EMBASSY SUITES HOTEL®

Dallas–Frisco

Embassy Suites Hotel Dallas-Frisco
Hotel & Conference Center Load-In/Out and AV Guidelines

Overview:
The purpose of this document is to provide our clients, exhibitors, as well as outside vendors and contractors (hereinafter referred to as "Supplier") of products and services with Rules & Regulations and necessary documentation to conduct business on the property of the Embassy Suites Hotel Dallas-Frisco (hereinafter referred to as "Hotel").

I. LOAD-IN/LOAD-OUT/DRAYAGE/MATERIALS HANDLING

1. Exhibit areas must be covered with visqueen (Minimum of 3 Mil) or exhibit booth carpet prior to any freight materials or wood runways being brought into the exhibit hall. The Supplier shall be responsible for any damage done to the floor or carpet while moving in or out. Fork lifts, scissors lifts or any other rolling equipment may not come in contact with carpeted surfaces, and wheels must be of the white, non-marking variety. **Loading in/out shall only take place at the back dock and/or roll-up door at Frisco 8.**

2. The Hotel has no storage facilities on property for exhibit materials. All freight must be assigned to a Supplier. Shipments that arrive prior to the event will be refused or forwarded to the official Supplier at the Supplier's expense unless prior arrangements have been made with the Hotel in writing prior to the deliveries.

Load-In/Load-Out/Drayage/Materials Handling cont'd

3. At no time may chalk be used to mark the floor for the exhibit booths.

4. All decorating materials, exhibits and related products must be handled by the Supplier contracted to do the work. All items belonging to the individual exhibitors must use approved service entrances. The Hotel maintains no storage facilities for empty cases, crates, skids, containers, cartons or vehicles.

5. At the close of the show, the Supplier and or the exhibitors must remove all exhibit materials and trash from all public spaces. Wood pallets and crates not removed by the event personnel will be assessed a $25 per pallet and/or crate disposal fee to the group.

6. The Supplier will work with the Hotel to outline the exact days and times for both load-in and load-out. The schedule of times and numbers of vehicles used for load-in and load-out, productions or entertainment events must be submitted to the Hotel a minimum of ten (10) days prior to the event or your requested load-in and load-out schedule may be altered accordingly.

7. No grease or food products may be disposed of in the restroom sinks, toilets or broom closets.

8. A Hotel representative must be assigned to monitor load-in and load-out. These charges may be assessed to the Supplier at the Hotel's discretion.

9. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage will 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 permitted. No sawing or cutting of materials with any power tools permitted.

10. The Supplier is responsible for traffic control of all vehicles scheduled by them for load-in and load-out. Parking of trucks or trailers overnight at the loading docks or on Hotel property is prohibited without prior written consent of the Hotel. Unless a trailer is being loaded or unloaded, it must be removed from the property.

11. Pipe and Drape is not allowed in the Foyer areas Hotel or Conference Center. The only exception to this would be for Registration booths (maximum of 3) Table Top Exhibits only in pre-function space. P**ipe and drape set ups may not block internal or external exits of the rooms, foyers and building.**

Load-In/Load-Out/Drayage/Materials Handling cont'd

12. Gas or diesel powered vehicles are not permitted for movement of exhibits or materials into the function spaces. These vehicles will be allowed to move into the building for set-up but must not be allowed to idle once in place.

13. The space for each group will be walked with the Supplier and a Hotel representative. This will include access to corridors, loading docks, roll-up doors and the driveway or any area pertaining to the exhibit move-in. The inspections are to take place prior to move-in and at the completion of move-out. If two groups are moving in and out at the same time, a room-by-room inspection will be done with each Supplier.

14. Platform dollies of the four-wheel type are permitted for material movement into and out of the hotel. Platform or deck trucks are also acceptable but must be equipped with hard or soft rubber wheels at least 4-inches in diameter. Group or supplier to supply equipment.

15. At no time will the Hotel allow nails to be applied to the walls, furnishings or Air-walls. Any property damaged by the use of tape or other materials will be repaired to its original condition at the expense of the Supplier. This includes the removal of all types of residues. The use of packing tape on floors is prohibited. No painting of any kind is allowed on Hotel property.

