



Outside Vendor/Contractor Guidelines

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Contract Security:

Uniformed Hotel Security Officers will be required in all Exhibit and Production areas at the expense of the Group. Security is available through the hotels at a charge of \$50.00 per hour with a four (4) hour minimum with an hourly charge thereafter. For security request within 48 hours, rate increases to \$75.00 per hour with a four (4) hour minimum.

Client Provided Security Requirements

Clients may utilize their own in-house (employee) security personnel for internal client issues and/or client executive protection. Client provided security may not be visible to the general public, to attendees or guests in public areas or be present in a uniform that may be mistaken for hotel security staff. Client security may not carry firearms or other "less than lethal weapons" while on Loews Hotels at Universal Orlando property.

If the client has a requirement to utilize a non-Loews Hotels at Universal Orlando contract security company, that company must follow all client provided security requirements. Additionally, the non-Loews Hotels at Universal Orlando contract security company shall provide a written security plan and schedule, as well as a binder of insurance, to the Loews Hotels at Universal Orlando director of security not less than five days prior to any staffing on Loews Hotels at Universal Orlando property. Insurance binders must be in writing and contain a minimum of five million dollars in per incident liability coverage and list as additional insured the following.

For all locations except Hard Rock Hotel® at Universal Orlando:

In addition to the required coverages, the following verbiage should be reflected in the Description of Operation section of the certificate:

"UCF Hotel Venture, Loews Orlando Operating Company, Inc., Loews Orlando Hotel Partner, Inc., Universal City Development Partners, Universal City Florida Partners, and their parents, subsidiaries and affiliates are included as Additional Insured. The Insurance protecting the Insured and Additional Insured is primary and non-contributory with any other insurance carried by any of the Additional Insured and contains a Waiver of Subrogation in favor of the Additional Insured."

Off-duty Law Enforcement Security

Clients who express an interest in utilizing armed off-duty law enforcement personnel as part of their overall security plan must articulate to the Loews Hotels at Universal Orlando director of security the rationale for such a request and the security threat to be addressed by these armed officers. All requests for armed, uniformed or plain-clothed, off-duty law enforcement officers shall be coordinated through the Loews Hotels at Universal Orlando director of security and shall be paid by the client directly to the off-duty law enforcement personnel at the prevalent rate per hour, with a four hour per officer minimum. Only off-duty Orlando Police Department (OPD) officers shall be utilized, unless the OPD off-duty coordinator previously agrees to other department officers.



Exclusion for On-duty Law Enforcement

All on-duty local, state and federal law enforcement agencies are excluded from the above requirements when operating in an official capacity in the furtherance of their duties.

Contractor/Vendor Billing:

Unless requested by the authorized Client contact and the Hotel's Group Billing Coordinator, all production and/or exhibit-related charges will be the sole responsibility of the Production Company, Contractor or 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.

Contractor/Vendor Requirements:

1. **Areas of Access:** All contractors/vendors must stay in designated job site areas. Access to "front of house", guest elevators/floors/restrooms or "back of house" kitchen, offices, etc. is not allowed.
2. **Entrance:** Vendors may only use Hotel Team Member Entrance and are required to check in with Security. Vendors are required to leave a form of identification with Security to receive a visitor badge. ID will be returned upon returning of the visitor badge. Load-in may not begin until all Exhibit/Production personnel have been issued a vendor badge. All bags and boxes are subject to a Security check upon entering or leaving the building.
3. **Conduct:** Profanity, loud or aggressive behavior and/or lack of respect for guests and/or Hotel employees will not be tolerated and could result in the person being trespassed from the hotel property.
4. **Dress Code:** All contractors/vendors will be required to wear a uniform that identifies their company during performance of their contracted job duties while on site.
5. **Forklifts:** All forklifts or any other equipment used in the exhibit areas or the loading dock area must be battery powered, not gasoline or propane powered. Use of gasoline or propane power sets off the fire alarms in the exhibit areas. Due to insurance regulations, the Hotel cannot provide airlifts or forklifts. Exhibit / Production Companies must provide their own
6. **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. For exhibitors, the Hotel does not provide such miscellaneous items as, but not limited to, chairs, tables, skirting, ashtrays, punch bowls, china, waste paper baskets, etc. Such items must be provided by the Production / Exhibit Company.



