

The in-house Event Technology Provider for:



Event Infrastructure Services, Guidelines, and Pricing

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Production Guidelines

Encore is the onsite and preferred Event Technology provider for the Marriott Marquis San Diego Marina. They have an extensive on-site inventory of the latest production equipment and seasoned, professional technicians to assist you with the set-up and operation of your program.

Encore can be reached at MarriottMarquisSD@encoreglobal.com.

Though Encore is our preferred Event Technology partner, you do have the choice of utilizing an outside company for your General Session needs. Should you elect to use another company, please be advised that there are service standards that must be followed in order for an outside provider to conduct business at the Marriott Marquis and that there are exclusive services that must be ordered through Encore.

Encore is the exclusive provider at Marriott Marquis for the following services:

- **Rigging Services, Electrical Services, Hotel Liaison**
- **House Sound/Lighting Patches**
- **Digital Media Walls in Grand Ballroom Foyer, Sorrento Underpass and South Tower**
- **Standard Wood Lecterns (*podiums are not available through the hotel*)**
- **All Lobby and Public Space Audiovisual (*including Gobos and projection mapping towers*)**
- **All Restaurant Space, Bayside Lounge (*Top Golf*) and Pool Area Audiovisual**
- **All 4th Floor Meeting Space Audiovisual, including Coronado Terrace/Pavilion**
- **All Outdoor Terrace Audiovisual (*Marina Terrace, Grand Terrace, Coronado Terrace*)**

If an outside provider is chosen, that vendor must adhere to the following policies:

1. Notification/Timeline

- Notification must be made to your Conference-Event Manager (primary group contact) and Encore upon selection of your audio-visual company **no less than one month (30 days) prior to your event.**
- Your audio-visual provider must supply your Conference Event Manager and Encore with their detailed production schedule, diagrams and all exclusive service needs **no less than 3 weeks (21 days) prior to your event or rush charges may be applied.**
- Loading dock, freight elevators, and load in times can be limited and must be scheduled in advance. Please notify your hotel Event Manager to request these **no less than 3 weeks (21 days) in advance.**

2. Insurance and Regulations

- The contractor or production company must supply the hotel with a certificate of insurance with a minimum of \$2,000,000 in general liability.
- Additional insurance requirements and specifications are available through your hotel point of contact and the Marriott Marquis Production Guidelines.
- All federal and local codes as well as those of the Marriott Marquis San Diego Marina must be adhered to.
- All Rules, Regulations, and Service Standards can be found in the Marriott Marquis San Diego Marina **Exhibit and Production Guidelines** that are provided by your Conference Event Manager.

3. Production Liaison

As stipulated in the group sales agreement, should you elect to hire an outside production company to handle your general session audio visual needs, an Encore **Hotel Liaison** will be assigned to cooperate with the outside contractor to supervise the load in/set-up and load out/strike of the production at the rate of **\$166 per hour** for a minimum of 5 hours per call. The liaison covers the costs of having an experienced on-site audio-visual representative to be on property and available to assist with any last-minute requirements, emergency support, and to ensure that the hotel's standards are being followed and the integrity of the property is being protected. The liaison is for supervisory purposes only and is not permitted to assist in the setup, operation, or strike of any equipment. This position cannot be supplemented by hiring production staffing through Encore.

Exclusive Services – Rigging Services

Rigging Regulations

This facility is equipped with permanent rigging system in order to assist our clients with productions requiring overhead rigging. This system was designed and installed to expedite the move in and move out process for our clients. As the exclusive rigging contractor, Encore is responsible for all rigging and related overhead safety at the Marriott Marquis San Diego Marina. The following sets forth the standards for the rigging practices and equipment. Encore staff will provide all necessary rigging labor for production at the Facility. All rigging activities must meet the below minimum standards:

