



MARRIOTT
KANSAS CITY
DOWNTOWN

200. West 12th Street
Kansas City, MO. 64105

CATERING AND CONVENTION SERVICE GUIDELINES

FOR GENERAL CONTRACTORS, SHOW MANAGEMENT, PRODUCTION AND AUDIO VISUAL COMPANIES

The wide spectrum of CONVENTIONS, TRADE SHOWS, CONSUMER SHOWS, EXHIBITS and other activities that are staged at the Kansas City Marriott Downtown require the establishment of certain guidelines relative to coordination of services, liability and safety. Due to the vast nature of events hosted at the Kansas City Marriott Downtown, each production with attributes not mentioned in the Production Guidelines will be reviewed by appropriate parties. The Kansas City Marriott Downtown reserves the right to review any production and apply fees where necessary based on the amount and scale of said production.

These guidelines apply to all General Contractors, Show Management, Production, Decorators, Florists, and Audio Visual companies working in the Kansas City Marriott Downtown whether the event is open or closed to the public. Please read the entire document, forward all required “proof of insurance,” sign all attachments and return via fax or e-mail as described at least 21 days prior to your first load-in.

Thank you for your cooperation. We look forward to a successful show.

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1. Certificate of Insurance:

It will be the policy of the hotel that any third party contractors or vendors proposing to enter into an agreement with a hotel client or a hotel client proposing to provide their own services outside of those currently offered by the hotel.

- A current certificate of insurance which will include Hotel's required insurance coverage limit which currently is \$2,000,000.00 per occurrence.
- The certificate will name the following as additional insured and loss payee to include workmen's compensation :
Kansas City Marriott Downtown
Kansas City Downtown Hotel Group, LLC
Marriott Hotels
The Raphael Hotel Group, LLC
Presentation Services
- Signed copy of the hotel's Release and Indemnification Form (See Attachment I) absolving the Kansas City Marriott Downtown and additional insured's from any claims of damage resulting from equipment used or labor provided by the outside contractor or vendor.
- Signed and completed Credit Card Authorization Form (See Attachment II) as potential charges to Vendor/Contractor may apply
- Signed copy of this Catering & Convention Service Guideline Document on file.
- All High Speed Internet and additional communication services must be coordinated through the Hotel's in House Audio Visual provider, currently Presentation Services, at least 45 days prior to the event. Requests received less than 45 days may, depending on specific service, not be available and will be subject to a 25% surcharge.
- Outside contractor or vendor will assume all liability for any damage in the hotel caused by the use of their own equipment or by their employees.
- The Kansas City Marriott Downtown accepts no responsibility for the security of any equipment or materials while in use or stored on the premises. Security can be provided at the request of contractor/vendor or client. There will be a charge for such service and advance notice is required.
- The Hotel will not be held liable for any contractor/vendor materials or products that are left at the hotel premises and not picked up within 6 hours of any events completion.
- Distribution of printed material delivered to guest rooms must be pre-approved by Hotel.

It will be the policy of the hotel, that during the sales phase and event planning phase that the hotel clients are informed of the hotel's policy related to the use of any third party contractor or vendor. Copies of relevant Policy points, as listed above, will be provided to the hotel client.

Those departments listed above will be the responsible to ensure that these policies are adhered to. Any request for deviation to this policy may only be approved by the General Manager, Director of Operations or President, Raphael Hotel Group.

