





For Exhibit Decorating, Production and Audio Visual Companies at The Detroit Marriott at the Renaissance Center.

These guidelines apply to all Show Management, General Contactors, Production, Audio Visual Companies, 3rd Party Vendors, and Service Providers (referred to herein as Vendor(s)) working in the Detroit Marriott at the Renaissance Center whether the event is open or closed to the public. Please read the entire document.

The Detroit Marriott at the Renaissance Center takes great pride in the upkeep of our facility and takes very seriously the safety of all persons who enter it. For these reasons, we have developed this comprehensive document, which we hope will answer any questions and eliminate any confusion regarding the policies and guidelines to which all guests and Vendors are required to adhere.

We want to help you conduct your event as efficiently and effectively as possible. We welcome your questions and comments regarding these policies and guidelines.

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OPERATING SPECIFICATIONS

- 1) The Detroit Marriott at the Renaissance Center reserves the right at all times to limit or refuse access to its property of persons not directly employed or contracted by The Detroit Marriott at the Renaissance Center. All clients and employees of, or persons or companies contracted by The Detroit Marriott at the Renaissance Center or clients of The Detroit Marriott at the Renaissance Center are required to adhere to the following policies and guidelines while on The Detroit Marriott at the Renaissance Center property.
 - 2) Show Management, Exhibitors, General Contractors, Production, AV Companies, 3rd Party Vendors, and Service Providers (referred to herein as Vendor(s)) may work within or on The Detroit Marriott at the Renaissance Center property provided all the following documents have been submitted and approved at least 5 (five) days prior to arrival:
 - A. Certificate of Insurance (Acord Corp. form is preferred) meeting all minimum requirements prior to start of work:
 - \$2,000,000.00 minimum limit of Comprehensive General Liability including Contractual Liability per occurrence for bodily injury or death.
 - \$500,000 Employers Liability per accident.
 - Workers Compensation (in kind and amount as prescribed by statute).
 - Thirty (30) days notice of cancellation.
 - The following entities to be additional insured:
 1. BNP Paribas Leasing Corporation
 2. General Motors LLC
 3. CRBE, Inc.
 4. LMC Resources Capital Limited Partnership
 5. RenCen Associates LLC
 6. Riverfront Holdings Inc.
 7. Riverfront Holdings Phase II, Inc.
 8. Riverfront Holdings Phase III, Inc.
 9. Marriott International
 10. Detroit Hotel Services, DBA The Detroit Marriott at the Renaissance Center
 - Detroit Hotel Services, DBA The Detroit Marriott at the Renaissance Center named as additional loss payee, and coverage to include workers compensation throughout duration of event.
 - Detroit Marriott at the Renaissance Center to be the Certificate Holder.
 - B. Hold harmless agreement on file absolving Detroit Hotel Services, DBA The Detroit Marriott at the Renaissance Center from any claims of damages resulting from equipment used or labor provided by the outside company.
 - C. Any and all permits that may be required.
 - D. Signed copy of this production guideline document on file.
- 2) The Detroit Marriott at the Renaissance Center performs regular maintenance and maintenance inspections on all areas of the building. Such a walk through will be performed immediately prior to arrival and immediately following departure of any Vendors performing work in or around The Detroit Marriott at the Renaissance Center property. Unless otherwise called to the attention of Management immediately upon arrival, it will be assumed that the Vendor performing work in or around the building agrees that all areas are undamaged, and that the Vendor will assume responsibility and liability for any damage evident during the final walk through.
- 3) The Detroit Marriott at the Renaissance Center accepts NO responsibility for the security of any equipment or materials while in use or stored on the premises. Some meeting areas can be secured, but guarantees against unauthorized entry are not made. The Detroit Marriott at the Renaissance Center can provide security personnel at the client's request. There is a charge for this service.
- 4) Any omissions from this document do not necessarily constitute permission or approval by The Detroit Marriott at the Renaissance Center

