ESTANCIA
LA JOLLA

Event Production Guidelines

VERSION: 07.14.2026



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EXPERIENCE pinnacle LIVE™

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ESTANCIA LA JOLLA



For Exhibit Decorating, Production and Audio Visual Companies at Estancia La Jolla Hotel & Spa.

The wide spectrum of CONVENTIONS, TRADE SHOWS, EXHIBITS and other activities which are staged in the Estancia La Jolla Hotel & Spa require the establishment of certain guidelines relative to coordination of services, liability and safety.

These guidelines apply to all Decorating, Production & Audio Visual companies working in the Estancia La Jolla Hotel & Spa meeting and function area whether the event is open or closed to the public.

Please: read the entire document, forward all required 'proof of insurance', sign the last page and return via fax as described at least 10 days prior to load-in.

Thank you for your cooperation. We look forward to a successful show.

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1. OPERATING SPECIFICATIONS

1.1. An outside Production or AV Company can work within the Estancia La Jolla Hotel & Spa in La Jolla, California under the following circumstances:

1.2. Current CERTIFICATE OF INSURANCE on file in compliance with The Estancia La Jolla Hotel & Spa INSURANCE REQUIREMENTS which require that Vendors maintain commercial general liability insurance with limits of $1,000,000 per occurrence and $2,000,000 aggregate, and name Jewel Lessee LLC and Noble House Estancia, LLC as additional insureds.

1.3. "The Estancia La Jolla Hotel & Spa SUPPLIER SERVICE AGREEMENT" from the Production or AV Company is on file absolving the Estancia La Jolla Hotel & Spa in La Jolla, California from any claim of damages resulting from equipment used or labor provided by the Production or AV Company.

1.4. A copy of the "Event Production Acknowledgement" signed and on file with Hotel Conference Services Management.

1.5. All Local, State, Federal and the Estancia La Jolla Hotel & Spa in La Jolla, California codes and regulations are followed.

1.6. All connections to the building's power sources are handled by Estancia La Jolla Hotel & Spa in La Jolla, California personnel OR our exclusive in-house electrical contractor Pinnacle Live. The Production or AV Company is responsible for all charges for connecting to and usage of the hotel's power sources. This is not a complimentary service of the hotel.

1.7. All audio-visual equipment must be ground-supported. Rig points are not available and nothing may be hung from the airwall track.

1.8. The Estancia La Jolla Hotel & Spa in La Jolla, California has no storage facilities for equipment. This is the responsibility of the Production or AV Company to remove all carts, road cases, etc. during the event(s).

1.9. All connections to the house sound system must be conducted by the The Estancia La Jolla Hotel & Spa in La Jolla, California's in-house Audio-Visual department (Pinnacle Live). The Production or AV Company is responsible for all charges for connecting to and usage of the hotel's sound system. Rates are available from your Pinnacle Live Sales Manager upon request.

1.10. Sound levels and any hired live music are to be appropriate for the contracted space and are not to interfere with the activities of any other group. Actual meetings in progress take precedence over any sound check or rehearsal. Please respect any request regarding sound levels you may receive from The Estancia La Jolla Hotel & Spa Management. The Estancia La Jolla Hotel & Spa reserves the right to immediately terminate any event in the case of inappropriate sound level.

1.11. The Production or AV Company is encouraged to provide a communications device or direct inhouse phone extension to Hotel Audio Visual & Production and Conference Services Manager in order to establish direct link communications in the event that a problem arises with the Production Company's equipment or personnel.

1.12. Pyrotechnics, either indoor or outdoor, are not permitted.

1.13. Water, chemical or dry ice fog/haze machines are prohibited at The Estancia La Jolla Hotel & Spa in La Jolla, California.

1.14. The Production or AV Company accepts responsibility for any costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged during an event. The Production or AV Company will be held responsible for any costs or fines assessed by the fire department for a false alarm resulting from the unscheduled discharge of pyrotechnics or smoke.

1.15. The Production or AV Company must adhere to all codes, rules and guidelines set forth by the La Jolla Fire Marshal.

1.16. A Material Safety Data Sheet (MSDS) is required for any chemicals utilized by a Production or AV Company.

1.17. The Production or AV Company accepts responsibility for producing all necessary diagrams outlining the event setup. All diagrams must be submitted to the CS Manager for approval no less than 30 days in advance of the Event.

1.18. The Production or AV Company accepts responsibility for obtaining a Fire Marshal approved diagram of all General Sessions, Exhibit Halls and any other Event deemed necessary by either the La Jolla Fire Marshal or the Estancia La Jolla Hotel & Spa in La Jolla.