- All Rigging Services are exclusively provided by Encore. This includes but is not limited to:
 - **Rigging Motors, Equipment and Hardware**
 - **Flown Truss**
 - **Ground Supported Truss**
 - **Lifts**
 - **Polytak**
- Encore is the exclusive provider of lifts, chain motors and truss.
- Rigging encompasses attaching anything attached to the ceiling or spanning above people's heads, even from a ground supported position. Riggers are responsible for inspecting all equipment flown and determining load factors ensuring that weight limits are strictly enforced and that no damage is caused to the ceiling or roof structure.
- **Outside production companies may provide ground supported truss with Encore's advance approval. Requirements: VERTICAL TOWER no higher than 15' (inclusive of any attached equipment). Truss arches or any similar setups are considered rigging and must be arranged through Encore, no matter the height.**
- Riggers have the final say as to whether a structure or piece of equipment can be hung.
- All rigs will require a minimum of two Encore Riggers (including a Lead Rigger and a Ground Rigger) and appropriate amount of Rigging Support Techs to manage truss for both the load in and load out.
- All electrical cables and connections must be UL rated for the appropriate amperage capacity and must conform to appropriate local codes. All Materials must be non-flammable and must conform to the San Diego County Fire Marshall's regulations.
- A rigging plot with the load factors, equipment counts, and equipment positions to include cable picks must be submitted electronically to Encore no later than two weeks prior to scheduled move in. If requests are received later than additional fees will be incurred.
 - Acceptable file formats are: DWG, VWX, DXF. **PDF's will not be accepted.**
 - <https://www.encoreglobal.com/rigging-request/>
- Banners, signs, and décor must be installed by Encore if they are being connected to any part of the wall or ceiling. The following guidelines must be followed:
 - Banner placement inside or outside of the ballroom and/or meeting space must be approved in advance by the assigned Marriott Marquis Event Manager.
 - All banners must be fitted with grommets or pockets.
 - Banners or signs that weigh over 50lbs or exceed 10 ft. in length may require chain motors and/or truss at Encore's discretion.
 - Signs may not obstruct sprinkler heads and must have a clearance of no less than 18 inches.
 - All signs, banners, and décor must meet Fire Marshal guidelines.

Exclusive Services – Rigging Services continued

Rigging Labor

Lead Rigger	\$225 per hour (8-hour minimum)
Ground Rigger	\$210 per hour (5-hour minimum)
Rigging Truss Carps – (Truss Install/Dismantle)	\$168 per hour (5-hour minimum)

- (2) Rigger minimum required for all calls, to include (1) Lead Rigger and (1) Ground Rigger.
- (2) Rigging Support tech minimum required for all calls to lay polytak, install and dismantle truss.
- Riggers are onsite to rig only. Rigging Support Techs are onsite only to manage truss. All additional tasks are to be handled by the Production Company running the event (example: attaching lights, cables, etc.).
- Standard rates billed for first 8 hours on Monday – Sunday-between the hours of 7am and 12 midnight.
- Overtime rates apply on standard shifts between the 8th and 12th hours
- Double time to be billed after 12 hours on standard shifts and for all overnight shifts and holidays.

Labor Notes

- Operators work on an 8-hour minimum call unless otherwise noted.
- Overtime is billed at 1.5x after 8 hours and 2x after 12 hours as well as between the hours of 12am and 7am.
- Meal breaks must be allotted for all labor at the following standards.
 - Technicians must be provided a 1 hour “walk away” lunch between their 3rd and 5th hour and must have an additional 3 hours of work post the lunch break. If this is not observed they will then receive 1.5x pay until the meal break is provided.
 - If the client provides a meal for the operator then penalties can be avoided but it is considered an “on the clock” meal for 30 minutes. It must be a hot meal and it cannot be pizza.
- Double time will be billed on observed holidays. The holidays are: New Year’s Day, Martin Luther King Day, President’s Day, Easter, Memorial Day, Juneteenth, July 4th, Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Day.