LOAD IN/LOAD OUT

- 1) All Vehicles making deliveries to the Renaissance Center Towers and the hotel will be subject to X-ray scanning prior to entering the facility. All equipment and supplies being brought into or taken out of the building must pass through this area and will be subject to inspection by The Detroit Marriott at the Renaissance Center security staff. Upon Completion of the X-ray scanning process, drivers must proceed to the building immediately.
- 2) Load In/Load Out dates and times must be pre-approved by The Detroit Marriott at the Renaissance Center Event Manager. Once approved, these times must be adhered to - your Event Manager must approve all changes.
- 3) The Detroit Marriott at the Renaissance Center has one dock height and 3 spaces for loading and unloading located at the East Dock.
 - A. Utilization of the dock space must be submitted for pre-approval by The Detroit Marriott at the Renaissance Center Event Manager at least 5 (five) days in advance. Schedules for dock space will be strictly adhered to. The Detroit Marriott at the Renaissance Center deliveries take priority and vendors are asked to avoid high demand times including 6am-10am and 3pm- 7pm on weekdays.
- 4) The Detroit Marriott at the Renaissance Center also has access to the North Dock which has one dock height and 4 spaces for loading and unloading. All equipment and supplies being brought into or taken out of the building through this area and will be subject to inspection by The Renaissance Center Security Staff. Request for use of the H23 Freight Elevator must be submitted to the Detroit Marriott at the Renaissance Center Event Manager at least 5 (five) days in advance and must be pre approved by CRBE Inc.
 - A. Utilization of the dock space must be submitted for pre-approval by The Detroit Marriott at the Renaissance Center Event Manager at least 5 (five) days in advance. Schedules for dock space will be strictly adhered to. The Detroit Marriott at the Renaissance Center deliveries take priority and vendors are asked to avoid high demand times including 6am-10am and 3pm- 7pm on weekdays.
- 5) Access to the meeting space is via four service elevators, two located southwest from the North Dock and two located southeast of the North Dock. Please ask security for exact directions. These elevators measure 66”W x 96”H x 84”L with doors measuring 48” x 96”. The elevators should not be blocked or held open for any time longer that it takes to load or unload the elevator. There is also access to one Freight Elevator (H23) located just south of the North Dock. Freight elevator measures 8’H x 8’W x 18’ 10” L. The Detroit Marriott at the Renaissance Center staff has a first priority on the elevator. Vendors are asked to avoid the times between 6am - 9am; this is the highest traffic times.
- 6) No equipment or supplies are permitted in guest elevators. All equipment should be transported through service corridors where possible. Care should be taken not to disturb meetings or areas of guest activity. Special care should be taken in transporting equipment across finished floors. Persons and/or Vendors damaging finished floors will be held financially responsible.
- 7) Overnight parking of delivery vehicles at or near the dock space is prohibited. Long term parking of vehicles must be pre-approved by The Detroit Marriott at the Renaissance Center Event Manager and a designated parking spot will be assigned parking fees may apply.
- 8) Use of Forklifts are permitted in the Ontario Exhibit Hall only if Visqueen is laid down on carpet area were the forklifts will be driven. Forklifts are not allowed in any ballroom or meeting room. All Forklifts must be powered by electric or propane. Vendor is responsible for costs associated with any damage to the property, carpet damage or cleaning fees.
- 9) A Pinnacle Live liaison must be on site during load in and load out. This ensures not only that all audio-visual service standards are met but also provides assistance with audio visual needs that arise on-site. A minimum 10-hour labor charge is associated, and details will be provided by the Pinnacle Live Representative.
- 10) No equipment or cases shall remain in the “back of house” areas. Any empty cases are to be removed from the facility and brought back for load out. Storage space for Vendor(s) will be the sole responsibility of the Vendor(s). Every effort will be made to secure space once notification is received but there is no obligation to provide such space. If meeting\banquet space is required, all applicable charges will apply due to the loss or displacement of future business opportunities.

SETUP/STRIKE TIMES

- 1) All times needed for any Vendor to set/strike a room must be submitted and approved to the Event Manager.
 - A. A tentative schedule is required 15 business days prior to the event.
 - B. A Definite schedule **MUST** be submitted 5 business days prior to the event.
 - C. All times must be approved by the Event Manager.
- 2) Any overruns on these times may include a penalty charge for hotel labor to stand by; the Vendor will be responsible for these charges.