Contractor/Vendor Requirements Continued:

7. Parking: Truck and trailer parking is in a designated area based on availability. Please consult with your Event Manager. Unattended trucks and trailers are subject to towing at the owner's expense if not parked in designated area.
8. Phones: The Exhibit/Production Company must have a cell phone number for the primary contact from the initial setup through the teardown. Please contact the Event Manager handling your group to make arrangements for telephone billing.
9. Personal Property: Loews Hotels are not liable for any damage to or loss of personal property sustained by Contractor or its employees.
10. Storage: Due to limited storage, the Hotel cannot accept any drayage, packages, or exhibits for an Exhibit / Production Company or client. Should an exhibitor send packages, they will not be accepted. Please make arrangements for pre and post shipping, drayage handling, and storage with the Exhibit / Production or Decorating Company handling your event. No deliveries can be made through the public areas of the Hotel. Please deliver all materials through the service hallways only.
11. 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.
12. Floor Protection: For the protection of all carpeted areas, Poly-Tac/Carpet Protection is required where equipment cases, pallets, rigging truss, or where an electric motorized personnel lift is utilized. For the protection of all tiled areas, a minimum of 3/8" plywood or similar, is required where equipment cases, pallets, rigging truss, or where an electric motorized personnel lift is utilized.
13. Waste Removal: The group should be prepared to remove all waste generated from their meeting/event, including arranging for a dumpster to be delivered to the site. Excessive exhibit or production waste will result in charges to the customer's master account for removal of excess waste. Please consult with your Event Manager for charges. All hazardous materials and chemicals that will be brought into the Hotel or generated on property through a function must have a "SDS" (Safety Data Sheet) on file with the Event Manager prior to delivery to the Hotel and must be pre-approved.



by Loews Hotels. The Customer or Exhibit / Production Company is responsible for removal of the waste from Loews Hotels. 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 client will be contacted to return to the Hotel to retrieve the waste. The Hotel will not be able to dispose of the waste for the client, as the necessary documents and shipping manifests must be signed by the generator of the hazardous waste.

Loews Hotels reserves the right to require Contractor's operations to cease if, the Hotel's determines, that the above listed policies are not followed.

Deposit:

In the event the Group decides to contract the services of a vendor other than those approved by the Hotel, a deposit will be required from the outside vendor. A form outlining Hotel policies will be submitted to the vendor for signature (the "Vendor Guidelines Form"). The deposit will be refunded within thirty (30) days following departure of the Group and shall require an inspection of Hotel facilities utilized by the vendor when the services to the Group were performed.

Diagrams/Permits:

Orlando Fire Department and Fire Safety Management Division regulations must be followed without exception. It is the responsibility of the contractor/vendor to produce scaled diagrams of the Exhibit/Production area. All necessary permits and approved diagrams must be submitted to the Hotel Event Manager for review prior to event date. Assigned Event Manager will advise on any logistic, safety or equipment concerns. All floor plans & permit applications must be submitted to:

Inspector James Powell
Phone: 407/246-2386 ext.7
FAX: 407/246-3158
james.powell@cityoforlando.net

City of Orlando
Fire Safety Management Division
78 West Central, Station #1
Orlando Florida 32801

Electrical/Production:

GES provides all electrical needs. Back-of-the-house entrances/exits are used by the Banquet Staff for service purposes. Should cabling or power cords need to cross exits and/or walkways they must be bridged over all doorways. All other cabling or power cords must be clear of doorways and covered with rubber mats or taped down to ensure safe egress. Contact your Event Manager for pricing and contact information.



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 and are to be provided by the contractor/production company.

Exposition/Drayage:

1. All exhibits or Productions must use a Drayage Co., a Decorating Company or an Exhibit Company, for booth or tabletop exhibits at Loews Hotels. The City of Orlando Fire Prevention Code must be adhered to and a plan submitted to the Orlando Fire Department, Fire Safety Management Division no less than 21 days prior to the show or exhibit. All permits and diagrams approved and signed by the Orlando Fire Department, Fire Safety Management Division, along with proper insurance liability coverage must be submitted to the Hotel's Event Manager before setup takes place. Copies will be kept in the customer's file and in the Loews Hotel at Universal Orlando Risk Management Department. Failure to follow these specifications and to get the necessary permits may result in your exhibit or production being terminated by the Orlando Fire Department and LHUO Risk Management.
2. All Exhibit / Production Companies are to check in and out with the Security, Banquet and/or Event Manager.
3. All exhibitor drayage must be sent to the Exposition/Drayage warehouse for storage. 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. 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.
4. Only battery-operated forklifts can be utilized on property.
5. All exhibit 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. Failure to return the exhibit production area in the condition it was given to will result in cleaning charges to the customer. All items such as forklifts, crates, garbage, etc. must be removed by the designated ending time on the teardown day. Loews Hotels cannot be held responsible for any damage or loss of equipment left on site.
6. The cleaning of the exhibit areas during a show, booth or tabletop is provided by the Production / Exhibit Company, not Loews Hotels. Due to fire regulations, crates, rigging or other items cannot be stored in service areas.



