defend and hold harmless the Hotel, the owner of the Hotel, Marriott International, Inc. and its subsidiaries and affiliates, and their respective officers, directors, agents and employees from and against any and all actions, costs, suits, demands, claims, damages, losses and liabilities of any type or kind whatsoever in any way arising from, or connected with, or related to the performance of the Services by the Vendor including, but not limited to, reasonable attorney’s fees, damage to property, loss of property, bodily injury, and loss of life, except to the extent arising from the sole negligence or willful misconduct of the Hotel.

Date:__________________________

VENDOR: ______________________________

By:______________________________

Name:____________________________

Title:__________________________

GROUP: ______________________________

By:______________________________

Name:____________________________

Title:__________________________

H:\LAW-HOTELOPS\DMANDERS\RELEASES\VENDORV1.DOC
The Anaheim Marriott just finished a $15 million renovation inspired to enhance the experience of today’s travelers. These enhancements combined with world-class meeting space and personalized guest services will continue to prove the Anaheim Marriott as the quintessential Southern California meeting destination.

**CREATING A TRULY GREAT ROOM**
- Redesigned lobby, bar, restaurant and lounge activating Marriott’s Great Room concept
- Reinvented indoor and outdoor spaces with a variety of seating to network, socialize and unwind
- Complimentary wifi and power outlets for guests to connect and recharge

**VIBRANT LIBATIONS & CULINARY CREATIONS**
- nFuse Bar & Kitchen with a dynamically lit bar, high definition media screens and live acoustic performances
- New menus for guests on-the-go offering 5, 10 and 20 minute quick bite options
- Innovative specialty entrées paying homage to California’s local and seasonal ingredients
- Twenty-four craft beers on tap, sixty-five whiskeys and bourbons, top shelf wines and a variety of hand crafted cocktails

**UPGRADED GUESTROOMS**
- Complete guest room refresh including new vinyl, furniture and Marriott’s Revive bedding package
- Complete guest room corridors refresh with new carpet, vinyl, lighting and artwork
- Brand new guest room elevators with state-of-the-art “smart” technology that distributes demand so that guests can be quickly transported to and from their rooms

Anaheim Reimagined...Better Than Ever
Hotel Information

Hotel: Anaheim Marriott
Address: 700 West Convention Way
City: Anaheim State: CA Zip: 92802
General Phone: 714-748-2480 General Fax: 714-748-2483
Director of Security: Barbara Scallon
Phone: 714-703-3162 Cell Phone: ________________
FEMA Hotel Fire Safety listing number: CA5022

Note: Marriott International Inc. has received World Class Safety designation as measured by the American National Standards Institute Z10 benchmark review.

EMERGENCY PROCEDURES

General Emergency Information

- In case of emergency, the phone extension in your facility that should be dialed is: 333
- If there is a different phone number for security in a non-emergency situation, list: 5276
- Who is the primary person responsible for handling emergency procedures for your facility? Tracy Tomasek & Barbara Scallon
- If a guest dials 911, to where is the call routed? (Please select one)
  - In-house Security
  - Local Law Enforcement
  - Other
- Does your facility have a manager on duty program? Yes No
- Do all hotel staff members wear name badges? Yes No
- The facility’s security staff is trained in which of the following emergency procedures?
  - CPR
  - First Aid
  - Disaster Preparedness
- Other (Explain) ________________
- Are other staff members certified in any of these areas? Yes No
- Can Emergency Medical Services be made available? Yes No
- Does your facility maintain a list of personnel who speak languages other than English? Yes No
- Does the hotel have a wellness check procedure in place if a guest does not respond to a wake-up call? Yes No
Physical Security Information

