OMNI
NASHVILLE

Event Production Guidelines

VERSION: 08.04.2026

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EXPERIENCE pinnacle LIVE™

Event Production Guidelines

VERSION: 08.04.2026

OMNI NASHVILLE

For Exhibit Decorating, Production and Audio Visual Companies at Omni Nashville Hotel.

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

These guidelines apply to all decorating, production, and audiovisual providers, working in the Omni Nashville Hotel meeting and function areas whether the event is open or closed to the public. This includes the client's internal company AV department; all referred to in this document as the "AV Provider." Pinnacle Live is the exclusive provider for all electrical, internet, and rigging services at the Omni Nashville Hotel, and the exclusive provider for all AV services for breakout meetings at the property.

Please read the entire document, forward all required 'proof of insurance', sign the last page, and return via email as described at least 30 days prior to load-in.

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

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1. OPERATING SPECIFICATIONS

An outside Production or AV Company can work within the Omni Nashville Hotel in Nashville, Davidson County under the following circumstances:

1.1. Current CERTIFICATE OF INSURANCE on file in compliance with Omni Nashville Hotel INSURANCE REQUIREMENTS.

1.2. "OMNI SUPPLIER SERVICE AGREEMENT" from the Production or AV Company is on file absolving the Omni Nashville Hotel in Nashville, Davidson County from any claim of damages resulting from equipment used or labor provided by the Production or AV Company.

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

1.4. All Local, State, Federal and the Omni Nashville Hotel in Nashville, Davidson County codes and regulations are followed.

1.5. All connections to the building's power sources are handled by Omni Nashville Hotel in Nashville, Davidson County 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.

1.6. All ceiling hanging (structural steel or rigging points) must be conducted by our exclusive in-house rigging contractor Pinnacle Live. Pinnacle Live will provide a quote for all rigging services at current rates. The Production or AV Company is responsible for all charges. This is not a complimentary service of the hotel.

1.7. The Omni Nashville Hotel in Nashville, Davidson County 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).

1.8. All connections to the house sound system must be conducted by the Omni Nashville Hotel in Nashville, Davidson County'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.

1.9. 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 Omni Management. The Omni reserves the right to immediately terminate any event in the case of inappropriate sound level.

1.10. 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.

1.11. Pyrotechnics, either indoor or outdoor, are not permitted, this includes cold pyrotechnics. Flamed candles are not permitted, all candles must be flameless. Please inquire with your hotel representative for additional information.

1.12. When using water, chemical or dry ice fog/haze machines, the Production or AV Company is required to contact the Conference Services Manager department with the exact dates and times that such equipment will be used. This must be done and coordinated with the Nashville, Davidson County Fire Marshal to ensure that the fire alarm and sprinkler system is not accidentally enabled. The Production or AV Company is responsible for all costs of Fire Marshal and hotel personnel required to perform a fire watch.

1.13. 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.

1.14. The Production or AV Company must adhere to all codes, rules and guidelines set forth by the Nashville, Davidson County Fire Marshal.

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

1.16. 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.

1.17. 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 Nashville, Davidson County Fire Marshal or the Omni Nashville Hotel in Nashville, Davidson County.

1.17.1. 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.

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

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

1.18. The Omni Nashville Hotel 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 Omni'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 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. The Production or AV Company is required to bring their own pallet jacks and carts to move equipment from trucks to rooms.

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

2.5. 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.

2.6. 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 fifteen (15) days prior to move-in. The Production or AV Company is responsible for the traffic control of vehicles scheduled by them for load in/out. Trucks are permitted to stay in the dock for a maximum of two (2) hours. Unless a trailer is being loaded or

unloaded, it must be removed from hotel property. The hotel is not responsible for tickets. Vehicles are prohibited to stay in the loading dock overnight.

2.7. 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.

2.8. **Freight Elevator Specifications**
Inside Dimensions: 20' L x 10' W x 10' H
Weight Capacity: 10,000 lbs

Dock Specifications
Ceiling Clearance: 14'
Max Truck Length: 53' to access dock lift
Hotel has (3) three bays

2.9. All 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.

2.10. The Production or AV Company shall not access the Omni Nashville Hotel and meeting rooms through public elevators and public passageways utilized by guests of the Omni. The Third-Party Supplier must use freight elevators, service corridors, and service hallways for all operations on Omni premises including load-in/load-out. The Production or AV Company will not be permitted to use the service elevators as they are also used by housekeeping and room service. The Production or AV Company must reserve the freight elevator though Omni's Convention Services department. A freight elevator operator will be assigned at a flat rate per day of $650 for load in and $650 for load out, for up to 5 hours of usage.

