



JW MARRIOTT

MARCO ISLAND



encore

EVENTS THAT TRANSFORM

#### PRODUCTION GUIDELINES

JW Marriott Marco Island Beach Resort  
400 South Collier Boulevard,  
Marco Island, Florida 34145  
(239) 394-2511

Encore  
(239)642-2637

*Please read the following Production Guidelines carefully and completely prior to any planning or setup activity for your event. A certificate of insurance (and in some cases a current Business License) is required on file with the hotel prior to any conducted business.*

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## **Welcome!**

JW Marriott Marco Island Beach Resort is proud to have **Encore** as our official source for all your audio-visual equipment and service needs.

If you are an outside audio-visual services provider, Producer or Director, we extend a hearty welcome!

Because Encore is a premier national staging and production company, there is no limit to the scope and technical sophistication for any programs held at the JW Marriott Marco Island Beach Resort.

All of Encore's equipment, project managers and technical staff are available and ready to assist you and to make sure your program is a complete success. If you choose to work in partnership with PSAV, utilizing their full support for your A/V equipment and Production needs, many of the various Production Guidelines listed below will automatically be met and your program will be extremely well coordinated with all departments throughout the resort.

You may contact our Encore Sales Team by dialing (239) 642 -2637 or by e-mailing our team at [JWMarcoSales@encoreglobal.com](mailto:JWMarcoSales@encoreglobal.com). Should you wish to utilize another A/V company, please be advised there are mandatory Guidelines and specific charges in order for you and your outside provider to conduct business within the JW Marriott Marco Island Beach Resort.

### **Outside A/V Company Production Guidelines and Requirements Summary:**

- 1) Load-in day and Strike day requires (2) Load-In/ Load-out Liaisons, at a 5-hour minimum labor charge, to oversee the process at the freight elevator and ballroom space, at prevailing rates.
- 2) All carpeting in Ballroom Space must have load-in trails covered with visqueen / polytak covering. Encore can provide at published rates.
- 3) Use of Resort or Venue systems and facilities are subject to daily charges at published rates.
- 4) All Rigging must be arranged through Encore and will be charged at published rates for both equipment and labor.
- 5) All electrical power utilized by an outside A/V vendor's equipment will be billed at published rates.
- 6) All cabling and wires installed by an outside A/V vendor must be securely taped and routed, then inspected by Event Services or a Technician from our A/V Department.
- 7) Any outside A/V Company must file a Certificate of General Liability and this must be accepted by the resort.
- 8) Any operation or safety permits required by an outside A/V company will be charged for including a processing fee.
- 9) Complete production scheduling and planning must be submitted by an outside A/V company 30 days prior to event start and receive resort approval.
- 10) Any drawings or diagrams requested by an outside A/V company will be charged at published rates.
- 11) The outside A/V company must follow and adhere to each of the requirements, charges and stipulations listed in the complete Production Guidelines memorandum available from your Event Services Manager or our A/V Department.
- 12) The outside A/V company must ensure all loading dock and other back-of-house activities are pre-arranged and approved by the resort Loading Dock Supervisor, Loss Prevention and Event Manager.
- 13) Outside A/V crew must wear identifying tags or passes and observe all normal staff rules and regulations, such as smoking restrictions, no use of public restrooms, no congregating in guest areas, use of staff parking only and no roaming back-of-house for food, drink or resort supplies and consumables.

Encore will ensure the various Guidelines listed above are made easy to follow and adhered to in the course of providing the A/V equipment and production support your program requires.

However, outside A/V companies seeking to bring in their own equipment and technicians will be held responsible for understanding to the Production Guidelines and fully complying to their enforcement.

