



EXHIBIT AND PRODUCTION GUIDELINES

AUDIO/VISUAL PRODUCTION COMPANIES

We endorse and highly recommend PSAV, our in-house audio/visual department, as the contractor for all of your audio/visual needs at our hotel. They provide complete in-house event technology with state of the art equipment and professional technicians. PSAV will provide a comprehensive proposal after discussing your production requirements and budget. PSAV has a proven record of service excellence and competitive pricing and is committed to providing a seamless experience and value for you, your speakers and attendees. PSAV is highly recommended by the hotel management staff and our customers. Customer references are available upon request through PSAV.

Contacts for PSAV are as follows:

Ryan Zimmerman
Director of Event Technologies
Hilton San Diego Bayfront
PSAV
Phone: (619) 321-4346 | Fax: (619) 321-4345
Email: sdhiltonsales@psav.com
Website: www.psav.com

Should an outside contractor or production company require a patch to the in-house sound system, there will be a rental fee per room, per day. Should the contractor or production company wish not to utilize the in-house audio system, they must provide the total audio package which would include external sound, amplification and microphones. The hotel maintains no storage facilities for audio/visual equipment; this is the sole responsibility of the contracted agency.

An outside contractor or production company can be utilized under the following circumstances:

- The contractor or production company must have a certificate of insurance with a minimum of \$1,000,000.00 general liability.
- All federal and local codes as well as those of the Hilton San Diego Bayfront must be adhered to.
- All hookups to the building's power source are handled by our exclusive power and electrical provider, PSAV.
- The contractor or production company is responsible for all charges relating to electrical hookups to the building's power supplies. **This is not a complimentary service of the hotel.**

Production companies are required to provide the hotel with detailed move in/out schedules. Rental of the lighting control interface is charged per room, per day.

Some very important issues for you and your production company to consider are technical sound checks and rehearsals. We understand the importance of rehearsals and sound checks. However, they must be accomplished without disturbing meetings or events that are in session. **Should your sound checks or**

rehearsals interrupt in-house activities, we will expect immediate termination and rescheduling for a more suitable time. We know you can appreciate the need for activities in session to have a priority over all else.

Rigging/Overhead Safety

PSAV is the exclusive rigging contractor for the Hilton San Diego Bayfront. The responsibility of PSAV will be for all rigging and overhead safety within the Hilton San Diego Bayfront. Rigging encompasses attaching motors, trussing, lighting and audio to the ceiling. PSAV will provide all necessary rigging labor for productions at the Hilton San Diego Bayfront. A minimum of, one high and one ground rigger are required for the load in and load out of all equipment that is to be hung in or attached to the ceiling.

Please contact PSAV at (619) 321-4342, or visit their website at www.psav.com

CREDIT

For your convenience, Hilton San Diego Bayfront provides the following credit options:

Direct Billing: Requests must be received ninety (90) days prior to arrival and approval must be granted by Corporate Central Investigations. A credit application will be provided by your Event Manager. We do not direct bill accounts for less than \$10,000.00.

Advanced Payment:

The hotel reserves the right to request a full advance payment of all accounts not approved for direct billing. Credit card accounts will be charged **10 days prior to the meeting date** for the full estimate of charges. Any credits will be refunded within 3 days after the event. For all affiliate/hospitality accounts, a full advance payment of the estimated total is required **10 days prior to arrival**.

Check Acceptance: In addition to major credit cards, Hotel guests may settle their room and banquet accounts with cash, company or personal checks, or travelers checks. Checks for banquet accounts must be received at least 14 days in advance of event. Checks will be acceptable forms of payment for guest folios with proper identification and verification of full addresses. Personal checks must have the writer's name and address imprinted on the check. Checks must be dated for the actual day and arrival (no pre-or post-dated checks).

Authorized Signer:

You must provide the names of all persons authorized to sign for catering, hospitality and miscellaneous charges to your account, at least three (3) weeks prior to your meeting date. Additionally, all rooming lists with billing instructions should be forwarded accordingly.

Special Billing Needs:

Arrangements may be made with the Accounts Receivable Credit Representative to review your account daily and/or prior to departure. Acceptance of purchase or hotel orders, and tax exemption certificates should be cleared through the Credit Office three (3) weeks prior to arrival. Billing instruction for room accounts should be limited to room and tax all charges. The arrival and departure dates must be included.

ELECTRICAL CONTRACTORS / POWER

The Hilton San Diego Bayfront requires that all electrical power, and the labor to install, operate and remove, be provided by PSAV for all programs.