2.11. To protect the integrity of our guest rooms, any audio-visual equipment to be used in any guest room must be delivered, set-up, and operated by Omni Nashville Hotel in Nashville, Davidson County personnel or our in-house audio-visual supplier, Pinnacle Live. The Production or AV Company is responsible for labor costs that may result. This is not a complimentary service of the hotel.

The loading dock

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

2.13. 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 Omni'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 Omni 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 Omni 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.

3.10. Individuals not directly employed by Omni who need to gain access to the hotel's back of house, or other non-public areas, UNESCORTED are required to check in with the Loss Prevention office at the Omni Nashville Hotel Receiving Dock.

3.10.1 The individual(s) will sign in with the LP agent-on-duty and provide a valid identification document with picture ID.

3.10.2 Acceptable valid documents will be unexpired:

- US Passport
- Permanent Resident Card
- Employment Authorization Card
- State Issued Driver's License
- State Issued Identification Card

3.10.3 The presented document will be retained while the individual(s) is/are in the building.

3.10.4 Access will not be granted to any individual who:

- Cannot state a valid business purpose to be on site
- Appears to be intoxicated or under the influence of any substance
- Cannot produce one of the above identification documents, or does not appear to be the individual in the identification document
- Is refused access by another member of management
- Becomes uncooperative, disruptive, or behaves otherwise unprofessionally

3.10.5 Once the visitor(s) has/have been validated a clearly marked VISITOR ID badge will be issued, and if needed, it will be enabled to grant access to authorized areas. Upon exiting the building, the individual should return the VISITOR ID badge to receive his/her photo identification.

4. RIGGING

4.1. Pinnacle Live is the exclusive provider of rigging services at the Omni Nashville Hotel in Nashville, Davidson County, including all flown truss, chain motors, motor control, and rigging labor.

4.2 Pinnacle Live will make all connections to the ceiling or roof supporting structure of the hotel. Pinnacle Live is responsible for the advance, approval & installation of everything that is suspended overhead and reserves the right to disallow load-bearing ground-supported truss structures that do not meet their safety standards.

4.3. Any truss tower sixteen (16) feet or taller must be tied off to an overhead rigging point for structural stability and will therefore be provided exclusively by Pinnacle Live. Because these connections fall under Pinnacle Live's exclusive rigging scope (Sections 4.1 and 4.2), ground-supported truss towers meeting or exceeding this height may not be supplied or installed by an outside production or AV company.

4.4. All rigging labor will consist of a minimum of Two (2) riggers (1 high, 1 low) at a 5-hour minimum. Rates are available from your Pinnacle Live Sales Manager.

4.5. Hotel Rigging Point drawings can be supplied upon request from Pinnacle Live. Production or AV Company is responsible for sending all diagram requests to Pinnacle Live at least thirty (30) days in advance of show load in for approval.

4.6. Cables on truss must be managed appropriately. Trusses utilized for set design will be reviewed with the meeting planner to ensure the final look of the room meets with hotel standards.

4.7. Unless specified by the hotel, all rigging should be black or silver. All cords and lights installed onto the truss should be black in color.

4.8. All events with an aerialist MUST be submitted no less than 30 days prior to the event for legal and liability review.

5. SIGNAGE

5.1. 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. Omni does not permit signage in the Hotel lobby or on guestroom floors. We request that all materials be professionally printed and framed. The Production or AV Company is responsible for providing their own easels.

5.2. The placement of signs, placards, banners, announcements, or distribution of any periodicals is prohibited without the consent of the Omni Nashville Hotel in Nashville, Davidson County.

5.3. Signs or banners may not be taped, Velcro, stapled, nailed, tacked or otherwise affixed to any hotel doors, walls, columns or other parts of the buildings or furnishings. This includes Signs on podiums. Handwritten signs are prohibited in the public spaces at the Omni Nashville Hotel. Please contact Pinnacle Live or your Convention Services Manager for more information.

6. BANNERS

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

6.2. All lightweight banners intended to be attached to the ceiling or roof structure of the Hotel must be attached and removed by The Omni Nashville Hotel Engineering Department. This is not a complimentary service of the hotel.

6.3. 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.

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

6.5. 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).

6.6. The Omni Nashville Hotel in Nashville, Davidson County, 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.

7. ELECTRICAL SERVICES

7.1. All electrical services must be coordinated through Omni 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.

7.2. It is the responsibility of the Production or AV Company to provide the Omni Nashville Hotel in Nashville, Davidson County or Pinnacle Live a detailed listing of all power requirements at least 30 days 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.

7.3 It is the Production or AV Company's responsibility to order any additional electrical services necessary for the safe operation of Pinnacle Live's rigging equipment.

8. MOTORIZED VEHICLES

8.1. 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.

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

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

8.4. 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.

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

8.6. 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 Nashville, Davidson County 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 Omni Nashville Hotel in Nashville, Davidson County.