## PRODUCTION GUIDELINES REQUIREMENTS & FEES QUICK-REFERENCE:

<b>POWER</b> <i>(Hardware Required/ Per Quote)*</i>	Quoted As required per event per published pricing.
<b>RIGGING**</b> <i>(Additional Hardware required Available Per Quote)***</i>	<b>160.00/hr/</b> high rigger / Mon - Fri 7am – 5pm. <b>150.00/hr/</b> ground rigger / Mon - Fri 7am – 5p **Weekends/After-Hours Overtime Applies** <b>(2 rigger minimum, 8 hour minimum call).</b>
<b>TRUSS - Encore is Truss exclusive</b>	<b>80.00</b> 12"x12"x10' - Black
<b>LOAD-IN/ LOAD-OUT LIASON****</b>	<b>120.00/hr</b> 7AM - 5PM, Monday - Friday (5 hr. minimum call) <b>180.00/hr</b> 5PM - 7AM/Weekends
<b>HOUSE SOUND PATCH</b>	<b>200.00</b> per patch/per room/per day to use house sound systems.
<b>VISQUEEN CARPET LINER</b>	<b>375.00</b> per 2000 square foot roll, plus applicable labor.
<b>INSURANCE</b>	Certificate of general liability must be on file with JW Marriott Marco Island Beach Resort
<b>CAD REVIEW FEE</b>	<b>320.00</b> per event.
<b>DIAGRAMS</b>	Must be received 30 days prior to load in of event. Custom Diagram Creation - <b>205.00</b> per diagram
<b>PRODUCTION SCHEDULE</b>	Must be received <b>30</b> days prior to load in of event.

\*Outside Production Companies must use Encore power distribution support at prevailing rates.

\*\* Rigging Labor and support is limited to the specific purpose of rigging only.

\*\*\*Outside Production Companies must use Encore rigging motors, truss, and hardware at prevailing rates.

\*\*\*\*Load-in Liaison responsibility is limited to observation, inspection, and logistical communications support.

Encore reserves the right to deny the use of any equipment not in keeping with hotel standards of quality.

Encore reserves the right to deny any use of unsafe equipment or setup.

A taxable (%) service charge and sales tax will be added to all equipment pricing.

## REQUIRED DOCUMENTATION QUICK REFERENCE

### DOCUMENTS

- Diagrams (submitted to the Event Manager)
- Signed copy of Production Guidelines
- Credit Card Authorization
- Certificate of Liability Insurance
- Complete Production Schedule
- Rigging Requirements
- Electrical Requirements
- Diagrams
- Copies of all Necessary Licenses and Permits
- Audio Frequencies List
- List of all on-site Authorized Contacts and Phone numbers
- Labor List or Call Sheets

## **AUDIO-VISUAL GUIDELINES & REQUIREMENTS**

JW Marriott Marco Island Beach Resort has chosen **Encore** as the preferred provider of sound, video, lighting, rigging and electrical services. JW Marriott Marco Island Beach Resort highly endorses and recommends Encore's extensive staging and production support, as well as our on-site A/V department, for all events, conferences, programs and exhibits events held here.

An Encore representative will be assigned to assist in the planning and production process of your event. Encore maintains a professional on-site staff, extensive on-site inventory, as well as nation-wide equipment and technical production personnel to provide complete, professional, turn-key support for your entire program.

Please feel free to contact Encore for more detailed information:

**Encore**  
239-642-2637

Encore will provide on-site liaison and assistance, coordination throughout the resort's many departments and they are able to fulfill any equipment requests and requirements.

You may ask to bring in a third-party (outside) vendor for your audio-visual equipment, technical services and other forms of outside support (i.e. décor, entertainment, etc.). However, the JW Marriott Marco Island Beach Resort and Encore will insist that the various Production Guidelines stipulated herein are followed.

These Guidelines are established and enforced to ensure proper operation and care for this facility, its systems and equipment. They also promote the safety of all guests and employees, and hold each event and program to the high standards maintained by JW Marriott Marco Island Beach Resort.

All outside vendors must sign a copy of these Guidelines as proof they will recognize and comply with each of the requirements and stipulations listed, without exception.

Listed within this document are the complete Production Guidelines of JW Marriott Marco Island Beach Resort. Required information and signature must be received by the JW Marriott Marco Island Beach Resort from the Client and any third-party supplier no less than 30 days prior to load-in of the event.

### **In-House Systems and Equipment**

JW Marriott Marco Island Beach Resort reserves the exclusive right for Encore to make use of the in-house audio system. If this system is to be utilized by an outside vendor, Encore will provide the appropriate audio equipment at prevailing rates. Should an outside supplier require a patch to the house sound system, the rental fee will be **\$185.00** per patch/ per room/ per day. Should the supplier not wish to use the existing system, they must then provide the entire audio package, complete with external sound, amplification, microphones, and cables (see also insurance). **The outside vendor must also provide a list of all wireless frequencies to be used at the hotel during the event. It will be the sole responsibility of the outside vendor to ensure these frequencies do not interfere with any in-house AV components or resort systems (by changing if necessary).** Encore must approve the use of all RF and UHF frequencies to be used at JW Marriott Marco Island Beach Resort.

