



**BALTIMORE
WATERFRONT**

OUTSIDE VENDOR/CONTRACTOR/ POLICIES & GUIDELINES

Please review the following policies and guidelines, SIGN and FAX (410-895-1846) to your EVENT MANAGER one month prior to the start date of the event. Please retain a copy of these policies and guidelines for your records.

General Requirements

The Baltimore Marriott Waterfront Hotel reserves the right at all times to limit or refuse access to its property of persons not directly employed or contracted by the Baltimore Marriott Waterfront Hotel. All personnel contracted by the client are required to follow policies and guidelines set forth at this location.

- ❑ Current certificate of insurance on file including Hotel's required insurance coverage limit, as determined by Hotel and communicated to outside Vendor/Contractor in advance, based on the activity to be conducted at the Hotel; Baltimore Marriott Waterfront Hotel and the owner named as additional insured and additional loss payee to include workers compensation.
- ❑ Signed copy of the 2007 Release and Indemnification Form (form on page 4) absolving Baltimore Marriott Waterfront Hotel from any claims of damage resulting from equipment used or labor provided by the outside company.
- ❑ Signed copy of this production guideline document on file and initial on each page.
- ❑ Signed and completed Credit Card Authorization Form (form on page 7) as potential charges to Vendor/Contractor may apply.
- ❑ Baltimore Marriott Waterfront Hotel accepts no responsibility for the security of any equipment or materials while in use or stored on the premises. Baltimore Marriott Waterfront Hotel can provide security personnel at the client's request. There is a charge for this service and advance notice is required.

Installation / Dismantling

- ❑ When loading in, all precautions must be taken to not disturb meetings or areas of guest activities if freight elevator is needed for load-in or load-out.
- ❑ Any tape applied to walls, floors and furnishings must be pre-approved by the Baltimore Marriott Waterfront Hotel Event Services Department.
- ❑ All lines and cords must be taped & secured.
- ❑ Any setups that require any physical or structural adjustments to the Hotel must be approved by the Hotel's Engineering Department.
- ❑ Outside Vendor/Contractors must assume all liability for any damage in the Hotel (elevators, function space etc.) caused by the use of their own lift equipment.
- ❑ Rental and payment for Lifts, Pallet Jacks or other installation equipment will be the sole responsibility of the Vendor/Contractor.
- ❑ Absolutely no forklifts will be allowed in any meeting or exhibit space in the Hotel. Forklifts will be restricted to the ground floor of the hotel only.
- ❑ Vendor/Contractor use of Hotel's ladder(s) is restricted. Vendor/Contractor is responsible for providing own ladder.
- ❑ Responsibility for extensive cleaning of space and removal of large trash and debris is the sole responsibility of the Vendor/Contractor. Hotel dumpsters will not be used by any Vendor/Contractor for extensive trash removal (all equipment, including dumpsters for this process, must be provided by the Vendor/Contractor). A fee will be charged by the hotel if the area is not returned in the same condition as at load-in. Prior to leaving the

Hotel premises, Vendor/Contractor must meet with Event Service Manager to inspect function space.

- ❑ **Outside Vendor/Contractors/Production will be charged a fee for hotel personnel to operate the main freight elevator of \$35.00 per hour. Scheduling for this service and the use of the freight elevator must be provided to the Event Manager. Hours of Operation for freight elevator that are NOT AVAILABLE DAILY are 6:30am-8:30am, 11am-1pm, and 6:30pm-8:30pm.**
- ❑ All use of "front of the house" (guest) elevators will not be permitted by any Vendor/Contractor. All load-in/load-out of equipment must go through the loading dock/Loss Prevention.
- ❑ Vehicles may remain in the loading dock of the hotel during active loading and unloading of equipment. It is the Vendor/Contractor/Production Company's responsibility to secure parking off the hotel premises, including Waterview Circle, for vehicles at all other times. Truck and trailer parking available in Baltimore City include Camden Yards/Ravens Stadium (Central Parking: 410-347-9330) and Baltimore Travel Plaza (410-633-4611). The hotel reserves the right to tow any unidentified vehicles.
- ❑ All parking coordination must be made through the Hotel's Loss Prevention Department. Vendor/Contractor must be issued a parking permit, detailing their name and company and length of load-in/load-out. Failure to obtain parking permit from Loss Prevention will result in Vendor/Contractor's vehicle being towed at the owner's expense.

Personnel:

- ❑ Loss Prevention will call the Event Manager once Vendor/Contractor arrives to check-in so that Vendor/Contractor and Event Manager can meet.
- ❑ The Vendor/Contractor/Production Company is responsible for the actions of any person attached or associated with their staff.
- ❑ All labor employed by Vendor/Contractor/Production Company must wear a uniform shirt, and a Vendor/Contractor Badge identifying the company they are currently working for. T-shirts are acceptable but hygiene & appearance standards acceptable to Marriott must be maintained at all times.
- ❑ All Vendor/Contractor/Production Company employees are required to check in with proper ID with the Hotel Loss Prevention Department, and in exchange will be issued a Vendor/Contractor/Production Company badge which must be visible at all times.
- ❑ The use of Profanity while on the hotel premises is NOT PERMITTED and will result in the Vendor/Contractor being asked to leave the premises.
- ❑ Smoking and drinking of alcoholic and non alcoholic beverages by outside employees is not allowed anywhere on the Hotel premises.