2. Contracted Audio Visual / Exhibitor / Production / Companies:

- 1) The contracted audio visual company must install and remove their equipment in accordance with the Hotel Banquet Event Order schedule. All cables must be coded and secured safely.
- 2) Presentation Services is the EXCLUSIVE rigging manager for the Hotel. By signing this agreement (Vendor/Contractor/Production Company/Client) agrees to all terms and conditions of the in Hotel's rigging policy. (See Attachment III)
- 3) Equipment must not block aisles or exits in meeting rooms, and must comply with state and local fire codes. Equipment must not interfere with the Hotel's ability to set functions in accordance with the "Group's" requirements.
- 4) Hotel reserves the right to monitor sound levels in Ballroom to ensure an event is not impacting another with excessive decibels.
- 5) All High Speed Internet and additional communication services must be coordinated through the Hotel's in House Audio Visual provider, currently Presentation Services, at least 45 days prior to the event. Requests received less than 45 days may, depending on specific service, may not be available and will be subject to a 25% surcharge.
- 6) All room sets must consist of all screens having at least a bottom dress. All carts and speaker stands must be skirted. The front and side of all tech stations must be draped. Usage of black extension cords only, and XLR that run only against the walls, at 90 degree angles to their resting points and taped with the appropriate colored tape to match the carpeting of the room.
- 7) Any group or meeting using either amplified audio or extensive audio visual production must have presentation and audio level approved by Kansas City Marriott Downtown. Kansas City Marriott Downtown reserves the right to adjust volume and/or audio level of any production based with respect to other groups in the adjacent meeting space.

3. Rigging Rules and Information:

Presentation Services at the Kansas City Marriott Downtown Hotel is the exclusive rigging manager for the property. Please refer to Attachment III regarding Rigging rules and information. *All inquiries and orders must be placed through Presentation Services to secure services prior to the event.*

4. Billing for Rigging:

- 1) Upon receipt of the rigging plot and install/removal call times from the client, Presentation Services will provide a detailed quote for the event. Quote must be signed by the client prior to arrival in order for any rigging services to be provided.
- 2) Client must establish billing through the Hotel master bill or credit card. Final invoice for all rigging charges may differ from any quote provided prior to the event if labor overages or changes to the rigging plot are made on site.

For more information and order processing please contact Presentation Services at 816-802-7000.

5. Load-In / Load-Out:

- 1) A Hotel representative is required to monitor loading in and out of the Hotel's event space. Current fees start out at \$250.00 for load-in (*4 hours of monitoring included*) and \$250.00 for load-out (*4 hours of monitoring included*). Additional hours will be billed at \$50.00 per hour. Load-in or load-out between the hours of 12 Midnight and 6:00 AM, or on holidays will be billed out at \$375.00 for the first 4 hours. Additional hours will be billed at \$75.00 per hour. Hotel representative will be required to ensure all precautions are taken by vendor to ensure Hotel property and assets are not damaged, and that other groups in house are not disrupted by vendor staff or the movement of materials.
- 2) All lines and cords must be taped and secured. Any lines or cords that run across doorways must have cable ramps for service doorways. Any tape on carpets should be low density tape. No Duct tape is allowed on walls, staging, or carpet.
- 3) Outside Vendor/Contractors must assume all liability for any damage in the Hotel caused by the delivery, use, or installation of their own equipment.
- 4) Rental and payment for lifts, pallet jacks or other installation equipment will be the sole responsibility of the Vendor/Contractor. The use of hotel equipment will not be available unless previously arranged through the hotel Engineering Department for which there will be a charge, and required "Liability Waiver Form" must be provided.
- 5) In the event that any of the above-mentioned equipment needs to be stored at the Hotel before, during or after an event, arrangements must be made in advance with your Event Manager for approval. A \$50.00 per day charge will be assessed for each day that the equipment is stored on property and not used.
- 6) Absolutely no forklifts will be allowed in any meeting or exhibit space in the Hotel.
- 7) Vendor/Contractor use of Hotel's ladder(s) is restricted. Vendor/Contractor is responsible for providing own ladder.
- 8) Responsibility for extensive cleaning of space and removal of large trash and debris is the sole responsibility of the Vendor/Contractor. Hotel dumpsters will not be used by any Vendor/Contractor for extensive trash removal (all equipment, including dumpsters for this process, must be provided by the Vendor/Contractor). A fee of \$100.00 per hour will be charged by the Hotel if the area is not returned in the same condition as at load-in. Prior to leaving the Hotel premises, Vendor/Contractor must meet with Event Service Manager to inspect function space. Cleaning fees required will be determined on individual basis with vendors, based on the condition that the space was left.
- 9) Outside Vendor/Contractors/Production will be charged a fee for Hotel personnel to operate the main freight elevator of \$50.00 per hour. Scheduling for this service and the use of the freight elevator must be provided to the Event Manager.
- 10) Any use of "front of the house" (guest) elevators or escalators will not be permitted by a Vendor/Contractor. All load-in/load-out of equipment must go through the loading dock/loss prevention area and utilize shared service elevator with the Hotel staff or freight elevator. Moving equipment between the two towers via the elevated guest walk way is not permitted.
- 11) Vehicles may remain in the loading dock of the Hotel only during active loading and unloading of equipment. It is the Vendor/Contractors responsibility to secure parking off the Hotel premises, for vehicles at all other times. The Hotel reserves the right to tow any unidentified vehicles.
- 12) Storage space for outside audio visual companies will be the sole responsibility of said Vendor/Contract/Production Company. The facility will make every effort to secure space once notification is given, but is under no obligation to provide such space. If meeting or banquet space is required, all applicable rental charges will apply for the loss or displacement of business opportunities.

