

Special Events and Production Guidelines



flawless performance. dramatic results.

PSAV provides outstanding audio visual services for conventions, meetings and special events. They have an extensive on-site inventory of the latest production equipment and have seasoned professional technicians to assist you with the set-up and operation of your program. **The Sheraton Dallas Hotel** has selected **PSAV** as their preferred audiovisual provider. Please contact **PSAV** for more information at 214.303.4165.

Should you select another company, please be advised that there are service standards that must be followed in order to conduct business within **The Sheraton Dallas Hotel**. Please advise **PSAV** and your Sheraton Conference/Catering Manager (primary group contact) upon selection of your audiovisual company a minimum of 45 days prior to your event.

As a commitment to your event's success, a **PSAV** audio visual liaison will be assigned to your program should you elect to hire an outside audiovisual vendor. The audiovisual liaison will be scheduled at times appropriate to your load-in and load-out and charges will be billed to your master account at the rate of **\$85.00 per hour for a minimum of 5 hours per room, per day**. The **PSAV** liaison service will be required for all production load-ins and load-outs.

1. Timeline:

A. Complete **schedule of events** is required 21 days in advance of arrival including load in, load out, schedule of audio testing, loading dock usage, ballroom power tie-in, disconnect schedule, and darkroom schedules. Changes of scheduled events and crew call times will require written notification of at least 5 days to avoid additional charges of time and a half per person. Cancellation of any scheduled service will require 5 day written notice to avoid charges of 5 hours per person.

B. Complete **set of Rigging and Event diagrams** is required 21 days in advance of arrival. Diagrams must include stage sizes, lighting plots with load weights, cable runs, and blue prints of any set pieces. Copies of approved diagrams must be sent to **PSAV** and your Conference/Catering Manager. Diagrams must be approved by a **PSAV** Project Manager.

FAILURE TO SUBMIT PROPER DRAWINGS AND SCHEDULES AS SPECIFIED ABOVE WILL RESULT IN THE FOLLOWING CONSEQUENCES

Less than 21 Days notice of drawings & schedule – Additional 5% of total rigging charge

Less than 15 Days notice of drawings & schedule – Additional 10% of total rigging charge

Less than 10 Days notice of drawings & schedule – Additional 20% of total rigging charge

Less than 5 Days notice of drawings & schedule – Additional 25% of total rigging charge

2. Room Set-up and Service Staff Standards:

A. **Dress code:** All production company staff **must** be identified by company name on shirts and stage passes/name tags prominently displayed. Dress code and grooming standards **must** be adhered to at all times.

B. **Noise Levels:** For the consideration of other guests and/or attendees of the hotel, **The Sheraton Dallas Hotel** retains the right to require the immediate cessation or reduction of noise determined to be a nuisance or otherwise interfering with the enjoyment of the hotel by guests or other groups. Such noise is to be determined by the hotel and its liaisons and includes but not limited to music for set-up/tear-down crews, offensive or profane speech or music at any time, excessive volume testing which interferes with other functions in proximity, etc.

C. **Room sets** must consist of all screens having at least a bottom dress, carts and speaker stands being skirted, the front and side draping of all tech stations, the use of black extension cords that run only against the walls, at 90 degree angles to their resting points and taped with black gaffers tape.

D. Any **storage** of audiovisual equipment will be subject to availability and the hotel's current room rental charges.

E. **House audio patches** will be available in applicable rooms at a cost of \$160 per room, section of a divisible room, per day. Dates, times, and locations of house sound requests must be sent to **PSAV** prior to the event. (After interfacing with the hotel sound system, neither the Sheraton Dallas Hotel, nor PSAV will be responsible for the quality of the sound. Client assumes responsibility for any and all damage to the house sound system that may arise as a result of plugging in their equipment.)

3. Insurance/Damage Control:

A. A certificate of insurance policy must be placed on file with **The Sheraton Dallas Hotel** showing a minimum of \$2,000,000 liability per occurrence. This must be submitted to **The Sheraton Dallas Hotel** and **PSAV** 7 days prior to the event load-in. The certificate must name the hotel and its ownership as additional insured under the same policy.

B. **Security deposit of \$1,000.00** is required to protect **The Sheraton Dallas Hotel** from any damages that may be incurred during the movement and/or operation of any audiovisual equipment. **Please make the check out to The Sheraton Dallas Hotel**. The check or credit card number must be delivered to your Conference/Catering Manager no later than seven (7) days prior to arrival. After the contracted audiovisual provider removes their equipment from the hotel, an inspection of the hotel's facilities is made by the Hotel's Service Manager and upon approval, the deposit will be refunded.

C. All outside Production/Audio Visual companies are responsible for all trash removal associated with their areas. A trash removal fee of \$500.00 will be imposed to the outside AV company for any areas that are not in compliance.

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4. Haze/Fog Fire Watch:

A. The use of fog or haze machines will be allowed only by written permission. A complete schedule of times and dates of fog usage will be required. In no case will the hotel deactivate ballroom smoke sensors without the contracting of a representative from the Dallas County Fire Marshall's Office. Charges for this service must be paid in advance and will depend on the amount of time needed. Please notify your **Sheraton Dallas Hotel** Conference/Catering Manager to expedite these requests.

B. **The Sheraton Dallas Hotel** Security Officer must be scheduled and is required for fire watch while sensors are disabled. This will be charged at applicable labor rates.

C. All cords, wires, cables, and equipment must be safely secured. All equipment must be placed in compliance with all applicable occupancy, OSHA, and fire regulation codes.