Electrical Services:

- ❑ All electrical services must be coordinated through the hotel Event Technology Department one (1) month prior to the start date of the event. There is a charge for this service and all power utilized by the Vendor/Contractor/Production Company. Please see attached 2007 Event Equipment Order Form (form on page 5).
- ❑ In any event where Vendor/Contractor needs to tie into the Hotel's main power system via pigtailed, please note that proper adaptors are required.
- ❑ Please note that the Hotel's Engineering Department is the only department permitted to hook up 3-phase power or pigtailed to the power boxes or to breaker lights off in the meeting/event space.

Carpet Coverage Policy:

- ❑ In the event when constructing any structural form may cause damage to Hotel carpet, Vendor/Contractor must cover carpet with visqueen or similar material. It is the responsibility of the Vendor/Contractor to provide and lay out this material as well as to dispose of it after use. This regulation will be strictly enforced; companies not following this procedure will have their operation shut down, until the situation is rectified.

Contracted Audio Visual / Exhibitor / Production / Repair Companies:

- ❑ The contracted audio visual company must install and remove their equipment in accordance with the hotel Banquet Event Order schedule. All cables must be coded and secured safely.
- ❑ Equipment must not block aisles or exits in meeting rooms, and must comply with state and local fire codes. Equipment must not interfere with the hotel's ability to set functions in accordance with the "Group's" requirements.
- ❑ All rented equipment (bucket lift, scissor lift, fork lift, pallets, etc.) must be stored in the Loading Dock area and coordinated through the Hotel's Loss Prevention Department.
- ❑ Pick-up of such equipment shall take place within 24 hours of the group's departure or a storage fee of \$250 per day will be charged to the Vendor/Contractor.
- ❑ It is the responsibility of the contracted company to clean any area that they use and to collect and remove any trash, tape, residue and extra equipment from the hotel's property, and placed in a dumpster provided by the Outside Vendor/Contractor. All damages to the hotel's walls, ceilings, doors, and electrical system resulting from an outside Vendor/Contractor will be the sole responsibility of the Vendor/Contractor.
- ❑ An inspection must be done before entering or leaving the hotel during load in or load out activities: The outside Vendor/Contractor or company will be subject to a walkthrough with the Event Service Manager of the occupied space.

Shipping & Receiving

- ❑ Should Vendor/Contractor be expecting boxes for the event, they must be addressed to Hotel standards (see sample label below). Due to limited storage space, Hotel will not accept shipments more than three (3) business days prior to the start date of the event.
- ❑ Arrangements must be made for package pick-up/return shipping within three (3) business days after the event.
- ❑ Appropriate handling and storage fees will be applied (form on page 6).
- ❑ All outgoing packages must be properly packed, labeled with shipping address, return address and method of payment (i.e. UPS Account #).
- ❑ The Hotel is not responsible for any abandoned materials, and they will be discarded within three (3) business days.

<p style="text-align: center;">Baltimore Marriott Waterfront Hotel 700 Aliceanna Street Baltimore, MD 21202 Attn: (Vendor/Contractor Name) Event/Group Name: (Event/Group name here) Date of Event: (Date[s] here) Deliver at: (Time of delivery) Hotel Contact: (Hotel Event Manager)</p>

As the authorized representative for (Vendor/Contractor/Production Company) _____, I have read and understand the above minimum standards. This authorization is for the dates of January 31, 2007 through January 31, 2008.

VENDOR/CONTRACTOR/PRODUCTION COMPANY NAME:

Name Printed: _____ *Date:* _____

Authorized Signature: _____

VENDOR/CONTRACTOR RELEASE AND INDEMNIFICATION FORM

Third Party Vendor/Contractors for Group Events

_____ (the "Vendor/Contractor") 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 Baltimore Marriott Waterfront Hotel (the "Hotel") on _____, 200__:

_____.

The Hotel has informed the Group and the Vendor/Contractor of significant safety and security concerns regarding the performance of the Services by a contractor not affiliated with the Hotel. The Vendor/Contractor is aware of and hereby assumes any and all safety and security risks associated with the performance of the Services by the Vendor/Contractor 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/Contractor, intending to be legally bound, hereby agrees 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/Contractor 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 gross 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/Contractor 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 gross negligence or willful misconduct of the Hotel.