### **Outside Production Equipment Load-In / Out Requirements**

Two Encore liaisons will be assigned to work with the outside supplier at prevailing labor rates, with a minimum of 5 hours. This team will oversee all load-in/load-out activities at the freight elevator, and within the meeting space, assisting with communication to internal departments, making sure that standards and policies of the JW Marriott Marco Island are followed. Also, notate any damage to the hotel as a result of use, misuse, or negligence. Programs that are more extensive may require the use of multiple liaisons at prevailing rates.

It is required by JW Marriott Marco Island Beach Resort to have Visqueen covering installed on all carpets where outside road cases, pallet jacks, and / or lifts will be rolled in the meeting space, in order to protect the condition of the carpet. This applies to both the load-in and load-out, and is available through Encore at a rate of **\$375.00** per 2000 square foot roll, plus applicable labor. The amount needed will be determined by Encore.

Arrangements for direct billing of these and any additional audio-visual related charges to your production company must be made at least (30) days in advance of the event load-in. If appropriate arrangements are not made, all charges will be placed on the client resort master account. To prepare for any on-site additions, the JW Marriott Marco Island Beach Resort requires that billing provisions be established in advance, even if there are no planned orders. (See also “insurance”).

Access to secured areas (above ballroom ceilings, storerooms, amp rooms, etc.) requires accompaniment of JW Marriott Marco Island Beach Resort authorized personnel or a Encore technician at prevailing rates. Advanced notice of such request is recommended in order to avoid delays or additional charges. When any projection port is used for any reason such as follow spots or cameras, a Encore technician is required to provide access to and supervise the area at prevailing labor rates (note - all labor rates are calculated at a five hour minimum charge).

**Drawings and Room Layouts**

For space and event planning, stock drawings and room layouts of meeting spaces are available. Custom layouts and drawings are also available electronically or on hard copy through your Encore representative. Any custom drawing created for use by the outside vendor will be charged (at a minimum) of one hour of the prevailing hourly labor rate per drawing.

All exits must be accessible, including back of stage. If an emergency exit sign is required to be provided, the vendor must provide it. This is different than fire code. This is Marriott Regulations, and is required with active shooter scenarios as well as fire.

Cases must be stored 1 foot off of walls, and can not be stored in back of house.  
If the vendor wish to use tape on our equipment, **ONLY** painters tape is allowed.

**Other Equipment**

Audio-visual equipment such as audio equipment, screens, projectors, lighting, drapery, etc. is available for rent through Encore, our in-house supplier.

**Rigging**

As representative(s) of JW Marriott Marco Island Beach Resort’s in-house audio-visual company, Encore, must provide all truss (whether rigged from ceilings or ground-supported) and motors, and complete all connections to structural steel or hang points at prevailing rates. Please contact your representative of Encore for a detailed estimate and labor arrangement.

Current Rigging Rates:  
*(All rigging calls require a 2-Rigger minimum).*  
High Rigger - Monday – Friday, 7am – 5PM ..... *\$160.00/ hr, 8 hour minimum call.*  
Ground Rigger - Monday – Friday, 7am – 5PM ..... *\$150.00/ hr, 8 hour minimum call.*

Weekends/After-Hours.....*Overtime Rates Apply.*

12”x12” Black Truss per 10’ Section ..... *\$80.00 per.*

**Rigging - Billable Days**

- 1 Use Day quotes & charges as 1 Billable Day
- 2 - 4 Use Days quoted & charged as 2 Billable Days (2-Day Week)
- 5 - 7 Use Days quotes & charges as 3 Billable Days (3-Day Week)

Usage beyond 7 days to be quoted & charged in addition to the weekly (3 day) rate  
Labor is to be charged on the in and out, and for any resets or show riggers during the show.  
**A use day is the number of days that the equipment is off the shelf, and includes set and strikes days**

All rigging requests are to be directed to your Encore representative, no later than (30) days in advance of the function. The following information is required:

- Name of company producing the event(s).
- Description of items being hung, complete with event diagram(s).
- Total weight of each item.
- Signed "Hold Harmless Agreement" on file with the Event Manager.
- A valid two million dollar minimum certificate of general liability insurance naming JW Marriott Marco Island Beach Resort as additional insured.