7. For the protection of all carpeted areas, Poly-Tac/Carpet Protection is required where equipment cases, pallets, rigging truss, or where an electric motorized personnel lift is utilized. For the protection of all tiled areas, a minimum of 3/8" plywood or similar, is required where equipment cases, pallets, rigging truss, or where an electric motorized personnel lift is utilized
8. No Exhibit / Production Company personnel can smoke or take breaks in any of the Hotel's service hallways or public areas. This includes the loading dock and Hotel employee cafeteria.
9. The Exhibit/Production Company is responsible for any charges or damages incurred while on property.

Firearms

Exhibitors must have approval from Loews Hotels security before being allowed to display a firearm/weapon as part of the conference. To receive approval, the following information must be provided 14 days prior to start of event show date. The below-listed information can be sent to your Event Manager to process.

- Name of conference
- Date of conference
- Exhibitor name and phone number
- Property name (e.g., Loews Royal Pacific Resort)
- Date(s) of exhibit show
- Function room location of exhibit show
- Booth number

Once approved, as part of their conference, Loews Hotels security and overnight storage will be arranged. No functioning firearms or ammunition will be allowed at any time as part of a conference display.

If a weapon/firearm cannot be removed from the exhibit floor at the end of the exhibit show each day, we will require the group or exhibitor to hire a security officer from Loews Hotels & Co to stand watch over such item

Additional storage and/or security needs will be reviewed on a case-by-case basis, depending on the event.

Loews Hotels at Universal Orlando has a no firearms policy in all guest areas. Any guests in possession of a firearm will be required to contact Security. Safe deposit box storage for the duration of their stay will be arranged.



Fire Marshal Approval:

All events which involve outside staging/draping and exhibit/demonstration diagrams are required to have written approval by the local Fire Marshal. It is the responsibility of the vendor/contractor to submit, obtain and pay for any processing fees. A copy of the approved diagram is to be provided to the Event Manager 10 days prior to load-in.

No vendor will be allowed to load-in without a Fire Marshal approved plan.

All floor plans & permit applications must be submitted to:

Inspector James Powell
Phone: 407/246-2386 ext.7
FAX: 407/246-3158
james.powell@cityoforlando.net

City of Orlando
Fire Safety Management Division
78 West Central, Station #1
Orlando, Florida 32801

Fire Watch:

Due to Loews Hotels' insurance regulations, NO non-water based hazing machines and/or fog machines are permitted in the Hotel. There are no exceptions to this policy.

Fog/Haze Machine

If the client elects to move forward with the fogger or hazer, the group must agree and sign a waiver and indemnification agreement provided by our Risk Management Team. Foggers or hazers must only be water based and must be tested the day before to determine if they activate the fire alarm system or not. The group will be completely responsible for any fire alarm activation, associated false alarm cost (if any) and any disruption to their event or any other client's event if the alarm results in an evacuation or other disruption. At no time shall any section of the fire alarm system be disabled for client convenience.

Hold Harmless:

The Hold Harmless Agreement, on page 12, must be signed and submitted 30 days prior to event.

Indoor Pyrotechnics

Are not permitted within the resort. No exceptions to this policy will be made.

Insurance Requirements:

A certificate of Insurance is required for all vendors working within the Loews Hotels and Universal Orlando. The following are the minimum insurance requirements. Certificate must be submitted to Event Manager 30 days prior to event and approved by LHUO Risk Management prior to commencement of work.



- Commercial General Liability: Not less than \$5,000,000 combined single limit for bodily injury and property damage. Coverage shall include Broad Form Contractual Liability and Products and Completed Operations.
- Auto Liability: Not less than \$5,000,000 combined single limit for bodily injury and property damage.
- Workers Compensation: with Statutory Limits for the jurisdiction within which work is performed. Employer Liability with minimum limits of \$1,000,000.