Vendor/Contractor: _____

Name (please print): _____

Date: _____

Signature: _____

Title: _____

2007 EVENT EQUIPMENT ORDER FORM

COMPUTER	PRICE	QTY	TOTAL	INFORMATION
Desktop PC w/ windows/Office XP	\$150.00			Event Name:
Laptop PC w/ windows/Office XP	\$150.00			
Laser Printer	\$100.00			Company:
A/V	PRICE	QTY	TOTAL	ADDRESS
6' Brass Easel	\$5.00			Street Address:
Flipchart	\$45.00			
27" TV/DVD Package	\$200.00			
LCD Projector – Small Meeting Room	\$350.00			City:
LCD Accessory Package	\$75.00			State:
DVD Player	\$75.00			Zip:
19" Flat Panel Monitor	\$150.00			
5'-6' Tripod Screen	\$60.00			Phone:
42" Plasma Monitor	\$550.00			
Wired Microphone	\$50.00			Fax:
4-6 Channel Mixer	\$65.00			
Wireless Microphone	\$175.00			Mobile:
JBL 10" Powered Speaker	\$75.00			
Other:				Email:
INTERNET	PRICE	QTY	TOTAL	REPRESENTATIVE'S NAME
High Speed Internet-CAT5 per PC	\$150.00			
High Speed Internet-Wireless per PC	\$150.00			
TELEPHONE	PRICE	QTY	TOTAL	ON-SITE CONTACT
House Phone (calls within hotel only)	---			
Local/Long Distance (Dial9 no incoming)	\$75.00			
Direct-In-Dial (own phone #)	\$100.00			
RIGGING	PRICE	QTY	TOTAL	DATES
Rig Points (per ceiling point)	\$250.00			Setup Date(s):
				Event Date(s):
ELECTRICAL	PRICE	QTY	TOTAL	PAYMENT BY CREDIT CARD
20 Amp / 110 Volt / Dedicated Circuit	\$100.00			CREDIT CARD NUMBER:
100 Amp / 208 Volt / 3 Phase	\$400.00			
What will you be utilizing the electrical for?				
				TYPE: EXP DATE:
Subtotal				
Hotel Service Charge 22%				CARDHOLDER'S NAME:
Subtotal				
Number of Days Needed				
Subtotal				SIGNATURE:
Sales Tax 5%				
Grand Total				

ALL CHARGES ARE ON A PER DAY BASIS
 A 5% State Tax and 22% Service Charge which includes setup and teardown will be applied to all orders.
 All cancellations require 72 hour notice or full rental charges will apply.
 Credit or payment MUST be established before installation.
*** .75 charge per local call. Long Distance rates apply plus 55%.*

All fees current as of **January 2007**

PAYMENT BY CHECK
 Please mail checks to the address posted below.
 Payments by check **MUST** be received **10 days prior** to installation.
 700 Aliceanna Street
 Baltimore, MD 21202
 Attn: Event Technology Dept.

CONTACT INFORMATION

VOICE: 410-895-1895

FAX: 410-895-1959

OFFICE USE ONLY

AVEO #:

PMS #:

GROUP SHIPPING & RECEIVING VENDOR/CONTRACTOR AUTHORIZATION FORM

GROUP SHIPPING AND RECEIVING VENDOR/CONTRACTOR AUTHORIZATION FORM				
Sender's Name:		# of parcels: Airbill #:		
Group Name:		Item Sent: (please circle) Letter Pak Box Tube Other		
Carrier: (please circle) US Mail UPS Airborne Fedex DHL Other		Shipped: (please circle) Overnight 2 nd Day 3 rd Day Ground Other		
Recipient:		Sender's Phone #:		
Address:		Room #:		
Bill to: (please circle) Cash Credit Card Room Acct		Event Manager:		
FEDEX, UPS or DHL Account #:		Card Holder Name: (printed)		
Credit Card # and Exp. Date:		Card Holder Signature:		
PLEASE NOTE: HOTEL CHARGES DO NOT INCLUDE CARRIER CHARGES. CARRIER CHARGES WILL BE ADDED AT TIME OF SHIPMENT.				
INCOMING/OUTGOING PARCELS				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Parcels 2 – 25 Lbs.		\$5.00 per parcel		
Parcels 30 – 50 Lbs.		\$15.00 per parcel		
Parcels 51 – 75 Lbs.		\$20.00 per parcel		
Parcels over 75 Lbs.		\$30.00 per parcel		
INCOMING/OUTGOING CASES				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Large cases /crates		\$100.00 per case		
INCOMING/OUTGOING FREIGHT USAGE				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
Man hours		\$35.00 per hour		
INCOMING/OUTGOING PALLETS (Pallets must be shrunk wrapped, and self contained)				
Item	Number Shipped	Hotel Charge	Carrier Charge	Total Charge
All Pallets		\$50.00 per pallet		
Break Down /restack pallet		\$75.00 per pallet		
STORAGE CHARGES (applies to any/all materials held more than 3 days before or after date of function)				
Item	# of Days Held	Hotel Charge	Carrier Charge	Total Charge
All Materials		\$25.00 per day		
LOADING/UNLOADING TRUCK CHARGES (loading/unloading by forklift/pallet jack)				
Item	Number of Hours	Rate		Total Charge
Pallets		\$50.00 per pallet		

CREDIT CARD AUTHORIZATION FORM

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____
*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

Other: _____

I certify that all information is complete and accurate. I hereby authorize the Baltimore Marriott Waterfront to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name:
(Printed) _____

Cardholder signature: _____ Date: _____

Please fax the completed form to [EVENT MANAGER] at **410-895-1846**.