All **tradeshow power** requirements must be in writing and forwarded to PSAV fourteen (14) days prior to

arrival. All hotel meeting room power requirements are handled directly by PSAV. Power requirements for any production or A/V providers will be charged accordingly per drop. Additionally, any equipment rented or installation work performed by hotel employee(s) will be charged accordingly, to the master account. Any equipment used on hotel grounds must carry a UL listing. Information outlining power capabilities, as well as appropriate engineering charges, is available from PSAV.

For power requirements, please contact PSAV at:

Rich Carll | Power Distribution Manager
PSAV

Phone: (619) 321-4305 | Fax: (619) 321-4345

rcarll@psav.com | www.psav.com

Extension Cords:

Extension cords used in the hotel's meeting space must be 14/3 gauge **NO EXCEPTIONS**. Additionally, all cords or wires laying in the proximity of foot traffic must be secured down with appropriate caution tape, covered and protected safely.

Electric Lifts:

Equipment of this type (genie-lifts, etc.) used in hotel meeting space, must be provided by PSAV. Please note, for insurance and liability reasons, the Engineering Department cannot loan or rent ladders, genie lifts, etc. Contact PSAV for rental information.

EXHIBIT AND PRODUCTION LOAD IN/OUT

Exhibit / Production Load In:

1. No load-in may occur anywhere on hotel property without the prior approval of the Event Services Department. Vendors must provide the Event Manager with a schedule of the load-in/out seven (7) days prior to the event. All exhibit/production companies must provide their Certificate of General Liability Insurance in a minimum amount of \$1 million dollars to the Event Manager 14 days prior to the event date. If a "Hold Harmless" agreement is required it must be signed by a representative of the production or decorating company prior to load-in.
2. A hotel representative will schedule to conduct a walk-through of all areas for load in, set up and event in advance of load in to document the condition of space. Contractor is required to participate in the walk through and sign off on the report prior to load in. At the conclusion of the event, after load out, a walk through will be conducted to document condition of space. Contractor is required to participate in the walk through and sign off on the report prior to departure. All fees assessed for damage must be settled/paid for prior to departure.
3. We will require a pre move-in inspection of all areas of the property that will be used by an exhibit or production company. It is the responsibility of the contractor to contact the Security Team at 619-321-4238 upon arrival to check-in, get vendor badges, review hotel policies and procedures. They will then be joined by an Event Services Manager and/or Banquet Set-up Supervisor to participate in the pre move-in inspection prior to conducting any activity. Digital photos and diagramming of location of any existing damage will be documented. The exhibit/production company must sign off on the report. A copy will be provided to exhibit/production company, hotel security, and contracting group representative. The inspection and documentation must be completed before any aspect of move-in can begin.
4. Regarding exhibit setup, all booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in the exhibit display may be attached to hotel property. No painting, mixing of chemicals or explosive materials is allowed in the meeting space of the hotel.

5. We have two (2) loading freight elevators, and we will do our best to clear use of one for you, although we cannot guarantee that one will be available without a wait. Contact your event manager to schedule a time frame for freight elevator usage.
6. During load-in/load-out of any meeting space in the hotel, the contractor must protect the carpets with visqueen before any activity is to begin. It is the responsibility of the contractor to provide visqueen, not the hotel. At times, it may require that the contractor also utilize plywood or masonite, 4' x 8' sheets at least ¾" thick.
7. Absolutely no load-in/load-outs will be allowed through front of house ballroom doors. All must utilize back of house service doors.
8. All forklifts/scissors lifts must be battery or propane operated. Extra propane tanks must be stored outside in racks at all times. If propane is used, equipment must not run idle (turn off when not in use) and must run clean without excess exhaust. In addition, visqueen must be installed on top of the carpeting, then covered with plywood in all locations on which the forklift will travel. All tires must be white in color and shrink-wrapped.
9. The cleaning of the exhibit areas during a show, booths or table tops is provided by the Exhibit Company, not the hotel. Due to fire regulations, crates and other items cannot be stored in service areas.
10. All exhibit/production companies must adhere to the San Diego County Fire Prevention Code. Companies must submit a plan and permit to the San Diego 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 San Diego County Fire Department must be submitted to the Event Manager before setup takes place.
11. Any damage caused to the premises by the exhibitor or contractor must be repaired/replaced to its original condition at the exhibitors/contractors expense.

