

InterContinental Chicago Magnificent Mile
Outside Production Guidelines

The Hotel is proud to hold an exclusive agreement with PSAV. PSAV is an industry leader in supplying equipment, technology, staging, and show production. Their full-time management and staff are available 24 hours/day, seven days/week. They can be reached at 312-321-8800.

As the chosen in-house provider of audiovisual at InterContinental Chicago, the Hotel elects PSAV as its liaison for the overall supervision and management of all outside production vendors.

These Guidelines apply to all outside General Contractors, Show Management, Production and Audio Visual companies working at InterContinental Chicago.

1. All vendors planning to do audiovisual/ work of any kind at InterContinental Chicago must contact PSAV in writing no less than 30 days prior to the Group's arrival. PSAV will advise the company what provisions are to be met and assist in assuring all functions run correctly.
2. All third-party audio visual companies must place on file with the Hotel a certificate of insurance showing a minimum coverage of \$2,000,000 (detailed below). This certificate must show the following named entity as additionally insured:

New DTRS Michigan Ave., LLC
DBA: InterContinental Chicago Magnificent Mile.
505 North Michigan Avenue
Chicago, IL 60611

2.1.1 Comprehensive general liability insurance, including contractual liability and liability for personal injury, bodily injury, property damage and \$1,000,000 per occurrence and \$2,000,000 general aggregate.

2.1.2 InterContinental Chicago, PSAV®, and Hotel management, employees and agents named as an additional insured.

2.1.3 InterContinental Chicago, PSAV®, and Hotel management, employees and agents named as an additional Loss Payee.

2.1.4 The certificate must provide coverage for GL coverage

3. The third-party audio visual company must place on file with the hotel a certificate of worker's compensation policy to hold the Hotel harmless should an accident occur to one of their employees while on property.
4. Storage space for third-party audiovisual companies will be the sole responsibility of the audio-visual company. No equipment or cases are to remain "back of the House" at any time. Empty cases are to be removed from the hotel (after unloading).
5. The Hotel will make every effort to secure space if notification is given, but is under no obligation to provide such space. If space is available, the vendor will be charged for the storage space. Space being "held" and/or reserved for Customer's event must be utilized for events or offices, and may not be utilized as storage for Third Party A/V Suppliers.

LOAD-IN/LOAD-OUT

6. A representative from PSAV must be present during load in and load out. The technician will be strictly an observer to maintain hotel standards in both safety and appearance. A Liaison Fee will be assessed at the prevailing rate and a five hour minimum for both load in and load out. The full cost of load-in and load out is will depend on the size of your show.
7. Any tape applied to floors, carpets, etc., must be approved by management in advance. Hotel property must be returned in the condition originally received by Vendor. This includes the removal of all refuse. All charges for cleaning and repair will be the responsibility of the Vendor. The use of packaging tape, duct tape and electrical tape is prohibited on floor surfaces or walls.
8. A complete schedule of events is required 14 days in advance of arrival including load in and load out dates and times, loading dock usage dates and times, elevator usage dates and times, and ballroom power tie-in/disconnect schedule. Please provide these schedules of events to your Conference/Catering Manager in a timely fashion. Freight Elevator use will be billed at prevailing rate per "Final Freight Policy" as part of the hotel agreement.
9. Requests for set-up/strike and move-in/out prior to and beyond the contracted dates and/or times are subject to availability. agrees to sign off on all additional charges directly related to the change request, which may include additional meeting room rental.
10. Vendor may load in/out through approved back of house only; equipment may not be loaded in/out or stored in public space.
11. Vendor assumes responsibility for equipment loss or theft. Hotel accepts no responsibility for third party vendor's lost or stolen property. Security can be contracted through hotel and will be provided at vendor's expense.

DAILY ROOM ASSESSMENT

12. PSAV is responsible to InterContinental Chicago for the supervision and management of all outside production providers operating at InterContinental Chicago. In order to recover the costs related to this supervision, PSAV will assess a Daily Room Assessment for each contracted meeting room. A table of Daily Room Assessment fees is listed in Part B of the Guidelines.