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

8.8. Prior to entering the building, the Production Manager must contact the Director of Convention Operations or Convention Floor Manager for a visual inspection and Omni's Loss Prevention department must be notified that a vehicle is being driven in the Hotel.

8.9. 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.

9. SECURITY

9.1. The Omni Nashville Hotel is not responsible for loss of or damage to equipment or other items left in the meeting rooms. The production or AV company is responsible for the security of its own equipment at all times. If you plan to leave valuables of any kind in a meeting room, we suggest that you hire a security guard to be stationed in the room. This may apply, but is not limited to, exhibit halls, audio-visual/production set-ups, registration areas, etc. When additional security is requested, The Omni approved vendor(s) must be utilized for unarmed services.

9.2. The Omni Nashville Hotel in Nashville, Davidson County requires on file:

9.2.1. Certificate of Insurance

9.2.2. Hold Harmless agreement

9.3. All security personnel in uniform with acceptable grooming standards

9.4. No smoking or eating in public areas

9.5. No firearms are permitted in the Hotel

9.6. No sitting when visible in public areas

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

9.8. Our in-house security services offer a wide range of protection of services. Please contact your Convention Services Manager for any special requests. Security officers will be available at a rate of $75/hour (4 hour minimum). Requests for scheduling changes to agreed-upon scheduling within 72 hours of event start time, are billed at a 2X fee for the 4-hour minimum rate. Cancellations will be billed in full if requested less than 72 hours prior to event start time.

9.8.1. Armed guards must be arranged through the Omni Nashville Hotel. Metro Nashville Police Department off-duty officers, State of Tennessee officers/deputies/troopers, or federal agents/deputies with jurisdictional authority are the only approved ARMED security providers.

9.8.2. The following parameters apply to any outside Security firms when you hire to provide services on Omni Nashville Hotel property:

- The company selected must be an approved vendor with the Omni Nashville Hotel.
- The company must provide Omni Nashville Hotel with proof of insurance, as outlined in the Outside Contractors portion of this guide and naming Omni Nashville Hotel as additional insured.
- A representative of the chosen company must check in with the Loss Prevention Office upon entry to the property and upon departure.
- Omni Nashville Hotel Loss Prevention Department is to be copied on all incident reports created by the outside provider.
- The security company must provide the CSM the contracted dates and times.

9.7. Meeting Room Keys: Keys to all meeting rooms (with the exception of Broadway Ballroom and Legends Ballroom) are available through your Convention Services or Catering Manager.

9.7.1. Keys can be supplied at a cost of $175/per room

9.7.2. If a room is re-keyed, the hotel assumes no liability for securing the room, and also cannot access the room for cleaning or refreshing without a member of the group's staff present

9.7.3. If you require Broadway or Legends Ballroom to be secured, the group must hire overnight security officer.

9.7.4. Keys not returned to the hotel will result in lost key charges applied to group's master account.

9.7.5. Please note that pop up or additional requests that happen onsite will require additional time to receive keys.

10. CLEANING AND CUSTODIAL SERVICES

10.1. 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.

10.2. The Omni Nashville Hotel in Nashville, Davidson County 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.

10.3. 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.

10.3. Waste Removal

10.3.1. Decorating/Production companies are responsible for ordering and maintaining their own dumpsters during the exhibit / production for all exhibit shows with more than 25 booths. The Decorating / Production companies must provide portable trash bins to transport debris from the exhibit hall to the dumpsters. The hotel dumpsters may not be used under any circumstances. In addition, the loading dock areas used for move in and move out must be kept clean at all times, including move in, move out and during the show. In case no provisions have been made for the collection of debris, the Omni Nashville Hotel reserves the right to assess charges to the group master account, including but not limited to late fees and overtime fees.
All dumpsters must be removed within 24 hours of final load out.

10.3.2 If any unusual cleanup is required, your organization will be billed on a cost basis of man-hours required to restore the Hotel's property to the same condition in which it existed prior to your event. An example of this would be confetti shot from "confetti cannons" as a special effect.

10.3.3. The decor/production company is responsible to obtain a dumpster, hotel
will charge a dock fee of $1,000 per day dock rental fee.

11. DAMAGES

11.1. 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.

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

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

11.4. 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.

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

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Planning Guidelines at Omni Nashville Hotel.

10-12 Months Prior:

- Determine number of rooms to be set aside for sub blocks such as staff, VIPs, etc. Also, confirm number of suites needed and dates.
- Submit a tentative program.

6-9 Months Prior:

- Provide Convention Services or Catering Manager with list of all outside vendors contract, including but not limited to: Exhibit/Drayage company, AV, security, housing, etc.
- Release all event space not being utilized by group back to hotel.
- Review any functions requiring more than 2 hours of set up or teardown time with your Convention Services or Catering Manager.
- Return a signed copy of this planning & production guidelines.
- Work with Convention Services or Catering Manager on custom menus and any other special needs.
- Discuss any outside vendor load in/out times.