Exhibit/Production Load Out:

1. The area used is to be inspected after teardown and move-out by the Hotel and Exhibit/Production Company, preferably by those persons who performed the move-in inspection. Digital photos and diagramming of location of any incurred damage or trash will be documented. Any damages to the areas and facilities utilized by the contractor/vendor will be the responsibility of the Exhibit/Production Company; estimated repair costs will be quoted by a Hotel representative in writing to said Exhibit/Production Company. Estimated repair costs will be the sole responsibility of the Exhibit/Production Company; full payment will be required prior to departure. Exhibit/Production Company must sign off on the report. A copy will be provided to contractor/vendor, hotel security, hotel finance and contracting group representative.
2. It is understood that the Company will present back to the Hotel a clean, empty area upon completion of teardown and move out. All materials related to the show and all trash is to be removed by the Company. Your organization will be financially responsible for any repair or clean up resulting from your failure to abide by these guidelines. Cleaning fees start will be assessed depending on condition of meeting space upon load out.

Tabletop Exhibits Without Decorator / Drayage Company

All independent exhibitors who bring exhibits/displays directly to the hotel must unload their vehicles at the Gull Street Freight Elevators. This area is for unloading/loading only, and no vehicles may be left unattended. Whenever load in/out of this nature occurs, Hilton San Diego Bayfront Team Member(s) must be hired for traffic/load-in control. The cost of this is \$60.00 per person per hour (4-hour minimum). This charge will be posted to the Group Master Account.

EXITS

At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated.

EXPOSITION/ DRAYAGE

1. Prior to finalizing exhibitors' kits, a copy must be sent to the Hotel Event Manager for approval.
2. As PSAV is the official in-house A/V provider for the Hilton San Diego Bayfront, they are to be included as the A/V contractor in all exhibitors' kits.
3. As PSAV is the official in-house exclusive tradeshow electrical provider for the Hilton San Diego Bayfront, they are to be included as the Electrical contractor in all exhibitors' kits.
4. As Hilton is the official in-house exclusive internet provider for the Hilton San Diego Bayfront, they are to be included as the Internet contractor in all exhibitors' kits.
5. The Hilton San Diego Bayfront has an in-house telephone department and the telephone order forms must be included in all exhibitors' kits.
6. All exhibitor drayage must be sent to the Exposition/Drayage warehouse for storage. This point should be emphasized in the exhibitors' kit sent to the individual exhibitors. The hotel reserves the right to refuse all shipments sent to the hotel prior to the exhibit hall set-up date. If the exhibitor arranges with the hotel and the drayage company to have its shipment arrive on set-up date, it is the responsibility of the Exposition/Drayage company to take receipt and possession of the freight.
7. All packages/freight from the exhibit area for pick-up by selected carriers will be the responsibility of the drayage company to inspect forwarding labels and bills of lading. The Drayage Company will have the exhibitor sign a document releasing the hotel's liability and accountability over the packages/freight turned over to the drayage company for pick-up from the hotel.
8. It is the responsibility of the Exhibition/Drayage Company to hire labor to direct traffic while the tractor-trailers are pulling in or out of the loading dock. Additionally, if the tractor nose is on the sidewalk, it is the responsibility of the Exposition/Drayage Company to hire labor to divert pedestrian traffic around the sidewalk.
9. The Exposition/Drayage Company must provide protective coverage for all hotel function room floors prior to moving any equipment in. The usage of flatbed trucks, forklifts, electric and manual pallet jacks, packaging materials and equipment on unprotected hotel function rooms floors is prohibited.
10. A head foreman must be present at all times on the loading dock during move-in and move-out, as well as a lead supervisor located in the exhibit hall.
11. During break periods, one Exposition/Drayage representative must be present in the exhibit hall and one representative must be present on the loading dock, in order to receive and distribute freight to meet exhibitor requirements.
12. The Exposition/Drayage Company must provide Safety signs while performing their task in the loading dock and exhibit areas.
13. It is the sole responsibility of the Exposition/Drayage Company to clean exhibitor booths. The Exposition/Drayage Company may arrange to have the aisles only cleaned by the hotel staff, please contact your event manager for pricing. Excessive trash removal will be charged accordingly. Otherwise, it will be the responsibility of the Exposition/Drayage Company to clean the aisles, unless indicated differently in the Hotel sales contract with the client. Arrangements for hotel staff services as indicated above must be requested at least four weeks prior to opening of Exhibit Hall.
14. The hotel will turn over a clean, cleared and vacuumed exhibition hall to the Exposition/Drayage Company on the date of set-up. In return, the exhibition hall must be given back to the hotel in the same condition (clean, cleared and VACUUMED) at the time that is outlined in the client's contract. If the Exposition/Drayage Company goes beyond the contracted time without prior

written authorization from the hotel, there will be a charge per hour, for every hour the vendor goes over the contracted time. If the Exposition/Drayage Company does not give the hotel the exhibition hall back clean, cleared and vacuumed, there will be a fee charged to the Exposition/Drayage Company. The Exposition/Drayage Company will not be allowed to work on hotel property again, until the above charges are paid in full.

