

Dear Vendor,

Thank you for partnering with us for this event. We look forward to working with you! Below please find a bit of information & requirements for our property:

**Insurance & Indemnification Waiver:**

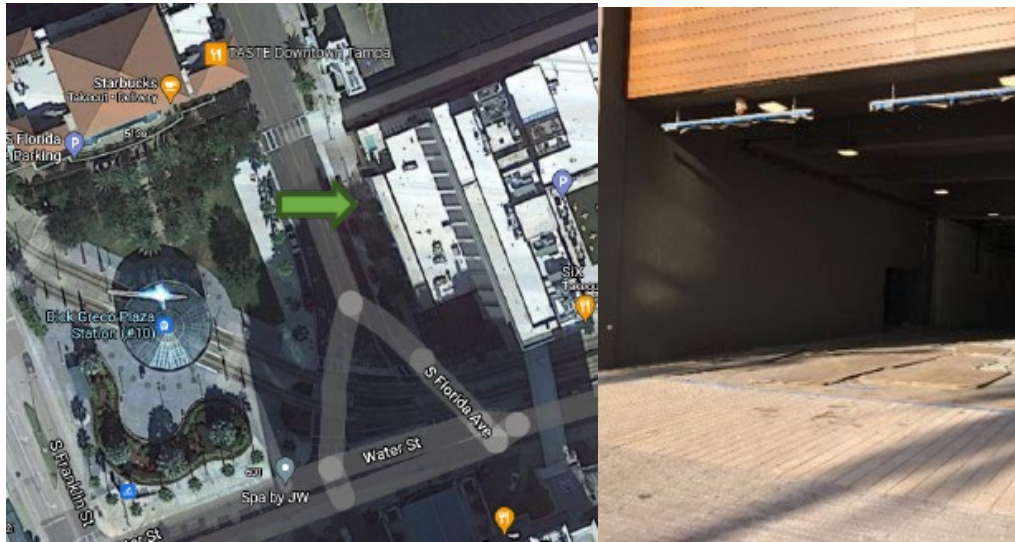
We require all our partnering vendors to carry a minimum \$1,000,000 liability insurance policy. We will need a copy of the Certificate of Liability, listing our entities as the additionally insured & certificate holder as follows:

JW Marriott Tampa Water Street  
WSTJWM LLC  
Marriott International Inc.  
Marriott Hotel Services Inc.  
510 Water Street  
Tampa, FL 33602

*An example of this certificate can be found in a separate attachment.*

In addition to the certificate, we require a completed indemnity agreement for each event. This document can be found in a separate attachment to this email.

**Load In/Out:**



All loading and unloading must take place at the loading dock area. No loading/unloading will be permitted in the valet drive. Our loading dock is located off of Florida Avenue on the West side of the JW Tampa Marriott Water Street, just past the Pam Iorio Parking Garage. **The clearance under the building is 13' 6"**. Dock availability is on a first come-first served basis, and for loading/unloading purposes only. Trucks and vehicles must be relocated to a lot for parking.

Any oversized vehicle that is unable to fit in the parking garage will need to make arrangements for the Port parking. All parking arrangements must be arranged with Elvis Reyes. He can be contacted at (d) 813.905.5072 or [ereyes@thecarpark.com](mailto:ereyes@thecarpark.com). Please allow 24-48 hours for email responses.

All vendors must present a government issued photo identification to be allowed access into the hotel. Entering through the loading dock will be required to check in with Security to obtain a visitors badge. This badge must be worn at all times when accessing the back of house area. The Security Booth can be found just inside the loading dock doors, or employee entrance.

#### **FREIGHT ELEVATOR**

Equipment and freight may only be transported via the freight elevators. The freight elevator size is **Elevator is 19'4 L" X 8'4" W X 9' H** with a weight limit of 10,000lbs. Hotel personnel will supervise the use of freight elevators. Passenger elevators and escalators are for guest use only. All load in/out staff are required to check in and receive a visitor badge from our Hotel Security located on the dock level. IDs are required for check in.

#### **EXIT DOORS**

At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way. This includes placement of signage, screens, vehicles, barricades, storage, tables, carts, curtain walls or other convention related materials that may impede the path of egress from an exit door.