60 Days Prior:

- Confirm date/time of your pre-convention meetings with Convention Services or Catering Manager
- Review payment guidelines with Convention Services or Catering Manager. If applying for credit the direct bill application is due at this time.
- Submit updated agenda and preliminary meeting specifications.

30-45 Days Prior:

- Submit all meeting specifications including details for room setup, food & beverage, AV, phone and other event details to Convention Services or Catering Manager.
- Ensure all insurance documents have been provided to the hotel

15 Days Prior:

- Finalize any transportation that is needed
- Provide amenity details and special request for staff & VIP's
- Return signed event paperwork with any necessary changes to Convention Services or Catering Manager.
- Finalize any diagrams needed.
- Provide Arrival/Departure Manifest if applicable.
- Review which group events should be posted on hotel electronic reader boards and directional signage.
- Submit final production and/or decorator schedule and reserve time at the loading dock.

** Any changes related to event details including VIP information, set up, food and beverage, transportation or agenda should be communicated to the hotel as soon as possible.*

**Final Guarantees for F&B functions are due by 11AM CST, 5 business days prior. If the group needs to increase after this time, it will be based on hotel food & staffing capabilities. If a decrease incurs after this time, the hotel will charge the group based on the number provided when final guarantee was due.*

1. GROUP BRANDING GUIDELINES

- Branding fees and package options exclude the cost of design and production
- All content must be approved by the hotel prior to production and manufacturing.
- UPS has exclusive right to the branding production at Omni Nashville Hotel. To inquire about pricing please contact your Convention Services Manager to connect you with our UPS Branding team.
- Branding opportunities are available on peak nights only. Shoulder nights are based on availability and subject to approval.
- Branding opportunities are subject to approval and may be limited or impacted by potential conflicts with other groups or events.
- If branding is being sold to sponsors, all branding proposals must be reviewed and approved by the hotel prior to submitting to any prospective sponsors.
- If final group pick up falls below the parameters for each package, branding is subject to revision at the hotel's discretion.
- Setup and teardown in public areas must occur during the hours of12:00 am and 6:00 am the morning of the contracted branding start date and the morning following the contracted branding end date.

RIGGED BANNERS

Banner rigging is available in the Broadway West Pre-Function, Broadway Ballroom and Legends Ballroom. Banner specifications vary based on location and rigging pricing varies on the number of banners, time of install and dismantle, and individual sizes. Pinnacle Live is the exclusive provider for rigging.

- $750 per banner per day

ESCALATOR BANNERS

There are two (2) escalator banner locations available. Escalator banners are allowed for groups that have all space on 2nd and/or 3rd floors. Banner specifications are listed below. Rigging pricing varies on the time of install and dismantle. All banners in these locations are required to have top sleeves. Pinnacle Live rigging may be required to cut a small slit in the sleeve to properly secure the banner.

- $1,500 per day
- 2nd-3rd Floor Escalator-Front
  - Banner Size: 9'6'' Wide by 4'5'' High
  - 1st-2nd Floor Escalator
  - Banner Size: 10' Wide by 4'4'' High

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WINDOW & FLOOR CLINGS IN MEETING & PRE-FUNCTION SPACE

Welcome your attendees with customized branding on the floors and windows in Omni Nashville Hotel's spacious pre-function areas.

- $500 per window per day
- $300 floor cling per day

PILLAR WRAPS / PILLAR SURROUNDS IN MEETING PRE-FUNCTION SPACE

Branding opportunities may also be found on the pillars on the second floor of the hotel. All pillar wraps will be fabric, no clings or adhesives are allowed.

- $1,000 per pillar per day

PRE-FUNCTION ENTRYWAY

Present your logo or event name in the pre-function entry space of the ballrooms

- $1,500 per day

IN ROOM TV CHANNEL

There is one TV channel in the guestrooms available for sponsorship. Your Convention Services Manager can provide you with specific formatting requirements.

- $2,500 per day

INTERNET SPONSORSHIP

Basic Wireless Internet: Pinnacle Live offers discounted rates based on the number of attendees, bandwidth requirements, etc. Internet sponsorship allows for groups to work with Pinnacle Live to create a customized user name and password within the Omni Meeting Network. Contact your Pinnacle Live Sales Manager for a custom proposal.

Customized SSID: A customized SSID creates your own internet network for all attendees to connect to during the meeting. The network name and password can be customized with the approval of your Pinnacle Live Sales Manager. Groups can also re-direct all users to a sponsored web-page or provide a Custom Splash Page for the user log in. By doing this, all attendees that log-in to the internet will see the custom page or website. (All network, user names, passwords, etc. must be approved by Pinnacle Live before publication)

DIGITAL SIGNAGE

Display your company logo or a customized video on a High Definition 70" LCD Monitor. Great for social media content, i.e., Twitter Feeds, Instagram, and Facebook posts. Small high-definition monitors are available. Contact your Pinnacle Live Sales Manager for pricing.