15. Storage of additional exhibit furniture/equipment shall not be permitted in the exhibition hall.

FIRE MARSHAL APPROVAL

City of San Diego Bureau of Fire Prevention and Public Safety regulations must be followed without exception. It is the responsibility of the contractor/vendor to produce scaled diagrams of the Production area. All necessary permits and approved diagrams must be submitted to the Hotel Event Services office for review forty-five (45) business days prior to load in. Failure to submit diagrams for approval by the designated date will result in additional late processing fees. It is the responsibility of the vendor/contractor to pay for any processing fees. **Four copies of final approved diagrams are to be submitted to the Event Services/Catering office at least 14 days prior to load-in.** Assigned Event Manager will advise on any logistic, safety or equipment concerns. **No vendor will be allowed to load-in without a Fire Marshal approved plan.**

San Diego Fire-Rescue Department
1010 Second Avenue, Suite 300
San Diego, CA 92101-4903
(619) 533-4400
(619) 544-6806
sdfd@sandiego.gov

All materials used in the Hotel's meeting space (liners, pipe & drape, backdrops, props, stage coverings, etc.) are required to meet flame retardation standards.

FIRE WATCH / FIRE ALARM SYSTEM

The Hotel fire alarm system is activated by foreign substances, heat, and smoke. Programs which have equipment such as fog machines, pyrotechnics, fireworks, laser shows, cooking stations using butane, special effects, etc., must have written and stamped approval by the Fire Marshal, two (2) weeks prior to the event. The event approval certificate must be forwarded to the Event Manager to provide backup in the event of any future unforeseen fines.

Exterior Pyrotechnics: Only licensed operators shall be permitted to use or display outdoor pyrotechnics. Proof of current licensure shall be provided by the operator to the hotel or facility representative at least fourteen business days in advance of such activities. All required state and/or local permits associated with the storage, use or display of pyrotechnics shall be obtained from the appropriate authorities having jurisdiction at least five business days prior to such events and copies thereof provided to the hotel or facility representative in advance of the scheduled event.

Indoor Pyrotechnics: The storage, use or display of pyrotechnic material or devices, fireworks (Class "C" explosives) and similar incendiary devices intended for theatrical or entertainment purposes are prohibited.

Fog Machines:

Only water-based Fog Machines/Hazers are permitted. Prior notification and approval must be received.

A manned fire watch may be required by the City of San Diego Bureau of Fire Prevention and Public Safety. Vendor/contractor is responsible for submission of application, obtaining permits and all associated fees for processing and fire personnel required. **Request for fire watch permits must be submitted to the Fire Marshal no later than 45 days in advance. Failure to submit requests by the designated date may result in additional late processing fees and/or denied fire watch request.**

Should the activity in the meeting space require the use of a “Fire Watch” to accommodate the disengagement of the fire system, as approved by the Fire Marshal. A charge for a minimum of one (1) Hilton security officer at \$60 each per hour, for the duration of the event will be charged to the group’s master account. Contact event manager for pricing and additional information.

FLOOR LOAD LIMITATIONS

Floor Load Limitations:

Sapphire Ballroom	100 lbs. per square foot
Indigo Ballroom	100 lbs. per square foot

FOOD AND BEVERAGE

All food and beverage needs must be arranged through your Event Manager. The exhibit contractor must notify the hotel of any exhibitors dispensing food and beverage from their booth thirty (30) days prior to arrival. Any cooking to be done in hotel meeting space must have written permission. Obtaining this permission is the sole responsibility of the exhibit contractor.

Any exhibits that require the use of kitchen equipment, including but not limited to refrigerators or freezers must provide their own; the hotel is not responsible for providing any equipment or refrigerator space during the exhibit. **All exhibitors are required to bring their own equipment.**

Food and Beverage Product Demonstrations or Sponsorship:

In the event that any of your organizations or your exhibitors wish to provide either food and/or beverages for the purpose of demonstration and/or sponsorship, the following shall prevail in defining the procedure and schedule of associated charges as a condition precedent to the provision to such products:

Any and all products will be invoiced at the Hotel’s prevailing rates for the products in question. The total charges will be subject to applicable tax and service charges, **based on the hotel’s retail pricing structure.** In addition, the charges will be subject to reduction by an amount not to exceed the prevailing market place cost. All products must be supplied to the Hotel from established licensed distributors that meet the minimum insurance requisites as established by the Hotel. Any and all products provided in any discretion of the Hotel.

