

# Tradeshow/ Exhibits/ Production

## Policy and Guidelines

Use of these facilities must follow the strict policy and guidelines of the Renaissance Hotel Addison Dallas and the rules and regulations of the Town of Addison Fire Department.

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1. **Required Documentation:** Before using these facilities (including installation, set-up, or move-in) the following must be received, approved and/ or accepted by the Hotel:
  - Schedules (Move-in, Move-out, Show Times, and Security)
  - Narrative of the scope, purpose, and intended use of the facility
  - Town of Addison Fire Department approved diagram
  - List of contractor providing services for event
  - Insurance document made out as follows:
    - CP Addison II LLC
    - DBA Renaissance Dallas Addison
    - 15201 Dallas Parkway
    - Addison, TX 75001

2. **Diagrams/ Floor Plans:** All diagrams or floor plans must be scaled and approved by the Hotel and by the Town of Addison Fire Department before using or publishing. The Hotel is not responsible for the revenue loss or the re-design of diagrams/ floor plans due to the use of unapproved diagrams or floor plans.

A preliminary copy detailing layout, registration and other functional uses must be submitted a minimum of sixty days in advanced of the first official move-in day.

Above information should be sent to:                      Addison Fire Department  
4798 Airport Pkwy  
Addison, TX 75001

General Fire Marshal Information  
Phone: 972-450-7221  
Email: firemarshal@addisontx.gov

All correspondence must be copied to the Convention Services Manager.

3. **Fire Regulations:** The Hotel is covered by the Addison Fire Department rules/ regulations regarding public facilities.
4. **NO SMOKING:** No smoking is permitted within the hotel at any time.
5. **Exits/ Egress:** At no time can any marked exit be blocked, restricted or modified during the use of the facility. All safety equipment, including fire alarm strobes, audio alarms, exiting ushers, or sprinklers cannot be covered, shielded or taped over at any time during the occupancy of the facility.
6. **Loading Dock:** The use of the loading dock must be scheduled in advance of use and follow all Hotel policies. Loading dock locations will allow for loading and unloading only. All unattended vehicles will be required to be parked in guest parking or will be towed at owner's expense.
7. **Floor Load Limits:** Nothing is permitted on the floor of these areas which exceeds the following floor load limit.

**Crystal Ballroom-** 100 pounds per square foot  
**Crystal Foyer-** 100 pounds per square foot  
**Garden Court-** 100 pounds per square foot.

8. **Forklift use on exhibit floor:** Forklifts or other mechanized rolling devices may be used in these areas to move, ferry, or install normal freight and equipment as long as the total weight including its freight does not exceed established floor load limits. All forklifts must have a non-skid or wrapped wheels and follow all OSHA safety regulations. All forklifts should be of an electric or propane variety and be used only when absolutely necessary. During equipment use, movement must be confined to Hotel approved and established corridors or runway patterns. Also the service vendor, contractor, or decorator must supply and install either plywood or 3/4 inch Masonite in the runways or corridors. The

conveyance device used must be confined to the approved route as predetermined by the Hotel. At no time will "Hot-rodding or un-safe" operation of the device or forklift be permitted or tolerated. Pallet jacks or dollies are approved for use in these areas to ferry all items.

