

Event and Production Guidelines



PSAV at the *Fairmont Scottsdale Princess*

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Fairmont Scottsdale Princess

Audio-Visual

- A full line of audio-visual equipment is available for rental.
- Supervisors are required to oversee all outside vendor activity.
- Use of RF or UHF on property must be approved by PSAV.
- A full production schedule must be submitted prior to your event.

Power

- PSAV handles all the power needs for the Fairmont Scottsdale

Rigging

- PSAV is the exclusive rigging vendor for the Fairmont Scottsdale and must perform all rigging activity.
- You may arrange for Scissor Lifts from the vendor of your choice; they are not rented on property.

Lighting

- PSAV must approve all outdoor lighting designs.

Fire Alarm System: Fireworks / Pyrotechnics / Hazer

- Direct approval of the Fire Marshall is necessary for any use of pyrotechnics or hazing on the Fairmont Scottsdale property.
- Various permits, licenses and insurance are required.

Outside Personnel

- Various house rules apply.

Insurance

- All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance.

Exhibits/Banners

- Please contact your PSAV Sales Manager for information on Exhibit events.
- PSAV will hang banners in the conference center at a minimum cost of \$100 per banner.

Load In / Load Out

- All loading dock usage must be scheduled with the Logistics Manager.

Miscellaneous

- All audio-visual labor rates require a 5-hour minimum.
- Fees are subject to service charges, ETS charges and tax.
- All pricing is subject to change without notice.

AUDIO-VISUAL

IN-HOUSE AUDIO-VISUAL PRODUCTION COMPANY

The Fairmont Scottsdale has collaborated with PSAV as its in-house supplier of audio-visual equipment and services. The Fairmont Scottsdale highly endorses and recommends PSAV for all audio-visual services at the Hotel. **If you select PSAV as your provider you need not concern yourself with the following requirements as they will handle all the arrangements regarding requirements in this document.**

The Fairmont Scottsdale reserves the exclusive right for PSAV to make use of the in-house audio system. Should an outside supplier require a patch to the house sound system, PSAV will negotiate a rental fee for the use of the system. Should the supplier *not* wish to use the existing system, they must then provide the entire audio package, complete with external sound, amplification, microphones, and cables (see also insurance). **PSAV must approve the use of all RF and UHF frequencies to be used at the Fairmont Scottsdale; a frequency use list must be submitted prior to load in for approval.**

OUTSIDE AUDIO-VISUAL PRODUCTION COMPANIES

A PSAV coordinator will be assigned to work with the outside supplier at prevailing rates. This person will oversee all load-in/load out activities within the meeting space, making sure that standards and policies of the Hotel are followed. Programs that are more extensive may require the use of two or more coordinators. **A complete schedule of activities must be presented to PSAV no later than (14) days prior to arrival to schedule coordinator(s).**

All charges incurred by your production company will be applied to your Master Account. If your production company is responsible for their own charges they must establish billing authorization by credit card at least (14) days prior to load in. To assure a speedy response to any on-site additions, the Hotel advises that billing provisions be established in advance, even if there are no planned orders. (See also "insurance")

Access to a secured area (ballroom catwalk) requires accompaniment of a PSAV technician. Advanced notice of such request is recommended in order to avoid delays or additional charges. When any projection port is used for any reason such as follow spots or cameras, a PSAV Technician is required to provide access and to supervise the area at prevailing rates.

All equipment delivered to property is the responsibility of the vendor who brings it. Neither the Fairmont Scottsdale nor PSAV will be responsible for equipment that is lost, stolen or damaged when left unattended.

Current rates for Audio Visual Coordinators/Supervisors are as follows (5 hour minimum):

	Monday-Sunday	Holidays
6am-10pm	\$70/hour	\$140/hour
10pm-6am	\$105/hour	\$140/hour

COMPLETE PRODUCTION SCHEDULES

A complete productions schedule for your program is mandatory and must be provided in writing to both PSAV and your Conference Services/Catering Manager. **This schedule must be presented at least (14) days prior to program start.** This schedule is to include load in times, load out times, and times of audiovisual support, times where excessive volumes may be expected, loading dock usage times, power tie in/disconnect requirements and dark room schedule.