1.19. A copy of the approved diagram must be provided to the CS Manager prior to submission to the Fire Marshal's office. The hotel will review and make suggestions of any items it may find as challenges.

1.20. A copy of the approved diagram must be provided to the CS Manager prior to Event Load-In. Please contact the La Jolla Fire Marshal's office for specific instructions on how to obtain this approval.

1.21 All costs associated with this process are the responsibility of the Production or AV Company and the Client.

1.22. The Estancia La Jolla Hotel & Spa has the final say in the decision of whether an outside company may be utilized for a given program.

2. INSTALLATION AND DISMANTLING

2.1. The Production or AV Company will work with the Estancia La Jolla Hotel & Spa's Conference Services Manager to outline the exact days, times, and hotel access areas for both load-in and load-out. These times and areas must be adhered to.

2.2. An AV Services Liaison will be assigned to your Production Company during the load-in, set-up, teardown and load-out of your event. The AV Services Liaison assigned to you by Pinnacle Live Event Technologies, will also do a walkthrough of the facility and note any existing damage in the room prior to load in. At the conclusion of load out, the AV Services Liaison will do a follow-up walkthrough and note any additional damage to the facility. See Damages (section 11) for more details. The AV Services Liaison will also be responsible for assisting said Production Company with questions or concerns regarding the facility. Billing will be calculated according to the published rate schedule and charged to the client's folio.

2.3. Before unloading/loading product into any ballroom – Carpet Protection may be required to be placed on floor.

2.4. The installation and construction of wooden stages may not be done unless Carpet Protection is installed under the entire area that the stage is going to encompass. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials is allowed inside the hotel. No sawing or cutting of materials with any power tool is allowed within the hotel.

2.5. The schedule of times and number of delivery vehicles used for load-in/out, productions or entertainment events must be submitted in writing to the Convention Operations Manager a minimum of ten (10) days prior to move-in.

2.6. All cabling that is in public view must be properly "managed"; out of view whenever possible. All extension cords will be properly taped to the carpet. Any tape applied to floors, carpets, etc., must be approved by management in advance. For aesthetics and safety reasons, all cabling must use a ramp if tape cannot properly cover multiple cable runs. Hotel property must be returned to the condition in which the Production or AV Company received it. This includes the removal of all trash. All charges for cleaning and repair will be the responsibility of the Production or AV Company. The use of packaging tape is prohibited on floor surfaces or walls. All outside contractors hired by the Production or AV Company will adhere to all applicable rules and regulations. Any damage incurred in their specific work areas will be the responsibility of the Production or AV Company.

2.7. The Production or AV Company is responsible for the traffic control of vehicles scheduled by them for load in/out. Parking of trucks or trailers overnight at the loading docks or on hotel property is prohibited without prior consent of the Conference Services Manager. Unless a trailer is being loaded or unloaded, it must be removed from hotel property. The hotel is not responsible for tickets.

2.8. Production equipment delivered to meeting rooms will be transported through service corridors. Equipment or road cases are not to be transported through the public areas.

2.9. The Production or AV Company shall not access the Estancia La Jolla Hotel & Spa and meeting rooms through public elevators and public passageways utilized by guests of the the Estancia La Jolla Hotel & Spa. The Third-Party Supplier must use freight and service elevators, and service corridors and service hallways for all operations on The Estancia La Jolla Hotel & Spa premises including, load- in/ load-out. The Production or AV Company will not have exclusive use of the service elevators as they are also used for housekeeping and room service.

2.10. No equipment is allowed in the public areas of the hotel without the consent of the Conference Services Manager.

2.11. Exit cannot be blocked at any time. If you do block exits, you will need to provide lighted exit signs for your event. This is not a complimentary service of the hotel.

3. PERSONNEL

3.1. The Production or AV Company is responsible for hiring competent personnel to set up, operate and remove their equipment. The Production or AV Company is responsible for the actions of any personnel attached to or associated with their staff. Courtesy, professionalism, and respect is required. Violation will result in immediate removal of the individual from the premises and possible legal action.

3.2. All labor employed by a Production or AV Company, regardless of their craft, must wear a uniform shirt identifying the company that they are working for. T-shirts are acceptable. Service contractor employees' clothing will be neat, reflecting an overall tidy appearance to conform to the Estancia La Jolla Hotel & Spa's image. Nametags for all management are encouraged.

