



The on-site Event Technology Provider for:



**MARRIOTT
ANAHEIM**

Exclusive Select Services, Guidelines and Pricing

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Production Guidelines

PSAV is the preferred event technology provider for the Anaheim Marriott. PSAV has provided outstanding service for conventions, meetings and special events since 1937. They have an extensive on-site inventory of the latest production equipment and seasoned, professional technicians to assist you with the setup and operation of your program.

PSAV can be reached at 714.703.3160 or marriottanaheim@psav.com.

Although PSAV is our preferred Event Technology partner, you do have the choice of utilizing an outside company for your general session needs. Should you elect to use another company, please be advised that there are service standards that must be followed in order for them to conduct business at the Anaheim Marriott and that there are exclusive services that must be ordered through PSAV.

If an outside provider is chosen, that vendor must adhere to the following policies:

1. Notification/Timeline


- Notification must be made to your Conference/Catering Event Manager (primary group contact) and PSAV upon selection of your audiovisual company **no less than one month (30 days) prior to your event.**
- Your audiovisual provider must supply your Conference/Catering Event Manager and PSAV with their detailed production schedule, diagrams and all exclusive service needs **no less than three weeks (21 days) prior to your event or rush charges may be applied.**
- Loading dock, freight elevators, and load-in times can be limited and must be scheduled in advance. Please notify your hotel Event Manager to request these **no less than three weeks (21 days) in advance.**

2. Insurance and Regulations

- The contractor or production company must supply the hotel with a certificate of insurance with a minimum of \$1,000,000 in general liability.
- Additional insurance requirements and specifications are available through your hotel point of contact and the Marriott Marquis Production Guidelines.
- All federal and local codes, as well as those of the Anaheim Marriott, must be adhered to.
- All Rules, Regulations, and Service Standards can be found in the Anaheim Marriott **Exhibit and Production Guidelines** that are provided by your Conference/Catering Event Manager.

3. Production Liaison

As stipulated in the Group Sales Agreement, should you elect to hire an outside production company to handle your general session audiovisual needs, a PSAV Production Liaison will be assigned to cooperate with the outside contractor to supervise the load in/setup and load-out/strike of the production at the rate of \$110 per hour for a minimum of five hours. The liaison fee covers the costs of having an experienced on-site audiovisual representative to be on property and available to assist with any last-minute requirements, emergency support, and to



ensure that the hotel's standards are being followed and the integrity of the property is being protected. The Production Liaison is for supervisory purposes only and is not permitted to assist in the setup, operation, or strike of any equipment. This position cannot be supplemented by hiring production staffing through PSAV.

Exclusive Services

Rigging

Rigging Regulations

This facility is equipped with permanent rigging system in order to assist our clients with productions requiring overhead rigging. This system was designed and installed in order to expedite the move-in and move-out process for our clients.

As the exclusive rigging contractor, PSAV is responsible for all rigging and related overhead safety at the Anaheim Marriott. The following sets forth the standards for the rigging practices and equipment. PSAV staff will provide all necessary rigging labor for production at the facility. All rigging activities, defined as follows, must meet the below minimum standards:

- All Rigging Services are exclusively provided by PSAV, including but not limited to:
 - **Rigging Motors, Equipment and Hardware**
 - **Truss**
 - **Lifts**
 - **Polytak**
- Rigging encompasses attaching anything to the ceiling. Riggers are responsible for inspecting all equipment flown and determining load factors, ensuring that weight limits are strictly enforced and that no damage is caused to the ceiling or roof structure.
- Riggers have the final say as to whether a structure or piece of equipment can be hung.
- All rigs require a minimum of two riggers (including a Head Rigger and a Ground Rigger).
- All electrical cables and connections must be UL-rated for the appropriate amperage capacity and must conform to appropriate local codes. All materials must be nonflammable and must conform to the San Diego County Fire Marshall's regulations.
- A rigging plot with the load factors, equipment counts and equipment positions to include cable picks must be submitted electronically to PSAV **no later than two weeks** prior to scheduled move in. If requests are received later, additional fees will be incurred.
- Acceptable file formats are: DWG, VWX, DXF. **PDFs will not be accepted.**
- All banners, signs, and décor must be installed by PSAV if they are being connected to any part of the wall or ceiling. The following guidelines must be followed:
 - Banner placement inside or outside of the ballroom and/or meeting space must be approved in advance by the assigned Anaheim Marriott Event/Catering Manager.
 - All banners must be fitted with grommets or pockets.
 - Banners or signs that weigh over 50lbs may require chain motors and/or truss.
 - Signs may not obstruct sprinkler heads and must have a clearance of no less than 18 inches.
 - All signs, banners and décor must meet Fire Marshal guidelines.

Rigging can be ordered through your PSAV Sales Representative or by visiting:

<http://www.psav.com/RiggingForm/>



Exclusive Services

Rigging Labor

- Lead Rigger \$105 per hour (five-hour minimum)
- Rigger \$95 per hour (five-hour minimum)
 - Two-Rigger minimum required for all calls, to include Lead Rigger
 - Meal breaks are required within three but no more than five consecutive hours of work.
 - Minimum call back after a meal break will be two hours after five hours worked
 - Standard rates billed for first eight hours on Monday-Friday between the hours of 6 a.m. and midnight.
 - Overtime billed after eight hours and first eight hours on Saturday–Sunday between the hours of 6 a.m. and midnight.
 - Double time billed after 12 hours in one workday and between 12 a.m. and 6 a.m. all days.
 - Double time will be billed on recognized holidays: New Year’s Day, Memorial Day, Veterans Day, Presidents Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Holidays will be observed on the actual days they fall.


