OMNI
SEVERIN

Event Production Guidelines

VERSION: 01.01.2024

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EXPERIENCE pinnacle LIVE™

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VERSION: 01.01.2024

OMNI SEVERIN

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

The wide spectrum of CONVENTIONS, TRADE SHOWS, EXHIBITS and other activities which are staged in Omni Severin Hotel 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 Omni Severin Hotel meeting and function areas 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 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 Severin Hotel in Indianapolis, Marion County under the following circumstances:

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

1.2. "OMNI SUPPLIER SERVICE AGREEMENT" from the Production or AV Company is on file absolving the Omni Severin Hotel in Indianapolis, Marion 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 Severin Hotel in Indianapolis, Marion County codes and regulations are followed.

1.5. All connections to the building's power sources are handled by Omni Severin Hotel in Indianapolis, Marion 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 Severin Hotel in Indianapolis, Marion 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 Severin Hotel in Indianapolis, Marion 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 Severin Hotel 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. Exceptions may be made for cold pyrotechnics under certain circumstances. 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 Indianapolis, Marion 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 Indianapolis, Marion 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 Indianapolis, Marion County Fire Marshal or the Omni Severin Hotel in Indianapolis, Marion 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 Indianapolis, Marion 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 Severin 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 forklifts 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 ten (10) days prior to move-in.

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. 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.

2.9. 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 Severin Hotel and meeting rooms through public elevators and public passageways utilized by guests of the Omni. The Third-Party Supplier must use freight and service elevators, and service corridors and service hallways for all operations on Omni 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.

2.11. 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 Severin Hotel in Indianapolis, Marion 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.

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.

4. RIGGING

4.1. Pinnacle Live is the exclusive provider of rigging services at the Omni Severin Hotel in Indianapolis, Marion 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. 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.

4.4. 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.

4.5. 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.

4.6. 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.

4.7. 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 Severin Hotel in Indianapolis, Marion County.

5.3. 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.

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 Severin 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 Severin Hotel in Indianapolis, Marion 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 Severin Hotel in Indianapolis, Marion 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 Indianapolis, Marion 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 Severin Hotel in Indianapolis, Marion 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 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.

9.2. The Omni Severin Hotel in Indianapolis, Marion 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

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 Severin Hotel in Indianapolis, Marion 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.

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.

12. HOTEL CONTACT INFORMATION

Hotel Main Number: (317) 634-6664
Pinnacle Live: (800) 219-6703
Hotel Engineering: (317) 396-3684

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 1041@pinnaclelive.com. Alternately, a scanned version of the signature page is acceptable.