

Outside Production Guidelines

The Renaissance Orlando at SeaWorld Event Technology partner is Encore and consists of Encore trained and certified technicians and is the hotel's sole provider for all audio/visual services. Encore is a Full-Service production company that produces everything from full scale general session to breakout rooms, outdoor functions, and exhibit halls. Should a group decide to utilize an outside production company the group will be subject to a Production Liaison fee of \$115 per hour (standard rate; overtime or double time rates may apply) for a technician to be on site during entire event load in and load out to support and monitor compliance with all Hotel standards for the event.

In furtherance of Renaissance Orlando at SeaWorld ("Hotel") minimum standard requirements, the Organization, as primary client, the undersigned hereby agrees to uphold compliance with such standards in the event the Organization chooses to engage an outside audiovisual company as an authorized production company provider. In such event, both the Organization and such outside company shall be jointly liable for any damage or claim.

Any outside audio visual or production company ("Production Company") may work within or on the Hotel's property provided all the following documents have been signed and submitted to and approved by the Hotel at least (7) business days prior to arrival:

- Events without Rigging: Current certificate of insurance including a minimum of \$1,000,000.00 comprehensive general liability insurance for each occurrence including contractual liability for bodily injury or property damage and workers compensation in statutory amounts. The general liability insurance shall name The Renaissance Orlando at SeaWorld and Sunstone Hotel Investors as additional insured. Please see sample COI.
- Events with Rigging: Current certificate of insurance including a minimum of \$3,000,000.00 comprehensive general liability insurance for each occurrence including contractual liability for bodily injury or property damage and workers compensation in statutory amounts. The general liability insurance shall name The Renaissance Orlando at SeaWorld and Sunstone Hotel Investors as additional insured. Please see sample COI.
- All necessary licenses and permits as required by Orange County where the Hotel is located or Federal Laws must be obtained by Production Company and, further, Production Company will comply with any and all applicable laws, rules and regulations.
- Hold harmless agreement signed by the Production Company releasing The Renaissance Orlando at SeaWorld and Sunstone Hotel Investors from any claims of damages arising out of or related to the performance of the services at the hotel by the Production Company.
- Signed copy of this production guideline.

The Production Company hired by Organization is required to:

- Provide on-site technical support personnel for all functions with audiovisual equipment. If Encore is required to assist with equipment owned by the Production Company or a third party, a fee of \$115-\$125 per hour will be charged for technical assistance.
- Equipment must adhere to the standards and image of a luxury hotel (no projecting on walls, clean cable management, etcetera).
- Staff must portray the professional image of a luxury hotel, complying with Hotel dress codes (black shoes, black pants, and black shirt).
- Submit a detailed staging diagram or submit a rigging advance at least (3) weeks from load in; to be approved by the hotel and Encore to determine if the diagram needs to be approved by the Fire Marshall. If the diagram will need to be submitted to the Fire Marshall the Production Company will be responsible for submitting, getting the final approvals, and all fees associated.
- If the Production Company will require the use of the Hotel's risers, podiums or easels there is a cost. Pricing available upon request. All charges will reflect on the group master unless arranged otherwise.
- Production Company shall maintain occupied areas and remove trash, tape or residue. All damage to the Hotel's walls, ceilings, floors, doors or electrical systems resulting from outside vendor activity will be the sole responsibility of the Production Company.
- A minimum cleaning Fee of \$500 will be assessed if the Hotel has to remove trash, tape, and/or residue. Streamers and Confetti are NOT permitted on property. Fees starting at \$1,000 will be assessed for any group using these items.
- Foreign substance not heat or smoke activates the fire alarm system in the Hotel. Programs in which equipment such as fog machines, laser shows, special effects, etc., must have written and stamped approval by the Orange County Fire Marshall two (2) weeks prior to the event.

The event approval certificate must be forwarded to the resort's event manager to provide back up in the event of any future unforeseen fires. Only water-based fog/haze machines are to be used inside the resort. Oil based is not allowed. **Any use of a water-based fog/haze machine requires a fire watch – this includes rehearsals and must be arranged and paid for.**

- If a diagram requires the blocking of Exit Doors, Fire sirens/strobes, etcetera it must be indicated. Exact requirements to meet approval for this are available through your ET Sales Coordinator.
- Should the activity in the ballroom require the use of a "Fire Watch," additional charges will apply. The Production Company is responsible for scheduling the "Fire Watch" with the Orange County Fire Marshall.
- If the Production Company will require the House Lights programmed to their specification for Peninsula Ballroom, they are required to inform the Event Manager and Encore at least (7) days prior to their arrival. A Hotel Representative is required to program the lights. There is a daily \$175.00 programming fee per room (per change).
- The Production Company is required to submit an AV Flow sheet detailing what equipment is in each room by the day and time to ensure AV sets and Rooms Sets are compatible.

Breakout Exclusive

- The Production Company is permitted to provide all services associated with the general session, registration and specialty needs of the Customer. However, Encore has exclusive rights to provide audiovisual services inside all breakout rooms and sleeping rooms/suites.