5. **Rigging:** All rigging performed within the meeting space will be installed and removed exclusively by **PSAV**. A minimum of two riggers are required for load in and load out. Rigging labor calls will be billed at a minimum of 5 hours based on the specialized nature of rigging services. Additional riggers needed, will be determined by a **PSAV** Project manager. Under no circumstances will entry to any ceilings be granted to any person. All rigging equipment will be supplied exclusively by **PSAV**. All Rigging plots and diagrams are subject to evaluation for safety and load calculation and a **\$250** review fee may be assessed. Please contact **PSAV** for a detailed rigging labor quote.

All rigging equipment and points will be billed as a day rate. Days 1 through 3 will be billed for actual usage days. Three days of usage constitutes a weekly rate (3 to 7 days). Usage beyond 7 days will be billed in addition to the weekly rate. The cost per point is **\$225**. This fee includes (1) chain motor, motor controller, span set, rigging shackle and (1) rigging hang point. **Power and rigging requirements must be stated in writing a minimum of 21 days prior to show install** (see page 2 section D). Rigging requirements must be sent directly to **PSAV** via the **PSAV** rigging web portal psav.com/rigging form. Acceptable plots must have all suspended elements in their locations with weight such as lighting instruments, projectors, speaker cabinets and cable pick lines. Only **PSAV** motors will be used for rigging.

Additional Available Equipment: 12'x12', 12'x18', 20'x20' truss; motors/rigging hardware; genie towers; scissors lifts; static and moving lights (available upon request).

Dead Hang/cable pick points from the steel will be charged at a rate of **\$150 each per day**.

Cable pick points from eye-bolts will be charged at a rate of **\$50 each per day**.

Electric scissor lift will be charged at a rate of **\$375 each per day or \$750 week rate**.

Any outside company requiring lifts for their setup must contact **PSAV** for rental information. Under no circumstances will a portable lifting device be allowed to potentially damage any flooring or surface.

All scaffolding must have scaffolding jack feet attached. Bare piping is not allowed on any surfaces. All scaffolding must have at least ½ inch thick wood between it and any carpeted surfaces.

There will be no nailing or screwing into existing staging, flooring, or walls of the hotel structure for any reason.

6. Power Distribution Services

A. **General Session Power** - All electrical power distribution tie in and disconnect must be ordered through **PSAV**. Power distribution labor calls will be billed at a minimum of 5 hours based on the specialized nature of power distribution services.

B. **Concurrent/Breakout Sessions** – All electrical power usage for concurrent/breakout sessions will be billed for a 20 Amp (200 Watt) power usage fee of **\$135.00** per room.

C. Power will be billed as a day rate. Days 1 through 5 will be billed for actual usage days. Five days of usage constitutes a weekly rate (5 to 7 days). Usage beyond 7 days will be billed in addition to the weekly rate. Please contact **PSAV** for a detailed power distribution quote.

7. **House Light Remote:** House light remote & cable will be **\$300.00** one-time charge. This will include set up, programing, and placement of the remote.

8. **Carpet Protection:** All carpeted areas must be protected in advance of move-in and move-out. Areas requiring protection include but are not limited to; storage rooms, production areas, exhibit space and under any vehicle being used as a display (vehicles must have carpet protection under engines, transmissions and tires once in place). Carpet protection is required under all production stages as well as the backstage storage areas.

When rolling road cases, vehicles or any equipment across carpeted floors, carpet protection must be applied in the area being traversed in order to prevent damage to the carpet. We require the use of Poly Tak or other non-skid floor covering. Poly Tak may be purchased onsite through **PSAV** at **\$500/roll** and includes labor for application and removal.

Damage repair costs to hotel carpet surface will be the responsibility of the contractor.

For further rigging and electrical information, contact your **PSAV** representative:

Phone: 214.303.4166

The order must also be sent to your Conference/Catering Manager for approval if the charges are to be posted on the Group Master Account. A detailed quotation will be provided at that time. Those who fail to submit power and rigging requirements by the deadline may be subject to additional fees.

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Event Service Standards

I, the undersigned, have received a copy of the Event Service Standards for outside audiovisual service vendors. I have read and understand the information contained within. I acknowledge that if **PSAV** is not used as the supplier of our event technology services, the charges listed in this Event Service Standards may be billed to my master account.

Client Signature

Date

Group Name

Production Lead-Signature (ACKNOWLEDGEMENT OF READING)

Date

Production Company Name

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Rigging & Power Distribution Pricing at The Sheraton Dallas Hotel

Rigging Labor Load in/Load Out	5 hour minimum
Weekday Rate	(Monday-Friday 7a-5p)
Lead Rigger (High)	\$125.00 per hour
Assistant Rigger (Ground)	\$100.00 per hour
Evening & Weekend Rate	(Monday-Friday 5p-7a & Saturday-Sunday 7a-5p)
Lead Rigger	\$187.50 per hour
Assistant Rigger	\$150.00 per hour
Weekend Evening Rate	(Saturday-Sunday 5p-7a)
Lead Rigger	\$250.00 per hour
Assistant Rigger	\$200.00 per hour

Please contact **PSAV** for Holiday Rates

Power Distribution Labor Rates	5 hour minimum
Weekday Rate	(Monday-Friday 7a-5p)
Master Electrician	\$160.00 per hour
Evening & Weekend Rate	(Monday-Friday 5p-7a & Saturday-Sunday 7a-5p)
Master Electrician	\$240.00 per hour
Weekend Evening Rate	(Saturday-Sunday 5p-7a)
Master Electrician	\$320.00 per hour

Power Distribution Rates

20 Amp Single Phase	\$135.00
30 Amp Single Phase	\$185.00
60 Amp 3 Phase	\$430.00
100 Amp 3 Phase	\$720.00
200 Amp 3 Phase	\$1,435.00

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300 Amp 3 Phase

\$1,960.00

400 Amp 3 Phase

\$2,865.00