Under no circumstances may anything be hung from sprinkler heads or air wall tracks. Any requests for rigging other than designated hang points will need written approval of JW Marriott Marco Island Beach Resort's Director of Engineering. The only appropriate attachments to the established hang points are steel cables, span sets, or other pre-approved, rated hardware. Encore will quote and provide labor and rigging hardware at prevailing rates.

## **Power**

Your Encore representative handles all power requests. All power requests must be made at least ten (10) days before the event. Any power needs are subject to a charge at prevailing rates per day, based on specific needs. In addition, there will be labor charges for installation/removal, and rental of resort supplied equipment if applicable.

### **Rates are as follows:**

Power Charge.....quoted upon receipt of details  
Electrician Rate.....\$150 per hour

Encore must provide a disconnect box for the outside provider to tie in, if they are providing their own Power Distro. All outside vendor extension cords used for meetings and events must be 12/3 gauge per the JW Marriott Marco Island Beach Resort's requirement. All cords and cables must be taped down and covered safely per the standards and policies of JW Marriott Marco Island Beach Resort. When it is necessary to install cords or cables in any area where personnel or guests may travel, including the service areas, JW Marriott Marco Island Beach Resort requires that cable ramps be used to ensure safety. Cable Ramps are available for rent from Encore. All cable ramps, as well as taped down cords and cables are to be inspected for safety purposes prior to events by a Encore representative.

## **Lighting**

Encore has exclusive rights to the JW Marriott Marco Island Beach Resort's ballroom lighting systems. Any programming of preset scenes, "breakering" off circuits, etc. must be arranged and carried out by a representative of Encore. A limited number of programmable house light controllers are available. Please contact Encore for rates and availability no later than (14) days prior to the event load-in.

The following guidelines apply to all outdoor events at JW Marriott Marco Island Beach Resort:

- Encore will approve all lighting designs and will be available to answer technical questions during the planning process.
- Existing, permanent lighting provides basic illumination of traffic areas and accents for the hotel's buildings and landscaping.
- All event lighting shall be of a temporary nature.
- Installation and removal of event lighting will be done on a per event basis.
- Timing of installation and removal must be coordinated as closely as possible with the actual event time so as not to negatively impact the Resort guests.
- Lighting equipment installed on the Resort building is prohibited.
- Wide area floodlighting is prohibited.

Lighting Design may incorporate the following:

- Color washes of buildings and landscaping using equipment at ground level
- Buffet lighting using umbrellas and reflective equipment. (Any lighting illuminating food items must be approved by the Executive Chef)
- Lighting installed (temporarily) in surrounding areas utilizing pre-approved light fixtures and equipment.

Lighting Design shall remain in keeping with the décor and ambience of the JW Marriott Marco Island Beach Resort. The JW Marriott Marco Island Beach Resort reserves the right to disapprove any lighting design, which it considers inappropriate.

### **Fireworks/ Pyrotechnics**

Direct approval from the JW Marriott Marco Island Beach Resort's Director of Event Management is necessary for any use of pyrotechnics, fog machines, laser effects or any other such effect on JW Marriott Marco Island Beach Resort's property. Pyrotechnics will not be authorized for indoor or outdoor use at the JW Marriott Marco Island Beach Resort. You must submit a copy of your local permit, business license, liability insurance and type of pyrotechnics to be used to the Director of Event Management no later than (30) days prior to your event (see also insurance). One or Two Security Associates will be required & assigned to staff specific life safety systems during any testing and operation of hazing, or pyrotechnic equipment. All indoor hazing is limited to water based hazing units. All hazing chemicals and equipment must be inspected and approved by JW Marriott Marco Island Beach Resort's Safety Staff, prior to discharge. Please see the Event Manager for current prevailing rates. Outside vendors will be responsible for all cleanup of pyrotechnic activities. Should cleanup assistance be required by resort personnel, outside vendors will be billed at prevailing rates.