16. Exhibits using food, beverage, ink, chemicals or other substances that may damage furnishings, etc., must have visqueen over the existing carpets. If carpet damage is incurred, a *minimum* cleaning fee of $250 will be assessed to the group, dependent on the square footage of the carpet affected. The exhibitor must cover the entire booth area with a carpet of their choice and at their expense. Proper removal of accumulated liquid waste is required twice daily.

17. Several conditions apply to installation for the most effective move-in possible. First, total dock access must be possible for the entire installation. Decorating and freight move-in will occur simultaneously, but the exhibitor move-in will occur during completely separate times. This should reduce competition for dock access by freight handlers and exhibitors.

18. The roll up door next to Frisco 8 is 12 feet, 10 inches tall and 10 feet, 8 inches wide. The loading dock is 48" high. Back dock doors are 70" wide and 95" high. Supplier must confirm with hotel that any large equipment being moved into the ballroom can be accommodated.

II. RIGGING

1. The Hotel is required to use in-house Riggers.

2. A Hotel or LEAD AV technician will observe and review all connections to the structure, ceiling, or overhead surface of the Hotel.

3. No flown equipment will be moved without a Hotel technician present in the room.

4. Air-wall rigging is not permitted.

5. Span sets used below the suspended ceiling will also utilize a second or redundant aircraft cable “safety”.

6. Articulate or dynamic (moving) items require an arrestor device.

7. The bottom of any item attached to the suspended ceiling or structure must be a minimum of eight (8) feet above the floor.

8. No foreign, untraceable, or offshore rigging hardware may be utilized. All equipment and materials flown must meet the standards and requirements established by these Guidelines and Regulations. Hardware not acceptable in a weight bearing capacity include: carabineers (excluding Omega locking steel carabineers), any open weave straps, snap clips, french clips, dog clips, malleable wire rope clips, or brass fittings.

9. Nuts and bolts used overhead must utilize nylon locking nuts.

10. No triangular truss with continuous cords, or triangular truss with cords of less than 7/16” diameter, will be allowed. Additional documents of structural certification will be required for custom trussing and/or custom hardware.

11. All flown or suspended materials must be non-flammable and must conform to the fire regulations of the Frisco County Fire Marshall.

12. All electric cable and connections, along with electrical devices of any sort, must be UL rated for the amperage capacity required for safe operation and must conform to all local codes.

13. A site survey is strongly recommended. Contact a Hotel representative when a walk through is planned so that a rigger can be scheduled to meet and assist with any rigging issues for the show.

Rigging cont'd

14. The Hotel must receive all requests for services, with drawings, no later than seven (7) calendar days prior to the scheduled load in. As noted above some ballrooms require fourteen (14) days notice. Requests made with less than seven (7) days notice may be charged on-site rates. An agenda or on-site schedule should be included with drawings and/or each request for services so the Hotel can properly schedule necessary personnel. Rigging drawings for lighting and sound equipment are strongly recommended. The Hotel will not be held responsible for lost time or additional costs resulting from rigging modifications, adjustments or changes required on-site.

15. Rigging drawing should include all flown items with known weights and quantities on each truss system, i.e. speakers, lighting, audio visual, scenic, special effects or any other miscellaneous non-standard items. All rigging drawings should be to scale.

16. All Hotel & Presentation Serivces rigging calls will consist of a minimum of (1) rigging supervisor and (1) rigger. The Hotel will determine the need, if any, for additional riggers and will accommodate the event host's needs within Hotel guidelines. A four (4) hour minimum per man will apply to all production rigging calls. Any calls extending beyond four (4) hours will be billed at prevailing hourly rates.

17. Notice of cancellation is required. Cancellation of any service within 72 hours of the scheduled call time will require payment in full for all services previously agreed upon.

III. BANNERS & SIGNS GUIDELINES AND REGULATIONS FOR PUBLIC AREAS

1. The Hotel reserves the right to refuse service where equipment does not meet the standards and requirements established by these Guidelines and Regulations.

2. All banners and signs must be hung by LEAD AV staff.

3. All banners and signs that are to be flown overhead in a common area of the hotel must be constructed of vinyl or cloth fabric. Hard material such as wood and metal cannot be suspended in any public space area.

4. Banners for use in areas outside of the foyer may utilize grommet holes as suspension points.

Banners & Signs Guidelines and Regulations for Public Areas cont'd

5. The bottom of any banner or sign attached to the suspended ceiling or structure must be a minimum of eight (8) feet above the floor.