- In case of evacuation, is there a designated location where attendees are directed to? ☒ Yes ☐ No
- Does the hotel conduct evacuation drills? ☒ Yes ☐ No
- Does the hotel use additional security precautions when the Department of Homeland Security threat level is elevated to orange or red? ☒ Yes ☐ No
- Is the hotel’s perimeter access controlled? ☒ Yes ☐ No
- Are there any doors that are locked during certain hours? ☒ Yes ☐ No
- Is after-hours access restricted to the main lobby? ☒ Yes ☐ No
- Does the hotel have CCTV or CCV surveillance systems, with a video recording system? ☒ Yes ☐ No
  - Are they monitored 24 hours by staff? ☒ Yes ☐ No
  - Is the electronic monitoring equipment routinely inspected? ☒ Yes ☐ No
- Parking lot security: Is there parking underground or in a separate structure? ☒ Yes ☐ No
  - Are the parking areas monitored by security staff? ☒ Yes ☐ No
  - Are outside structures lighted? ☒ Yes ☐ No
  - Is self-parking restricted to employees? ☐ Yes ☒ No
- Loading dock security:
  - Is access restricted to prearranged deliveries? ☒ Yes ☐ No
  - Are driver credentials checked? ☒ Yes ☐ No
  - Does the hotel have controlled access to the hotel’s restricted areas, including air-handling systems, fire systems, emergency exits, and lighting? ☒ Yes ☐ No

Fire Emergency Information

- Does your facility have a written fire emergency plan? ☒ Yes ☐ No
- Are guests notified in the event of a fire alarm? ☒ Yes ☐ No
  - What is the procedure for notifying guests?
    - ☐ Alarm sounds with announcement to evacuate.
    - ☒ Alarm sounds with announcement to wait for further instructions.
- The hotel has which of the following equipment?
  - ☒ Fire Sprinkler Systems (including guest rooms)
  - ☒ Emergency Lighting in Staircase
  - ☒ Smoke/Fire Detectors (including guest rooms)
  - ☐ Flashlights (including in guest rooms)
- Are there periodic tests conducted on the fire system? ☒ Yes ☐ No
Marriott International Sales & Marketing: Safety & Security Checklist

- Are there any doors that automatically close in the event of a fire? ☒ Yes ☐ No

Weather Emergency Information

- Is there a written emergency plan for extreme weather conditions, such as hurricanes, tornadoes, etc.? ☒ Yes ☐ No

Disaster Response Information

- Is there a written emergency and disaster plan for disasters, such as an aircraft crash? ☒ Yes ☐ No

Civil Disturbance

- Does the hotel have a written policy on handling demonstrations? ☒ Yes ☐ No

- Does the hotel have a written policy for communicating with the media should an incident arise? ☒ Yes ☐ No

Local Law Enforcement Information

- Does the hotel have a working relationship with the local law enforcement? ☒ Yes ☐ No

- Is there one point of contact within local law enforcement with whom the hotel works with? ☒ Yes ☐ No

Security Personnel

- Does the hotel have dedicated security personnel? ☒ Yes ☐ No

- If so which of the following?
  ☒ Employees of the hotel  ☐ Off-duty Law Enforcement Officers
  ☐ Third party contract security company employees

- Are they subject to background checks? ☒ Yes ☐ No

- What type of security personnel are available for event/group functions?
  ☒ Hotel security personnel
  ☐ Off duty law enforcement officer
  ☐ Third party contract security company

  Contact name: ___________________________ Phone number ____________
  Contact name: ___________________________ Phone number ____________
  Contact name: ___________________________ Phone number ____________
  ☐ Off duty law enforcement officer
  Contact name: ___________________________ Phone number ____________
Marriott International Sales & Marketing: Safety & Security Checklist

Unions and Labor

- Is your facility or any of its departments or contracted vendors, specifically security, part of a union? □ Yes ☑ No
- If yes, are any of their contracts up for renegotiation during the two months prior to or during our conference? □ Yes ☑ No

Bomb Threat

- Does your hotel have written bomb threat procedures? ☑ Yes □ No

Medical Emergency Information

Please provide the names and other details for the services listed below:

- Ambulance:
  Distance in Miles: 3 _______
  Address: Care Ambulance 1517 W Braden Court Orange, CA 92868 Phone: 714-259-7750

- Fire Department:
  Distance in Miles: 2 _______
  Address: Anaheim Fire Dept. 201 S Anaheim Blvd. Anaheim, CA 92805 Phone: 714-765-4000

- Police:
  Distance in Miles: 2 _______
  Address: Anaheim Police Dept. 425 S Harbor Blvd Anaheim, CA 92805 Phone: 714-765-1900