POWER

PSAV handles all power requirements. **Requests for power must be made at least ten (10) days before the event.** Any power needs more than a standard 110-volt wall receptacle are subject to a charge. However, in outdoor event spaces, all power will be charged for, including standard wall receptacles. In addition, there will be charges for labor, installation, electrical tie-ins, electrical disconnects and rental of supplied equipment if applicable.

All power hook-ups not handled by PSAV (including generators delivered to the property) are required to be approved through PSAV.

EXTENSION CORDS/CABLES

All extension cords must be 12/3 gauge per the Fire Code. All cords and wires must be taped down and covered safely. When it is necessary to run cords or cables in any area where personnel or guests may travel, including the service areas, the Fairmont Scottsdale requires that cable ramps be used to ensure safety. **PSAV will not supply the cable ramps. Outside vendors are required to provide their own cable ramps.**

RIGGING

PSAV is the exclusive rigging vendor for the Fairmont Scottsdale. **All rigging must be performed by PSAV or their representative.** Charges are applicable for this service and rates are available through PSAV. Charges will be placed on the master account of the in house group unless arranged otherwise. A minimum of 2 riggers will be required for any rig in or rig out; larger events may require additional riggers. A 5-hour minimum applies to all rigging calls.

All rigging requests are to be directed to PSAV through a Rigging Advance on the PSAV Rigging Website no later than (14) days in advance of the function. The following information is required:

- a) Name of the AV Company.
- b) Name and contact information of the on-site project manager.
- c) Description of items being hung.
- d) Weight of each item.
- e) A diagram showing placement of all items.
- f) Signed Hold Harmless Agreement on file with the Conference Services / Catering Manager.

- g) Certificate of general liability insurance naming Fairmont Scottsdale Hotel Partners as additional insured.

Under no circumstances may anything be hung from sprinkler heads or air wall tracks. Any requests for rigging other than from designated hang points will need written approval of the PSAV Rigging Coordinator.

The only appropriate attachments to hang points are wire rope, span sets, ETC C-clamps or other pre-approved rated hardware. Rigging equipment and truss are available for rent from PSAV.

The Princess Ballroom hang points are rated to hold 750lbs. each by the Fairmont Scottsdale Engineering Department. **The Palomino Ballroom hang points are rated to hold 1000lbs. each** by the Fairmont Scottsdale Engineering Department. Under no circumstances may this weight limit be exceeded.

A scissor lift may be available for rent from PSAV. Please work with your PSAV sales person for pricing. Without booking in advance, a lift will not be available for rent on property and must be secured from an outside vendor. The drop off and pick up of lifts must be coordinated with the Logistics Manager. Lifts must be supplied for use by rigging personnel.

Current rates for Riggers are as follows (2 rigger, 5 hour minimum):

	Monday-Sunday	Holidays
6am-10pm	\$95/hour	\$190/hour
10pm-6am	\$142.50/hour	\$190/hour

Rigging Advance website: <http://www.psav.com/RiggingForm/>

LIGHTING

OUTDOOR LIGHTING

The following guidelines apply to all outdoor events at the Fairmont Scottsdale.

- PSAV must approve all lighting designs and will be available to answer technical questions during the planning process.
- Existing, permanent lighting provides basic illumination of traffic areas and accents for the hotel's buildings and landscaping.
- All event lighting shall be of a temporary nature.
- Installation and removal of event lighting will be done on a per event basis.
- Timing of installation and removal must be coordinated as closely as possible with the actual event time in order to minimize the impact on Hotel guests.
- Lighting equipment installed on the Hotel building is prohibited.
- Lighting Design may incorporate the following:
 - Color washes of buildings / landscaping using equipment at ground level
 - Buffet lighting using umbrellas and reflective equipment
 - Area lighting installed (temporarily) in surrounding trees.
 - Temporary tree lights utilizing 6" or smaller instruments.
 - Area lighting using "streetlight" style fixtures.