PERSONEL

13. The Vendor is responsible to hire licensed, competent personnel to set-up, operate and remove their equipment. The Vendor is responsible for the actions of its personnel, subcontractors, and agents
14. All labor employed by Vendor, regardless of their craft, must wear a company uniform shirt identifying their employer. T-shirts are NOT acceptable. Vendor personnel, subcontractors and agents' clothing will be neat, reflecting an overall tidy appearance to conform to InterContinental Chicago image. Badges for all personnel are required. The purpose of badge is to help ensure the safety and security of InterContinental Chicago – hotel security to provide
15. Smoking is prohibited within the entire facility.
16. Eating or drinking is prohibited within the facility during load-in/out. Room Service or catered meals are allowed, per the client's request, at a cost. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL.** Beverages will be restricted to non-alcoholic during set-up and tear-down. Vendors are not permitted to use Hotel's employee cafeteria without authorization.

17. The possession or use of intoxicants on InterContinental Chicago property or job sites is prohibited. Possession or use of drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises and possible legal action.
18. The possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or use of abusive language is a violation of InterContinental Chicago policy and will result in immediate removal of the individual from the premises and possible legal action.
19. Gambling is not permitted within the facility
20. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.
21. All vendors should ensure that their associates are outfitted with a uniformed shirt and dressed so as not to offend Hotel guests or associates. If there are any associates who do not meet these requirements Hotel will ask the Third Party A/V Supplier to correct the issue.
22. Hotel retains the right to require the immediate cessation or reduction of noise determined to be a nuisance or otherwise interfering with the enjoyment of the hotel by guests or other groups.
23. The possession of illicit drugs/guns is prohibited on site at all times.

DAMAGES

24. Vendor is solely responsible for leaving the hotel in the condition it was given to them. This includes disposal of all trash, props, cardboard, boxes, plastic, etc. If a dumpster is required, it needs to be dropped off and picked up the same day and Hotel must be advised 24 - 48 hours prior to drop-off. All charges are to be incurred by vendor.
25. Vendor will be charged any cleaning fees and/or repair fees as a marks or damage occur above and beyond traditional sweeping or vacuuming.
26. The use of smoke/haze machines are strictly prohibited unless cleared through hotel's Director of Safety and Security. The use of fire/pyrotechnics is prohibited under all circumstances. The vendor will be held responsible for any costs or fines assessed by the Fire Department for a false alarm resulting from the unauthorized discharge of pyrotechnics or smoke.
27. To preserve the integrity of the flooring and ceiling, nailing, screwing, taping, or similar actions into staging, ceilings, flooring or walls is prohibited.
28. Rigging from the Hotel's structure is prohibited. All equipment must be ground supported.
29. Patching into house sound systems is prohibited.
30. Wireless Microphone Frequency Coordination: In the event that wireless microphones will be utilized by the vendor, coordination of frequencies will be required per Part A

SIGNAGE

31. All requests for the hanging of signage or banners must be directed through hotel's CS/Catering Manager. Signs and banners may not be taped, pinned, or otherwise attached to any wall surface or podium/lectern without Hotel involvement at prevailing rate.

32. All cabling must be taped down. Any cabling that crosses a doorway must be covered by a cable ramp or other provision as approved by Hotel's Engineering staff.