- No additional marketing fee applies.

CUSTOM GOBO DISPLAY

Display your company logo with a Custom Gobo. Available locations include Hotel Lobby Column by Escalators, Legends Pre-Function, Broadway Pre-Function. See your Convention Service Manager for specifics for each location. Contact your Pinnacle Live Sales Manager for pricing.

- No additional marketing fee applies

CUSTOMIZED ROOM KEYS

Groups are required to purchase and work directly with the PLI. Hotel must approve artwork on the card before going to production. Customized key card sleeves are not permitted.

- No additional marketing fee applies

Contact Pinnacle Live at Omni Nashville Hotel
1028@pinnaclelive.com

2. EXHIBITS & TRADESHOWS

Audio-visual equipment, electrical services and internet are an exclusive service of Pinnacle Live. Exhibitor Kits are available upon request.

PRE & POST SHOW FACILITY WALK THOUGH

A pre and post convention walk through will be arranged with the Pinnacle Live's Technical Service Manager. At that time, any damages or alterations to the convention meeting space will be noted and appropriate actions taken. During the course of your event, if any damage is sustained to the property, your company will be liable and responsible for all repair costs incurred, which will be charged to your group master account. Full payment is required within thirty (30) days of billing date. All vendors / groups are responsible to leave the hotel in the same condition it was found. Rates are available upon request.

SHIPMENT & STORAGE OR EXHIBIT MATERIALS

Due to limited storage space, no freight will be accepted by hotel in advance of the show. The hotel cannot accept and store shipments of exhibit materials in advance of a show. Collect shipments and shipments that require a forklift to unload will not be accepted. Shipments that require special handling (refrigeration, etc) should be coordinated with the exhibit service company directly prior to shipping. Hotel reserves the right at its own discretion to accept and deliver any boxes, packages and shipments to attendees and clients of the Omni Nashville Hotel. Applicable charges will apply.

- Due to the Nashville Fire Department regulations, crates, boxes and such cannot be stored on the Hotels' premises during a show. This includes public areas, service areas, hotel dock(s) and/or hotel parking lots. It will be necessary for you to make arrangements with your exhibitor service to receive and store exhibits for delivery to the Hotel on the move in date. These arrangements must also include the removal of empty crates, their storage during the show, and their subsequent return to the Hotels on the move out date. Any and all equipment found stored inside the Hotels will be moved and cost of labor will be charged to the outside contractor.
- It is hotel policy that any shipments that come in or out via a freight carrier are subjected to UPS handling fees. UPS has the rights to handle all group inbound and outbound packages that do NOT come in or out on the exhibit company's truck. If the exhibit company plans to handle all exhibit freight, then the freight must come in via the exhibit company's truck. The hotel needs to be notified 7 business days in advance on how the freight will be arriving and departing the hotel. Please direct all questions to your CSM and UPS Manager, Chris Dobbs at cdobbs@myjetprinting.com. Please see UPS shipping and pricing guidelines for more information.
- Should any property not be removed by the designated move out date, the Hotel management may store, or cause to be stored, any such property that your organization or the exhibitor leaves and will be charged a reasonable fee for all incurred.
- All exhibitor packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage. All empty cartons must be removed for storage or they will be removed as trash. Literature which is on display shall be limited to reasonable quantities and reserved supplies shall be kept in closed containers and stored in a neat and compact manner.

FOOD & BEVERAGE PRODUCT DEMONSTRATION, SAMPLES & SPONSORSHIP

In the event that your organization or any of your exhibitors wish to provide either food and/or non-alcoholic beverages for the purpose of demonstration and / or sponsorship, the following shall prevail in defining the procedure and schedule of associated charges as a condition precedent to the provision of such product:

- Samples are limited to products manufactured, processed or distributed by the exhibiting company.
- Items used as “traffic promoters” must be purchased through the Omni Nashville Hotel.
- Food Samples are limited to (1) ounce and non-alcoholic beverages are limited to (2) ounces.
- Your CSM must approve all samples prior to them being brought onsite.
- If alcoholic beverages are needed, the booth must purchase the items from the Omni Nashville Hotel and item must be served by an Omni Bartender (prevailing fees also apply).
- The hotel is not responsible for receiving, storing or moving of sample items, nor will be responsible for cleaning of equipment associated with the sample.