6. The Hotel must receive all requests for banner hanging no later than five (5) days prior to the event. On-site requests for service will be accommodated as quickly as possible within the context of all calls scheduled at that time.

7. Hanging banners outside of the building will require a city permit obtained by the customer. Final approval to hang the sign will be at the discretion of the Hotel.

8. Written notice of cancellation of banner hanging requests is required. Cancellation of any scheduled service within 24 hours of the event will require payment in full for all services previously agreed to.

9. All requests for placement of group directional and informational signs should be forwarded to the Hotel at least seven (7) days in advance for approval. Placement of signs, placards, and announcements or distribution of any periodicals is prohibited without the prior written consent of the Convention Services Manager.

10. Signs cannot be taped and/or pinned to the meeting space walls. Any damage to the building or furnishings will be the responsibility of the Supplier.

11. All banners to be hung must be framed by the customer for proper hanging. Banners can only be installed on the airwalls and must be able to be supported by stick pins. Banners may not be attached to wallpaper in any fashion.

IV. ELECTRICAL SERVICES

1. All electrical services must be coordinated through the Hotel's Audio Visual department, LEAD AV.

2. It is the responsibility of the Supplier to provide the Hotel a detailed list of all power requirements at least one week prior to the show. There is a charge for electrical hook-up and services.

3. The following electrical sources are available:
    a. (2) each 200 amp three phase disconnect
    b. (2) each 100 amp three phase disconnect
    c. 60 amp three phase – Minimum of (3) in each room
    d. (3) each 20 amp GFCI outlets at each floor well located in meeting rooms- See Diagram

4. Our electrical sources, 208Y, are 120 volt to ground and 208 between phases

5. Additional sources of electrical services may be required based on customer actual needs.

6. For additional information regarding Electrical needs, please contact our Engineering Department.

V. MOTORIZED VEHICLE DISPLAY

Definition: *Motorized vehicles are defined as any type of vehicle which is propelled by an internal combustion engine using Class 1 or Class 2 fuel, such as but not limited to: automobiles, trucks, motorcycles, aircraft and watercraft.*

1. All motorized vehicles which are displayed shall have all batteries disconnected at the "Hot" lead. The lead shall be safely secured to prevent contact with the battery.

2. Fuel tanks in vehicles on display shall not exceed one-fourth of a tank **or five (5) gallons, whichever is greater**

3. All motor vehicle tanks containing fuel shall be furnished with locking – type caps or sealed with tape to prevent inspection by viewers. Tractors, chainsaws, generators and other such fuel-powered equipment shall be safeguarded in a similar manner. A protective floor mat is required. If carpet damage is incurred, a *minimum* cleaning fee of $250 will be assessed to the group, dependent on the square footage of the carpet affected.

Motorized Vehicle Display cont'd

4. Upon entering, visqueen (3 mil thickness) must be laid under the vehicle. The visqueen must remain under the vehicle during the entire time that it is on display. A drip pan must also be used at all times under the engine/transmission and any other possible leak sites.

5. A Hotel representative must be present during the load-in and load-out of vehicles.

6. Gas or diesel powered vehicles are not permitted for movement of exhibits or materials into the function spaces.

7. Propane fueled vehicles such as forklifts, can be used in the building, but cannot idle for long periods of time and must be removed from the building for storage.

VI. SECURITY

1. The Hotel does not provide security for events. Customers may contact Frisco Police Department for security coverage and cost associated with their request.

2. The Supplier is responsible for the security of its own equipment at all times.

3. Rooms can be rekeyed, except Frisco 1 through 9, at customer request with a non-refundable charge of $50.00 (Keycards) for each room. Hard keys for Reg 1/Reg 2 are $150.00++

EMBASSY SUITES FRISCO
LEAD AV EXHIBIT & POWER
EQUIPMENT ORDER FORM

Hotel Contact:	Marlo Farrell
Email:	marlo.farrell@atriumhospitality.com
Phone Number:	972-963-9181

EVENT NAME:	
EVENT ARRIVAL:	
EVENT DEPARTURE:	
VENDOR NAME:	
BOOTH #:	
CLIENT NAME:	
CLIENT PHONE NUMBER:	
CLIENT EMAIL ADDRESS:	