All above policies shall be issued by insurance company or companies which are licensed to do business in the state in which the Hotel is located and have a minimum A.M. Best & Co. rating of "A", "X". All such insurance shall be issued on a primary and non-contributory basis, contain a Waiver of Subrogation in favor of the Additional Insured and not be cancelable, terminable or subject to material change without thirty (30) days' prior written notice to the Hotel. All such insurance, with the exception of Worker's Compensation, shall name the Hotel, Hotel Owner, Hotel Operator, Employer Company (if applicable) as Additional Insured A Certificate of Insurance, in form and substance satisfactory to the Hotel and evidencing the required coverages, shall be provided to the Hotel prior to the commencement of work. A combination of primary liability and umbrella liability insurance may apply to meet the minimum limits of insurance required under this Agreement.

Certificate Holder must read as follows for groups having events at Loews Portofino Bay Hotel, Hard Rock Hotel at Universal Orlando and/or Loews Royal Pacific Resort:

UCF Hotel Venture
c/o Loews Hotels at Universal Orlando
6800 Lakewood Plaza Drive
Orlando, FL 32819
Attn: Risk Management

Under the Description of Operations Section on the certificate of Insurance the following verbiage should be reflected:

UCF Hotel Venture, Loews Orlando Operating Company, Inc., Loews Orlando Hotel Partner, Inc., Universal City Development Partners Ltd., Universal City Florida Partners, Hard Rock Café International (USA) Inc., and their respective parents, subsidiaries and affiliates are included as Additional Insureds. The Insurance protecting the Insured and Additional Insureds is primary and non-contributory with any other insurance carried by any of the Additional Insured and contains a Waiver of Subrogation in favor of the Additional Insureds.



Certificate Holder must read as follows for groups having events at Loews Sapphire Falls Resort:

UCF Hotel Venture III
c/o Loews Hotels at Universal Orlando
6800 Lakewood Plaza Drive
Orlando, FL 32819
Attn: Risk Management

In addition to the required coverages, the following verbiage should be reflected in the Description of Operation Section of the Certificate.

UCF Hotel Venture III, Loews Orlando Operating Company, Inc., LOHP III LLC, Universal City Development Partners Ltd., Universal City Florida and their respective parents, subsidiaries and affiliates are included as Additional Insureds. The Insurance protecting the Insured and Additional Insureds is primary and non-contributory with any other insurance carried by any of the Additional Insureds and contains a Waiver of Subrogation in favor of the Additional Insureds.

Certificate Holder must read as follows for groups having events at Helios Grand Hotel:

UCF Hotel Venture VII
c/o Loews Hotels at Universal Orlando
6800 Lakewood Plaza Drive
Orlando, FL 32819
Attn: Risk Management

Under the Description of Operations Section on the certificate of Insurance the following verbiage should be reflected:

"UCF Hotel Venture VII, Loews Orlando Operating Company, Inc., LOHP VII LLC, Universal City Development Partner, Ltd., Universal City Florida and their respective parents, subsidiaries and affiliates are included as Additional Insureds. The Insurance protecting the Insured and Additional Insureds is primary and non-contributory with any other insurance carried by any of the Additional Insureds and contains a Waiver of Subrogation in favor of the Additional Insureds"

Load In/Out:

The show sponsor is responsible for ensuring that the Exposition/Drayage company makes appropriate arrangements, and provides adequate labor so that move in and move out schedules can be followed in accordance with the sales contract.



Prior to move in, you or your exhibit/trade show representative will be required to sign for a copy of these regulations. Prior to move out, there will be a joint inspection of the premises to identify any damage.

For the protection of all carpeted areas, Poly-Tac/Carpet Protection is required where equipment cases, pallets, rigging truss, or where an electric motorized personnel lift is utilized.

Loading Dock:

The Hotel Loading Docks are located on the ground level for access to the Ballrooms. A schedule of load-in/load-out times must be submitted to the Event Manager no less than 20 days prior to start date for all activities, inclusive of all sub-contractors that have been hired by the vendor. Due to the limited number of dock spaces at the Hotels, every attempt will be made to have a dock space available at the requested time.

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 Loews Hotel guests or employees. Hotel Management has the authority to not allow entry of guests into the room until any unsafe conditions have been satisfactorily corrected.

Parking:

Truck and trailer parking is in a designated area based on availability. Please consult your Event Manager. Unattended trucks and trailers are subject to towing at the owner's expense if not parked in designated area. Any vehicles left on Hotel property overnight, without written Hotel approval, will be towed at the vendor's expense.