3. SHIPPING & RECEIVING

The Business Center (UPS Office) is located on the 3rd floor meeting space. Hours of operation are Monday – Friday from 7:00 am – 6:00 pm, Saturday and Sunday from 10:00 am – 4:00 pm. After hours assistance is available and can be reached by dialing “0” on any house phone.

Shipments are not to be received more than 5 business days in advance of conference dates or storage fees may apply. All incoming and outgoing packages will incur handling charges. Please coordinate with your Convention Services Manager if you are expecting a large volume of incoming or outgoing packages.

Please see UPS Office pricing guidelines for more information.

SHIPPING ADDRESS

C/O The UPS Store Business Center
Recipient’s Name & Event
Recipient’s Phone Number
250 Rep. John Lewis Way S,
Nashville, TN 37203

4. TRANSPORTATION

In the event your group has contracted with a company to provide transportation for your guests (airport, offsite event, etc) please provide your Convention Services Manager with the following information no later than fifteen (15) days prior to arrival.

- Name of Transportation Company
- Key contact name, email and phone number with that company
- Number and size of buses or shuttles contracted
- Hours of service, including pre-staging time and departure from offsite location time

5. MEETING SETUP & EQUIPMENT INVENTORY

SETUP

- Standard meeting room amenities include water stations with pads, pens and mints set at back of room in bulk. Additional amenities are available upon request at an additional charge.
- If changes to a pre-arranged meeting room set-up are made less than 48 hours before a function or after the room has already been set, labor charges may be incurred.
- If extensive meeting room set-ups or tight-turns are required there may be a set- up charge to cover for the additional labor.
- Please note, extraordinary set ups or set delays caused by an exhibit decorator/ production company may incur a labor charge.
- The Omni Nashville Hotel bears no responsibility for your equipment/ belongings left in a meeting room or any other area of the hotel, before, during or after a function.
- Functions such as breakouts or hospitality events that take place within hotel suites or guestrooms are subject to a furniture removal fee and storage room fee.

INVENTORY

- Hotel inventory of tables and chairs for meeting-related events is supplied at no charge for meeting and/or food and beverage events only. However, if your requirements are larger than hotel supplies, the hotel will not be responsible for renting equipment or for any costs incurred. Please note that our entire inventory of equipment is not available for one single group, but is shared with all other groups on property at the time of your meeting.
- Please see your Convention Services Manager regarding equipment for your group's specific use.

EXHIBITS

- Tabletop exhibits include (1) 6-foot linenless table, (2) banquet chairs, and (1) wastebasket. Each tabletop exhibit is a one-time fee of $100++.
- Power and AV needs are at an additional cost and can be booked through Pinnacle Live.

6. FOOD & BEVERAGE POLICIES

The Omni Nashville Hotel does not allow any food or beverage to be brought into the hotel by guests due to city, state, health and liquor laws. The Omni Nashville Hotel maintains exclusive rights to provide, control and maintain all food and beverage services throughout the Omni Nashville Hotel.

All food and beverage must be purchased through the Omni Nashville Hotel for consumption on premise. Any leftover food or beverage cannot be taken off property at the conclusion of your event. The Omni Nashville Hotel will purchase any reasonable special items or products from a licensed approved vendor. All kosher, gluten-friendly or specialty products must be guaranteed 7 business days prior to the event.

The Omni Nashville Hotel, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee alcoholic beverage control board regulations. It is our policy, therefore, that all alcoholic beverages must be supplied by the hotel.

All menu items and prices listed are subject to change based on seasonality, availability of product and fluctuating market price for perishable items. The Omni Nashville Hotel reserves the right to make a product substitution in the case that the factors listed above deem the product availability out of our reasonable control.

GUARANTEES

- Menu selections are due 30 days before your event and must be received in writing.
- A five (5) business day guarantee is required for all meal functions. In the event a guarantee is not received by 11:00 am central standard time, the most recent estimated attendance count will be prepared and billed.
- All changes to food and beverage functions that take place less than 10 days prior to the event are subject to approval by the Omni Nashville Hotel. Requests to increase guarantees within 10 days will be accommodated based on product availability and cannot be guaranteed.
- The Omni Nashville Hotel reserves the right to add a $100 fee to all pop-up event requests. A pop-up event is classified as an event that is requested within 5 business days prior to the group arrival. The menu selection for a pop-up event will be decided by the Omni Nashville Hotel and cannot be changed within this 5 business day time-frame unless approval from the Omni Nashville Hotel executive chef or banquet chef has been granted.