- 13) All pipe and drape set ups that block exits must include illuminated exit signs on drape. All fire exits must have at least 10 feet of clearance.
- 14) Space being “held” and/or reserved for the group’s meetings must be utilized for meetings or offices. It may not be used as storage for an outside audio visual provider unless written consent is given by Hotel.
- 15) No equipment or cases shall remain in the “back of the house” or loading dock areas at any time. Any empty cases are to be removed from the Hotel facility and brought back for load-out.
- 16) To preserve the integrity of the facility for use by future guests, it will be strictly prohibited to nail, screw, or tape anything to the Hotel’s flooring, walls, airwalls/dividers, or ceilings under any circumstance.
- 17) Times for load-in and load-out must be pre-arranged with the Event and/or Catering Manager to ensure the loading dock is available for both deliveries and pick-ups. At no time will vendors be able to make deliveries or schedule pick-ups through the front entrance of the Hotel, via the Hotel’s porta cochere.
- 18) To maintain quality and to protect the Hotel, its clients and guests, outside audio visual companies are NOT permitted to hang any equipment from the in-house fly points or other structural supports built into the facility. Any such rigging services must be arranged through Presentation Services. A fee will be charged for rigging and for the use of these facility supports. Please refer to “Exhibit III” for rates and services.
 - a. Rigging equipment rentals will include span sets, wire rope, shackles, skyjack and any fasteners. Power and rigging requirements must be stated in writing a minimum of two weeks prior to group’s arrival. Rigging requirements can be sent directly to Presentation Services or routed through your Event Services Manager or Catering Manager. A detailed quotation will be provided at that time.
 - b. Rigging Motors must be supplied by Presentation Services.
 - c. No less than 21 days prior to the group’s arrival, a “Point Plot” outlining the rigging scope of work and “Weight Report” outlining rigging weight loads must be submitted to Presentation Services for review. Acceptable formats for documentation include .DWG, .DXF, .JPEG and .PDF.
 - d. CAD drawings of the Hotel space are available from Presentation Services at a rate of \$200 per hour. A two-hour minimum is required.

6. Motorized Vehicles

- 1) Definition: Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine using Class-I or Class-II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.
- 2) All motorized vehicles which are displayed shall have the battery(ies) disconnected at the “HOT” lead. The lead shall be safely secured.
- 3) Fuel tanks in vehicles on display must be less than 5 gallons or one quarter (1/4) full whichever is less or completely empty and purged of all fumes. Fuel tanks cannot be filled or emptied inside the Hotel. Fuel tank levels will be checked upon entering the building.
- 4) Gas caps must be a locking type and sealed to prevent access to the tank and the escape of vapors.
- 5) A sheet of Visqueen (or similar acceptable product) supplied by the vendor/supplier, must be laid beneath the vehicle to protect against the possibility of vehicle fluids dripping onto the event space surface.
- 6) Vehicle engines may not be started or run inside of the building.