INSTALLATION/DISMANTLING

- 1) The use of power tools is not permitted inside the building. Painting and mixing of caustic, flammable, corrosive or explosive material is not permitted inside the building.
- 2) Construction or installation of wooden stages is permitted provided:
 - A. Visqueen has been laid out over the entire area that the stage is to encompass.
 - B. Construction and installation of wooden stages will not be permitted if a meeting or event being held may be disturbed by excessive noise.
- 3) Any tape applied to walls, floors and furnishings must be pre-approved by The Detroit Marriott at the Renaissance Center Event Manager. The use of packing tape on any hotel surface is prohibited.
- 4) Hotel furnishings, fixtures and artwork must not be moved or removed from their designated areas. Meeting tables and chairs can be provided on request through The Detroit Marriott at the Renaissance Center Event Manager.
- 5) No equipment or displays may be set in public (lobby) areas without prior consent from The Detroit Marriott at the Renaissance Center Event Manager.
- 6) Live animals (with the exception of certified/trained disabled assistance animals) are generally not permitted inside the building. Exceptions must be pre-approved by The Detroit Marriott at the Renaissance Center Event Manager and General Manager.

- 7) The Detroit Marriott at the Renaissance Center can provide man-lifts for use inside the building. There is a charge for this service. The Detroit Marriott at the Renaissance Center Event Manager must receive requirements at least 5 (five) days in advance. Unexpected requests will be met as efficiently as possible but may incur an additional charge.
 - A. Man lifts are prohibited in the 4th and 5th floor meeting rooms. **LADDERS ONLY.**
 - B. Companies providing their own lift equipment must always adhere to prescribed safety standards as dictated by the manufacturer of the equipment and OSHA regulations.
 - C. All Lift Operators and Riders must have an approved Michigan Operators permit.
 - D. Powered lifts may not be driven at any time through public lobby areas including but not limited to areas with finished floors.
 - E. Powered lifts are required to have non-skid tires or tires, which are completely covered with, duct tape.
 - F. The Vendor assumes liability for any and all damage caused by the use of lift equipment while such equipment is in their possession.

PERSONNEL

- 1) Vendors are responsible for the actions of any personnel attached or associated to their company. Only competent experienced personnel should be utilized.
- 2) All labor employed by a Vendor must wear a uniform shirt identifying the company they are currently working for. T-shirts are acceptable, however hygiene and appearance standards acceptable to Marriott Standards of Appearance must be maintained at all times.
- 3) All outside employees and contractors are required to check in at The Detroit Marriott at the Renaissance Center security office each day upon arrival where they will receive a 'guest pass' which must be worn in plain sight at all times while on property. This pass must be returned at the end of each day. Entry and exit to and from the building is restricted to this area only.
- 4) At no time are outside/contracted laborers permitted in the guestroom wings or guest rooms without specific permission from Detroit Marriott at the Renaissance Center.

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- 5) Smoking is permitted ONLY Outside the building or in the Level A smoking area.
- 6) Employee Cafeteria food is restricted to associates and contractors directly contracted by the Detroit Marriott at the Renaissance Center.
- 7) Possession of intoxicants and drugs other than those prescribed by physician are not permitted. Persons under the influence of illicit drugs or alcohol, or whose mental and/or motor skills are otherwise impaired due to the use of such substances will not be permitted to work on Marriott property. Violation will result in immediate removal of the individual from the premises and possible legal action.
- 8) Possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, abusive language and other disorderly conduct will result in immediate removal of the individual from property and possible legal action.
- 9) Gambling is not permitted on Marriott property.
- 10) Theft, attempted theft or misappropriation of Marriott property or the aiding of such acts will result in immediate removal and possible legal action.
- 3) Show Management, Exhibitors, General Contractors, Production or AV Company choosing to ground support any object such as, but not limited to light trees, truss, speaker cabinets and lighting must be approved and inspected by Pinnacle Live. Pinnacle Live and The Detroit Marriott at the Renaissance Center reserves the right to deny or modify any such work, which it deems as unsafe or hazardous to guests and associates.
- 4) A complete description of items, number of items and position where the items are to be flown must be provided to The Detroit Marriott at the Renaissance Center Event Manager 15 (fifteen) days prior to load-in. This will be reviewed and approved by The Detroit Marriott at the Renaissance Center Engineering Department and Pinnacle Live. Pinnacle Live or The Detroit Marriott at the Renaissance Center will not be responsible for production delays or cost overruns resulting from rigging modifications required on site.
- 5) 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:

