



## Vendor Authorization Form

Marriott's Harbor Beach Resort and Spa has worked hard to provide superior customer service in a world class facility. We have established very high quality goals for our Event Staff and Event Systems. These efforts enable the Marriott Events Department to maintain our excellent reputation. This document describes the Marriott Events standard operating procedures and performance milestones that all outside production and audio visual companies must comply with to ensure an exceptional show at Marriott's Harbor Beach Resort and Spa.

1. Marriott requires the contracted production company to provide the following **minimum requirements when furnishing the Certificate of Liability Insurance form:**
  - **General Liability coverage totaling Two 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 (\$2,000,000)**  
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.

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

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

**Please note that the name and dates of the event must be listed in the "Description" area on the Certificate. Certification must be submitted to the Events Department no later than 10 business days prior to arrival.**

2. The contracted company must submit a detailed request for the use of the loading dock 2 weeks prior to arrival. Trucks may not park on Marriott property. Trucks must make arrangements with the Fort Lauderdale Convention Center for nearest parking.
3. 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.
4. 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.
5. 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.

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6. 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.
7. 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.
8. All room electrical outlets are limited to a total of 20amp load. Additional power requirements can be made through the Marriott Engineering department. It is the responsibility of the production company to provide a listing of all power requirements two weeks prior to the show. There is a charge for electrical hook-up.
9. All ceiling hangings must be conducted with the Marriott Event Technology 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 the Marriott Event Technology department; this is not a complimentary service. A minimum of 10 business days advance notice is required to request Marriott's rigging staff. To arrange rigging, call (954) 765-3144.
10. The contracted production company is required to have on site technical support for all functions with audio visual equipment.
11. 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.
12. 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 call Marriott's Event Technology department (954) 765-3144 for audio arrangements and a list of frequencies.
13. Marriott's Event Technology Department will be the exclusive provider of audio-visual for all sleeping rooms/suites.
14. All production companies will meet with Event Services prior to their equipment entering the function space to review their needs and set up plans. The hotel will review the guidelines set forth in this document at that time. At the end of the event the function space will be walked again and any damage will be assessed and billed accordingly.

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

Authorized Signer

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Printed Name

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Group Name

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Date

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