- Lighting Design shall remain in keeping with the décor and ambiance of the Hotel.
- The Fairmont Scottsdale reserves the right to disapprove any lighting, which it considers inappropriate.
- **Existing outdoor lighting may not be sufficient for your event. Contact a PSAV sales manager to determine if existing lighting is appropriate for your event. If PSAV is not selected as your lighting supplier, power charges will apply.**

FIRE ALARM SYSTEM

Foreign substances in addition to heat and smoke activate the fire alarm system in the Fairmont Scottsdale Conference Center and Main Building. Any program requiring fog machines, pyrotechnics, fireworks, laser effects or any other such effects must have written and stamped approval from the Fire Marshall. Approved fire permits must be presented to the Conference Services/Catering Manager no less than two weeks before the event.

Any activity that requires disengagement of the fire alarm system requires:

- a) Fire Marshall approval, and
- b) A "Fire Watch" crew.

Fire Watch crews consist of no less than two staff members, at a rate of \$90.00 per hour, with a 5-hour minimum.

FIREWORKS / PYROTECHNICS / HAZERS

Direct approval with the Scottsdale Fire Marshall is necessary for any use of pyrotechnics on the Fairmont Scottsdale property, whether indoor or outdoor. You must submit a copy of your local permit, license, liability insurance and type of pyrotechnics to be used, to the Conference Services/Catering Manager assigned to your event within (14) days prior to your event (see also insurance). The Fairmont Scottsdale Director of Engineering must also approve such requests.

Please notify your Conference Services/Catering Manager if any smoke or fog is used in your production at least (14) days prior to your event. You must submit exact times the hazer is to be used, including test times and rehearsals. The fire detection system must be disabled during these times. A permit from the Scottsdale Fire Marshall must be obtained and a fire watch must be maintained by PSAV or the hotel engineering department. Charges will apply for both of these services and will be coordinated by PSAV.

SCOTTSDALE FIRE DEPARTMENT

Information regarding permits and Fire Code Regulation for indoor and outdoor events is available through:

City of Scottsdale Fire Department
 Mark Zimmerman, Assistant Fire Marshall
 8401 E. Indian School Road
 Scottsdale, AZ 85251
 480-312-1853
 mzimmerman@scottsdaleaz.gov

OUTSIDE PERSONNEL

The following are "House Rules" for any outside personnel (see also insurance):

1. Outside personnel must wear clothing that is neat in appearance and meets the Fairmont Scottsdale Hotel's guidelines.
2. All vendors including, but not limited to, event volunteers, musicians, florists, photographers, entertainers, linen companies, props and décor companies must coordinate their arrival time and their proper load-in/load-out locations with the Conference Services/Catering/BDS Manager for the function. Any commercial or private vehicles parked in an area not prearranged by the Conference Services/Catering Manager/BDS and/or Security will be subject to immediate towing. All vendors must enter the property from Fairmont Scottsdale loading dock. No vendor should come through the front drive.
3. The consumption of any alcoholic beverages on property while under contract is against state and federal laws. This includes the purchase of any alcoholic beverages in any of the Hotel lounges, bars or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
4. There is no smoking permitted in any public area of the Hotel. This includes all function rooms and outside locations. There is a designated area for smoke breaks for outside personnel and Fairmont Scottsdale employees.
5. Any horseplay, foul language or disruptive behavior is a violation of hotel policy and will result in the removal of the individual(s). Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.

INSURANCE

INSURANCE

All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance. Certificates of insurance evidencing the required insurance must be received by the Conference Services Manager before load-in for any event. The hotel must be named as certificate holder and "Additional Insured". The certificate must be issued as follows:

DTRS Scottsdale LLC *
dba: Fairmont Scottsdale
Attn: Brent Lunt
7575 East Princess Drive
Scottsdale, AZ 85255
Fax. 480-585-2744

*DTRS Scottsdale LLC" is our legal name as of September 1, 2006.

Coverages required:

Commercial General Liability - \$1 million (all vendors)

Auto Liability \$1 million (if vendor vehicles are brought on property)

Worker's Compensation Statutory Limit (if vendor employees work on property)

ELECTRIC LIFTS, LADDERS ETC.