- A. Carabiners
- B. Open weave straps
- C. Quick links
- D. Dog clips
- E. French clips
- F. Snap clips
- G. Brass fittings
- H. Any wood products

RIGGING

- 1) Pinnacle Live is the sole company that may "Rig", hang, or support any object from the ceiling or roof support structures. Ceiling access will be denied to any person or company regardless of history or past performance. Pinnacle Live is responsible for the minimum of "motors up" and associated costs will be quoted by the Pinnacle Live contact. All rigging plots must be submitted 15 days in advance to:
<https://www.pinnaclelive.com/rigging-request>.
- 2) All work involving connection to or contact with the ceiling or roof supporting structures must be performed by Pinnacle Live. Clients and outside companies are required to have a Pinnacle Live 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.
- 6) Rated 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.
- 7) A rated steel safety line is required on each individual item suspended from the ceiling or any supporting structures i.e. truss that has been suspended from the ceiling. All items that are suspended from a ground-supported structure must also utilize a rated steel safety cable.
- 8) All items including banners, which hang from overhead, must be a minimum of 8' above the floor.

Contact Pinnacle Live at Detroit Marriott at the Renaissance Center

1052@pinnaclelive.com

(313) 889-7001

[pinnaclelive.com](https://www.pinnaclelive.com)



ELECTRICAL SERVICES/FIRE CODE RESTRICTIONS

- 1) All electrical services must be coordinated through The Detroit Marriott at the Renaissance Center Event Technology Department and Engineering department. It is the responsibility of the outside company to provide a detailed listing in writing of all power requirements at least 5 (five) days prior to arrival. There is a charge for electrical service. The use of generators must be pre-approved by The Detroit Marriott at the Renaissance Center Event Manager and Engineering Department.
- 2) There will be no electrical connections allowed above the suspended ceiling. Current-carrying cables above the ceiling must be continuous with all connections being made below the suspended ceiling.
- 3) Any Vendors working in or around The Detroit Marriott at the Renaissance Center must adhere to all codes, rules and guidelines set forth by The City of Detroit.
 - A. The use of pyrotechnics, indoor fireworks, space heaters and/or open flame of any kind is prohibited inside the Hotel and the Renaissance Center. Violation of this may result in legal action and permanent expulsion from the property.
 - B. When using chemical fog, dry ice or hazers, exact dates and times are to be submitted to The Detroit Marriott at the Renaissance Center Event Manager at least 5 (five) days in advance of arrival. The Detroit Marriott at the Renaissance Center may require that the fire detection systems be bypassed to avoid accidental alarms.
 - C. If The Detroit Marriott at the Renaissance Center requires that the fire detection systems be bypassed to avoid any accidental alarm. The Detroit Marriott at the Renaissance Center will require a hotel security officer and an engineer to be posted at all times during which the fire system is bypassed. The City of Detroit may also require firefighters on the premises. All costs are the responsibility of the Vendors. There is a charge for this service.
 - D. The Vendor is responsible for costs and fines associated with the accidental alarm or discharge of fire detection and suppression systems resulting from unscheduled or unapproved use of production elements.
- 4) Outdoor fireworks, bonfires or other types of open flame are not permitted on The Detroit Marriott at the Renaissance Center property. NO exceptions may be made to this policy.
- 5) Tents and tent-like structures are permitted only with pre-approval from The Detroit Marriott at the Renaissance Center Event Manager. Requests must be submitted at least twenty-one (21) days prior to arrival and all such structures must comply with the City of Detroit's fire codes and restrictions. It will be the Vendors responsibility to secure all necessary permits from the City of Detroit.
- 6) A material safety data sheet (MSDS) must be provided for any chemicals utilized by a Vendor
- 7) A certificate from the manufacturer of any drape being used, stating that it has been treated with fire retardant chemicals and how long the chemicals will last from date of application must be provided by the Vendor.
- 8) Under no circumstances should any fire exit be blocked, all Fire Exits must be clear of any and all equipment.
 - A. Temporary Exit signs must be used if an exit is covered by a stage set or drapery. The Sign must either glow in the dark or have a battery backup.
 - B. All sets upon completion will be inspected by either the Event Technology Department or the Engineering Department. All exits must be accessible,
 - C. The Detroit Marriott at the Renaissance Center will not be responsible for production delays or cost overruns resulting from set modifications required after inspection.
 - D. If any Fire Code Violations are found, the event will not be allowed to commence until such violations have been rectified. The Detroit Marriott at the Renaissance Center will not be responsible for delays.