3.3. Production crew/staff are not allowed in the Employee cafeteria. Crews shall not break or lounge in public corridors or other public spaces of the Hotel.

3.4. Smoking, eating, or drinking is prohibited within the ballrooms at all times. Room service or catered meals are allowed, per the client's request, at a cost. This is not a complimentary service of the hotel.

3.5. Beverages will be restricted to non-alcoholic drinks during set-up and teardown. Food and beverages staged or stored in hotel service corridors is the Estancia La Jolla Hotel & Spa property and is not to be touched by Production or AV Companies.

3.6. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.

3.7. The possession or use of intoxicants on the Estancia La Jolla Hotel & Spa property or job sites is prohibited. Possession or use of illegal drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises and possible legal action.

3.8. The possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a 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 and possible legal action.

3.9. Gambling is not permitted within the Hotel.

4. RIGGING

4.1. All audio-visual equipment must be ground-supported. Rig points are not available and nothing may be hung from the airwall track.

5. INTERNET

5.1. The Estancia La Jolla Hotel & Spa provides a complimentary open conference Wi-Fi network that guests can use for no charge. If additional bandwidth or security is needed, a private SSID with a custom name and password may be created for an additional charge. Please contact your Pinnacle Live representative for more details.

5.2. Wired internet lines can be set up by Pinnacle Live for an additional charge.

5.3. Internet service requests will be required in writing no later than two weeks prior to the contracted event start date.

5.4. Pinnacle Live is the exclusive provider for meeting space internet.

6. OUTDOOR LIGHTING

6.1. Pinnacle Live is the exclusive provider for all outdoor functional lighting and must be contracted through them for safety purposes.

6.2. Functional Lighting is required after dusk in outdoor function spaces that take place on property.

6.3. Use of moon balloons, flood lights, or conventional wash lights in the resort is prohibited.

7. EXCLUSIVITIES

7.1. Pinnacle Live is the exclusive provider of hotel audio-visual liaison, power, meeting space internet, phone services, outdoor functional lighting, banner hanging, scissor lifts, and Learning Theater projection services (specific and exclusive to this meeting space due to the permanent seating, lighting, and size of room).

8. LIAISON

8.1. If the client chooses to utilize an outside audio-visual company, a Pinnacle Live liaison will be required to be onsite during load-in/out. The role of the liaison is purely supervisory, and he or she is not permitted to assist or operate any equipment. AV liaison will be billed at the rate of $1,500 plus tax for load-in and $1,500 plus tax for load-out. The exact hours will be adjusted to match your production schedule with the AV quote provided.

8.2. A signed copy of this document and the Pinnacle Live quote will be required prior to facility access.

9. SIGNAGE

9.1. All requests for the placement of group direction and informational signs should be forwarded to your Conference Services Manager, in advance, for approval. Signage is permitted in the meeting and conference room areas only. The Estancia La Jolla Hotel & Spa does not permit signage in the Hotel lobby or on guestroom floors. We request that all materials be professionally printed and framed. A limited number of hotel easels may be available through your Conference Services Manager for use.

9.2. The placement of signs, placards, banners, announcements, or distribution of any periodicals is prohibited without the consent of the Estancia La Jolla Hotel & Spa in La Jolla.

9.3. Signs may not be taped, Velcro or pinned to any wall or podium surface. This includes Signs on podiums. Please contact Pinnacle Live for more information.

10. BANNERS

10.1. All requests for the placement of banners should be forwarded to your Conference Services Manager, in advance, for approval and pricing.

10.2. All banner hanging must be installed and removed by Pinnacle Live.

10.3. All banners and signs that are flown or hung overhead in a common area of the hotel need to be constructed of vinyl or cloth fabric. Hard material of any kind cannot be suspended overhead in any public area of the hotel. This applies to the surface material, top or bottom battens or rods, or any stiffening device.

10.4. Velcro is not acceptable as a means of attaching a banner to any structure or to other flown material.

10.5. Hanging banners outside of the building is strongly discouraged because of unpredictable winds. Requests for outside rigging will be carefully evaluated case by case. (Must be approved by hotel management)

10.6. The Estancia La Jolla Hotel & Spa in La Jolla, will make every effort to place and position banners and signs as designated by the meeting planner. Safety is a dominating concern for anything that is suspended overhead. Pinnacle Live Rigging Services are responsible for the final approval of banner construction, configuration, and placement.

11. ELECTRICAL SERVICES

11.1. All electrical services must be coordinated through the Estancia La Jolla Hotel & Spa Electrical Services OR our exclusive in-house electrical contractor Pinnacle Live. The hotel is not responsible for the overloading of existing electrical circuits in the meeting space.