7. Personnel:

- 1) The Vendor/Contractor/Production Company is responsible for the actions of any person attached or associated with their staff.
- 2) All labor employed by Vendor/Contractor/Production Company must wear a uniform shirt, and a Vendor/Contractor Badge identifying the company they are currently working for. Hygiene and appearance standards acceptable to Marriott must be maintained at all times.
- 3) All Vendor/Contractor/Production Company employees are required to check in with proper ID with the Hotel Security Department, and in exchange will be issued a Vendor/Contractor/Production Company badge which must be visible at all times.
- 4) The use of profanity while on the Hotel premises is not permitted and will result in the vendor/Contractor being asked to leave the premises.
- 5) Under no circumstances will the Vendor/Contractor be permitted to utilize the Hotel's associate cafeteria.
- 6) Smoking and/or drinking of alcoholic beverages by Vendor/Contractor/Production Company employees is not allowed anywhere in or on the Hotel premises and will result in the Vendor/Contractor/Production Company to leave the premises. A minimum \$250 fee will be assessed for any smoking or damage caused by vendors.
- 7) Contact Name and onsite phone number for vendor must be provided to the hotel 2 weeks prior to event.

8. Electrical Services

- 1) All electrical services must be coordinated through Presentation Services 30 days prior to the start date of the event. There is a charge for all power utilized by Vendors, Contractors, and Production Companies.
- 2) In any event where Vendor/Contractor needs to tie into the Hotel's main power system via pigtails, please note that proper adaptors are required.
- 3) Presentation Services is the only department permitted to hook up 3-phase power or pigtails to the power boxes or to breaker lights off in the meeting/event space.
- 4) To protect the quality and integrity of our in-house systems, outside audio visual companies are NOT permitted to patch into the house sound system, without prior notification. Additional fees will be assessed for usage of these systems and Presentation Services will assist with interfacing.
- 5) Presentation services must be contacted 30 days prior to arrival with specification of all electrical needs. Electrical charges will be billed by Presentation Services accordingly at the prevailing rates. Requests made inside of 30 days will be subject to a 25% surcharge.

9. Carpet Coverage Policy

- 1) In the event when constructing any structural form may cause damage to Hotel carpet, Vendor/Contractor/Client must cover carpet with visqueen or similar material. It is the responsibility of the Vendor/Contractor/Client to provide and lay out this material as well as to dispose of it after use. This regulation will be strictly enforced; companies not following this procedure will have their operation shut down until the situation is rectified.
- 2) Heavy duty visqueen would be considered proper protection for all transportation & placement of pallets, skids, or any other material that may cause damage or abuse to the hotel's carpeting.

- 3) All service doors must be propped open to avoid damage to the edges of the door or the threshold. If a shipment is too large to fit through the standard back doors, it must be brought through the elephant door (if available) or unstacked in the corridor and transported in piece by piece. If using the elephant door, proper visqueen floor coverage must be placed down.
- 4) It is the General Contractor/Show Management's responsibility to remove the protective layer (i.e. visqueen covering etc.) and dispose of them properly once the move out has been completed.
- 5) The use of Confetti, Glitter or other related items is strictly prohibited in Hotel. Hotel may consider special exceptions provided group (client) is willing to pay a labor charge for the cleanup of such items.

10. Security

- 1) The General Contractor, Show Management, Production or AV Company is responsible for the security of its own equipment at all times. When contracting outside security firms, that firm must have the approval of the Event Manager prior to their work beginning.
- 2) No firearms are permitted in the facility
- 3) No sitting when visible in public areas
- 4) All meal breaks are to be taken in designated areas.

