



## Vendor Authorization & Indemnification Form

Marriott's Harbor Beach Resort and Spa is dedicated to partner with vendors to provide an exceptional experience for our clients. This document describes the hotel's standard operating procedures that all contracted vendors must comply with to ensure an exceptional event at Marriott's Harbor Beach Resort and Spa.

**Marriott requires the contracted Vendor to provide the following minimum requirements when furnishing the Certificate of Liability Insurance form:**

### **Production, Exhibit, Drayage, Audio Visual, and Destination Management Companies:**

- **General Liability coverage totaling Five Million Dollars (\$5,000,000)**  
The total mentioned above is a combination of General Liability (each occurrence) and Excess/Umbrella Liability (each occurrence).
- **Automobile Liability coverage totaling One Million Dollars (\$1,000,000)**  
The total mentioned above is for a Combined Single Limit for any auto or hired auto.
- **Workers Compensation and Employers' Liability**  
Vendors must show proof of Workers Compensation adhering to statutory limits.

### **Décor, DJ, Bands, Musicians, Photographers, Photo Booths, Florists and Videographer Companies: (no pyrotechnics)**

- **General Liability coverage totaling One Million Dollars (\$1,000,000)**  
The total mentioned above is a combination of General Liability (each occurrence) and Excess/Umbrella Liability (each occurrence).
- **Automobile Liability coverage totaling One Million Dollars (\$1,000,000)**  
The total mentioned above is for a Combined Single Limit for any auto or hired auto.
- **Workers Compensation and Employers' Liability**  
Vendors must show proof of Workers Compensation adhering to statutory limits.

### **Catering Companies: (no alcohol served on-site)**

- **General Liability coverage:**
  - Event size is 1-99 attendees: **\$1,000,000**
  - Event Size is 100-249 attendees: **\$3,000,000**
  - Event Size is 250-749 attendees: **\$5,000,000**The total mentioned above is a combination of General Liability (each occurrence) and Excess/Umbrella Liability (each occurrence).
- **Automobile Liability coverage totaling One Million Dollars (\$1,000,000)**  
The total mentioned above is for a Combined Single Limit for any auto or hired auto.
- **Workers Compensation and Employers' Liability**  
Vendors must show proof of Workers Compensation adhering to statutory limits.

**Marriott requires the below mentioned must be named as "Additional Insured" and "Additional Loss Payee" and should appear in the Certificate Holder Section of the form:**

**Marriott International  
Lauderdale Beach Association  
D/B/A Marriott's Harbor Beach Resort & Spa  
3030 Holiday Drive  
Ft. Lauderdale, FL 33316**

Certificate of Insurance must be submitted to the Events Department no later than 10 business days prior to arrival.

**\*Please consult with your event manager prior to booking any high risk vendors as additional procedures must take place before those types of events can be executed on property. (Example: Fireworks, Live animals, Sumo wrestling)**

## **LOAD IN:**

1. The Loading Dock is located at the entrance of the hotel (immediate left at bottom of drive). Its operating hours are from 8am-10pm and run on a first come first serve basis.
2. Driver is required to check in with the Loss Prevention Department who is located on the dock and obtain a visitors badge.
3. Once items are unloaded, the vehicle must be removed from the loading dock.
4. Trucks may not park on Marriott property. Trucks must make arrangements with the Bahia Mar for nearest parking.

## **PARKING:**

1. Harbor Beach cannot accommodate parking for large vehicles. All large vehicles (trucks, vans, etc) are required to park off property. Suggested local parking is Bahia Mar located at 801 Seabreeze Blvd, Fort Lauderdale, FL 33316.
2. All additional vendors parking will be validated upon check out with the Loss Prevention Department upon departure. Please note all vendors must self-park.

## **ROOM REQUIREMENTS:**

1. It is the responsibility of the contracted company to identify any pre-existing damage to the function space prior to set up. This information must be communicated directly to the Event Manager of the event.
2. The contracted company must install and remove all their equipment in accordance to the Banquet Event Order schedule. All floor cables must be coded. Cables must be safety taped or covered with cable ramps. All tripod screens and roll carts require skirts. Equipment must not block exits or exit signs.
3. The contracted company must adhere to the one foot rule for any setup or storage in the function space. There will be no equipment within one foot of any wall, door, or air wall surface. This would include such items as chairs, tables, equipment cases, and crates etc.
4. The contracted company may not store equipment in the public space surrounding all meeting rooms and/or the hotel's back aisle areas. The function space will be the only acceptable storage area for equipment.
5. All carpeted areas in the Hotel must be covered by visqueen or similar material. It is the responsibility of the "Group" or contracted company to provide and lay out this material as well as 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.
6. It is the responsibility of the contracted company to clean any area that they use and to remove any trash, tape or residue. All damage to the hotel's walls, ceilings, floors, doors or electrical systems resulting from outside vendor activity will be the sole responsibility of the group/guest and will have all charges incurred i.e. patch fees, service calls, equipment rentals, etc. posted to it's master account.

