



## Exhibitor Policy Guidelines and Agreement

The Coralville Marriott Hotel and Conference Center welcomes exhibitors associated with various events hosted at our hotel. We pride ourselves on being a world class hotel and continue to portray this image throughout the hotel. Safety and Security are a key part of the image and therefore it is critical that any exhibitor that enters the hotel adheres to all the policies and procedures that are outlined in this document. Any violation of these policies and procedures can result in the exhibitor not being allowed on hotel property.

### **LOAD IN and LOAD OUT**

**Any person or company utilizing the convention dock and garage entrance to Load In and Load Out will be held accountable to the following rules and regulations.**

#### **Schedule:**

Once a Load In and Load Out schedule has been established by the convention organizer, the schedule must be adhered to. This will avoid any inconvenience for the attendees and other guests. Access to the exhibit area will not be guaranteed outside of the arranged times.

#### **Convention Dock Parking:**

Trucks and containers may be parked temporarily at the convention dock/garage entrance and must be removed as soon as they are emptied. Under no circumstances can they be left on property overnight. If trucks have large trailers unhooked for unloading they must reconnect after the truck is unloaded and park elsewhere. **Once the equipment is unloaded off of the truck and before any equipment set-up is performed on the convention floor the truck must be moved.** Any exhibitor that deliberately violates this rule will be asked to leave the property and may not be allowed back on property.

#### ***Loading In Large Items and Motorized Vehicles***

**Large crates, truss and flats must be loaded into the Exhibit hall from the loading dock entrance. At no time, without approval from the hotel Event Manager, are vehicles allowed to pull in and on the exhibit hall floor.** With the exception of display vehicles that have acquired the proper permit.

**Definition:** Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class-1 or Class-2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircrafts and water crafts.

All motor vehicles must receive a permit from the Coralville Fire Chief prior to the opening of the show. If a motor vehicle will be placed in the convention center it must be reviewed with the Event Manager in order to set up a time for the Fire Chief to come and provide a permit for each vehicle.

The cost of the permit is \$50.00 per car which will be billed to the individual or group Master Account (upon approval). The Fire Chief requires the following prior to granting a permit.

- 1) Gas tank must be at ¼ full
- 2) Gas tank cap must lock (must lock – tape will not be permitted)

3) Battery has to be unattached.

4). Upon entering, visqueen must be laid under the vehicle to prevent oil drip. Visqueen must remain under the vehicle during the time it stays on the convention floor.

**NOTE:** Once the car/truck is in place - the Fire Chief will come to inspect and will give you the permit.

If you e-mail your Event Manager the vin/model/make of car before arrival - the quicker you will get your permit. Otherwise the Fire Chief will take this information and will have to leave and bring the permit back to the property.

The covering will need to be double width at all corners so that cartwheels do not touch the floor surfaces. There must be covering underneath all equipment, whether permanent or staged. Visqueen and plywood may be used to temporary areas but the plywood must be flame retardant, and the visqueen cannot be used where there are electrical cords running around or underneath the surface. During Load In and Load Out, we recommend the least amount of traffic across the carpet as possible.

Forklifts and electrical cars are permitted only on the convention floor. Gas and propane forklifts will not allowed in the hotel. It is against Marriott policy to utilize propane forklifts in the hotel. Therefore, should a forklift be used it is mandatory that it is an electric forklift. The Event Manager must approve any exceptions first and then by the Engineering Department. In the rare instances when forklifts are required for movement of freight inside the hotel, the company must wrap the wheels with plastic before entering the hotel and ballroom areas. **PLYWOOD IS NOT PERMITTED AS A RUNNER.**

Genie lifts will not be allowed in the ballroom. However, the hotel has a scissor lift, which can be made available for a rental fee (pending availability). Arrangements for usage can be made through your Event Manager. Hotel policy requires that a liability form be signed prior to usage.