FREIGHT ELEVATORS / LOADING DOCK

The hotel Freight Elevators are located on Gull Street for access to the Ballroom and/or Exhibit Hall. A schedule of load-in/load-out times must be submitted to the Catering or Event Services office no less than twenty one (21) days prior to start date for all activities, including all sub-contractors that have been hired by the vendor.

1. Vehicles for display can be accommodated by using the large freight elevator with street access.
2. All trucks must enter via the access road behind the parking garage on Harbor Drive. Access from Gull street off of Park Blvd is prohibited for exhibit & production load in/out.
3. Staging trucks in front of hotel on Park Blvd or on Gull Street is prohibited. It is the sole responsibility of the production/drayage company to coordinate staging areas for additional trucks.

If the contractor would like to use the Hotel Freight elevators, they must provide an elevator operator. The Elevator Operator will control elevator traffic, as at times the freight elevator will need to be used by the

Hotel. During vendor/contractor break periods, the freight elevators must be left empty so that the elevator may be used for other purposes.

If the loading dock is to be used for loading and unloading of equipment after or before loading dock hours, the client may be required to contract in-house security to monitor the loading dock area during the load in/load out time period.

Loading Dock hours are 6:00am to 4:30pm Monday – Sat. The Loading Dock is closed on Sunday.

Door & Elevator Dimensions:

DOORS – Indigo Ballroom EF

For Access to: Indigo Ballroom
Dimensions: 9’8” wide x 9’10” tall

DOORS – Sapphire Ballroom MN

For Access to: Sapphire Ballroom
Dimensions: 9’8” wide x 9’10” tall

#1 SERVICE ELEVATOR

For Access to: Function Rooms on 2nd, 3rd and 4th floors
Elevator dimensions: 5’8” wide x 8’7” deep x 8’ high
Door opening : 4’x8’
Capacity: 5,000 lbs

#1 FREIGHT ELEVATOR

For Access to: 2nd and 4th floor Ballrooms
Dimensions: 10’ wide x 21’ deep x 9’6” high
Door opening: 10’x 8’
Capacity: 12,000 lbs

#2 FREIGHT ELEVATOR

For Access to: Function Rooms on 2nd, 3rd and 4th floors
Dimensions: 7’8”x 11’2”x 9’6” high
Door opening: 8’x 8’
Capacity: 8,500 lbs

HOLD HARMLESS

Your Event Manager is to provide a copy of the hold harmless agreement to be completed, signed and submitted thirty (30) days prior to event.

INSURANCE

A certificate of Insurance is required for all vendors working within the Hilton San Diego Bayfront. The following are the minimum insurance requirements. Certificate must be submitted to hotel event/catering manager thirty (30) days prior to event. Note: Security, Rigging and Electrical Contractors are required to carry \$5 million in general liability.

Commercial General Liability: Not less than \$2,000,000 combined single limit for bodily injury and property damage. This limit is subject to change based on the scope of work.

Automotive Liability: Not less than \$1,000,000 combined single limit for bodily injury and property damage.

Employers Liability: Not less than \$500,000 combined single limit.

Workers Compensation: In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in California, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

Property Insurance for Contractor's tools and equipment. In no event shall Hotel, Owners or Hilton Hotels Worldwide be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of Hotel, Owners or Hilton, its employees, officers, directors, or agents.

Additional Insured

All entities must be named on the Certificate of Insurance as additional insured's:

1. Sunstone Park Lessee, LLC
2. One Park Blvd, LLC
3. Sunstone Park, LLC
4. HLT Conrad Domestic LLC
5. HHC One Park Blvd, LLC
6. Hilton Worldwide, Inc.
7. Hilton Management LLC
8. HLT JV Acquisition, LLC
9. Sunstone Hotels TRS Lessee, Inc.

The certificate holder should be listed as **Sunstone Park, Lessee dba Hilton San Diego Bayfront
1 Park Blvd, San Diego, CA 92101**

The Certificate of Insurance will be required 30 days prior to the start of the convention.

INTERNET SERVICES/IT

The Hilton San Diego Bayfront provides all telephone and internet services in all meeting space. A price sheet and order form can be provided by the Event Services Department or contacting our Communications Manager.

For quotes or inquiries please contact:

Cindy Esteban
Communications Manager
One Park Blvd
San Diego, CA 92101
(619) 321-4276-office
cindy.esteban@hilton.com

MEETING ROOM RE-KEY REQUEST

Rekeying a meeting room is available for a \$100.00 per lock fee. Up to 5 keys can be provided with the initial fee. However, for your security, we recommend circulating as few as possible. As a rekeyed room, no one will be allowed access except for the group contacts as listed on the resume. You will need to arrange for the room to be serviced by the Hotel while the room is occupied by your staff. The Hotel will not have access to the room except in an emergency situation. Prices are subject to change without notice.