11.2. It is the responsibility of the Production or AV Company to provide the Estancia La Jolla Hotel & Spa in La Jolla or Pinnacle Live a detailed listing of all power requirements at least two weeks prior to the show load in. There is a charge for electrical hook -up and service. This is not a complimentary service of the hotel.

12. MOTORIZED VEHICLES

12.1. Definition: Motorized vehicles are defined as any vehicle, which is propelled by an internal combustion engine using Class-I or Class-II fuel or a battery-electric drive train, such as, but not limited to automobile, trucks, motorcycles, aircraft and watercraft.

12.2. All motorized vehicles that are displayed shall have the battery/batteries disconnected at the “HOT” lead. The lead shall be safely secured.

12.3. Fuel tanks in vehicles on display must be less one-half (½) full or completely empty and purged of all fumes.

12.4. All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to prevent inspection by viewers. Tractors, chain saws, generators and other such fuel-powered equipment shall be safeguarded in a similar manner.

12.5. Fueling or de-fueling of vehicles shall be prohibited on hotel property. Charging of electric vehicles is acceptable with prior fire-marshal approval.

12.6. A special permit is required for any vehicles displayed on stage or in any area inside the hotel. Permit application must be made by the Production or AV Company to the La Jolla Fire/Rescue Division, Fire Loss Management Department, twenty one (21) days in advance of the show. A copy of the permit must be on file with the Estancia La Jolla Hotel & Spa in La Jolla

12.7. Vehicles must be positioned in a manner that does not affect means of egress. Vehicles shall not be moved during show hours.

12.8. Prior to entering the building, the Production Manager must contact the Director of Convention Operations or Convention Floor Manager for a visual inspection and The Estancia La Jolla Hotel & Spa’s Loss Prevention department must be notified that a vehicle is being driven in the Hotel.

12.9. Carpet protection must be laid under the transit path and location where the vehicle is to be parked. The carpet protection must remain under the vehicle during the time it stays in the hotel.

12.10. Pinnacle Live is the exclusive provider for scissor lifts. Please contact Pinnacle Live for a quote. This is not a complimentary service of the hotel.

13. SECURITY

13.1. The Production or AV Company is responsible for the security of its own equipment at all times. When contracting with outside security firms, that firm must have the approval of the Conference Services Manager prior to their work beginning.

13.2. The Estancia La Jolla Hotel & Spa in La Jolla requires on file:

13.3. Certificate of Insurance

13.4. Hold Harmless agreement

13.5. All security personnel in uniform with acceptable grooming standards

13.6. No smoking or eating in public areas

13.7. No firearms are permitted in the Hotel

13.8. No sitting when visible in public areas

13.9. All meal breaks are to be taken in designated areas

14. CLEANING AND CUSTODIAL SERVICES

14.1. It is the responsibility of the Production or AV Company to clean any area that they use and to remove any tape residue, used tape or large stains. A Convention Operations Floor Manager will do a walk-through at the end of the show.

14.2. Estancia La Jolla Hotel & Spa in La Jolla does not provide cleaning materials, supplies, vacuums, or janitorial services for the meeting room areas. Trash removal is the responsibility of the Production or AV Company.

14.3. At the conclusion of the convention, the ballroom, meeting space and loading docks used by a Production or AV Company must be presentable for the next day's business prior to leaving the property.

15. DAMAGES

15.1. An inspection of the ballroom is to be made prior to installation and upon completion of the load-out by the Production or AV Company. All vendors, Production Companies, and groups are responsible to leave the hotel in the same condition it was found.

15.2. Damages to the furniture, fixtures and equipment in the ballrooms are the responsibility of the Production or AV Company.

15.3. An acknowledgment of damages, if any, will be presented to the Production Manager at the end of the show.

15.4. All claims for damages will be submitted to the Production or AV Company in writing within ten (10) business days following the final walk-through.

15.5. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

16. HOTEL CONTACT INFORMATION

Hotel Main Number 858-412-0500
Pinnacle Live 858-283-3993

EVENT PRODUCTION ACKNOWLEDGEMENT

Event Name

Event Date

Name (First, Last)

☐ I hereby acknowledge that I have read and agree to abide by the above Production Guidelines.

Today's Date

Signature

Please use Acrobat Reader to sign with a Digital ID, then email the signed form to 138@pinnaclelive.com. Alternately, a scanned version of the signature page is acceptable.