

CSC20 Texas Policies and Procedures

ANIMALS

No animals, domesticated or exotic, are permitted on the conference floor. Service animals are always permitted.

APPROVED VENDORS

Only companies listed on the website and marketing materials are an approved Sponsor and can provide products and services at their tabletops. If you are to represent more than one company at your tabletop, you must purchase a sponsorship package plus a shared tabletop fee. For more information, please contact [Laura McDermott](#).

AUDIO VISUAL & ELECTRICITY

PSAV is the hotel in-house Audio Visual company. PSAV is the exclusive provider of power, rigging labor, truss & motors. Please contact PSAV for package details. Electricity is available for an additional charge. Please visit the [sponsor portal](#) for more information.

BALLOONS

The use of helium balloons larger than 36 inches in diameter is not allowed, however smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No remote controlled helium balloons or blimps may be flown inside the building. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee starting at \$250.00 may apply should the balloons be left on property after the event. Please advise your CSM should you be using balloons.

BARRICADES

Barricades will not be allowed at CSC including the Sponsor Showcase.

BROADCASTING/TAPING/RECORDING

Should you plan to show videos or demos, we encourage that you embed them prior to arrival OR purchased a wired internet connection from the hotel.

BUSINESS CENTER

UPS is the in-house provider for all of your shipping and printing needs. There is no business center at the hotel for your printing needs. Please visit the [sponsor portal](#) for more information.

CARPET

The tabletop display comes with carpet and will not be required for you to order.

CATERING FOOD AND BEVERAGE

To ensure compliance with County Board of Health food handling regulations, all food must be consumed on Hotel premises at the contracted time, except for “to-go” meals, arranged in advance. Hotel is the sole provider of all food served in the Hotel. No outside food will be permitted to be brought into the Convention Area by a guest or any of the customer’s guests or attendees. Requests from Vendors to display food for sample will be reviewed on a case-by-case basis and must carry a valid Texas Food Handlers Certificate.

In compliance with Texas Liquor Laws, Hotel is the only authorized licensee able to sell and serve liquor, beer and wine in the banquet facilities. Hotel reserves the right to refuse service to any person who visibly appears to be intoxicated. No one under (21) twenty-one years of age will be served alcoholic beverages. Hotel reserves the right to inspect the identification of any person attending events in the Convention Area.

CHILDREN

Children under the age of 18 are not allowed at CSC including the Sponsor Showcase.

CEILINGS AND WALLS

No signs, banner flags etc. may be displayed from the ceilings or walls. They can be attached to the table. Nothing can be attached to the columns, walls, floors or other parts of the tabletop area without permission from the proper building management.

COPYRIGHT

Sponsors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

DAMAGE TO PROPERTY

All crates, sponsor panels and pallets must always be kept a minimum of 5 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Hotel will charge for any damages incurred. Fluids, caustic or staining must not be used where they may damage floor coverings. Sponsors shall indemnify and hold harmless Emerald and the Hotel from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of tabletops.

DISTRIBUTING

Distribution of promotional gummed stickers and/or labels is strictly prohibited.

DRONES & VEHICLES (including electric vehicles)

Please be advised that drones are not allowed to be operated anywhere on/in the Hotel property. This policy also applies to any un-manned vehicles.

If a sponsor will be bringing a vehicle, no fee will apply. The vehicle will remain outside the Convention Center in a designated area. No permits are required as the hotel has one. The gas tank must be less than 1/8 and must be taped off. The battery must be unplugged, visqueen underneath its’ wheels and center (for oil spills). It must be fully cleaned before entering

the building. The size of the vehicle, load in and out times, and any other important details must be informed 60 days prior to arrival.

INSURANCE

A copy of your certificate of insurance (COI) is made out to “Marriott Rivercenter, its respective parent companies, subsidiaries, related and affiliated companies of each and the officers, directors, agents, employees and assigns of each are additional insureds”, 30 days prior to your event. The certificate must list all days of your license of the facility, and include the following coverage:

- Worker's Compensation insurance in accordance with Nevada Law covering your employees.
- Employer's Liability
- Commercial General Liability
- Comprehensive Auto Liability

Please consult your contract and license agreement (if applicable) for the amount of coverage required for each of the above. All issuing insurance companies must have authorization to do business in the state of Texas. This certificate of insurance must state Marriott Rivercenter, its parent company, subsidiaries and affiliates are named as additional insured. The certificate is unacceptable if all of these entities are not named.

Sponsors shall indemnify and hold harmless Emerald and the hotel from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of tabletops.

Any sponsor that is simply doing a tabletop exhibit does not need a certificate.

Any sponsors bringing in the following needs to produce a COI:

- Big pieces of equipment
- Anything that needs plugging into (wires on floors)
- Anything that could potentially be a trip hazard, etc.
- Anything that someone would be standing on
- Anything that potentially could put someone in harms way
- Any sponsor that is bringing in food samples (must be pre-approved)

Please have certificates of insurance (COI) made out to:

“Marriott Rivercenter, its respective parent companies, subsidiaries, related and affiliated companies of each and the officers, directors, agents, employees and assigns of each are additional insureds.”

LEAD RETRIEVAL

Lead retrieval can be purchased for an additional fee. Please visit the sponsor portal for more information.

LOST OR STOLEN PROPERTY

The hotel shall not be responsible for losses by Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being

specifically acknowledged that such equipment and property is not under the care, custody, or control of the hotel.

PHOTOGRAPHY AND FILMING

Please keep all photography and filming within the Sponsor Showcase. Should you plan to do anything outside the Sponsor Showcase, please notify your CSC contact prior to arrival.

SECURITY

There will be no security at the event. It is the sponsor's responsibility to ensure the security of their tabletop at all times.

SHIPPING

Please use the shipping label provided in the sponsor portal for additional information and fees. If you have any questions or would like to pay for your printing and/or shipping needs, please contact the hotel store, usa1278@fedex.com.

SMOKING

Smoking is not permitted anywhere within the Hotel. Guests are asked to smoke only in designated smoking areas outside.