



Production & Exhibit Rules and Regulations

1. All groups having exhibits must use a Drayage Co., a Decorating Company or an Exhibit Company, for booth or tabletop exhibits at Rosen Shingle Creek. The Orange County Fire Prevention Code must be adhered to and a plan submitted to the Orange County Fire Department Fire Marshal, no less than 30 days prior to the show or exhibit. All permits and diagrams approved and signed by the Orange County Fire Department must be submitted to the Convention Services Manager before setup takes place. Copies will be kept in the customer's file and in the Engineering Department of Rosen Shingle Creek. Failure to follow these specifications and to get the necessary permits may result in your exhibit being terminated by the Orange County Fire Department Fire Marshal.
2. All Production Companies must adhere to the Orange County Fire Prevention Code. The Production Company must submit a plan and permit to the Orange County Fire Department Fire Marshal, no less than 30 days prior to the show. All permits and diagrams approved and signed by the Orange County Fire Department must be submitted to the Convention Services Manager before setup takes place. Copies will be kept in the customer's file and in the Engineering Department of Rosen Shingle Creek. Failure to follow these specifications and to get the necessary permits may result in your Production being terminated by the Orange County Fire Department Fire Marshal.
3. All Production and Exhibit Companies must submit their Certificate of Liability Insurance in a minimum amount of \$1 million to the Convention Services Manager 14 days prior to the convention/event date. Rosen Shingle Creek must be included in all policies as an additional insured. The Convention Services Manager can supply an example of the Certificate of Liability Insurance as well as the required verbiage upon request.
4. The Orange County Fire Department may require a fire watch for certain productions, exhibits, laser or pyrotechnic shows. Only the Rosen Shingle Creek Security Department can order a fire watch. A minimum of 10 days notice is needed to order a fire watch from the Orange County Fire Department. Orange County Fire Department requires a minimum of a 4-hour fire watch, plus an hourly fee for each hour thereafter. This charge will be applied to the customer's bill. Fire watches for pyrotechnics (including fog/haze machines) are only permitted inside the Gatlin, Panzacola and/or Sebastian Ballrooms. They are not permitted in Butler, Conway, Sandlake, foyers and/or breakout rooms..
5. Due to limited storage, Rosen Shingle Creek cannot accept any drayage, packages, or exhibits for an Exhibit / Production Company or client. Please make arrangements for pre and post shipping, drayage handling, and storage with the Exhibit / Production or Decorating Company handling your event.
6. All exhibit and production space, loading docks, and dumpster areas must be cleared and returned to the same condition as it was given to the Production / Exhibit Company on set up day. **It is the customer's responsibility through the Exhibit / Production Company to provide appropriate trash receptacles. Excessive exhibit or production waste will result in charges of \$750.00 per dumpster to the customer's master account for removal of excess waste.**
7. All items such as forklifts, crates, garbage, etc. must be removed from Rosen Shingle Creek by the designated ending time on the teardown day. Rosen Shingle Creek cannot be held responsible for any damage or loss of equipment left on site.
8. All hazardous materials and chemicals that will be brought into Rosen Shingle Creek or generated on property through a function must have a "MSDS" sheet on file with the Convention Services Manager prior to delivery and must be pre-approved by the Convention Services Department. The Customer or Exhibit / Production Company is responsible for removal of the waste from Rosen Shingle Creek. Such items include, but are not limited to, medical waste, paints, oils, adhesives, cleaning chemicals and solvents. If hazardous waste has been left behind from a function, the customer/group will be contacted to return to the property to retrieve the waste. Rosen Shingle Creek will not be able to dispose of the waste for the customer/group, as the necessary documents and shipping manifests must be signed by the generator of the hazardous waste.
9. All forklifts or any other equipment used in the exhibit areas, the loading dock or Ballrooms must be battery or propane powered. Use of gasoline power sets off the fire alarms in the convention areas. All tires must be unmarked or covered. Tires must be approved by Convention Services Manager prior to use. Due to insurance regulations, Rosen Shingle Creek cannot provide airlifts. Exhibit / Production Companies must provide their own. No equipment can be stored inside of the hotel, including meeting space and service areas. See the Event Services Manager for assistance.
10. The Exhibit / Production Company is responsible for the safeguard of usable carpeted areas for exhibits, production, load-in and load-out. The use of Poly-Tak, Visqueen, Masonite, ply wood, over-lay carpeting, or similar materials is required in order to ensure the protection of the carpet. **For Production / Rigging needs, the Hotel will provide all Poly-Tak and charge the customer's Master Account accordingly.** NOTE: When using fork lifts in the Ballrooms, ply wood MUST be laid on top of Poly-Tak or Visqueen type of protection materials.
11. Rosen Shingle Creek does not provide such miscellaneous items as, but not limited to, chairs, tables, skirting, ashtrays, punch bowls, china, waste paper baskets, etc. to exhibitors. Such items must be provided by the Exhibit Company.