Please note that the Indigo Ballroom and Sapphire Ballroom cannot be secured and require a dedicated security watch. Security can be arranged through your Event/Catering Manager.

MEETING SPECIFICATIONS

Detailed specifications as to meeting room set-ups, audiovisual equipment, telephone services, menus and additional requirements are due thirty (30) days in advance of your event in order to distribute the hotel event orders and resume in a manner that allows time for proper scheduling of employees. Any delay in meeting this requirement may impact availability of goods and services and additional charges may be assessed.

Upon receipt of the Meeting Resume and Event Orders, carefully ensure that your meeting is properly outlined. Substantial changes requested after the meeting room has been set, are subject to the availability of labor and shall be assessed a labor fee depending on the size and scope of the change. Ballroom changes are subject to higher labor rate, depending on extent of changes. Should your group request an unusually tight room turnover, an extensive stage set, etc., a labor charge may be assessed.

It is important to note that all attendees be instructed to secure all personal belongings prior to vacating meetings. California State Law dictates the Hotel is not responsible for lost or stolen items left in meeting rooms. The Hotel provides complimentary safe deposit boxes for hotel guests.

We will provide at no charge, a reasonable amount of equipment, i.e., chairs, tables, easels, etc. This complimentary arrangement does not include production staging or extraordinary set-ups that would exhaust our present in-house inventory to the point of requiring the hotel to rent additional equipment. Should the need to rent additional equipment occur, you will be notified with as much advance notice as possible and provided with the cost to rent the equipment, which will be billed to the group master account.

Programs/Handouts:

If you wish the hotel to place programs or handouts in the seats or at the place settings of your function, please provide information on these items with your meeting requirements so we may properly staff for this activity. There will be a charge for this service. Contact your Event Manager for pricing.

Public Areas:

The Hilton San Diego Bayfront public areas offer a tranquil setting for your guests. With this in mind, please adhere to the following policies:

- We do not allow exhibits, banners or displays in our public space without approval from your Event Manager.
- Registration Desk locations must be approved in advance by your Event Manager.
- Public area and lobby furniture has been placed for our guests' comfort and enjoyment. We are limited, due to storage space and possible damage, from moving this furniture.

Smoking / Non Smoking

All public areas of the Hilton San Diego Bayfront are designated as non-smoking, in accordance with California State Law. Meeting Space is designated as non-smoking as well.

OSHA

It is the responsibility of the vendor to ensure that work is conducted in a manner that will not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes. Hotel management has the authority to not allow entry of guests into the room until any unsafe conditions have been satisfactorily corrected.

OUTSIDE VENDORS

All outside vendors (production companies, decorators, florists, etc.) must obtain a Vendor Badge from our Security Dispatch Office. All people working for said vendor must display vendor badge at all times while on property, and must be appropriately dressed and groomed and must adhere to the hotel's Code of Conduct.

If at any time any of the below-mentioned policies are violated, the Hotel reserves the right to require Contractor's operations to cease if, in the Hotel's reasonable estimation, these policies are not being adhered to.

1. Areas of Access: All contractors/vendors must stay in designated job site areas. Access to "front of house", guest elevators/floors or "back of house" kitchen, offices etc. is not allowed.
2. Bag Check: All bags and boxes are subject to a Security check upon entering or leaving the building.
3. Behavior: Profanity, loud or aggressive behavior and/or lack of respect for customer, hotel guests, hotel management or employees will not be tolerated.
4. Cafeteria: Under no circumstances are vendors/employees to use the Hotel Employee Cafeteria.
5. Dress Code: All contractors/vendors will be required to wear uniforms during performance of their contracted job duties while on site. If no uniforms are provided, the Hotel requires that all workers are dressed with shirts, closed toe shoes, long pants or dress shorts; tank tops, bare backs, bathing suits, torn clothing or T-shirts with offensive pictures or language will not be permitted during performance of job duties.
6. Drugs/Alcohol: The Hotel is committed to a drug and alcohol free work place.
7. Food & Beverage: Vendors/Contractors are allowed to use hotel outlets for food service only. No discounts are allowed. No large parties (in excess of 4 persons) will be allowed. No alcohol may be consumed while on hotel property. Behavior must be in accordance with other points outlined in policy.
8. Employee Locker Room: These are for the sole use of hotel employees and are not to be used by contractor/vendor.
9. Entrance: Vendors may only use hotel employee entrance, and are required to check in with security to receive visitor pass. Pass must be worn at all times for access to any area beyond the loading dock. Photo ID may also be required.
10. Hotel Equipment: Contractor/Vendor is not authorized to use any tools, motorized equipment or other furnishings of the hotel without express written permission from hotel management.
11. Identification: All vendor employees must have a government recognized form of identification while on hotel property.
12. Personal Business: Family members and friends are not allowed on hotel property.
13. Personal Property: In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor or its employees.
14. Smoking: There is no smoking allowed on hotel property.
15. Supervision: Each contractor/vendor company will be responsible for providing a primary contact or supervisor along with a cell number for the individual. The designated contact or supervisor will be responsible for the actions of their employees at all times while on the hotel premises and will respond positively to Hotel Security or Management when addressed. The designated contact or supervisor will be responsible for informing and ensuring that all crew members involved in any phase of production (either on a full or part-time basis) are made aware and knowledgeable of the conditions listed in this policy.
16. Work Area: All contractor/vendor work areas must be kept clean and safe at all times; Hotel employees are not responsible for cleaning up after a job set up, during excursions, or job teardown.