11. Preferred Vendors

The Kansas City Marriott Downtown maintains a list of preferred vendors, some of which are pre-approved, who can provide a variety of services such as décor, transportation, floral, security, exhibit services, etc. In most cases, charges from our preferred vendors can also be applied directly to your Hotel Master Account. Please ask your Catering or Event Manager for more information on our preferred vendors.

12. Signage

- 1) All requests for the placement of group direction and informational signs should be forwarded to your Event Manager in advance for approval. The Marriott Downtown does not permit signage outdoors, in the Hotel Lobby or on guest room floors. We request that all materials be professionally printed. A limited number of hotel easels may be available through your Event Manager for your use.
- 2) The placement of signs, placards, banners, announcements or distributions of any periodicals is prohibited without the consent of the Marriott Downtown.
- 3) Signs may not be taped, attached by Velcro or pinned to any wall surface.
- 4) All banners and signs that are flown or hung overhead in a common area of the Hotel need to be constructed on vinyl or cloth fabric. Hard material of any kind cannot be suspended overhead in any public area of the Hotel. This applies to the surface material, top or bottom battens or rods, or any stiffening device.
- 5) All banners must be hung by Presentation Services. Please contact Presentation Services for pricing.
- 6) Velcro is not acceptable as a means of attaching a banner to any structure or to other flown material.
- 7) The Marriott Downtown will make every effort to place and position banners and signs as designated by the meeting planner. Safety is a dominating concern for anything that is suspended overhead. The rigging supervisors are responsible for the final approval of banner construction, configuration and placement.
- 8) The Kansas City Marriott does have the capability to print signs on property. Please see your event Manager for any requests.

13. Shipping and Receiving

- 1) Should Vendor/Contractor be expecting boxes for the event, they must be addressed to Hotel standards (see sample label below). Due to limited storage space, Hotel will not accept shipments more than three (3) business days prior to the start date of the event.
- 2) Arrangements must be made for package pick-up/return shipping within three (3) business days after the event.
- 3) Appropriate handling and storage fees will be applied.
- 4) For Events with more than ten boxes being shipped to the Hotel, it is required that the number of boxes and arrival date of boxes be sent to the Event Manager handling one week prior to arrival.
- 5) All outgoing packages must be properly packed, labeled with shipping address, return address and method of payment; i.e., UPS Account #.
- 6) The Hotel is not responsible for any abandoned materials, and they will be discarded within three (3) business days.

Sample Address Label: Kansas City Marriott Downtown Hotel
 200 West 12th Street
 Kansas City, MO 64105
 Attn. (Vendor/Contractor Name)
 (Event/Group Name Here)
 (Date of Event Here)
 Deliver at: (Time of Delivery)
 Hotel Contact: (Hotel Event Manager)

14. Miscellaneous

- Under no circumstances may the contractor/vendor or hotel client sublet or subcontract any meeting rooms, exhibit halls or pre-function areas to any other parties without the express written consent of the hotel. Should the contractor/vendor or hotel client levy a charge for such subletting/subcontracting the hotel will be receiving no less than 50% of such charge.
- Charges for any supplemental charges as outlined above will be charged to the client's master bill.
- Hotel must be made aware of all transportation arrangements that involve group pick-up or drop-off that involves any vehicle larger than an 8 passenger SUV. Vehicles larger than 30 passenger specialty coaches are unable to drop off, pick up, or drive through the Hotel's main porta cochere. Drop off times and pick up times for vehicles larger than 30 passenger coaches must still be coordinated with the Hotel Event Managers.
- Usage of Hotel Guest Elevator is strictly prohibited for movement of freight/equipment, or any other material(s) being utilized for an event.
- No food and beverage may be brought into the Kansas City Marriott Downtown by any group, attendee, or exhibitor, other than food and beverage being brought in by an individual attendee that is for their personal consumption in their guestroom.
- All food and beverage items must be supplied and prepared by the Kansas City Marriott Downtown. Per local health department regulations, food items may not be removed from the premises or transferred to guest rooms or hospitality suites.
- Hospitality Suites must be arranged through your Event Manager.
- Hospitality Suites conducted past 9 PM may not be held in Guest rooms or Suites.