- Hospital:
  Distance in Miles: 2 _______
  Address: UCI Medical Center 101 The City Drive S Orange, CA 92868 Phone: 714-456-7890

- 'House Doctor' or On-call Physician, if Services Available:
  Distance in Miles: 3 _______
  Address: Golden West Medical Center 1000 S Anaheim Blvd. Ste #200 Phone: 714-634-4884

- 'House Dentist,' if Service Available:
  Distance in Miles: 0 _______
  Address: N/A Phone: N/A

- Closest 24-Hour Pharmacy:
  Distance in Miles: 2 _______
  Address: 12001 Euclid St. Garden Grove, CA 92840 Phone: 714-530-1071
Closest non-emergency care facility or 'walk-in' clinic:
- Distance in Miles: 3
- Address: Golden West Medical Center 1000 S Anaheim Blvd. Ste #200 Phone: 714-634-4884

- Are EMT services available for the client to hire? ☑ Yes ☐ No
- If yes, what is the policy (minimum number of conference attendees, etc.)?

Transportation
- Are transportation companies licensed and insured for their activities?
  ☑ Yes ☐ No

Food and Health Safety
- Does the hotel maintain an up to date copy of Marriott’s Pandemic Plan?
  ☑ Yes ☐ No
- Does the hotel maintain Marriott’s latest Norovirus Protocol for Hotel Operations?
  ☑ Yes ☐ No
- Does the hotel encourage associates to participate in Food Allergen education and are certificates documented?
  ☑ Yes ☐ No
- Are potentially hazardous foods monitored using Marriott’s HACCP logs?
  ☑ Yes ☐ No
- Is there approved training of food managers that include Food Safety certification?
  ☑ Yes ☐ No
- Are all food handlers trained in the Marriott Global Food Safety Brand Standards?
  ☑ Yes ☐ No
• Are food managers and associates monitored for personal hygiene?
  ☑ Yes ☐ No

**Miscellaneous**

Should you have any specific security issues, procedures or regulations that we have not addressed, please contact:

Name: **Greg Perdue** Phone number: See above

This form completed by:

Name: **Greg Perdue** Date: 1/27/2014
Title: **Director of Loss Prevention**

Signature: Date: __________
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 shipments to the hotel should be coordinated with your Event Manager or Bell Captain. “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. Packages should be sent using the label below to the attention of the person receiving them. Packages may be received at the Bell Desk. Handling fees will be charged at the time of receipt unless previous billing arrangements have been made. Refrigerated items: Refrigeration and Freezer storage is available at an additional charge and based on space availability. Please contact us in advance to make these arrangements.

Assistance to Anaheim Convention Center: Bell Desk service is available to assist guests with packages to the entrance of the Anaheim Convention Center.

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 - $20.00
Self Contained Display Unit / Cases - $50.00
Pallets or Oversized Containers - $150.00 and up

Storage Per Day:
Packages & Boxes - $20.00
Self Contained Display Unit / Cases - $50.00
Pallets or Oversized Containers - $150.00 and up

Refrigeration Fee Per Day:
Packages & Boxes - $20.00 per item per day additional
Cases - $40.00 per item per day additional.

Labor:
Labor charges may apply for larger pallet deliveries – (Pallet Jack Service $100.00 / Hour). Please alert us on pallet shipments.

Packaging Supplies:
Boxes, bubble wrap, packaging guns, tape and other supplies also available at FedEx Office located in the Oasis Lobby.

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

Helpful Links:
Contact Us:
Bell Desk Contact Information
Bell Captain: Don.Trudgeon@Marriott.com
Phone: 714-703-3157   FAX: 714-750-9100
Event and Exhibitor Material Shipment Label

Please place one label on each piece shipped to the event.