### **Storage:**

The Coralville Marriott & Conference Center has no storage facilities for materials. All freight and crates must be delivered to the exhibit company which will be contracted individually by the company setting up the show. The exhibit company will also be responsible for the Load In and Load Out and must store all unnecessary materials during the show. All cost involved with

movements and storage of freight during the show or delivered prior to the Load In date will be the responsibility of the exhibit company performing the Load In and Load Out.

The exhibit company is expected to store the majority of their items in a container or truck off property. Any requested security would be an additional charge billed at the company(s) expense.

**Any containers, materials, or items that are left behind after the Exit Walk by the exhibit company Loading In and Loading Out will be disposed of at their expense.**

### **While on the Convention Floor:**

There is to be no painting, or extensive work done on the convention floor. Please contact the Event Manager prior to arrival, and a work area may be set aside (pending availability).

The use of nails or staples in the Hotel's meeting space is not allowed in exposed molding or walls. Also screws or nails are not allowed in any of the Hotel's equipment, such as stages to hold up props or back drops. At no time may any type of cord be taped to the walls.

If cords or equipment are found in areas that prevent the working order of hotel equipment the exhibit company will be responsible to remove to the items.

It is the responsibility of the exhibit company Loading In to tape down any and all electrical cords provided by them. Tape and cable guards are supplied by the exhibit company Loading In. The hotel does not furnish those items.

## **Banners/Signage**

**There are to be no banners hung in the public areas.**

Banners may only be hung inside your designated function room. Requests for banners outside of your designated function room should be addressed with the Event Manager. Charges for hanging banners will be assessed with your Event Manager.

Absolutely no hand-lettered signed or flipcharts are allowed outside of the rooms. Professional printed signage on easels or sign stands are the only type of signage allowed on the convention floor. Signage or promotional materials are not permitted on the first lobby level and may not be secured to pillars, walls or elevators.

Masking tape is the preferred substance for hanging light banners or flipchart papers that you will hang yourself. Thumbtacks are not permitted. It is recommended that magnets are utilized to hang light banners on the airwalls

### **During Exhibit Shows:**

After the exhibit company sets everything up, it is their responsibility to have all areas clean on the first day of the exhibit show. Thereafter the hotel will vacuum and clean all aisles and corridors in the exhibit area. It is the responsibility of the exhibit company to maintain the

cleanliness of the individual exhibit booths: this means vacuuming and disposing of any trash of any sort inside the exhibit booth. The Event Operation or Event Manager will unlock and lock all doors at the scheduled opening and closing of the show each day. All service corridors leading to and including the garage entrance must be clean and clear each day at the opening of the show.

Any items requested by the exhibitor such as tables, chairs, trashcans, easels, etc... will be referred to the exhibit company.

It is the responsibility of the convention organizer to hire security guards for the exhibition hall and other areas where valuable equipment is stored over the entire period that the area is occupied, armed guards will not be permitted on hotel property.

Any food and/or beverage dispensed or given away in booths must have advance approval from the Event Manager. If the distribution of food or beverage by an exhibitor conflicts with that which can be purchased within the hotel, a corkage or service charge may be levied.

### **Security:**

The Coralville Marriott & Conference Center will not assume responsibility for the damage or loss of any merchandise or articles brought to the hotel. Arrangements may be made through the Event Manager for security of exhibits, merchandise, and/or audiovisual equipment.

### **Electrical/Engineering Support:**

**Marriott Visual Productions is the exclusive provider of the following services at the Coralville Marriott Hotel and Conference Center.** Please review the enclosed electrical price sheet for any power needs. All power requirements must be communicated to the hotel (2) weeks in advance of your set-up. Electricians and technical support will be provided through the hotel, with advance notice.

### **Charges/Billing:**

Unless the group contact/meeting planner gives authorization, all production related charges (i.e. Box handling, AV, electrical, etc...) will be billed to the exhibit company Loading In and Loading Out. Deposits and/or Credit Cards will be required before services are rendered. If individual exhibitors are to pay individually for items payment must be received at time service is provided by credit card or cash.