15. Acknowledgment:

As the authorized representative for _____
(Vendor/Contractor/Production Company), I have read and understand the above minimum standards. This
authorization is for the dates of _____, 20__ through _____, 20__.

VENDOR/CONTRACT/PRODUCTION COMPANY NAME:

Name Printed: _____ Date: _____

Authorized Signature: _____

Attachment I
Release and Indemnification Form
Third Party Vendor/Contractors for Group Events

_____ (the "Vendor/Contractor") has requested that it be allowed to perform the following services (the "Services") on behalf of (the "Group") in connection with the Group's event (the "Event") to be held at the Kansas City Marriott Downtown (the "Hotel") on _____, 20__.

The Hotel has informed the Group and the Vendor/Contractor of significant safety and security concerns regarding the performance of the Services by a contractor not affiliated with the Hotel. The Vendor/Contractor is aware of and hereby assumes any and all safety and security risks associated with the performance of the Services by the Vendor/Contractor including, but not limited to, damage to property, loss of property, bodily injury and loss of life.

In consideration of being allowed to perform the Services, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Vendor/Contractor, intending to be legally bound, hereby agrees to:

- 1) Release and forever discharge the Hotel, the owner of the Hotel, _____, and its subsidiaries and affiliates, and their respective officers, directors, agents and employees from any and all actions, costs, suits, demands, claims, damages, losses and liabilities of any type or kind whatsoever in any way arising from, or connected with, or related to the performance of the Services by the Vendor/Contractor including, but not limited to, damage to property, loss of property, bodily injury and loss of life, except to the extent arising from the sole gross negligence or willful misconduct of the Hotel.

- 2) Indemnify, defend and hold harmless the Hotel, the owner of the Hotel, _____ and its subsidiaries and affiliates, and their respective officers, directors, agents and employees from and against any and all actions, costs, suits, demands, claims, damages, losses and liabilities of any type of kind whatsoever in any way arising from, or connected with, or related to the performance of the Services by the Vendor/Contractor including, but not limited to, reasonable attorney's fees, damage to property, loss of property, bodily injury and loss of life, except to the extent arising from the sole gross negligence or willful misconduct of the Hotel.

Vendor/Contractor: _____

Name (please print) : _____ Date: _____

Signature: _____ Title: _____

Attachment II
Kansas City Marriott Downtown Credit Card Authorization Form
Vendor/Contractor Additional Charges

I, _____ authorize The Kansas City Marriott Downtown to charge my credit card for the charges I have indicated below. **I understand that the credit card will be charged 7 to 10 business days before the event or guest arrives.** Please check the appropriate card type and Company below,

_____ Amex _____ Visa/MC Credit _____ Visa/MC Debit _____ Discover

Print Name as it appears on the card _____

Company Name : _____

Email Address For Receipt: _____

Cardholder's signature _____

The Card Number is _____

Expiration Date _____ **Security Code** _____
(Month and Year) (3 or 4 digit number on the back of the card)

Name of Event _____ **Event Date** _____

Estimated Amount to be charged to credit card, \$ _____

Please mark the appropriate charges below that you are paying for

Banquet and Meeting Rooms:

- _____ Electrical Services
- _____ Audio Visual Services
- _____ Use of Hotel Equipment
- _____ Shipping and Receiving
- _____ Damage to Hotel Property or Equipment
- _____ Attachment of Hang Points
- _____ Electrical Charges
- _____ Storage
- _____ Patch in to Hotel's sound system
- _____ High Speed Internet services
- _____ Staging, dance floors or Exhibit Booths
- _____ Telephone services

Please indicate any other miscellaneous charges below:

If you have any questions, please contact the Hotel Manager that is servicing your group. You may fax this directly to the Hotel Manager in charge of your group or directly to the Accounting Office at **(816) 855-4429**.