Rigging Equipment

- Rigging Motor Package \$225 per day
(Includes ½ Motor, Hang Point, GAC Flex, Shackles)
- Rigging Dead Hang Package \$70 per day
(Includes Hang Point, GAC Flex, Shackles)
- 10’ Silver Box Truss (12x12) \$75 per day
- 8’ Silver Box Truss (12x12) \$60 per day
- 5’ Silver Box Truss (12x12) \$40 per day
- Truss Corner (6 way) \$50 per day
- 32’ Scissor Lift \$375 per day (Must be operated by a certified lift driver)
- Polytak \$0.70 per sq. ft.

**Pricing does not include delivery/pickup, taxes, event technology support, loss damage waiver, or environmental fees.

Lifts

PSAV is the exclusive provider for Lifts within the Ballroom Space. **Boom Lifts and Forklifts are not permitted** past the Hotel Loading Dock. The Contractor or Vendor must supply their own transportation devices at the Loading Dock (to include flatbed trucks, forklifts, electric and manual pallet jacks, packaging materials and equipment) to move equipment in and out; carts or lifts should be electrical. It is imperative that the vendor provide sufficient amount of equipment to move the drayage as it is against hotel regulations to lend any hotel equipment to outside contractors or vendors.



Forklifts must have a back-up light and must be electric powered lifts. Forklifts are not permitted in the Marriott ballroom meeting space or pre function space. All forklifts and electric pallet jacks must only be used by experienced drivers who are certified by OSHA. Please bring a copy of the certificate for hotel to review. Overnight parking or storage of forklifts on the loading dock is strictly prohibited. Forklifts may only be parked outside in the northwest corridor adjacent to the loading dock with hotel approval.

Exclusive Services

Electrical

Electrical Regulations

PSAV is the exclusive provider of power management and distribution at the Anaheim Marriott, including but not limited to:

- Convention and Meeting space
- Exhibit Hall
- Lobby and Public Areas

To protect the integrity of the hotels electrical system, outside production companies and vendors cannot directly interact with the hotel's electrical system. PSAV does maintain a limited supply of power distribution equipment on-site. However, if cabling and distribution boxes are needed, they should be ordered in advance through PSAV.

Distribution boxes will be placed at the location of the power drop. If PSAV is required to run power to other locations, a Master Electrician will be required to be hired for a four-hour minimum at the rate of \$180 per hour.

All cabling must be UL rated for 15 amps or greater (typically #12AWG). All cabling must be securely taped down in all potential traffic areas.

Outside production companies can supply their own power distribution boxes and cabling. However, they must be inspected by our house electricians before installation will be allowed.

Power Rates

- | | | |
|-----------|--------------------------|-----------------|
| ▪ 20 amp | (single phase/Edison) | \$145 per day |
| ▪ 30 amp | (3 phase/Hubbell 2130) | \$345 per day |
| ▪ 60 amp | (3 phase/Hubbell 560R9W) | \$465 per day |
| ▪ 100 amp | (3 phase/Large Camlock) | \$780 per day |
| ▪ 200 amp | (3 phase/Large Camlock) | \$1,560 per day |
| ▪ 400 amp | (3 phase/Large Camlock) | \$3,115 per day |

*Each power drop requires an electrician at the rate of \$230 for install and removal.

*Any breakout power requirements exceeding a standard 20-amp duplex must be coordinated through PSAV. Please contact your PSAV salesperson for information on what power drops are available in your space.



Electrical Equipment Rates

6 Outlet Power Strip	\$20 each, per day
25'/50'/100' Edison Cable	\$20 each, per day
Cable Ramps	\$20 each, per day
100' 2/O Feeder Cable	\$575 per day
60-amp, 3-phase distribution box	\$205 per day
100-amp, 3-phase distribution box	\$230 per day
200-amp, 3-phase distribution box	\$375 per day
400-amp, 3-phase distribution box	\$405 per day

*All prices are subject to a 25% Event Technology Support and tax if applicable.

House Lighting Patch

A house lighting patch is available in the following rooms:

- Platinum Ballroom - \$500 per day
- Marquis Ballroom - \$240 per day
- Grand Ballroom - \$240 per day

Programming and installation of lighting patches requires an operator for a minimum of one hour at \$125 per hour. Time required will be based off of client's configuration specifications.

Lighting patch regulations and specifications

- A minimum of 48 hours must be given if a house lighting patch is needed as it needs to be appropriately configured.
 - If notice is given within that time, a rush charge will apply.
- Client lighting board must be able to handle 250+ DMX Channels; soft patching capabilities are highly recommended.
- The system is a Crestron Lighting System with DMX input (5-pin).
- House lighting channels are not changeable

House Sound Patch

House sound patches are available in our meetings space at the rate of \$175 per room, per day.

House Sound regulations and specifications

- House sound is intended for **voice only**.
- No loud music or high-impact sounds are allowed to be played through the Anaheim Marriott house sound system.



A complete range of state-of-the-art equipment, technical expertise, and production services are available through the hotel's on-site partner, PSAV. Their experience working in coordination with other Anaheim Marriott operating departments will ensure your event is a success.

Name (Printed) _____

Signature _____

Date _____

