



Production & Exhibit Rules and Regulations

1. All groups having exhibits must use a Drayage Co., a Decorating Company or an Exhibit Company, for booth exhibits at Rosen Centre. The Orange County Fire Prevention Code must be adhered to and a plan submitted to the Orange County Fire Department Fire Marshal, no less than 30 days prior to the show or exhibit. All permits and diagrams approved and signed by the Orange County Fire Department must be submitted to the Convention Services Manager before setup takes place.
2. Production Companies must adhere to the Orange County Fire Prevention Code. Production Company must submit a plan and permit to the Orange County Fire Department Fire Marshal, no less than 30 days prior to the show. All permits/diagrams approved and signed by the Orange County Fire Department must be submitted to the Convention Services Manager before setup takes place.
3. The Orange County Fire Department may require a fire watch for certain productions, **haze/fog**, exhibits, laser or pyrotechnic shows. A minimum of 10 days notice is needed to order a fire watch from the Orange County Fire Department. Orange County Fire Department requires a minimum of a 4-hour fire watch, plus an hourly fee for each hour thereafter. Fire watches for fog/haze machines are only permitted inside the Grand, Executive, and /or Junior Ballrooms. They are not permitted in Signature, foyers and/or breakout rooms.
4. Due to limited storage, Rosen Centre cannot accept any drayage, packages, or exhibits for an Exhibit / Production Company or client. Please make arrangements for pre/post shipping, drayage handling, and storage with the Exhibit / Production or Decorating Company handling your event.
5. **All exhibit and production space, loading docks, and dumpster areas must be cleared and returned to the same condition as it was given to the Production/Exhibit Company on set up day.** It is the customer's responsibility through the Exhibit/Production Company to provide appropriate trash receptacles/dumpsters. Arrangements can be made through Waste Management at (407) 788-0800.
6. All items such as forklifts, crates, garbage, etc. must be removed from Rosen Centre by the designated ending time on the teardown day. Rosen Centre will not be held responsible for any damage or loss of equipment left on site.
7. All hazardous materials and chemicals that will be brought into Rosen Centre or generated on property through a function must have a "MSDS" sheet on file with the Convention Services Manager prior to delivery and must be pre-approved by the Convention Services Department. The Customer or Exhibit / Production Company is responsible for removal of the waste from Rosen Centre. Such items include, but are not limited to, medical waste, paints, oils, adhesives, cleaning chemicals and solvents. If hazardous waste has been left behind from a function, the customer/group will be contacted to return to the property to retrieve the waste. Rosen Centre will not be able to dispose of the waste for the customer/group, as the necessary documents and shipping manifests must be signed by the generator of the hazardous waste.
8. All forklifts or any other equipment used in the exhibit areas, the loading dock or Ballrooms must be battery powered. All tires must be unmarked or covered. Tires must be approved by Banquet Setup Manager prior to use. Exhibit / Production Companies must provide their own air lifts. **No equipment can be stored inside of the hotel, including meeting space and service areas.** See the Banquet Setup Manager for assistance. All powered truck operators (such as forklift, powered pallet jacks, etc.) must carry their certification card at all times. Centre reserves the right to ask for and review certification cards.
9. The Exhibit /Production Company is responsible for the safeguard of usable carpeted areas for exhibits, production, load-in and load-out. **The use of Poly-Tak, Visqueen, ply wood, over-lay carpeting, or similar materials is required in order to ensure the protection of the carpet.** For Production/Rigging needs, the Hotel can provide all Poly-Tak and charge the customer's Master Account or Production Company accordingly. NOTE: When using fork lifts in the Ballrooms, ply wood MUST be laid on top of Poly-Tak or Visqueen type of protection materials. All Exhibit & Production companies must place down gaffing / vinyl tape prior to double sided tape being adhered to hotel carpets, risers, or any other areas permitted by the hotel staff.
10. Rosen Centre does not provide such miscellaneous items as, but not limited to, chairs, tables, skirting,, punch bowls, china, waste paper baskets, etc. to exhibitors. Such items must be provided by the Exhibit Company.
11. **The cleaning of the exhibit areas during a show, booth or tabletop is provided by the Exhibit Company, not the Hotel. Due to fire regulations, crates or other items cannot be stored in service areas – they must be removed from property.**
12. All Exhibit / Production Companies are to check in and out with the Banquet Setup Manager on duty. A walkthrough of the production or exhibit area is required with the Banquet Setup Manager prior to load-in and after load-out. The Banquet Setup Manager may be reached or paged through the Hotel operator.
13. **Smoking is not permitted in any of the service hallways or public areas by any Exhibit or Production staff. This includes the outside loading dock area.**
14. The customer is responsible for any charges or damages an Exhibit / Production Company or outside contractor incurs while in the employ of a customer. The customer will be notified of any damages immediately.
15. Truck and trailer parking is in a designated area, please consult your Convention Services Manager. Unattended trucks and trailers are subject to towing at the owner's expense if not parked in designated area.