Shipping & Receiving:

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.
2. Any movement of boxes requested to be handled by Shipping and Receiving will be subject to current prices.
3. The Loading Dock may not be utilized as a staging or holding area for packages processed by the shipping company. All staging and holding must be in assigned meeting space.
4. A management contact and telephone number must be provided to the Hotel to refer inquiries of missing boxes to after the end of the event.
5. 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.



Placing a Vehicle Inside Meeting Space

All vehicles must be approved by the Event Manager before arrival on property. All vehicles being placed inside meeting space must be checked in with the hotel's Security team upon arrival. Requirements are listed but not limited to the following:

Maximum length: 225 inches

Maximum width: 80 inches

Maximum height: 77 inches

Maximum gross weight: 7,400 pounds

Maximum fuel capacity: Less than one-quarter tank full; For Electric Vehicles: High Voltage battery must be kept at a lower state of charge (below 80%)

Fuel Cap: Locked

Battery: Disconnected; For Electric Vehicles: disconnect auxiliary batteries, if feasible

Operation: Cannot be started or running indoors, must be pushed inside For Electric Vehicles: NO charging or running indoors, must be pushed inside.

Floor protection: Drip pan and/or plastic must be placed under vehicle

Walk Through Report:

A Hotel Representative will schedule a walk through of all areas in advance of load in to document the condition of space. Contractor/Vendor 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/Vendor is required to participate in the walk through and sign off on the report prior to departure. All fees assessed for damage must be taken care of prior to departure.

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

Name of Vendor/Contractor

Date: _____

Vendor/Contractor: _____

Name: _____

Title: _____

CC: LHUO RISK MANAGEMENT



Holds Harmless Agreement

This Agreement is made this [] day of [], month [] year by and between Loews Hotels at Universal Orlando (the "Hotel") and Shepard ("Contractor"). The parties hereto agree as follows:

Contractor has been retained by [] ("Group") as a contractor for Group's event at the Hotel over the dates [] ("Event"). The Hotel shall allow Contractor to provide services to Group at the Hotel for the Event. In exchange for this valuable consideration, Contractor agrees and covenants as follows:



I. Indemnity:

A. Contractor including, without limitation, its affiliates, agrees to indemnify, defend and hold harmless Hotel, its owners [list names of owners if required] and Loews Hotel Corporation (including each of such entities' owners, partners and subsidiaries) and their respective members, partners, officers, owners, agents, employees, parents, affiliates, insurers, successors, or assigns (collectively, the "Indemnitees") from and against all loss, claims, demands, actions or causes of action, liabilities, damages, fines, expenses, costs of whatsoever nature (including reasonable attorney's fees and costs) whether by reason of death or injury to any person or loss of or damage to any property or otherwise ("Claims") including Claims which may be asserted by third parties, arising out of, resulting from or in any way connected with, in whole or in part: (a) any breach of the Agreement by Contractor; (b) the activities of Contractor (or any of its employees, agents, exhibitors, guests or attendees) at the Hotel or any related act or failure to act by Contractor or its parties (including but not limited to any omission or act taken or committed by Contractor in any way related to the Event).

B. Contractor agrees to carry contractual liability insurance to cover the Indemnitees for any claims arising from the indemnity provisions set forth in paragraph A above and provide the Hotel a current certificate evidencing such coverage. Such insurance must name each of the Indemnitees identified in paragraph A above as additional insured and shall include the CG 20 10 endorsement or its equivalent to the certificate.

C. For the purpose of these indemnities, the activities of Contractor and its agents or employees on or about the Hotel premises shall be deemed to relate to Contractor's activities pursuant to this Agreement whether or not such activities are within the scope of their agency or employment.

D. Hotel shall have the right to employ its own counsel and to assume its own defense in connection with any action or proceeding to which this indemnification, hold harmless, or defense obligation would be applicable, but the reasonable fees and expenses of such counsel shall be borne by Contractor and shall be paid when due.



II. Insurance:

A. Contractor understands that in order for it to provide services on the Hotel premises, Contractor must meet certain insurance requirements. A current certificate evidencing the below listed coverage is required and must be provided at least thirty (30) days' before the Event.

- Commercial General Liability: Not less than \$5,000,000 combined single limit for bodily injury and property damage. Coverage shall include Broad Form Contractual Liability and Products and Completed Operations.
- Auto Liability: Not less than \$5,000,000 combined single limit for bodily injury and property damage.
- Workers Compensation: with Statutory Limits for the jurisdiction within which work is performed. Employer Liability with minimum limits of \$1,000,000.