MENU STANDARDS

- A minimum of twenty (20) guests are required for a plated breakfast, lunch or dinner. All buffets with a guarantee under twenty-five (25) guests are subject to a $100 setup fee. All buffets with a guarantee under fifteen (15) guests are subject to a $200 setup fee.
- All menu enhancements and stations must be ordered for a minimum of 80% of the guaranteed event guest count.
- Breaks are designed for 30 minutes of service. Breakfast and lunch buffets and reception stations are designed for 1.5 hours of service. All dinner buffets are designed for 2 hours of service. Additional fees will apply for requests to exceed these standards.
- A maximum of three entrée options, to include a vegetarian selection, will be permitted for all plated menus. If more than one entrée is selected for a plated meal, the price for the menu will be determined by the highest priced entrée. Salad, dessert and side selections must be the same for all guests. A per entrée guarantee must be submitted 10 business days prior and the final guarantee due 5 business days in advance. Group is required to denote entrée selection with place cards.
- The kitchen will prepare a maximum of 3% over guarantee.
- For any events requiring pre-set food, the guarantee number is to be equal to the set number.
- If the hor d'oeuvres are to be passed, one butler is required per 100 guests at a cost of $75 per butler passer.
- A bartender is required for all receptions. One bartender is required per 100 guests for all hosted bars at a cost of $225 per bartender.
- Cash bars require $1,000 minimum spend. Bartenders will also be cashiers add $50 to each bartender fee. Separate cashiers are available at $200 per cashier.
- Prices are subject to sales tax of 9.75%, TN alcohol tax of 18% and taxable service charge of 26%. All menus and prices are subject to change.

7. EVENT & HOTEL SERVICES

PARKING

The availability of parking is not guaranteed and is based on the availability of spaces in the parking garage. In the event that spaces are not available, guests will be directed to the nearest public parking lot. Please note that the hotel is VALET ONLY, there is no self-parking on property. Please contact your Convention Service Manager regarding current pricing.

ROOM DELIVERIES

- Any printed material or room gifts must be delivered by Omni Nashville Hotel Bell Services staff at the current prevailing rates. The items must be delivered to the Bell Staff at least 48 hours in advance and must be pre-arranged at least 5 business days prior to arrival. All deliveries must be approved by your Convention Services Manager. Due to the volume of check-ins and check-outs, room deliveries cannot be handed out over the front desk.
- All room deliveries will take place after the guest has checked into the hotel.
- Items confirmed less than (72) hours in advance will be subjected to a higher rate. Items that are personalized will also be subjected to a higher rate.

PRE-REG / PRE- KEY

Groups or group guests who are requested to pre-registered and pre-keyed must have incidental guaranteed to the master bill. Key pickup cannot be guaranteed prior to the 4:00pm CST check in time.

EVENT POSTINGS

- The Omni Nashville Hotel will provide complimentary posting of meeting room information on our Event Directory Boards located throughout the event space as well as individual monitors outside of the meeting rooms.
- Please work with your Convention Services Manager to confirm which information you would like posted pertaining to your groups events.

EVENT COORDINATORS

- For your convenience, our Event Coordinator team members all carry cell phones. For any event need, from additional F&B, adjusted temperatures, more chairs, etc., call or text 615-838-1774.
- The Event Coordinator team is an extension of your Convention Service Manager while your group is in-house. They are easily accessible and available to ensure your events are set correctly, and that any last-minute changes are communicated to the appropriate hotel departments.

8. ROOM RESERVATION PROCEDURES

Your group will be assigned a designated Group Reservation Coordinator who will be your main contact regarding pick-up reports, delegate lists, room block changes, etc. Housing information distributed to your attendees must be approved by your Convention Services Manager before distribution.

ROOMING LISTS:

Rooming lists must be in Excel format using template provided by the Omni Nashville Hotel. Handwritten, emailed or PDF lists will not be accepted.

The following information is required for each reservation on your list:

- Last name, first name
- Last name, first name of anyone sharing the room
- Company name (if applicable) and address
- Guest phone number and email address
- Arrival date
- Departure date
- Preferred accommodation type (single, double, one bedroom suite, etc.) and special room requests (king bed, non-smoking, high floor, etc.)
- Room rate
- Guarantee Method (IPO, SRT, SAC)
  - IPO – Attendee is responsible for all their charges
  - SRT – Room and Tax to the Master, Attendee responsible for Incidentals
  - SRTV – Room and Tax and Valet to the Master, Attendee responsible for Incidentals
  - SAC – ALL Charges will be to the Master Account

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All personal guest information including credit card information should be shared following all PCI compliant standards.

Housing agencies must provide a copy of the intended housing procedures for approval prior to print, publishing or distribution to group attendees.

Confirmations for individual call-ins will be given at the time the reservation is made. The Meeting Planner may request a rooming list with confirmation numbers for reference. Please speak with your Group Reservations Coordinator.

Changes to reservations after the cut-off date will only be made based on availability at the group rate. Please send all changes in writing electronically to your Convention Services Manager and Group Reservations Coordinator.

Standard no-show billing is one night's room and tax.

