

# Policies and Procedures

## **Audio Visual Technician Fees**

Labor fees for audio visual technicians may be charged based on client's request. Fee will be \$75 per hour - minimum 1 hour.

## **Broadcast Rights and Recording**

Kalahari Resort reserves all rights and privileges for outgoing radio, Internet and television broadcasts originating from the resort during the duration of your event. You may request the rights and privileges to broadcast. No audio or visual recording of any kind may be made of your events without the prior approval of Kalahari Resort. Kalahari Resort reserves the right to require payment for granting these rights and privileges to broadcast and/or record events.

## **Broadcasting Proprietary Material**

Clients holding events at Kalahari Resort shall obtain all necessary licenses and shall pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other proprietary subject to any trademark, patent or proprietary right which is used or incorporated in the event (including but not limited to ASCAP, BMI, etc). Client shall indemnify, defend and hold Kalahari Resort harmless from any liability, claims, or costs, including attorney's fees, arising from the use of any such materials or any claim of infringement or violation of the right of the owner.

## **Exhibitors**

### **Vehicles and Large Equipment**

To protect the carpet of the Kalahari Resort ballrooms, all vehicles, heavy equipment and forklifts must be pre-approved before your event. Vehicles and large equipment can not be placed in the ballrooms without the supervision of a Kalahari staff member. Proof of insurance to cover damages must be provided by the client or exhibit decorating company. Vehicles must have only a quarter tank or less of fuel. Batteries must be disconnected and protection of plastic must be placed under the vehicle. Any display booth item over 50 pounds must be brought in through the loading dock entrance.

### **Tables and Chairs from Pipe and Drape**

Events utilizing a pipe and drape decorating company must order tables and chairs through the decorator. Kalahari Resort will not provide tables and chairs to exhibitors without a fee. For table top exhibit rooms all tables must be skirted and the first 4 tables are no charge. Each table after four will be \$25 per day.

### **Storage, Delivery and Shipping**

Kalahari Resort will charge handling fees for packages being shipped to exhibitors. Kalahari Resort will not accept freight deliveries for tradeshow. Freight and drayage must be arranged through your decorating company. After your event, exhibitors and the decorating company are responsible for arranging the shipping of any freight. The Business Center (Ext. 41267) can assist in shipping of materials other than freight after your event. Please call the Business Center (Ext. 41267) for current handling fees and charges for shipping and receiving packages. Kalahari Resort is not responsible for outgoing shipments or for shipping fees.

### **Utilities**

Wall and building outlets can only be used by clients or exhibitors with the assistance of Kalahari Staff. Electrical service supplied to an exhibitor shall not be shared with any other exhibitor. All equipment must comply with federal, state and local safety codes. Requests for special electrical connections must be received a minimum of 14 days in advance.

### **Exhibitor's Samples**

Exhibitors may distribute food/beverage samples relevant to their business with prior approval from your Catering Manager. Exhibitor's distributing samples must sign a release of liability waver. Food/beverage samples not relevant to an exhibitor's business must be purchased through Kalahari Resort. There will be a chef's fee when Kalahari staff or equipment is used to prepare exhibitor's food items.

### **Fire Exits**

Exhibits and displays can not block any marked fire exit doors, extinguishers, or hallways. A floor plan of the exhibit floor should be supplied to Kalahari Resort 30 days before arrival for approval.

### **MSDS Sheets**

OSHA requires that Kalahari Resort has on file a Material Safety Data Sheet for any chemical brought into the facility. Exhibitors displaying or using any chemicals are required to provide Kalahari MSDS sheets for each chemical they are using.