Production & Exhibit Rules and Regulations

12. The cleaning of the exhibit areas during a show, booth or tabletop is provided by the Exhibit Company, not the Hotel. Due to fire regulations, crates, rigging or other items cannot be stored in service areas.
13. All Exhibit / Production Companies are to check in and out with the Banquet Setup Manager on duty. A walkthrough of the production or exhibit area is required with the Banquet Setup Manager prior to load-in and after load-out. The Banquet Setup Manager may be reached or paged through the Hotel operator.
14. Smoking is not permitted in any of the service hallways or public areas by any Exhibit or Production staff. This includes the loading dock and Hotel employee cafeteria. Exhibit/Production staff are not permitted to dine in the employee cafeteria.
15. The customer is responsible for any charges or damages an Exhibit / Production Company or outside contractor incurs while in the employ of a customer. The customer will be notified of any damages immediately.
16. Truck and trailer parking is in a designated area, please consult your Convention Services Manager. Unattended trucks and trailers are subject to towing at the owner's expense if not parked in designated area.
17. Rosen Shingle Creek is not responsible for the security, theft or damages of any production or exhibit equipment. This applies to materials or equipment owned by the Exhibit / Production Company, its staff members or attendees. Security is available through the Hotel at a fee to the customer or Exhibit / Production Company. Rosen Shingle Creek Security must be utilized for any services required in the public areas.
18. The Hotel's in-house audiovisual company is Presentation Services Audio Visual (PSAV). Only PSAV has access to the in-house sound system, therefore, PSAV reserves the right to charge outside Audio Visual vendors patch fees, and where applicable, labor fees accordingly for the use and maintenance of the Hotel's sound system.
19. All rigging must be done exclusively by Presentation Services Audio Visual (PSAV). All major ballroom production set-ups must be approved by the Fire Marshal. The customer must submit an approved copy of the event's floor/staging to the Convention Services Manager no later than 14 days prior to the convention/event date.
20. All production cabling and/or "snakes" must be flown from the ceiling above passageways (exit areas). Due to safety risk, "bumblebee" type ramps are not permitted across passageways (exit areas). In addition, all cabling locations must be approved by the Hotel.
21. Edlen Electrical Exhibition Services of Orlando is Rosen Shingle Creek's exclusive electrical contractor. Edlen will provide all electrical needs including, but not limited to, production, audiovisual, computer sets, tradeshow, utility services and special events.
22. Lighting remotes are available for production use at a fee of \$100.00 per day. An authorized production company representative must sign the Hotel's Lighting Remote Agreement prior to the remotes distribution. Damages and/or un-returned remote controls will result in a \$3,000.00 fee.
23. A Load-in / Load-out Request Form must be completed and returned to the Hotel Convention Services contact 21 days prior to the group's load-in date. The Hotel Convention Services Manager will provide the form upon request.
24. The Exhibit / Production Company is required to provide Rosen Shingle Creek a Fire Marshall approved digital CAD drawing of the production/stage requirements and/or the exhibit layout 14 days prior to the group's load-in date. Productions and/or Exhibits without CAD drawings provided to the Hotel will not be permitted to load-in.
25. The customer is responsible for the removal of all decorations. Due to the sensitivity of the Hotel's Fire Life Safety System, helium balloons are not permitted in the Pre-function areas. Helium balloons that are inside the ballrooms must be deflated and/or removed at the end of the function by the Group. If a balloon is released into the Pre-function areas and/or Ballroom ceiling grid area(s), fees will apply for its removal. Should the Fire Life Safety System be activated, it will result in a \$2,500.00 charge.
26. Podiums/Lecterns: No signs, banners or any similar items are to be affixed to Hotel lecterns without the knowledge and approval of Hotel Convention Services Manager, Banquet Setup Manager or Event Services Manager on duty. The Hotel will assist with requests if feasible. In addition, any defacing of lecterns such as nail, screw or drill holes, scratches or other damages will result in damage charges to the group's master account.
27. Per Orange County Fire Code, risers 30" and above may require railings to be attached on the sides and rear of the staging/risers depending on the maximum number of people that will be on the stage at any given time. The Hotel offers an inventory of 24" risers which can be used for staging not requiring the use of railings.

Client / Production Signature

Date