Event / Exhibitor Material

ANAHEIM MARRIOTT HOTEL

To: _________________________________
    (Exhibitor or Company Name)

700 West Convention Way
Anaheim, Ca. 92802—3483

Recipient Name: _________________________________
Recipient Cell #: _________________________________
Event Name: _________________________________
Booth # or Meeting Room Name: _________________________________
Sending Company Name: _________________________________

Piece # of Pieces
EXCEPTIONAL MEETING SPACE

Signage is only allowed in these areas:
**CHAIRMAN SUITES**
- Located on the 19th floor of the Palms Tower
- Large Balcony
- Living room measure 47’ x 26’ (1,066 sq ft)
- Built-in wet bar
- Connecting pantry/service area
- Plug & Play Technology
- There are two Chairman Suites
- Reception capacity-50 guests
- Connecting bedrooms are a king or double/queen

**LOFT SUITES**
- Located on the 4th floor of the Palms Tower
- Measures 24’ x 24’ (864 sq ft)
- Two-story suite overlooking pool
- Built-in wet bar
- There are two Loft Suites
- Plug & Play Technology
- King-size bedroom (in loft) with oversized bathroom/tub
- Connecting bedrooms are a king or double/queen

**PRESIDENTIAL SUITES**
- Located on the 19th floor of the Palms Tower
- Large Balcony
- Living room measure 47’ x 26’ (1,222 sq ft)
- Built-in wet bar
- Plug & Play Technology
- There are two Presidential Suites
- Reception capacity-60 guests
- Pool Table/Dining Table
- Connecting bedrooms are a king or double/queen
Experience the residential elegance of Marriott’s newest room design. Relax in the extraordinary comfort of the “ultra-luxurious Marriott bed”, seven inch quilted-top mattress, down comforter and feather pillows. All guestrooms include the following:

- 1,030 total guest rooms and suites
- Ergonomically designed workspace
- Speaker phone
- High speed internet access
- Plug & Play technology
- Refrigerator
- Coffee Makers in every room
- Newspaper delivered (Mon-Fri) upon request
- Iron and ironing board
- Hairdryer
- In-room safe
- Cribs available
- All rooms are non-smoking
- ADA-Accessible rooms are available
- Most rooms have a balcony or patio except in the Oasis tower

**Standard King** (130 sq ft)

**Standard Double** (125 sq ft)

**Executive Double** (150 sq ft)

**Corner King Room** (140 sq ft)

**Hospitality Suites**
- Located on the 3rd & 4th floors of Palms Tower
- Parlor area measures 25’ x 26’ (650 sq ft)
- Built-in wet bar
- Plug & Play Technology
- Ideal for meetings and small receptions
- There are nineteen Hospitality Suites
- Connecting bedrooms are a king or double/double

**Executive Suites**
- Located on the 17th floor of the Oasis Tower
- Parlor area measures 25’ x 16’ (400 sq ft)
- Built-in wet bar
- Plug & Play Technology
- Ideal for meeting
- Reception capacity-25 guests
- There are four Executive Suites
- Connecting bedroom is a king or double/double

**Luxury Suites**
- Located on the 16th and 17th floor of the Oasis Tower
- Parlor area measures 24’ x 22’ (528 sq ft)
- Built-in wet bar
- Plug & Play Technology
- Ideal for receptions and small meetings
- There are four Luxury Suites
- Reception capacity-35 guests
- Connecting bedrooms are a king or double/double

**Hospitality Suites**
- Located on the 3rd & 4th floors of Palms Tower
- Parlor area measures 25’ x 26’ (650 sq ft)
- Built-in queen-size wall bed
- Reception capacity-30 guests
- Ideal for receptions and small meetings
- There are nineteen Hospitality Suites
- Connecting bedrooms are a king or double/double

**Executive Suites**
- Located on the 17th floor of the Oasis Tower
- Parlor area measures 25’ x 16’ (400 sq ft)
- Built-in wet bar
- Plug & Play Technology
- Ideal for meeting
- Reception capacity-25 guests
- There are four Executive Suites
- Connecting bedroom is a king or double/double

All Suites have the option of two additional connecting bedrooms (except the Executive Suites and two of the Hospitality Suites) and are offered at an additional cost.
EVENT RESUME QUESTIONNAIRE

1. GROUP NAME
   Meeting Name: ____________________________
   Post As: __________________________________
   Official Dates: ____________________________

2. MEETING CONTACTS
   Meeting Contacts (Name/Title): ____________________________
   ____________________________
   ____________________________

3. INTERMEDIARY CONTACTS
   Company Name: ____________________________
   Contacts (Name/Title): ____________________________
   ____________________________

4. ORGANIZATION OFFICIALS
   Contacts (Name/Title): ____________________________
   ____________________________

5. PRE-EVENT MEETING
   When shall we schedule your pre-event meeting (day/date/time)?
   ____________________________
   Which department would you like to be present at this meeting?
   ____________________________

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?
   - Percent of Marriott Rewards Elite guests?
   - Is the group price conscious?
   - 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 goals items that you/group are especially concerned that the hotel focus on for this conference?