### **Flame-Proofing Certificate**

All materials used in the resort's meeting space (pipe and drape, liners, backdrops, props, skirting, stage coverings, etc.) require a certification of flame-proofing or fire retardation by the appropriate authority. Outside vendors must present this information to the Event Manager no later than (14) days prior to load-in. Any material is subject to inspection by the Director of Event Management or Loss Prevention. Any material found not certified must be removed from the event immediately.

### **Storage**

JW Marriott Marco Island Beach Resort has very limited storage space for guest/group related packages. Should you anticipate needing significant storage, please contact your Event Manager for availability and arrangements. Be sure to include dressing rooms, private storage rooms, as well as move-in and move-out dates (load-in and load-out may be conducted only during the scheduled time contracted by your group). Should storage space be required for any audio-visual equipment or project while a company is on site, full room rental is assessed for each day the space is required. At no time will a production company be allowed to store freight, crates, or equipment in any public or service areas, including back hallways or the loading dock without prior approval from the Event Manager working your event and the Dock Master.

### **Loading Dock Activities**

All outside vendor loading dock requirements must be submitted to the Event Manager no later than (14) days prior to the event load-in. This will include a requirement to provide the following:

Dock Schedule:

- Correct Dates and Times of required activity
- Load-in start time
- Load-out start time
- Amount of time needed per day for loading and unloading only Vehicle Profile:
- Vehicle Size
- Number of Vehicles docking
- Name of Group, Company, and/ or person using the dock

All vehicles must register with the JW Marriott Marco Island Beach Resort's Director of Loss Prevention upon arrival.

The resort does not provide or supply carts, hand trucks, or dollies, etc. Vendors must supply their own equipment to facilitate their loading/ unloading activities. Any vehicle or apparatus moving equipment inside the hotel must be pre-approved by the Director of Engineering and have all wheels wrapped in plastic prior to entering the ballroom.

Gas or Propane forklifts are not allowed in the hotel.

Overnight parking of production vehicles is not permitted on hotel property. However, if setup time occurs overnight, parking may be approved by the Director of Event Management or Loss Prevention.



## Outside Personnel

The following are "House Rules" for any outside personnel (see also insurance):

- All labor, hired or representing an outside supplier (outside personnel), must check in at Security and receive a guest pass.
- Outside personnel must wear clothing that is neat in appearance and meets JW Marriott Marco Island Beach Resort Guidelines.
- All vendors including, but not limited to, event volunteers, musicians, florists, photographers, entertainers, linen companies, props and décor companies must coordinate their arrival time and their proper load-in/load-out locations with the Event Manager for the function. On the day of the function, each individual entering on property must check-in with Security to receive a guest pass and if necessary, a parking pass. The parking pass will show the load-in/load-out location, the name of the individual and/or company, the location of the event, and the time permitted for load-in or load-out. Any commercial or private vehicles parked in an area not prearranged by the Event Manager and/or Loss Prevention will be subject to immediate towing. All vendors must enter the property from the resort loading and staff entrance. No vendor may enter through the front entrance. When loading in or out, at no time may vehicles block fire lanes or be driven on grass areas.
- A copy of any entertainment/entertainer's riders (their lists of required AV and services needs) must be provided to your program's Event Manager and Encore no later than (14) days prior to the event.
- It is against state and federal laws for the consumption of any alcoholic beverages to occur on property while under contract. This includes the purchase of any alcoholic beverages in any of the Resort lounges, bars, or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
- There is no consumption of food or beverage on property with the exception of prearranged crew meals. Food and beverage requirements for crews should be submitted to your respective Event Manager, thirty (30) days prior to arrival. We expect outside personnel to adhere to the same policies that the JW Marriott Marco Island Beach Resort's employees do. This means no food should be eaten from reception lines, back of the house "leftovers", etc.
- JW Marriott Marco Island Beach Resort is a non-smoking facility. There is no smoking permitted in any public areas or back of house of the Resort. This includes all function rooms and outside locations. Outside vendors are expected to locate the designated area for smoke breaks for outside personnel and JW Marriott Marco Island Beach Resort's associates and utilize them.
- Any horseplay, foul language, inappropriate attire, or disruptive behavior is a violation of JW Marriott Marco Island Beach Resort's policy and will result in the removal of the individual(s). Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.