The Director of Security at the Hilton San Diego Bayfront, or his designated representative, will be the final arbitrator of any real or potential hazard.

Contractor/Vendor Billing: Unless requested by the authorized client contact and the Hotel's group billing coordinator, all production-related charges will be the sole responsibility of the production company/vendor. All estimated charges will be due in advance and are subject to normal prepayment schedules. If credit needs to be established, contact the Hotel's Credit Office for credit application and approval.

PARKING / PRODUCTION VEHICLE STORAGE

Upon approval of the Event Manager, trucks and containers may be **temporarily** parked on Gull Street and must be removed as soon as they are emptied. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight. Arrangements for removal of vehicles or containers will remain the responsibility of the contractor/vendor. Any vehicles left on Hotel property overnight, without written hotel approval, will be towed at the vendor's expense.

The Hilton San Diego Bayfront does not provide production vehicle storage facilities. This includes, but is not limited to, forklifts, golf carts, or any other vehicles that need to be stored. There are surface lots for parking surrounding the hotel at the vehicle owner's expense.

SECURITY/FEES

Hilton San Diego Bayfront Security Department has final approval on all activities and set-ups. Failure to follow these procedures will result in your event being terminated.

All outside vendors must supply a "Certificate of Insurance". The Hotel must have these documents on file prior to move in. Failure to provide signed agreements will prohibit Hotel property access.

The Hotel is not responsible for theft or damage to any property of the company. Security arrangements are the responsibility of the client and must be pre-arranged through our in-house security department.

In-House Security or Contract Security can be arranged for your group. Please contact our Director of Security as listed below for all security requirements, pricing and regulations:

Michael Carter
Director of Security
Hilton San Diego Bayfront
(619) 321-4441
michael.carter@hilton.com

SHIPPING & RECEIVING

Due to limited storage, we cannot accept any drayage or exhibits for an Exhibit Show. Please make arrangements for pre- and post-event shipping, drayage handling and storage with the Exhibit or Decorating Company prior to your arrival.

We understand that as the meeting planner, you must ship conference materials to us. Freight handling will be charged to your master account at the prevailing rates as listed by The UPS Store pricing. Pricing is based on weight and applicable to all incoming and outgoing shipments. Please contact your Event Manager for a price list of freight handling.

Multiple packages within a single shipment should be sequentially numbered, i.e., 1 of 3, 2 of 3, 3 of 3, etc. All materials should be addressed as follows:

Hilton San Diego Bayfront
One Park Boulevard
San Diego, CA, 92101
Hold for (fill in your name only)
Convention Name & Dates

Please advise us of the number of boxes you will be shipping. Due to limited storage, we ask that you do not ship items for receipt sooner than three (3) days prior to your function.

Shipping Companies:

1. The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.
2. All delivery/pick-up schedules for packages for the shipping company must be arranged with the Catering or Event Manager at least fourteen (14) days in advance. If advance scheduling does not take place, the shipping company will not be allowed access to the Loading Dock.
3. All movements by the shipping company must utilize the service elevators. Under no circumstance is a Guest elevator to be used for movement of materials. If the vendor would like to use the freight elevator a written request must be made to the Event/Catering Manager fourteen (14) days in advance. Requests are handled on a first come first serve basis.
4. Any movement of boxes requested to be handled by UPS and will be charged the prevailing rate per box. A form of billing will be due prior to delivery of any boxes.
5. Gull Street or the Loading Dock will not designate any staging or holding area for packages processed by the shipping company. All staging and holding must be in assigned meeting space from the organization which hired the shipping company.
6. Preferred courier labels and envelopes will not be provided to any exhibitor utilizing the services of the shipping company.
7. The return address on all labels put on packages shipped by the shipping company should clearly indicate the name of the shipping company on them.
8. A management contact and telephone number must be provided to the hotel to refer inquires of missing boxes to after the end of the event.
9. The shipping company must be clear of the meeting space being used at the time indicated in the sales contract with the client. Unless written approval is given in advance by the hotel, if the vendor leaves their items in the area beyond the contracted time there will be a charge for each hour over the contracted time. The shipping company will not be allowed to work in the hotel again, until such charges are paid in full.