MOTORIZED VEHICLES

- 1) Definition: Any vehicle which is propelled by an internal combustion engine using Class I or Class II fuel, such as, but not limited to automobile, trucks motorcycles, aircraft and watercraft.
- 2) A special permit is required for any vehicles displayed in any area inside the building. This permit must be requested by the Vendor from the Wayne County Fire Prevention Bureau and a copy of this permit must be provided to The Detroit Marriott at the Renaissance Center prior to any vehicles entering the building.
- 3) All motorized vehicles that are displayed shall have the battery (ies) disconnected at the 'HOT' lead that shall then be safely secured.
- 4) Fuel tanks must have no more than 1/8 of a tank.
- 5) Visqueen must be laid under the place where the vehicle is to be located and must remain there for the entire time the vehicle is in place.
- 6) A locking gas cap must be in place on all fuels tanks with a key left in the possession of The Detroit Marriott at the Renaissance Center Security office.

SIGNAGE

- 1) All requests for directional and informational signage should be made through The Detroit Marriott at the Renaissance Center's Event Manager who can arrange for professionally printed signage to be made. There is a charge for this service.
- 2) Hand written signage is permitted inside the meeting rooms only.
- 3) No signage is permitted in the guest room wings, the front desk foyer, Volt Bar, 42 Degrees North or outside the building without prior approval from The Detroit Marriott at the Renaissance Center Event Manager.
- 4) Placement of any printed material intended to solicit products or services is not permitted without prior authorization from Detroit Marriott at the Renaissance Center Event Manager.
- 5) Paper materials may be adhered to walls inside meeting rooms only. These materials may only be adhered with masking tape. Other methods of attachment are not permitted and the Vendor assumes responsibility for any damage or cleaning required as a result to attaching any material to hotel walls, doors etc.

- 6) All banners, signage or decorations intended to be attached to the ceiling or roof structure of the hotel must be attached and detached according to the guidelines set forth in the 'Rigging' section of this document.
- 7) Signage placed on Lecterns or Podiums must be performed by The Detroit Marriott at the Renaissance Center. Removal of the hotel logo is prohibited. The Vendor will be responsible for any damage to hotel Podium or Hotel Logo.

PRODUCTION SERVICES

- 1) The Pinnacle Live professionals are ready to provide a full complement of meeting support and production services through our extensive in house inventory. A representative from Pinnacle Live will be pleased to answer your questions and discuss any equipment or labor needs you may have.
- 2) Pinnacle Live Technicians must conduct all connections to the house sound system.
 - A. The Vendor is responsible for costs associated for any damage to the House Sound System resulting from connections made to the House Sound system without notifying Pinnacle Live.
- 3) The Vendor is required to provide a list of any radio and/or wireless equipment and frequencies which will be used in or around the building at least 5 (five) days prior to arrival. If there is a conflict with any hotel frequencies, the Vendor will be required to utilize other frequencies. Pinnacle Live or The Detroit Marriott at the Renaissance Center will not be responsible for show delays or interruptions resulting from conflicting frequencies.

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ACKNOWLEDGMENT

I have read and understand these policies and regulations and agree to adhere to them at all times while working in or on The Detroit Marriott at the Renaissance Center property. I understand that failure to adhere to and enforce them may result in financial penalties and may prohibit the said Vendor from utilizing our facilities in the future.

EVENT PRODUCTION ACKNOWLEDGEMENT

Event Name

Event Date

Vendor/Company

Printed Name

Date

Signature

Detroit Marriott at the Renaissance Center Approval

Printed Name

Date

Signature

Please use Acrobat Reader to sign with a Digital ID, then email the signed form to 1052@pinnaclelive.com. Alternately, a scanned version of the signature page is acceptable.