

# Event Production Guidelines

VERSION: 01.01.2024





For Exhibit Decorating, Production and Audio Visual Companies at the Marriott Dallas Allen Hotel & Convention Center.

All events at the Marriott Dallas Allen & Convention Center, including CONVENTIONS, TRADE SHOWS, and EXHIBITS, necessitate following specific guidelines. These cover service coordination, liability, and safety.

Any entity—Decorating, Production & Audio Visual—operating in the Marriott Dallas Allen & Convention Center’s event areas must adhere to these rules, regardless of the event’s public or private status.

Please follow these steps:

- 1. Review the guideline document in its entirety.
- 2. Supply all necessary proof of insurance.
- 3. Sign the document’s final page.
- 4. Fax the signed document back as directed, a minimum of 10 days before load-in.

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

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## OPERATING GUIDELINES FOR OUTSIDE PRODUCTION OR AV COMPANIES AT MARRIOTT DALLAS ALLEN & CONVENTION CENTER:

### 1. Pre-requisites:

- a. A current Certificate of Insurance aligning with the Marriott Dallas Allen & Convention Center's insurance requirements must be on file with the hotel.
- b. The Marriott Dallas Allen & Convention Center Supplier Service Agreement (from the Production or AV Company) clearing the Marriott Dallas Allen & Convention Center of any damage claims must be on file with the hotel.
- c. A signed copy of this "Event Production Acknowledgment" must be on file with the hotel.

### 2. Legal and Regulatory Compliance:

- a. Vendor must comply with all local, state, federal, and specific the Marriott Dallas Allen & Convention Center guidelines and regulations.
- b. Vendor must adhere to all fire safety codes outlined by the relevant Fire Marshal's office.

### 3. Equipment and Technical Aspects:

- a. All power source connections must be handled by the Marriott Dallas Allen & Convention Center staff or Pinnacle Live.
- b. Vendor must Utilize our exclusive in-house rigging contractor, Pinnacle Live, for ceiling hanging tasks.
- c. The Marriott Dallas Allen & Convention Center's in-house Audio-Visual department, Pinnacle Live, must run all connections to the house sound system.
- d. The Production or AV Company must manage their equipment as the Marriott Dallas Allen & Convention Center provides no storage facilities.

### 4. Sound Control and Communication:

- a. Vendor must maintain appropriate sound levels ensuring activities don't interfere with other groups. Please respect any requests regarding sound levels you may receive from hotel management.
- b. Vendor must provide a communications device

or direct phone extension to establish swift communication channels with the Hotel's Audio-Visual & Production, and Conference Services Manager.

### 5. Special Provisions and Safety:

- a. Indoor or outdoor pyrotechnics are prohibited. Exceptions may potentially be made for certain types of cold pyrotechnics. Inquire with your hotel representative for additional information.
- b. Vendor must notify the Conference Services Manager about the precise usage schedule of water, chemical, or dry ice fog/haze machines. This is mandatory to avoid inadvertent activation of fire systems.
- c. Vendor accepts responsibility for all costs due to inspection or replacement of discharged sprinkler heads or smoke sensors.
- d. Vendor accepts liability for all costs or fines imposed by the fire department due to false alarms.

### 6. Event Diagrams:

- a. Vendor must submit all necessary event setup diagrams at least 30 days prior to load-in.
- b. Vendor must ensure a Fire Marshal-approved diagram is obtained for all event spaces.

### 7. Final Decision:

- a. Understand that the Marriott Dallas Allen & Convention Center retains the right to decide whether to utilize an external company for any given program.

## INSTALLATION AND DISMANTLING

### 1. Scheduling and Access:

- a. Vendor must work with the Marriott Dallas Allen & Convention Center's Conference Services Manager to define precise days, times, and access areas for load-in and load-out, maintaining strict adherence to set parameters.

### 2. AV Services Liaison Role:

- a. A dedicated AV Services Liaison from Pinnacle Live

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will be assigned to conduct pre- and post-event walkthroughs for damage assessment, attend to queries related to the facilities, and manage the billing as per the published rate schedule.

### 3. Carpet Protection Prerequisites:

- a. Before unloading into ballrooms, carpet protection may be essential, contingent on the event's specifics.

### 4. Construction and Safety Measures:

- a. Consent for wooden stage installation is bound by the condition of deploying carpet protection underneath.
- b. Use of nails, wires, unsafe substances, power tools, and other potential hazards are prohibited to ensure the safety and continuity of operations.

### 5. Delivery and Vehicle Scheduling:

- a. Vendor must supply a detailed schedule for load-in/out operations and number of delivery vehicles to the Convention Operations Manager at least ten days before commencement.