SIGNAGE

The hotel reserves the right to approve the copy and placement location of any signs or banners you use within the hotel. No signs are allowed in the lobby.

Banners or large signs may be located inside your assigned function space. If such items are required to be fastened to walls or ceilings, the task must be properly accomplished by PSAV. Charges for labor and required materials will be at prevailing rates.

No handwritten signs or posters are permitted anywhere on hotel property. Signage must be professional and placement is restricted to the Foyer and meeting space of each room, unless approved through your Event Manager.

All banners must be approved by your Event Manager. Banners are not to be hung on any wall surfaces. Contact your Event Manager for PSAV banner guidelines and pricing.

SOUND & LIGHTING

The Hilton San Diego Bayfront requires that all rigging from the ballroom ceilings be provided by the in house exclusive rigging vendor PSAV for all functions on hotel property.

Sound levels are to be appropriate for the contracted space and are not to interfere with activities of any other group. Please respect any request regarding sound levels you may receive from Hotel Management. The Hotel reserves the right to immediately terminate any event in the case of inappropriate sound level. Sound Checks for rehearsals must be approved in advance.

STORAGE

Storage space for outside vendors/contractors will be the sole responsibility of the selected vendor. The Hilton San Diego Bayfront will make every effort to secure space, once notification is given, but is under no obligation to provide such space. If space is available, the vendor will be charged published rental for such space. No equipment or cases are to remain in the "back of the house" areas at any time. Any empty cases are to be removed from the hotel and brought back for load-out.

TRASH REMOVAL

The Hilton San Diego Bayfront does not provide custodial services for production or decorating companies. Trash removal from the production/decorated area is the sole responsibility of the contractor.

Production and drayage companies are required to arrange for the removal of refuse during post production, hotel's receptacles are for the use solely of the Hilton San Diego Bayfront.

The contractor/vendor is held completely responsible for leaving the facility or facilities utilized in the same condition prior to load-in. This will include disposal of trash, pros, cardboard boxes, etc. and vacuuming of room (exhibits), service elevator landings and hallways used to access exhibit/function areas. Any damages caused to hotel property will be directly billed to the contractor. Any leaves, flowers, etc. left on the floors prior to the event must be cleaned up by the contractor/vendor.

VEHICLE DISPLAY GUIDELINES

The following guidelines must be followed when placing any type of vehicle on display at the Hilton Bayfront:

The following are the Hilton San Diego Bayfront requirements for displaying automobiles in the ballrooms and other areas of public assembly.

- Utmost caution and safety shall be adhered to at all times.
- No obstruction of egress. Aisles shall be properly maintained.
- A maximum of 1/4 gallon of fuel to be in tanks of vehicle.
- No refueling or emptying of fuel tank inside the building.
- Fuel tanks shall be equipped with a gas cap, provided with a key lock.
- Vehicles shall be set in place in designated locations before occupancy is open to the public. Removal of vehicles shall likewise be done when occupancy is not open to the public.
- Battery cables shall be disconnected and taped to prevent arcing.
- A floor covering (VISQUEEN and MASONITE) must be provided to protect hotel carpeting or floor services.
- Fire extinguishers in appropriate numbers and classifications shall be provided in close proximity to vehicles.
- No repairs or alterations shall be made on vehicles.
- No open flames shall be permitted.
- Car keys must stay on property with designated person, at all times. Copy of keys must stay with hotel security for duration of stay.
- Vehicle owner must be notified well in advance of all the preceding rules. Inability to comply with said rules means the vehicle does not come on property.
- Vehicle owner must complete information and sign below to confirm their review and understanding of above requirements as well as their compliance with above requirements.

Vehicle in Ballrooms for display must have a Fire Marshall Sign off sheet in the windshield or otherwise easily seen by the Fire Marshall. This can only be signed off by the Fire Marshall or the Director of
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Security or his/her designated proxy.

A representative of the Events Department will review all vehicles to ensure that they are in compliance with the safety procedures outlined above. Any questions regarding these guidelines should be directed to your assigned Event Manager.

APPROVAL SIGNATURE

The undersigned is an authorized Agent of Contractor and has read and agreed to all terms of conditions to perform services on hotel property.

Dated: _____

Printed Name and Title: _____

Signature: _____