All above policies shall be issued by insurance company or companies which are licensed to do business in the state in which the Hotel is located and have a minimum A.M. Best & Co. rating of "A", "X". All such insurance shall be issued on a primary and non-contributory basis, contain a Waiver of Subrogation in favor of the Additional Insureds and not be cancelable, terminable or subject to material change without thirty (30) days' prior written notice to the Hotel. All such insurance, with the exception of Worker's Compensation, shall name the Hotel, Hotel Owner, Hotel Operator, Employer Company (if applicable) as Additional Insureds A Certificate of Insurance, in form and substance satisfactory to the Hotel and evidencing the required coverages, shall be provided to the Hotel prior to the commencement of work. A combination of primary liability and umbrella liability insurance may apply to meet the minimum limits of insurance required under this Agreement.

B. Contractor waives on behalf of its self and its insurers all rights against Hotel, Owners or Loews Hotels Corporation and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by its insurance regardless of deductibles and/ or limits, if any.

C. Such insurance must name the Indemnitees as additional insured under both the General and Automobile liabilities policies on from CG 20 10 endorsement or its equivalent.

D. Certificates of Insurance should be sent to your Event Manager. Failure to provide such insurance will prohibit Contractor from accessing the Hotel premises.



III. Miscellaneous:

A. The Hotel is committed to a drug and alcohol free work place. In addition, it is a requirement that all persons on the Hotel premises conduct their job duties in a safe manner. The Hotel reserves the right to require Contractor's operations to cease at any time if, in the Hotel's reasonable estimation, these two policies are not being adhered to.

B. Contractor understands and agrees that Contractor is being employed by Group and that the Hotel has no relationship with Contractor outside of the fact that some of the work Contractor is providing to Group will be performed or utilized at the Hotel. Contractor acknowledges and agrees that Contractor has not been promised, and will not claim, any payment or consideration from Hotel either for complying with the terms of this Agreement or for any other reason.

C. This Agreement shall be governed by and construed in accordance with the laws of the state where the Hotel is located. Notwithstanding termination or expiration of the Event, this Agreement shall continue to survive. This Agreement supersedes all prior agreements between the parties concerning the subject matter hereof and constitutes the entire agreement between the parties with respect thereto. This Agreement may be modified only with a written instrument duly executed by both of the parties. No waiver by any party of any breach of this Agreement shall be deemed to be a waiver of any proceeding or succeeding breach; any waiver is only valid if in writing signed by the party making the waiver. The headings and titles to the paragraphs of this Agreement are inserted for convenience only and shall not be deemed a part of or effect the construction or interpretation or any provision hereof. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and all such counterparts together shall constitute but one and the same instrument.

Neither party hereto shall be deemed to be the drafter of this Agreement and, if this Agreement is construed in any court or arbitration proceeding, said court or arbitrator shall not construe this Agreement or any provision hereof against either party as the drafter hereof. If any phrase, clause or provisions of this Agreement is declared invalid or unenforceable by a court or arbitrator of competent jurisdiction, such phrase, clause or provision shall be deemed severed from this Agreement, but will not affect any other provision of this Agreement, which shall otherwise remain in full force and effect. If any restriction or limitation in this Agreement is deemed to be unreasonable, onerous or unduly restrictive by a court or arbitrator of competent jurisdiction, it shall not be stricken in its entirety and held totally void and unenforceable, but shall remain effective to the maximum extent permissible within reasonable bounds.



OUTSIDE VENDOR AGREEMENT

In the event the Group decides to contract the services of a vendor other than those approved by the Hotel, a deposit will be required from the outside vendor. Vendor to submit signed Vendor Deposit Agreement form along with completed Credit Card Authorization form. A form outlining Hotel policies will be submitted to the vendor for signature (the "Vendor Guidelines Form"). The deposit will be refunded within thirty (30) days following departure of the Group and shall require an inspection of Hotel facilities utilized by the vendor when the services to the Group were performed.

GROUP NAME:

VENDOR NAME:

FUNCTION DATE:

FUNCTION LOCATION:

EVENT MANAGER:

**AGREED AND ACCEPTED EXHIBIT
AND PRODUCTION PROCEDURES:**

CONTRACTOR

By: _____

Name: _____

Title: _____

Date: _____

CC: LHUO RISK MANAGEMENT