### 6. Cable Management and Property Care:

- a. Vendor must adhere to best practices for cable management:
  - i. All cabling that is in public view must be managed and out of view when possible.
  - ii. All extension cords must be properly taped to the carpet.
  - iii. Any tape applied to floors, carpets, etc., must be approved by management in advance.
  - iv. All cabling must use a ramp if tape cannot properly cover multiple cable runs.
- b. Outside contractors hired by the Production or AV Company must adhere to all rules and regulations. Damage incurred by contractors will be the responsibility of the Production or AV Company.
- c. Vendor must return the hotel property to the original condition post event, including waste management, with any cleaning or repair costs to be borne by the Production or AV company.

### 7. Traffic Management and Parking:

- a. Vendor must oversee traffic control of scheduled vehicles for load in/out.

- b. Vendor must comply with parking guidelines, ensuring the premises are vacated promptly unless prior consent for overnight stay is granted by the Conference Services Manager.

### 8. Equipment Movement:

- a. Vendor must ensure all production equipment delivered to meeting rooms is transported through designated service corridors, maintaining the decorum of public spaces.

### 9. Public Elevator Usage:

- a. Vendor must refrain from using public elevators and passageways, opting instead for freight and service elevators, service corridors, and service hallways for all Marriott Dallas Allen & Convention Center operations including load-in/load-out.

### 10. Guest Room Usage:

- a. Any audio-visual equipment used in guest rooms must be delivered, set-up, and operated by designated Marriott Dallas Allen & Convention Center personnel or Pinnacle Live, with the cost of labor borne by the Production or AV Company.

### 11. Equipment Placement Consent:

- a. Vendor must avoid placing equipment in public areas of the hotel without the explicit consent of the Conference Services Manager.

### 12. Exit Pathways:

- a. Vendor must ensure exits remain unobstructed at all times, ensuring provision of lighted exit signs if blockage occurs.

## PERSONNEL

1. Vendors are responsible for hiring competent personnel to set up, operate and remove their equipment. Courtesy, professionalism, and respect are essential; non-compliance may lead to removal and legal action.
2. All labor must wear identifiable company uniform shirts. Tidiness is paramount, and nametags are encouraged for management.
3. Production and AV staff must avoid employee cafeterias, public lounging, and breaking in public spaces.
4. No smoking, eating, or drinking is allowed in the ballrooms. Catered meals are permitted at an additional



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- cost.
- Only non-alcoholic drinks are allowed during setup and teardown. Food and beverages stored in the corridors are not to be touched by Production or AV Companies.
  - Prohibition of Theft: Immediate removal and potential prosecution for theft, attempted theft, or aiding such acts.
  - Intoxicants & Illegal Drugs are Prohibited on the Marriott Dallas Allen & Convention Center property, except for prescribed medications. Violations may result in removal and legal action.
  - Possession of guns, explosives, or weapons is banned. Physical violence, disturbance, disorderly conduct, or abusive language may lead to removal and legal action.
  - Gambling is not permitted within the hotel.
  - Rigging Color and Appearance:** Unless otherwise specified by the hotel, all rigging equipment should be black or silver in color. This includes cords and lights installed on the truss.
  - Events Involving Aerialists:** Submissions for events involving aerialists must be made at least 21 days ahead of the event to accommodate legal and liability review.

## RIGGING

- Exclusive Rigging Provider:** The Marriott Dallas Allen & Convention Center exclusively contracts Pinnacle Live for provision of comprehensive rigging services, inclusive of all flown truss, chain motors, motor control, and rigging labor.
- Responsibility of Connections and Installation:** Pinnacle Live holds the exclusive responsibility for all connections to the hotel's structural elements like roof or ceiling, the advancing, approving, and installing of any overhead suspensions, as well as the right to reject load support structures that don't uphold safety standards.
- Rigging Labor Requirements:** A two-person rigging team, consisting of one high rigger and one low rigger, with a minimum time commitment of five hours is the standard. Consult your Pinnacle Live Sales Manager for rates.
- Pre-Approval of Diagrams:** Diagrams of hotel rigging points can be provided by Pinnacle Live upon request. It's incumbent on the Production or AV Company to submit diagram requests to Pinnacle for approval at least 30 days prior to the event.
- Cable Management and Truss Usage:** Proper cable management on a truss and the aesthetic review of trusses in set design with the meeting planner are important to ensure the final room appearance aligns with hotel standards.

Contact Pinnacle Live at Marriott Dallas Allen Hotel & Convention Center

[1054@pinnaclelive.com](mailto:1054@pinnaclelive.com)

(469) 393-7848

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



## 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 ACKNOWLEDGMENT

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 [1054@pinnaclelive.com](mailto:1054@pinnaclelive.com). Alternately, a scanned version of the signature page is acceptable.