9. **Forklift use in Loading Dock Area:** Any rolling equipment or vehicle, including forklifts, used in this area must have non-skid or wrapped wheels while moving and follow all OSHA safety regulations. Forklift should be of an electric or propane variety and be used only when absolutely necessary. No hot-rodding, speeding or quick turning is permitted. At all times the user will employ good judgement, care, and safety for all carpets, walls, doorways, and columns.
10. **Vehicles:** Installation in the final location will require a visqueen underliner to protect carpets or floor. All motor vehicles (including motorcycles) that are to be displayed inside the facility must be inspected by the Addison Fire Department. The requirements are as follows:
  - less than 1/8 tank of gasoline in vehicle
  - battery cables disconnected
  - gas cap will be sealed with tape
  - vehicle is not allowed to idle any longer than necessary to place into position
11. **Insurance:** Any outside contractors providing services in the facility must be covered by an insurance certificate and approved by the Hotel prior to entering the facility.
12. **Loss or Damage:** The Hotel is not responsible for any damage or loss during the use of halls, including set-up and dismantle hours, in the facility.
13. **Security:** The hotel is not responsible for loss due to theft or lack of security. Only bonded security companies may be used in the facility and the user assumes all liability. All security companies performing such services must be sanctioned by the Hotel's Director of Security prior to the beginning service and each.
14. **Dress and Conduct:**
  - Contractors are restricted to their designated work stations.
  - All contractors are to use the employee restrooms and pay phones only. -No fraternizing with hotel staff is permitted.
  - All contractors are responsible for their own food and beverage needs. A food ticket to our employee cafeteria can be purchased at Security.
15. **Arrival:** All Contractors must check in with Security when arriving on property to pick up a vendor/contractor badge in order to work in our back of the house and service areas.
16. **Departure:** Areas used must be reviewed for damage with Banquet Manager prior to departing. All areas must be left in the same condition as it was upon arrival.
17. **Freight:** Elevator usage is restricted to back of the house units. Contractor must report to security upon arrival. In order to gain use of elevator key, proper identification must be left with security department. Individual who receives the key is responsible for the proper operation and will be liable if damage occurs.
  - Hotel reserves the right to refuse shipments that arrive more than 72 hour prior.
  - Hotel reserves the right to refuse shipments that are addressed to the drayage company.
18. **Storage:** All pallets, crates, platforms, and all such items must be placed or positioned on heavy plastic, plywood, or Masonite to insure no damage occurs to the carpet or floor.
19. **Ceiling Limitations:** No apparatus, equipment, signage, or décor of greater than 25 pounds can be installed, hung, or suspended from the ceilings by anyone other than the Hotel's exclusive rigging contractor. Items of less than 25 pounds can be installed by other entities if approved in advance by

the Hotel's Convention Services Engineer. The approval is required prior to installation of the item to be hung. No ceiling tiles or hotel fixtures are to be removed at any time.

No item can be hung, supported, or suspended from any fire sprinklers, safety equipment, lights or cable. No item including décor or signage may be affixed in any area that may cause damage or repair subsequent to its use.

20. **Care of the Facility:** The user insures that care of the facility will be taken by its service vendors or contractors to preserve carpeting, wall covering, ceiling tiles, ceiling grid, or lighting fixture or any other part of the facility during its use.
21. **Banners/ Signage/ Décor:** No signage or décor may be affixed, nailed, screwed or attached to walls, columns, carpet, or floor without approval of the Hotel. All requests and approvals must be submitted in writing to the Hotel's Convention Services Department. The request must outline the scope and method to be employed. Items should only be hung by the Hotel or approved contractors.
22. **Hotel Equipment:** The use or mixing of Hotel and contractor equipment is prohibited and not permitted, unless approved by the Hotel or Service Contractor in advance.
23. **Food & Beverage:** No food or beverage may be brought, stored or used in the facility unless approved by the Convention Services department.
24. **Use of Hazardous Equipment:** The Hotel must approve the use of propane gas, natural gas, combustibles, and/ or pyrotechnics prior to use. All such needs must conform to the regulations of the City of Addison Fire Department. Any and all permits, certificates, insurance or other documentation required will be the responsibility of the user.
25. **Laser Light Show/ Smoke Machines:** All such requirements must be approved 30 days in advance by the hotel and follow the prescribed policies, rules, and regulations governing such events. Failure to do so will result in being denied the use of such smoke machines.

Oil based fog machines are prohibited. Haze must not be so dense as to obstruct view in the event of an emergency. Fire Exit signs and floor must be clearly visible.

In accordance with the Addison fire code, a "Fire Watch" must take place when using pyrotechnics or fog/haze machines as the fire alarms must be monitored so that they do not sound. Fire watches must be approved through the Hotel and Addison Fire Department. There is a cost associated with this service with a 4 hour minimum. A fire watch must be scheduled during all rehearsals and shows and submitted to the Hotel and Addison Fire Department a minimum of 30 days in advance for approval. The Addison Fire Department requires full advance payment via check to the Town of Addison.