A sub-block will be required for staff / VIP rooms in the event that a group has an individual call-in reservation method. This block is inclusive of your main block and not in addition to it. This sub-block will be held for you until your cut-off date, at which time you will need to submit a rooming list to your Group Reservations Coordinator with all information stated above for reservation submission.

In order to better protect your interests, your Convention Services Manager and Group Reservations Coordinator will want to know if you will approve the release of sub-blocks from your main group block for affiliated or exhibiting companies attending your convention. Please be sure to provide this information when requested. Should you wish to control the sale of guest room suites from your room block, please see your Event Manager to review procedures.

Please provide the name of the person within your organization with whom we will coordinate all housing issues. In order to alleviate conflicts in information received, we ask that a dedicated person on your staff be allowed to work with us, and that this person is available throughout the check-in process.

- Hotel check-in is 4:00PM CST
- Hotel check-out time is 11:00AM CST
- Reservations must be cancelled 72 hours in advance of check-in to avoid 1 night charge.

9. PAYMENT GUIDELINES & MASTER ACCOUNTS

A list of authorized signers to the master account will be required 14 days prior to arrival, in writing, to your Convention Services Manager. Only these individuals will be permitted to charge to the group's master account. Banquet Event Orders must be signed prior to arrival and submitted to your Convention Services Manager. Banquet Checks will require signature daily and will be delivered to your onsite contact daily by our Banquet Management Team. A daily bill review can be arranged with the client and member of the accounts receivable team if requested.

PAYMENT: DIRECT BILL

- Hotel credit is a privilege. In order to establish credit for billing, it is necessary that a credit application be completed and returned to your Convention Services Manager no less than 90 days before arrival. The hotel's accounting department will process the application and advise you if the organization is approved or denied your direct bill account and if there are any additional deposits that need to be collected.
- Being direct bill approved does not negate the deposit schedule outlined in the contract.
- Direct Bill is the only payment option which allows for payment after your event takes place. Once the final event invoice is sent, final payment is due within 30 days by check, ACH, wire transfer, or credit card. Paying by credit card, any amounts or balances greater than $25,000, a 1.5% convenience fee will be charged.
- To be eligible for Direct Billing, your total estimated expenses must be a minimum of $10,000.
  A Direct Bill Application must be submitted to your Convention Services Manager no later than 90 days before your scheduled event arrival date. A minimum of three hotel references from the past two years must be listed to verify payment history. Hotels listed should have been previously Direct Billed. Direct Bill Applications are then reviewed by the Director of Finance who will make the final decision on whether credit will be extended.
- If you are denied direct bill privileges or partially approved, you are required to prepay the remaining balance prior to the first arrival date depending on the method of payment chosen below.
- Please note that you must complete the Omni Nashville Direct Bill Application to be considered for Direct Billing at the hotel, regardless of any previous approvals at other properties.

PAYMENT: CREDIT CARD

If paying by credit card, the credit card will be authorized for total estimated charges plus a 20% contingency 2-3 business days ahead of the first arrival date. Upon completion of your events, the credit card will be charged for the final balance due. Any remaining authorization on the credit card will be released. Any amounts or balances greater than $25,000, a 1.5% convenience fee will be charged.

PAYMENT: CHECK

If paying by check, full prepayment of total estimated charges plus a 20% contingency is due a minimum of 10 business days in advance of the first arrival date. Prepayment may be due earlier, depending upon whether your contract has a specified due date. If a credit balance remains upon completion of your events, a check refund will be issued.

PAYMENT: ACH AND WIRE TRANSFER

If paying by ACH or wire transfer, full prepayment of total estimated charges plus a 20% contingency is due a minimum of 7 business days in advance of the first arrival date. Prepayment may be due earlier, depending upon whether your contract has a specified due date. If a credit balance remains upon completion of your events, a check refund will be issued.

CASH PAID OUT POLICY

All cash paid out requests must be submitted five (5) business days in advance. Hotel Director of Finance will review and approve on a case by case basis Note: large paid outs will require a wire transfer or a company check provided to the hotel prior to the group's arrival.

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10. MEDIA COVERAGE

If you are expecting any media coverage at any of your events at the Omni Nashville Hotel, please contact your Convention Services Manager to gain approval. Loss Prevention will prohibit access to any media unless prior arrangements have been made. Please provide an outline of media coverage to include:

- Type of media attending
- Names of local stations
- Date, time and location of event to be covered
- Name and phone number of your organization's Public Relations Manager
- Names of celebrities or speakers that may draw media attention
- Outline of any event or circumstances surrounding your group that may draw media attention, such as picketing or protesting.

11. HOTEL CONTACT INFORMATION

Hotel Main Number: (615) 782-5300
Hotel Engineering: (615) 761-3636

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 1028@pinnaclelive.com. Alternately, a scanned version of the signature page is acceptable.