   1. -
   2. -
   3. -

---

9. **ANTICIPATED ATTENDANCE**

   Total In-House Guests: ______
   Participants/Members: ______
   Exhibitors: ______
   Spouses/Guests: ______
   Drive-in/Local: ______
   Speakers/Guests: ______
Event Resume Questionnaire

10. HEADQUARTERS HOTEL
What have you published as the headquarters hotel?

Overflow Hotels:
If room blocks have been secured at other hotels, please complete this section.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Peak # of Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. FUTURE SITES
Where will your future meetings be held?

<table>
<thead>
<tr>
<th>Month, Year</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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?
Marriott Rewards information collected?
15. TRANSPORTATION

Drive-In: _________%
Fly-In/Train: _________%
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:**

**Daily and Final Bill Review:**
Please list the dates and times when this can take place:

Who will review the bill? Will the bill be reviewed daily or at the conclusion of the meeting?
Event Resume Questionnaire

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)**

☐ E-Mail   E-Mail ID:

**Bill Report ID’s**

<table>
<thead>
<tr>
<th></th>
<th>Daily Bill</th>
<th>Final Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Cover Summary</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☒ Summary of Guest Charges</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☐ Guest Folio Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☒ Catering Summary</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☒ Banquet Check</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☒ Restaurant</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☒ Miscellaneous Charges/Credits Summary</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☒ Retail POS Check Detail</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☐ Image Backup</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>☒ City-Wide Billing (All Master Accounts to have a single Summary page)</td>
<td>☒</td>
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</tr>
</tbody>
</table>

**Additional Accounting Information:**
Will you require an advance cash bank or change during the meeting?
________________________________________________________________________
If so, what amount and what denominations?
________________________________________________________________________

Do you have any other special accounting requirements?
________________________________________________________________________
________________________________________________________________________
17. **RESERVATIONS AND FRONT DESK**

**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?

**Departure:** Will the program agenda prompt guests to request late checkout? Will departure manifests be available?

**Cash / Credit card / Debit card / Check Requirements:** What type of Method of Payment will attendees present at check-in? List the percentage of each method of payment type?

**Tax Exemptions:** Will there be Federal Government Employees in attendance claiming tax exempt at check-in?

**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.

18. **BELLSTAND**

Arrival and departure information is important for the bellstand and was included in a previous section of this questionnaire. Also:

Will there be any guest room deliveries? If so, what are the specifics?

Will your group use laundry service extensively?

**Note:** If you event has an exhibit at the hotel – please refer each exhibitor to the bell stand for shipment arrangements**
### Event Resume Questionnaire

#### 19. 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.?

#### 20. HOUSEKEEPING
Should VIP rooms be serviced at or by a specified time?

Are you aware of any special requests or requirements such as refrigerator requests, chemical sensitivities which prevent the use of cleaning agents, etc.?

How many Marriott Elite Reward members will the group have so we know for turndown service requests?

#### HEALTH CLUB
Will your group utilize the Health Club? If so, what time of day would they most likely go?

#### 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)
22. **GARAGE/VALET**

Are there any special arrangements or requirements that our garage should be aware of?

**Current Overnight Parking Rates:**
- $24.00 for Self Parking (Over Night – with “in and out” privileges)
- $28.00 for Valet Parking
*Rates are subject to change without notice

**Current Day Parking Rates:**

**Self Parking**
- $0 (0-20 mins)
- $11 (20-60 mins)
- $16 (61-120 mins)
- $24 (120 mins-24 hours)

**Valet Parking**
- $0 (0-20 mins)
- $21 first three hours
- $28 max daily rate

21. **CONVENTION/PROGRAM/EXHIBIT INFORMATION**

What are the official dates/hours of your convention office?