## Insurance

All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance. ***The amounts shall be no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate and worker's compensation insurance as required by Florida State Statute.*** Certificates of insurance evidencing the required insurance must be received by the Event Manager before load-in for any event and must name JW Marriott Marco Island Beach Resort and all associated parties as additional insured.

The following are required when using an outside audiovisual supplier:

- A certificate of insurance evidencing \$1,000,000 per occurrence general liability insurance and naming Massachusetts Mutual Life Insurance D/B/A and all associated parties as additional insured.
- Adherence to all local and federal codes as well as standards of the Hotel Name

## Electric Lifts

The JW Marriott Marco Island Beach Resort does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. Please contact your Encore representative for rental information no later than (14) days prior to the requested date.

## Tents

Custom tents are designed and supplied by approved vendors. Ask your Director of Event Management for a list of approved companies. These companies will provide tent rentals, accessories, installation & removal of tents, local fire and insurance permits for every tent size.

## Exhibits

Please contact your Event Manager for information regarding exhibit services.

All exhibits require a Fire Permit and approval of the Director of Event Management. A walk through and inspection of the function space must be scheduled with the Event Services before any load-in and after any load out.

Exhibits using food, beverage, ink, chemicals or other liquids must be installed over *Visqueen*. Booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. Painting, mixing of chemicals or explosive materials is strictly

prohibited.

The Resort cannot loan tools or ladders due to safety / liability concerns. Please make arrange to bring any equipment you may need. Any supplemental equipment such as risers and tables are available with advanced notice and will be subject to a rental fee. Please contact your Convention Services/Catering Manager to inquire what equipment and services are available.

Pallets and pallet jacks are not allowed in the Foyers or the Resort Lobby at any time. Exterior usage of pallet jacks or forklifts require the placement of wood or rubber flooring protection (contact Resort Engineering Department for further information).

### **Banners**

All banners and signage must be hung by an Encore representative at a minimum charge of **\$150.00** per banner. Additional charges may be assessed depending on the banner size and location. Lift charges may also apply. Final banner placement must be approved by the Event Manager prior to the group's arrival. All signage must be professional in nature and be approved by the Resort. All banners to be hung must have grommets in the top and bottom edges of banner. The use of JW Marriott Marco Island Beach Resort's logo in any material must have prior JW Marriott Marco Island Beach Resort's approval. Any client wishing to place signage in the lobby must have prior written approval from the JW Marriott Marco Island Beach Resort's General Manager. The use of nails and/or staples is absolutely prohibited on any exposed molding or wall. Banners, posters, or signs are not to be in any way affixed to walls of meeting rooms. However, tape is allowed on stages and dance floors for spiking of equipment or talent provided the outside personnel remove it at the conclusion of your event.

### **Drayage and Material Handling**

The JW Marriott Marco Island Beach Resort has no storage facilities for exhibit materials. All freight must be consigned to the exhibit company. Shipments that arrive before show time will be refused and/or forwarded to an exhibit company at the shipper's expense. In our efforts to provide our customers the best possible product in allowing us to monitor the condition of the entire area on a continuing basis, we have implemented the following drayage policy guidelines:

#### **Wall Protection-Doors and Hardware-Furniture Removal**

- Prior to load-in, the show manager, an Encore Liaison, provided at prevailing labor rates (five-hour minimum charge), will walk through the area that is to be used and note any existing damage to the area or carpet.
- For all event/exhibit set-ups, heavy-duty plastic mats or runners are to be put down to protect the carpeting when conveying crates and boxes exceeding 500 pounds. The entrance and exit doors must be padded to protect the doors and doorframes.
- Protective floor covering should be placed under any exhibit that may create stains.
- At the conclusion of load-out, the show manager, an Encore Liaison, provided at prevailing labor rates (five-hour minimum charge), will walk through the area and note any new damage to the area or carpet.
- Any and all expenses for clean up or repair incurred by the resort will be billed to the drayage company.
- Parking of the trailers not permitted on Hotel property. Load-in and load-out will be through the Resort's loading areas only. No outside contractor may park their trucks on resort property overnight unless authorized by the Event Manager or Director of Loss Prevention. Parking permits will be issued and must be displayed in the window of the vehicle.
- It will be the responsibility of the drayage company to give the JW Marriott Marco Island Beach Resort notice fourteen (14) days in advance of the load-in date of any show so that the resort can make the necessary arrangements for access to the ballroom. (Please tell us how many containers will be unloaded as well as the name of the person in charge of the freight on site.)
- Parking for the drayage company crew will be provided in the parking lot on a space available basis.
- Please contact the JW Marriott Marco Island Beach Resort (14) days in advance of the load-in date with the number of parking passes needed on a daily basis.
- No empty crates, boxes, pallettes, or any equipment may be stored in the back hallways during the time a show is in progress.
- Any excessive trash and miscellaneous debris left by shows is to be cleared out by the drayage company and not left for the JW Marriott Marco Island Beach Resort to clean up. The outside vendor is responsible for removing from the JW Marriott Marco Island Beach Resort's premises all wooden materials. (i.e. crates, flats and pallettes). These items are not to be left at the trash compactor or adjacent areas. Any expenses for clean up incurred by the JW Marriott Marco Island Beach Resort will be billed to the drayage company.
- The JW Marriott Marco Island Beach Resort does not automatically provide or loan airlifts, scissor lifts, ladders, forklifts, etc. for the drayage company. Please contact your Encore representative for rental information no later than (14) days prior to the requested date.
- Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

### **Security**

Your Event Manager can coordinate in-house security services for your event. Current rates for unarmed security guards are available through your Event Manager (The Director of Loss Prevention must be notified if firearms are going to be required). For those groups and events requiring additional security needs, services such as; Executive Protection, Counter Measure “frequency de-bugging”, and armed security services are available. A three-hour minimum will apply to any security service required or requested. This price is subject to change due to the amount of notice given.

All outside security firms must have the pre-approval of the Director of Loss Prevention and the Event Manager in accordance with the JW Marriott Marco Island Beach Resort ‘s Operating Procedures.

Guidelines include, but are not limited to:

- Firm has met the Resort’s licensing, background, drug testing, and insurance requirements.
- All officers are in uniform and maintain acceptable grooming standards.
- No smoking or eating during business hours.
- Firearms are NOT permitted.
- No sitting when visible to the public.
- Use of JW Marriott Marco Island Beach Resort associate cafeteria by any outside supplier is prohibited.
- A signed “Hold Harmless Agreement” must be on file with the Resort.

### **Motorized Vehicles**

Any vehicle displayed indoors requires approval from the Director of Event Management at least two weeks before the event. A visual walk through with the Director of Loss Prevention and Event Manager is required before moving any vehicle into the area. The vehicle must be pushed or lifted into the room. Vehicles to be driven into any function space must meet the same terms as the indoor pyrotechnics requirements. *Visqueen* must be placed under the vehicle for the entire duration of the display.

All motorized vehicles must have the battery disconnected and secured via duct or masking tape. The fuel tank must be less than ¼ full. The fuel tank should also be secured with duct or masking tape. Tractors, generators, chain saws and other such fuel-powered equipment must be secured in a similar manner.

### **Cleaning and Custodial Services**

JW Marriott Marco Island Beach Resort does not provide cleaning services unless stipulated in the Group Sales Contract. It is the responsibility of the Group’s Meeting Planner to ensure all function space is left in “vacuum ready” condition. This applies to the loading dock area as well. The group’s cleaning contractor may use the Resort’s dumpster with the approval of the Event Manager for the disposal of nonhazardous dry materials. Additional dumpsters are available at a determined cost. Contact your Event Manager for pricing and arrangements.

### **Miscellaneous**

- All labor rates quoted are subject to a 5-hour minimum (rigging – 8 hour minimum) regardless of the group or the set up.
- Tax – All above pricing is subject to a local sales tax.
- All pricing is subject to change without notice.
- For any other additional information, please contact your Event Manager.

## **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, a representative of \_\_\_\_\_,  
 fully understand these Production Guidelines and agree to the conditions and fees herein during all event activity which I will  
 facilitate at the **JW Marriott Marco Island Beach Resort**.

Signature \_\_\_\_\_ Date \_\_\_\_\_