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16. Rosen Centre is not responsible for the security, theft or damages of any production or exhibit equipment. This applies to materials or equipment owned by the Exhibit / Production Company, its staff members or attendees. Security is available through the Hotel at a fee to the customer or Exhibit / Production Company.
17. The Hotel's in-house audiovisual company is Encore Global. Only Encore Global has access to the in-house sound system; therefore, Encore Global reserves the right to charge outside Audio Visual vendors patch fees, and where applicable, labor fees accordingly for the use and maintenance of the Hotel's sound system.
18. All rigging must be done exclusively by Encore Global. All major ballroom production set-ups must be approved by the Fire Marshal. The customer must submit an approved copy of the event's floor/staging to the Convention Services Manager no later than 14 days prior to the convention/event date.
19. All production cabling and/or "snakes" must be flown from the ceiling above passageways (exit areas). Due to safety risk, "bumblebee" type ramps are not permitted across passageways (exit areas); all cabling locations must be approved by the Hotel. In addition, **all approved floor cabling must be taped down securely with gaffing and caution tape.**
20. Encore Global is Rosen Centre's exclusive electrical contractor. Encore Global will provide all electrical needs including, but not limited to, production, audiovisual, computer sets, tradeshow, utility services and special events. All power cords (including extension cords) must be provided by Encore Global.
21. Lighting remotes are available for production use at a fee of \$100.00 per day. An authorized production company representative must sign the Hotel's Lighting Remote Agreement prior to receiving the remote. Damages and/or un-returned remote controls will result in a \$3,500.00 fee. NOTE: If customer does not approve the charge to the master account, the Production Company will be required to pay for the usage of this equipment.
22. A Load-in / Load-out Request Form must be completed and returned to the Hotel Convention Services contact 14 days prior to the group's load-in date. The Hotel Convention Services Manager will provide the form upon request.
23. The Exhibit / Production Company is required to provide Rosen Centre a Fire Marshall approved digital CAD drawing of the production/stage requirements (including stair locations) and/or the exhibit layout 14 days prior to the group's load-in date. Productions and/or Exhibits without CAD drawings provided to the Hotel will not be permitted to load-in.
24. The customer is responsible for the removal of all decorations; however, the use of confetti is not permissible. Helium balloons that are inside the ballrooms must be deflated and/or removed at the end of the function by the Group. If a balloon is released into the Pre-function areas and/or Ballroom ceiling grid area(s), fees will apply for its removal. Should the Fire Life Safety System be activated, it will result in a \$3,500.00 charge.
25. **Podiums/Lecterns and air walls:** No signs, banners or any similar items are to be affixed to Hotel lecterns and air walls. The Hotel will assist with requests if feasible. In addition, any defacing of lecterns or air walls such as nail, screw or drill holes, scratches, Velcro markings, or other damages will result in damage charges to the group's master account.
26. **Riser and Stair Railings:** Per Orange County Fire Code, riser stairs and risers must have railings; and riser railings are required on the sides and rear of the staging/risers. It is Company Policy and it is strictly enforced that the Hotel risers are not to be stacked or placed on top of each other (this includes drum risers). Should Production Company require stacked staging, they must provide all staging.
27. **Billing:** Unless requested by the authorized client/contact and the Hotel's group billing coordinator, all production-related charges will be the sole responsibility of the production company/vendor. All estimated charges will be in advance and are subject to normal prepayment schedules.
28. **Contractor and Vendor Personnel:** Areas of Access- All contractors/vendors must stay in designated job site areas. Access to "front of house", guest elevators/floors or "back of house" kitchen, offices etc. is not allowed. Bag Check- All bags and boxes are subject to a Security check upon entering or leaving the building. Entrance- Unless otherwise directed, vendors may only use hotel employee entrance, and are required to check in with security to receive a visitor pass. Pass must be worn at all times for access to any area beyond the loading dock. Photo ID is also required. Hotel Equipment- Contractor/Vendor is not authorized to use any tools, ladders, motorized equipment or other furnishings of the hotel without express written permission from the hotel management. Identification- All vendor employees must have a government recognized form of identification while on hotel property.
29. **Exits:** At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated. It shall be the responsibility of each decorator to supply exit signs to comply with local Fire Marshal specifications.
30. **Exposition and Drayage Services:** Exhibit/Meeting space will not be air conditioned/heated during load in, set-up and load out.
31. **Floor Load Limitations:** Slabs in the ballrooms and service corridors are constructed of 2000lb psi concrete rated for 500lbs psf of uniform load. Wheel and concentrated loads would have to be evaluated on a case by case basis.