All outside vendors must supply "Certificate of Insurance" and a signed Indemnity and Insurance Agreement. The Hotel must have these documents on file prior to move in. Failure to provide signed agreements will prohibit Hotel property access.

26. **Cleaning/ Janitorial Services:** The Hotel is not responsible for the cleaning/ janitorial services of the tradeshow, exhibit, or display area during set-up, show, or teardown dates of the event. The hotel does not provide cleaning/ janitorial services in and from any area where outside contractors have been engaged or are in use. All services will therefore be the responsibility of the user. All such cleaning/ janitorial services must be contracted through a specific outside contractor or other vendors equipped to perform such services. In the event a Decorator or outside contractor is not used, services must be arranged through the Hotel 30 days in advance.

27. **Waste/ Trash Disposal:** The Hotel is not responsible for waste or trash removal in and from any area where outside contractors have been engaged or are in use. All waste or trash removal will therefore be the responsibility of the user. Waste/ trash disposal must be arranged through the decorator or other outside contractor equipped to perform such services. Should disposal be necessary using hotel facilities, a Dumpster use fee of \$5.00 per 8'x10' exhibit booth, based on current market rates will be accessed.
28. **Public Areas:** The Hotel public areas offer a warm and inviting setting for you guests. With this in mind, please adhere to the following policies:
- We do not allow exhibits, banners, or displays in our public space. They must in inside a function room.
  - Registration Desk locations must be approved in advance by your Convention Services Manager.
  - Public area and lobby furniture have been placed for your guests' comfort and enjoyment. We are limited, due to storage space and possible damage, from moving furniture.
29. **Staging/ Meeting Room Equipment:** The Hotel maintains 6'x8'x24" riser sections as a standard. Please contact your Convention Services Manager to determine riser availability prior to confirming stage sizes in excess of 32'x12'x24". Large production stages are the responsibility of the Production Company.

The Hotel has an extensive inventory of meeting related equipment. However, if an existing inventory is depleted, we will identify the shortage upon receipt of your detailed specifications and procure these items as an expense added to your Master Account.

30. **Sound Levels/ Rehearsals:** Sound levels are to be appropriate for the contracted space and are not to interfere with 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 Hotel Management. The Hotel reserves the right to terminate any event in the case of inappropriate sound level.

I have read the above guidelines and will adhere to the Renaissance Dallas Addison Hotel policies as outlined.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Contractor / Service Company Information**

**EXCLUSIVE HOTEL SERVICES:**

<b>Water/ Drains:</b>	Engineering	Renaissance Dallas Addison
<b>Compressed Air:</b>	Engineering	15201 Dallas Parkway
<b>Natural Gas:</b>	Engineering	Addison, TX 75001
<b>Food &amp; Beverage:</b>	Convention Services/ Catering Representative	Ph: (972) 386-6000

**EXCLUSIVE HOTEL CONTRACTORS:**

**Electrical Requirements:** Inspire Solutions Audio Visual

**Internet:** Inspire Solutions Audio Visual

**Rigging:** Inspire Solutions Audio Visual

\_\_Nathan Walker\_\_\_\_\_  
Director of Audio Visual

Ph: (972) 789-3044  
Renaissance Hotel Addison Dallas  
Addison, TX 75001  
E-mail: [nathan.walker@inspiresolutions.com](mailto:nathan.walker@inspiresolutions.com)

**PREFERRED HOTEL CONTRACTORS:**

**Exhibits/ Decorator:** Freeman Decorating Ph: (214) 267-5710  
Ph: (214) 634-1463  
**Equipment Rental:** 8801 Ambassador Row FAX: (214) 634-2221  
**Furniture Rental:** Dallas, TX 75247  
E-mail: [Dub.driggs@freemanco.com](mailto:Dub.driggs@freemanco.com)

**Audio Visual Rental:** Inspire Solutions Audio Visual Ph: (972) 789-3044  
15201 Dallas Parkway  
Addison, TX 75001  
E-mail: [nathan.walker@inspiresolutions.com](mailto:nathan.walker@inspiresolutions.com)

**Drayage/ Freight:** Addison Transportation Ph: (972) 381-1209  
16415 Addison Road, Suite 135 FAX: (972) 381-1273  
Addison, TX 75001-5331