The Fairmont Scottsdale does not provide, rent or loan air ladders, frame ladders, Genie lifts, trucks, cables, etc. This is the responsibility of the client. A list of approved suppliers is available through your Conference Services/Catering Manger. In addition, forklifts, Genie lifts, etc. must be approved by the Conference Services/Catering Manager. All wheels must be covered with wheel socks and PolyTak is required to protect the carpeting. Forklifts, pallet jacks, Genie lifts, scaffolding, trucks, cars or any other heavy equipment are not to be placed on dance floors or risers at anytime.

EXHIBITS/BANNERS

Exhibits using food, beverage, ink, chemicals or other liquids must be installed over Visqueen. Booth equipment, furniture and carpeting must be confined to the measured limits of the booth. Painting, mixing of chemicals or explosive materials is strictly prohibited.

The use of nails and/or staples is absolutely prohibited on any exposed molding or wall. Banners, posters or signs are not to be in any way affixed to walls of meeting rooms.

Please note that PSAV will hang banners from appropriate hang points in meeting rooms at a charge of \$100.00 minimum per banner. Personal lift charges may also apply. All signage must be professional in nature and be approved by the Hotel. The use of the Fairmont Scottsdale logo in any material must have prior Hotel Approval.

The Hotel cannot loan tools or ladders due to safety / liability concerns. Please make arrangements to bring any equipment you may need. Any supplemental equipment such as risers and tables are available with advanced notice and will be subject to a rental fee. Please contact your event manager to inquire what equipment and services are available.

Pallets and pallet jacks are not allowed in the Main Foyer of the Conference Center or the Hotel Lobby at any time.

All expos will require an Expo Manager to manage the floor. This positon will be billed as follows:

	Monday-Sunday	Holidays
6am-10pm	\$70/hour	\$140/hour
10pm-6am	\$105/hour	\$140/hour

Please work with your PSAV Sales Manager for more information.

LOAD IN AND LOAD OUT

The Fairmont Scottsdale Hotel has limited dock space for load in and load out of equipment. All dock usage must be scheduled with the Logistics Manager. All load in and load out of equipment and materials must be through the Hotel’s dock areas only. Parking of all trucks must be approved by the Security department. Care must be taken not to damage walls or floors in any part of the property; any expenses for clean up or repair will be billed to the

production company. No empty crates, boxes, pallets, cases or any equipment may be stored in the back hallways.

The current logistics manager is:

Bill Craft
480.419.3000 #7782
Bill.craft@fairmont.com

MOTORIZED VEHICLES

Any vehicle displayed indoors requires a fire permit from the Fire Marshall at least two weeks before the event. A visual walk through with the Conference Services/Catering Manager is required before moving any vehicle into the area. The vehicle must be pushed or lifted into the room. ***Under no circumstances may the vehicle be driven into any function space.*** Visqueen must be placed under the vehicle for the entire duration of the display.

All motorized vehicles must have the battery disconnected and secured via duct or masking tape. The fuel tank should be drained empty. The fuel tank should also be secured with duct or masking tape.

Tractors, generators, chain saws and other such fuel-powered equipment must be secured in a similar manner.

CLEANING AND CUSTODIAL SERVICES

The Fairmont Scottsdale Hotel does not provide cleaning services unless stipulated in the Group Sales Contract. It is the responsibility of the Group's Meeting Manager to ensure all function space is left in "vacuum ready" condition. This applies to the loading dock area as well. The group's cleaning contractor may use the Hotel's dumpster with the approval of the Conference Services/Catering Manger. For the disposal of non-hazardous dry materials, additional dumpsters are available at a determined cost. Your Conference Services/Catering Manager can make charges and arrangements.

MISCELLANEOUS

All hotel labor rates quoted are subject to a 4-hour minimum regardless of the group or the set up.

All audio visual labor rates quoted are subject to a 5-hour minimum regardless of the group or the set up.

All rental fees and sale costs are subject to a 24% ETS or service charge.

All above pricing is subject to a state sales tax of 7.95%.

All pricing is subject to change without notice.

I have read and acknowledge the above policy agreement:

Signature: _____ **Date:** _____

Print Name: _____ **Group Name** _____