AUDIO VISUAL

Quantity	Item	Days	Price	
				$ -
	General Power Support			$ -
	Extension Cord and Power Strip		$50.00	$ -
	(15 Amp support for laptops, monitors, phones, basic lighting)			$ -
				$ -
				$ -
	Video/Computer Display Equipment			$ -
	20" Flat Screen Monitor w/Table Stand		$250.00	$ -
	32" LED TV w/Table Stand		$400.00	$ -
	55" Smart TV w/Rolling Stand,HDMI		$550.00	$ -
	65" Smart TV w/Rolling Stand,HDMI		$650.00	$ -
				$ -
	Internet - Wifi			$ -
	Single Wi-Fi Connection (Per Device)		$25.00	$ -
	Wired Connection		$200.00	$ -
	8 – 24 Network Router		$175.00	$ -
	Connect Client Owned Router		$150.00	$ -
				$ -
				$ -
				$ -
	Subtotal Before Discount			**$ -**
	SUB TOTAL			**$ -**
	Service Charge (taxable)		**25%**	**$ -**
	Sales Tax		**8.25%**	**$ -**
	TOTAL			**$ -**

Additional Comments /Notes:

All equipment is subject to LEAD AV availability. Forms and payment are due 10 business days prior to the event date. Forms will not be accepted after this date. Premium rates apply on-site at our Buisness Center.

SHIPPING AND PACKAGE HANDLING PROCEDURES

Company Name:

Group/Event Name:

Group: ☐ Exhibitor: ☐

SHIPPING AND PACKAGE HANDLING PROCEDURES

1. All incoming packages should be addressed to a client's name and marked with a company's name and the date of a conference. We do not deliver packages to booths or rooms. Packages are held in Business Center. Charges apply for the storage space.

GUEST NAME (Name of the On-Site Contact Person)
GROUP/EVENT NAME
CONFERENCE DATE
ADDRESS: 7600 John Q. Hammons Dr.
Frisco, TX 75034
# of boxes (i.e. Box 1 of __)

2. Packages that are shipped through the business center have to have shipping labels attached. All boxes being shipped out require the Sender to call the Carrier (UPS, FedEx) and arrange for pick up. If Business Center is closed, the Sender needs to take packages to a FedEx or UPS store.

Holding & Shipping Fees/Policies

Here are the charges and fees for package handling. Charges are Per Day after 24 hours
Boxes left on the premises for longer than 30 days after departure without shipping instructions will be discarded.

<u>Incoming & Outgoing package handling fees:</u>

Boxes up to 36" x 24" x 24" up to 20 lbs	$15.00 per box / per day
Boxes 21 lbs or larger or display cases	$25.00 per box / per day
Pallets	$250.00 per pallet/per day

**There is no charge if packages (boxes) are picked up on the day they arrived.*

Hours of Operation & Instructions

All incoming shipments must be tracked and picked up from the business center by the recipient. If you would like your shipment delivered to you, you must notify our business center supervisor or our staff for delivery. If you would like to ship a package through the business center, we will gladly accommodate you between Business hours (hours may vary,) however, please have your own shipping labels attached to your package and be prepared to call in your shipment so that FedEx/UPS knows it is ready for pick-up! If you would like to handle all of your shipping needs through the business center account, we can gladly do so, but there will be additional fees to cover the shipping expenses as well as the pick-up fee that will be placed on our account. Please also note that shipping tape is not free; if needed and you do not supply your own it will need to be purchased if you would like to use our services.

SHIPPING AND PACKAGE HANDLING PROCEDURES

EMBASSY SUITES by HILTON
Dallas - Frisco/Hotel, Convention Center & Spa

After-Hours

If you need to ship a package outside of business center hours (hours vary) on the weekends, the closest FedEx and UPS locations are listed below or feel free to speak with our staff about after-hours shipping attendant packages. You are welcome to leave your package at the front desk for shipping, however, if your package is NOT shipped through the business center, you are leaving it at your own risk; we do not have a shipping specialist to advise you, the package cannot be documented in our log or stored in our locked storage area, and no member of the hotel staff shall be responsible for it. Packages left unattended are in no way the responsibility of the hotel staff.

FedEx Office Print & Ship Center
1-800-463-3339
8290 Texas 121
Frisco, TX 75034

UPS: (8:00 AM - 6:30 PM)
1-800-742-5877

The UPS Store
4760 Preston Rd. #244
Frisco, TX 75034