FLOOR PLAN REVIEW & FIRE LIFE SAFETY

33. A complete & accurate floor-plan drawn to scale and indicating the date of issue, will need to be presented to the Event Manager for City of Chicago Fire Marshal review at least 60 days prior to the first day of load-in. Any revisions to floor-plans made after approval from Chicago Fire Department must be submitted to the Event Manager immediately for secondary review.
34. All drape used, must be fire retardant, as outlined by the NFPA or authority having jurisdiction, and certificates of such must be provided to the Event Manager. Location of all drape is subject to approval.
35. All exits will need to be clearly identified as such, even more so when partially obscured using pipe & drape. Temporary battery-operated illuminated exit signs will need to be attached to the pipe & drape, indicating where the exit paths are behind stage. The exit paths behind the stage cannot be obstructed by any materials and will need to be at least 6 ft. wide.
36. All road cases, lids, workboxes, etc. must be removed from backstage area. There are to be no cases left in room per Chicago Fire Code. Please arrange for separate AV case storage room or please make arrangements to have cases loaded and removed from property for duration of event.
37. The City of Chicago Fire Marshal may require a Fire Watch (also known as an Impairment Coordinator). Additional requirements may be ordered by the Fire Marshal as needed. Charges as a result of Fire Watch and additional requirements by City of Chicago Fire Marshal are the responsibility of the Customer.
38. The hotel has the right to refuse or deny access to our property to any third party vendor if the above agreements are not met.

PART A
WIRELESS MICROPHONE &
WIRELESS FREQUENCY
COORDINATION

Wireless microphones are available for rental from PSAV. A list of frequencies utilized by the hotel will be made available to outside companies. Based on need, additional wireless systems may also be in use.

Vendors are required to coordinate their wireless microphone frequency selections with the provided list. Interference/ inter-modulation of any kind with PSAV's wireless microphone systems or those of any other hotel client will require reprogramming or disabling of your source.

Vendors shall provide detailed information on all wireless equipment being brought in by Vendor and that which needs to be rented from PSAV® 21-days prior to arrival. Detailed information must include:

1. Intended frequencies
2. Equipment type
3. Load-in dates, usage date AND locations

Email detailed information describing event name, dates and contact info to your PSAV Sales Manager.

In cases of extensive property-wide wireless equipment use, you may be required by the hotel to procure advance frequency coordination by a professional consultant, on-site professional frequency coordination assistance and/or a PSAV representative. Vendors shall contract directly with PSAV to arrange for their frequency planning and on-site services.

PART B
DAILY ROOM
ASSESSMENT

<u>Name of Function</u>	<u>Daily Room</u>
Grand Ballroom	\$1,750
Renaissance	\$1,000
King Arthur Court	\$850
Camelot	\$850
Exchange	\$850
Avenue	\$850
Streeterville	\$500
Empire	\$500
Toledo	\$500
Other Rooms	\$350

PART C

TIMELINE

30 days in advance of arrival:

- Certificate of Insurance is required 30 days in advance of arrival of outside contractor, evidencing \$2,000,000 of commercial general liability insurance, naming InterContinental Chicago, PSAV®, and Hotel management, employees and agents named as an additional insured.
- A complete set of diagrams is required 30 days in advance of arrival to Hotel Catering or Conference Services Manager; and must include stage sizes, cable runs, blue prints of any set pieces, and scale seating floorplan for submission to Chicago Fire Marshal, if applicable.
- All power requirements are also due at this time, including single-phase and three-phase service requests and power strips for all meeting rooms, registration, and office areas. All electrical services must be coordinated through InterContinental Chicago.

21 days in advance of arrival:

- Details regarding wireless RF usage are required 21 days in advance of arrival, including wireless microphone frequencies, equipment type, and usage dates.
- A copy of any entertainment riders need to be submitted for approval and should be sent to your Conference/Catering Manager either 21 days prior to arrival date or 21 days prior to submission of your Event Orders, whichever date is sooner.
- Ground-supported rigging requests, lighting plots with load weights, and labor schedules are due for approval 21 days in advance of arrival. Ground-supported rigging requests made inside of the 21 day window prior to load-in may be subject to late-fees for express review and approval.

14 days in advance of arrival:

- A complete Schedule of Events is required 14 days in advance of arrival including load-in and load-out dates and times, a schedule of audio testing, loading dock usage dates and times, vehicle load-in and load-out dates and times, and ballroom power tie-in/disconnect labor schedules.
- A signed copy of *Outside Productions Guidelines* is due at this time as well. Please provide these documents to your Conference/Catering Manager in a timely fashion to avoid potential for delays.