Rigging Guidelines and Policies

- Encore has exclusive rights to execute all rigging for the property.
- Encore has exclusive rights to provide all necessary truss(flown and ground supported), chain hoists, and all rigging supplies.
- Encore and Hotel must approve all rigging designs to ensure that all diagrams are efficient and do not exceed certified loads.
- All work (including banners) involving connection to or contact with the ceiling or roof supporting structures will be provided by Encore and is subject to supervision and inspection by Hotel management personnel. Customer and Production Company may, at the discretion of the Hotel, be required to have a Hotel designated rigging professional on site at any time that this work is being performed, including modification of existing sets. There is a charge for this service.
- The Hotel and/or Encore reserves the right to deny or modify any such work that it deems as unsafe.
- No foreign hardware will be utilized in any supporting structure, truss or rigging hardware. All equipment and materials flown must pass American Test and Standards Measurement guidelines and be OSHA approved. Hardware not acceptable in a weight bearing capacity includes but not limited to: carabineers, open weave straps, airwall clamps, quick links, dog clips, French-clips, snap clips, or brass fittings.
- Steel wire rope or approved beam clamps only will be used above the suspended ceiling. No span-sets will be allowed above the suspended ceiling.
- A steel safety line is required on each individual item suspended from the ceiling or any supporting structure or truss that has been suspended from the ceiling.
- All items including banners, which hang from overhead, must be a minimum of 8' above the floor.

Performance of Audio/Visual Services

- The Encore staff must conduct all connections to the house sound system. There is a charge of \$150 per Meeting Room per day and \$250 per Ballroom per day
- Production Company assumes all responsibility when using house patch.
- The Production Company is required to provide a list of any radio and/or wireless equipment and frequencies to Encore, which will be used in or around the building at least (7) business days prior to arrival. Wireless microphones, presentation remotes and remote controls must not interfere with hotel's in-house frequencies or hotel operations. If there is a conflict with any hotel frequencies, the Production Company will be required to utilize other frequencies. The Hotel will not be responsible for show delays or interruption resulting from conflicting frequencies.

- Any tape applied to walls, floors and furnishings must be pre-approved by the Hotel.
- All Fast-fold screens must have a Full-dress kit, all tripod screens and carts must have a skirt attached.
- Any omissions from this document do not necessarily constitute permission or approval by the Hotel.
- No equipment or displays may be set in public (lobby) areas without prior consent from the Hotel Event Manager.

Room Set Guidelines

All equipment is to be transported through appropriate corridors and elevators. Outside AV should only use back of house and freight elevators as appropriate. All screens must have the appropriate skirting/ dress kit. All cables and wiring that are provided by the Outside AV company are to be taped down per Renaissance Orlando at SeaWorld standards. Cases and gear are to be stored appropriately. Cases cannot be stored in hallways. Storage of AV equipment is subject to room/space availability and the hotel's current room rental charges.

All technician tables (on floor or riser) are required to have drape or spandex to properly dress and cover any cables and equipment.

Noise Levels

Calls for the reduction or cessation of any noise deemed a nuisance or otherwise interfering with the enjoyment of the hotel by guests or other groups. The hotel and its liaisons will determine when this is considered a problem. Such noise includes but is not limited to music for set-up/strike crews, offensive or profane speech or music at any time, excessive volume testing interfering with other functions, etcetera.

Security

All Staff are required to check in with Security prior to starting work at the hotel. Production Company staff are to be identified by company name on shirts and stage passes / name tags prominently displayed. Please consult with Security if you have any concerns about Security Standards. The Director of Loss Prevention can arrange security for any event. Security needs should be submitted to Renaissance Orlando at Seaworld (14) days prior to the event.

Safety

All exits must be marked with standard fire exit signage. If illuminated Exit Lights are obstructed by screens, curtains or any temporary obstruction, a temporary illuminated exit sign must be hung in a conspicuous place to direct patrons to the exit.

Appropriate equipment must be used for cable management over service entrances, so that hotel staff can roll in equipment without hindrance.

All main entrances for attendees must also be free of cables or cable ramps on the floor and use an overhead system to run cable if necessary.

All equipment is subject to inspection by a hotel representative

Additional equipment can be rented from the hotel for a daily rental fee of \$25 per door.

Permanent lighting may not be altered in any way (including the unscrewing of lamps.)

Power

All power is handled exclusively through Encore and all charges will be placed on the programs master account unless other payment is arranged. Power requests are to be forwarded, in writing with a diagram of placement, to Encore (14) days prior to arrival. All equipment must be UL listed. Specific pricing and information on power is available upon request.

Summary of Potential Charges

- Liaison Fee- \$115 per hour full entire load-in and load-out
- Trash Removal/ Cleaning Fees- Starting at \$500 or \$1,000
- Meeting Room House Sound Tie In- \$150 Per Room/Per Day
- Ballroom House Sound Tie In- \$250 Per Room/Per Day
- House Lights Programming(Peninsula)- \$175 Per Room/Per Day
- House DMX Tie In- \$175 Per Room/Per Day (not available in all rooms)
- *Power
- *Internet
- *Stage Risers, Podiums, and Easels-

**Pricing available upon request.*

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