## **POWER REQUIREMENTS:**

1. All room electrical outlets are limited to a total of 20amp load. Additional power requirements can be made through the on property AV Company, PSAV. It is the responsibility of the contracted vendor to provide a listing of all power requirements two weeks prior to the show. There is a charge for electrical hook-up.
2. It is the responsibility of the contracted vendor to inform the client if additional power is required and the associated cost that will post to their master account.

## **AUDIO VISUAL:**

1. All ceiling hangings (including items suspended by magnets) must be conducted by the PSAV preferred rigging staff. All equipment and materials flown must pass American Test and Standards Measurement guidelines and be OSHA approved. Final decisions about the safety limits of any item will reside solely with the hotel. All rigging must be attached to the permanent rig points installed in the Harbor Beach Marriott ballrooms. The removal of ceiling tiles and access to the structure above the tiles is strictly prohibited. All rigging must be scheduled through PSAV. Please consult PSAV for estimated charges. A minimum of 10 business days advance notice is required to request PSAV rigging staff. To arrange rigging, email [PSAV-marriottharborbeachsales@psav.com](mailto:PSAV-marriottharborbeachsales@psav.com) .
2. The contracted production company is required to have on site technical support for all functions with audio visual equipment.
3. Any outside vendor using the resorts sound system will incur a \$100.00 patch fee per room per day. The vendor must contact Event Technology for instructions on use of the in-house sound and dimming system prior to the start of the function. Wireless devices (i.e. wireless microphones, wireless mics, and remote controls) must not interfere with the hotel's in-house frequencies. Please email the Event Technology department at [PSAV-marriottharborbeachsales@psav.com](mailto:PSAV-marriottharborbeachsales@psav.com) for audio arrangements and a list of frequencies.
4. PSAV, the in house Audio Visual Department, will be the exclusive provider of audio-visual for all sleeping rooms/suites.

## **SECURITY:**

1. The Marriott Harbor Beach Resort and Spa accepts no responsibility for the security of any equipment or materials while in use or stored on the premises. The Resort can provide security personnel at the client's request. There is a charge for the service and advance notice is required.
2. Approval is required by the hotel for all haze, fog, fire and any specialty equipment that may be hazardous or affect the emergency systems of the hotel. Upon approval, a Fire Watch is required at additional cost with a minimum 2 week notice.
3. Use of a third party security company must be approved by the hotel with a minimum 2 week notice. Security Company must sign a waiver and provide a \$5,000,000 certificate of insurance. Please consult your event manager for details.
4. If additional security by the Fort Lauderdale Police Department or Fire Department is required, the hotel will assist in making these arrangements with a minimum of a 2 week notice. Fees associated with the service will be charged to client's master.

## **ADDITIONAL HOTEL INFORMATION:**

1. If a vendor meal is required, it is the responsibility of the contracted vendor to communicate directly to the client. The client may work directly with their Event Manager on these details.
2. Fort Lauderdale Noise ordinance is in effect from 10pm – 8am.
3. Hotel provides minimal outdoor walkway lighting year round. If additional lighting is required, please contact your event manager. Additional fees may apply.
4. During Sea Turtle Season (March 1<sup>st</sup> – October 31<sup>st</sup>) the City of Fort Lauderdale does not permit any outdoor lighting after 9pm.

**INDEMNIFICATION:**

The Vendor agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney’s fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the Vendor’s services.

**WAIVER:**

By signing below, the undersigned third party Vendor agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, the Hotel owner, the Hotel manager, Marriott International, Inc. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill effect, injury, or loss incurred by a Hotel patron or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the Vendor’s services.

*Marriott reserves the right to modify, add and delete the requirements described herein, in order to ensure a high quality and safe event.*

Vendor Authorized Signer

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Printed Name

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Vendor Name

Date

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Group Authorized Signer

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Printed Name

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Group Name

Date

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