Please list the name and how we can contact the person, we should notify after-hours in case of emergencies?

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?
### Event Resume Questionnaire

#### 21. CONVENTION/PROGRAM/EXHIBIT INFORMATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the set-up dates/times for the exhibitors?</td>
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<tr>
<td>What are the dates/times for your exhibits?</td>
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<tr>
<td>What are the teardown dates/times for the decorator?</td>
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<tr>
<td>What are the teardown dates/times for the exhibitors?</td>
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</tbody>
</table>

#### 22. EVENT MANAGER & CATERING EVENT MANAGER

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Have you stayed at another Marriott Property in the past? If so, what</td>
<td></td>
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<td>Hotel and year did you stay there.</td>
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<tr>
<td>Will the group be utilizing F&amp;B for any Hospitality Suites?</td>
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<tr>
<td>Are you aware of any special dietary needs such as vegetarian or kosher</td>
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<tr>
<td>requirements?</td>
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<tr>
<td>Catering/food and beverage functions need to finalize no later than</td>
<td></td>
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<tr>
<td>30 days in advance.</td>
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</tbody>
</table>
23. **BANQUET SUMMARY**

Who will sign the banquet checks?
Will they sign them at each function or once daily at a specified time?

24. **SAFETY and SECURITY**

Will security personnel be required?
When and where? (Special Detail Order)

Who will be Safety and Security’s primary contact in the event of emergency situations involving attendees?

Should we expect heavy volume in the Lobby Bars that might need Security Presence? If so, list the nights we should have more Security.

Are there any high profile VIP’s staying or attending the Conference? If yes, are there any concerns about their visit?

25. **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.)

Cost of Shipping fees will apply.

Please ask your Event Manager for Shipping and Receiving price list.

*for special shipments please contact 714-750-8000 x 5616 for more details
**Event Resume Questionnaire**

Will you be shipping materials out at the conclusion of your event?

Will you need additional labor to transport shipping materials from one location to another? If so, please detail your expectations?

### 26. ENGINEERING

Would you like meeting rooms and/or the meeting offices re-keyed? If so, how many keys will be required for each room?

Cost is $75.00 per door ++

### 27. ENCORE EVENT TECHNOLOGY (a/v)

Will Encore be handling your event Technology needs?

If choosing another outside vendor which company are you Utilizing? Contact and phone number?

Will hanging banners be required at any time during the event?

Will your event involve exhibits?

Are the exhibitors responsible for their own electrical, internet and power needs?

Will there be a need for Internet Access, Electrical 110/220v and or Rigging for your event in the Meeting Room areas?

### 28. EVENT SERVICES

Are there any special requirements for meeting room set-up that we should be aware of?
29. **FOOD & BEVERAGE OUTLET INFORMATION**

To better help our outlets schedule labor to service your conference attendees can you please let us know what type of impact your attendees will have on the following outlets for each meal period.

**Starbucks Coffee / Market Place**
- AM/time of impact?
- **Mid afternoon**
- PM/how late?

**Pizza Hut**
- Lunch/times attendees will impact
- **Dinner/times attendees will impact**

**Nfuse**
- **Breakfast/time of impact/early risers?**
- Lunch/time of impact
- **Dinner/time of impact**

**Nfuse (Lobby Lounge)**
- Will we see your attendees?
- What time will they impact us?
- What type of beverages preferred?

**Room Service**
- Arrival/times attendees will impact
- AM/time of impact?
- **Mid afternoon**
- PM/how late?

Is your group likely to utilize room service? If so, to what extent and for which meals in particular? Will you be sending Room Service amenities to your VIPS?
30. **LOBBY SHOP**

Will your group request specific newspapers or sundry items?  
________________________________________

Any special items we should carry for your attendees?  
________________________________________

---

**OFF PROPERTY ACTIVITIES/TOURS**

Please list below any events that will not be held at the Anaheim Marriott Hotel:

Please list the venue, number of people expected, what is being hosted and is the off-site venue mandatory?

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>DEPART TIME</th>
<th>RETURN TIME</th>
<th>EVENT</th>
<th>LOCATION</th>
<th># PPL</th>
<th>DEPARTURE LOCATION</th>
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