Rigging Equipment

• Rigging Point Package – Motorized (inclusive of 1/2 Ton Chain Motor & Hang Point)	\$351 per day
• Rigging Hang Point Package – Non-Motorized	\$100 per day
• Black 10' Truss (12x12")	\$70 per day
• Black 8' Truss (12x12")	\$58 per day
• Black 5' Truss (12x12")	\$35 per day
• Black Truss Corner (6 way, 12x12")	\$32 per day
• Box Truss Base Plate	\$71 per day
• 32' Scissor Lift (<i>Must be operated by a certified lift driver</i>)	\$440 per day
• Rigging Polytek (at Encore's discretion)	\$1.50 per sq. ft.
• Rigging Safety / CAD Review	\$400

*All rigging equipment is rented on a 3 (of 5) day week.

* Please contact Encore for pricing on any specialty sized/colored truss.

*Pricing does not include delivery/pickup, labor, taxes (*Service Charge and LDW are included in total*)

Rigging Submissions

Rigging requests must be submitted through the Encore rigging portal <https://encoreglobal.com/rigging-portal/>. A Safety/CAD review assessment fee of \$400 will be charged for the rigging coordinators review of submissions and will include the first revision. Each additional revision will be at the rate of \$100.

For any Rigging related questions, please contact Ray Upton, Rigging Manager at ray.upton@encoreglobal.com

Lifts

Encore is the exclusive provider for Scissor Lifts at the Marriott Marquis San Diego Marina. Boom Lifts and Forklifts are not permitted past the Hotel Loading Dock. The Contractor or Vendor must supply their own transportation devices at the Loading Dock (to include flatbed trucks, forklifts, electric and manual pallet jacks, packaging materials and equipment) to move equipment in and out; carts or lifts must be electrical. It is imperative that the vendor provide sufficient equipment to move drayage as the hotel is unable to lend equipment to outside contractors or vendors.

Electrical Power Distribution Regulations

- Exhibit Hall
- Convention and Meeting space
- Lobby and Public Areas
- Outdoor Terraces

General Session Production Power Distribution is eligible to be provided by Production Company with advance approval by Encore. Distribution Boxes must meet all above criteria and is limited to production equipment only.

*Available power drops vary per room, please contact your Encore salesperson for information on what power drops are available in your space.

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Exclusive Services – House Lighting, Sound & Podiums

House Lighting Patch Rates

A house lighting patch is available in the following rooms:

- Marriott Grand Ballroom - \$450 per day
- Pacific Ballroom - \$450 per day
- Marina Ballroom - \$450 per day
- Lighting console/controller rental options are available through your Encore salesperson

Programming and installation of lighting patches require an operator. Time required will be based off client's configuration specifications.

Lighting patch regulations and specifications

- A minimum of 48 hours must be given if a house lighting patch is needed as it needs to be appropriately configured.
 - If notice is given with <48 hours, a rush charge may apply.
- Client lighting board must be able to handle 250+ DMX Channels, soft patching capabilities is highly recommended.
- The system is a Crestron Lighting System with DMX input (5-pin).
- House lighting channels are not changeable

House Sound Patch Rates

House sound patches are available at the rate of \$225 per room, per day depending on room type.

House Sound regulations and specifications

- House sound is intended for **voice only**.
- No loud music or high impact sounds are allowed to be played through the Marriott Marquis house sound system.

Podiums/Lecterns

Podiums are managed exclusively by Encore and available in our meetings space at the rate of \$168 per room, per day. This charge is comprised of a \$84 labor fee to set and \$84 labor fee to strike. A one-time set and strike fee applies per room if the podium remains for the duration of your program's needs.

A complete range of state-of-the-art equipment, technical expertise, and production services are available through the Hotel's in-house partner, Encore. Their experience working in coordination with other Marriott Marquis San Diego Marina operating departments will ensure your event is a success.

Signature _____ Date _____