#### **CABLES**

Cables cannot cross doorways, aisles or walkways. All cable placement and pathways must be approved by the hotel Production Coordinator prior to installation. Cables may not obstruct the curtain on stages. Cables originating from follow spot booths and dropping into main ballrooms must have padding to ensure molding and wall coverings are protected.

#### **CARPET PROTECTION**

All carpeted areas must be protected in advance of move-in and move-out. Areas requiring protection include, but are not limited to, storage rooms, production areas, audio visual storage room, etc. Carpet protection is required under all production stages as well as the backstage area. When rolling road cases or any equipment across carpeted floors, PolyTak must be applied in the area being traversed in order to prevent damage to the carpet. Lifts must always remain on PolyTak while on carpeted surfaces. Damage repair costs caused by lifts or other equipment will be the responsibility of the contractor.

#### **CONFETTI AND BALLOON DROPS**

All confetti are prohibited. Balloon drops must be approved in advance through your Event Manager and is subject to a cleaning fee.

#### **CUSTODIAL SERVICES AND WASTE REMOVAL**

The hotel provides, at no charge, custodial services for all public areas, restrooms and meeting rooms. The group is responsible for all show-related waste removal in any ballroom, meeting room or public space. This includes, but is not limited to, bulk trash, production and staging-related waste to include PolyTak and Visqueen, exhibitor waste and adhesive products. Dumpsters can be arranged through outside vendors, please ask your Event Manager for recommended vendors. It is the responsibility of the Production Company/ general contractor to return the assigned space to move-in condition. All debris must be removed from the ballrooms and loading dock area. Post-show cleanup is the decorator/production crew/freight mover's responsibility including spot scraping tape marks, sweeping, spot mopping spills on the floors and all trash removal. Bulk materials not removed by the group will be removed by hotel staff and billed at the prevailing rate.

#### **Parking:**

Valet parking is offered at AIA Florida's discounted rate of \$37.50. Daily parking rates do not allow for in/out privileges. Parking charges are the responsibility of the vendor. No validations will be given. Should you wish to self-park, Pam Iorio Parking Garage and would be the nearest option. Availability of these lots is subject to the event schedule for the downtown area and rates are subject to change based on these events.

**Appearance:**

Vendors are expected to maintain a professional appearance for all events.

**Set Up/Teardown:**

Please check with the Event Manager for set up & teardown times. All items are to be removed from the space on the day of the event. Next day pick up is not offered. Storage of equipment that is not in use during the event, empty equipment cases, and boxes must be returned to the vehicle they were removed from unless arrangements have been made with the hotel to store crates and boxes in unoccupied meeting space. No excess storage pre-function, foyer, or back aisle areas. JW Marriott staff is unable to move décor items for liability and safety concerns. If special approval is given for items to be picked up after an event time, they must be picked up first thing the next day. Items left for more than 72 hours will be disposed of. We have limited storage space and are unable to store items.

**Risers:**

Riser decks are 6' x 8'. Height settings are 24" – 36". If the riser is set at 36", it will require rails around the back. Risers may only be placed on ground level carpet. We cannot double stack our risers or place them on an alternate surface (i.e. Dance Floor).

**Food & Beverage:**

Outside food & beverage is not allowed in the Ballroom/Meeting space. Should you wish to order food during your set up time frame, it will need to be consumed outside of the Ballroom/Meeting space.

Vendor meals are ordered by the client and provided at their requested timeframe. Should you have any specifications in your contracts for vendor meals, please be sure these are communicated directly with the client.

**Rigging, Power, & Internet:**

All rigging (truss inclusive), internet, and power needs must be ordered and scheduled in advance with the Encore team. Please advise the client of your rigging and or power needs to have them coordinate this with their designated Encore Sales Manager.

Internet is not complimentary in the meeting space and needs to be arranged directly with Encore. If this is a cost you wish the client to pick up, please make them aware in advance.

**HAZE/FOG/SMOKE MACHINES**

The use of haze or smoke/fog machines must be approved through your Event Manager. A Fire Marshal Fire watch is required for all times when the haze/fog or smoke machines are used, including rehearsals. Fire watch personnel will be arranged through Tampa Fire Marshal with your Event Manager and the Hotel's Safety and Security Department at the prevailing rate. A schedule of rehearsal and show times must be submitted no later than three (3) weeks in advance. Only water-based machines are permitted.