ATTACHMENT III

Presentation Services is proud to serve as an in-houe Rigging provider for the Kansas City Marriott Downtown. We are equipped to provide a rigging point system in the Basie Ballroom and the Imperial Ballroom. As part of a comprehensive overhead safety and risk management program, the system is annually verified and inspected. We are required to approve all rigging designs and will provide all rigging labor, motors and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

Pre-Show Standards	Rigging Equipment Guidelines
<p>The schedule of rigging services must be submitted along with a scaled rigging plot 21 days prior to load-in. Events scheduled with less than 21 days notice will incur additional charges.</p>	<p>Presentation services is pleased to exclusively provide Prostar chain hoists. These hoists were designed specifically for hotel and convention center use.</p>
<p>A charge of \$150 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed, and can be provided for an additional charge.</p>	<p>As scissor lift is required for all rigging calls at this property. Presentation Services has lifts onsite and available for rent. All lifts used in this location must have white non-marking tires and be in good condition. Operators must present documentation verifying that they are trained in scissor lift operations.</p>
<p>Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang points. The Rigging Supervisor will contact you to give you our CAD file as your design template.</p>	<p>Construction or outdoor lifts will not be allowed.</p> <p>All equipment and materials flown must pass ANSI guidelines and be approved by Presentation Services.</p>
<p>All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8" – 1'.</p>	<p>Any dynamic (moving) element requires an arrester device.</p>
	<p>A steel safety backup is required on each individual item suspended with a nylon sling.</p>
	<p>All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by Presentation Services.</p>

Ballroom Standards

The Count Basie and Imperial Ballrooms are equipped with permanent rigging points with various load ratings. Please refer to the facility CAD files for exact locations of the rigging points and ratings. There is no RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS.

No rigging is allowed from the air-wall tracks.

All connections to the ceiling or supporting structure of the property must be made by Presentation Services.

Flown equipment may only be moved by a Presentation Services Rigger. Adjustments to any flown equipment will be done under the supervision of Presentation Services.

Additional weight cannot be applied to flown equipment after Presentation Services riggers leave the room.

Under no circumstances, may a person be suspended, walk or climb any point or supporting structure attached to the ceiling.

Presentation Services Onsite Practices

Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.

Presentation Services will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.

Presentation Services will not "dead hang" items over 100 pounds or 10" in length with a scissor lift. Chain hoists or crank towers must be used.

Cable bridge truss is required when cable bundles exceed four (4) Soco or other similar multi-cable.

Rigging Equipment and Labor

EQUIPMENT RATES

Hoist/Rig Point/Hardware	\$215/per day
Charge per point	\$225/per day
Rigging Safety Review/CAD work	\$150/per event
Scissor Lift Weekly Rental	\$600/per 5 days
Scissor Lift	\$285/ per day

LABOR RATES

Head Rigger	\$120/per hour (4 hour min.)
Down Rigger	\$100/per hour (4 hour min.)

All Rigging crews will consist of a minimum of two (2) riggers. The number of riggers and equipment required for your event will be determined by Presentation Services.

Four (4) or eight (8) hour minimums will apply to all calls, per rigger. Time beyond eight (8) hours will be billed in full hour increments. Contact your Presentation Services representative for further details.

Riggers must have a meal break every five (5) hours. If there is less than eight (8) hours between rigging calls, additional charges will apply.

Holiday rates and scheduled times between 12 Midnight and 6 AM will incur time and half charges.

Scissor Lift rental pricing is subject to availability and should be confirmed fourteen (14) days prior to your event. All prices subject to change without notices

Kansas City Marriott Downtown
Guidelines for General Contractors, Production and Audio Visual
7/15/15