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32. **Food and Beverage:** No sample food and beverage products or donated food and beverage products may be distributed by exhibitors except upon written authorization by the Rosen Centre Hotel. Due to state law, you may not bring alcoholic beverages into the Hotel. In addition, prior approval must be received from the Catering department before you bring in non-alcoholic beverages or any food from outside sources ~ this includes samples, donations and giveaways. After approval by the hotel, any exhibitor that will be preparing or displaying food products within the exhibit hall must take precaution for protecting permanent carpet by using visqueen, mats, plastic, etc. Any damages incurred to property of the Rosen Centre Hotel will be a cost incurred by the exhibitor in repairing or replacing, whichever is applicable.
33. **Moving Equipment:** The contractor/vendor must supply their own transportation devices (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. Forklifts used indoors must be battery operated. Spare LPG tanks must be stored on racks on the loading dock. The only way a forklift is to be operated in the meeting space is with hotel management and security department present due to limitation of height clearance and fire code standards. If battery powered forklifts are being used in the ballroom, Exhibit Company is responsible for the safeguard of Hotel's carpeted areas for load-in and load-out. Protective floor boards (carpet on bottom side) must be provided by the vendor and used when moving in drayage, vehicles or any other heavy freight into the ballrooms. All boards must be in place before drayage may be brought to the exhibition hall. Due to insurance regulations, the Hotel cannot provide airlifts. Production Companies must provide their own.
34. **Parking:** Truck and trailer parking is in a designated area. Please consult your Convention Service Manager for this location. Unattended trucks and trailers are subject to towing at the owner's expense if not parked in designated area.
35. **Vehicles:** Any vehicles brought into the building must adhere to the following regulations: gas tank must have less than $\frac{1}{4}$ tank of gas, battery cables must be disconnected and taped, gas caps must be locked or sealed, oil drip pan and visqueen must be placed under the vehicle.
36. **Cooking:** Any cooking must have prior approval by the Fire Marshal and by the Rosen Centre Hotel. Any high compression cylinders need prior approval by the Fire Marshal and must be properly secured.
37. **Safe Work Practices and Miscellaneous:** The hotel will not provide or lend any linen to exhibitors for the purpose of covering any portion of the display table or display items. In addition, the hotel will not allow tables and displays to be covered or draped with linen, tarps, canvas or other items to protect the displays overnight or during times when exhibits are not open. Overnight security; either provided by hotel or contracted through the group, will be required for displays/exhibits that have valuables staying in foyer overnight which include but are not limited to; laptops, clothes, jewelry, etc.
38. **Insurance:** The undersigned agrees to provide insurance (\$1 million each in Auto, Workers Compensation, and General Liability) that is acceptable to the Hotel and shall name Rosen Hotels and Resorts, Inc., and its affiliated entities as additional insured on its General Liability insurance. The general liability policy and workers compensation policy shall contain a waiver of subrogation in favor of Rosen Hotels and Resorts, Inc., and affiliated entities. The Certificate of Insurance (COI) must be sent to your Convention Services Manager at least 14 days prior to load-in.
39. **Indemnity:** The undersigned shall indemnify, defend and hold harmless Rosen Hotels and Resorts Inc and its affiliates and subsidiaries, and their respective directors, officers, employees, shareholders, agents and representatives (collectively, the "INDEMNIFIED PARTIES" and individually an "INDEMNIFIED PARTY") from and against any and all claims, damages, losses, costs and expenses of any kind, (including reasonable attorney fees and costs incurred by an INDEMNIFIED PARTY) arising out of or resulting from the use or occupancy of the Hotel Premises by the undersigned, its officers, employees, members, guests, customers, and invitees, including, without limitation, injury to or death of any person, damage to or destruction of any property, real or personal (including but not limited to property owned, leased or under the control of Rosen Hotels and Resorts Inc). The undersigned shall not be obligated to indemnify INDEMNIFIED PARTIES for matters arising from the gross negligence or willful misconduct of an INDEMNIFIED PARTY.

Client / Production Signature

Date

Client / Production Initials