



## Exhibits at Omni Shoreham Hotel Policies and Procedures

Thank you for choosing Omni Shoreham Hotel for your coming conference! We look forward to hosting your group. Exhibits certainly add a colorful and fun facet to the overall event. To help facilitate your exhibits, please note the following guidelines and responsibilities.

### **HOTEL OBLIGATIONS:**

- Omni Shoreham provides all phone service and electrical service per the current rate structures, as requested in advance. There are additional fees for on-site orders. Fees can be billed to the individual exhibitor or, to the client if requested.
- Omni Shoreham's in-house Audio Visual Company (AVT) is available to provide AV services to decorators and exhibitors. They can be contacted at 202-756-4111. Outside vendors are also permitted.
- Omni Shoreham will provide an adequate number of water stations for Exhibit areas.
- Omni Shoreham is not responsible for the cleaning or trash removal of the Exhibit areas.
- Omni Shoreham is not responsible for providing security for the Exhibit areas.
- Omni Shoreham will provide a diagram outlining the differences in the ceiling grid height of the Exhibit Hall – (Page 5)

## **CLIENT REQUIREMENTS:**

- **LOAD IN / LOAD OUT.** This is only permitted at the Loading dock or at the entrance of the contracted exhibit areas. The Hotel Lobby is restricted.
- The client is to provide all required drayage for Exhibits. Drayage includes carpeting, pipe, drape, and signage. Carpet is mandatory for all exhibit shows that take place in the Exhibit Hall
- A Certificate of Insurance must be provided to Omni Shoreham that names Omni Shoreham as the insured.
- Security must be provided for the contracted exhibit areas. Overnight security is the bare minimum coverage. Omni Shoreham maintains a listing of pre-approved vendors. Should the client wish to hire a vendor not included on this list, the vendor must meet with the approval of our Director of Security.
- A point of contact must be provided with a mobile number (designated specifically for the Exhibits).
- A walk-through will be scheduled prior to load-in and after load-out. At that time, both parties will access the condition of the Exhibit areas and sign-off on any such items. Items to note will be pre-existing conditions (prior to load-in) and any new damage sustained as a result of the Exhibit show and charged to the Master Account
- No forklifts are permitted under the ceiling grids in the Exhibit Hall.
- No items may be hung from the ceiling or grids in the Exhibit Hall.
- Due to ceiling height variance in the Exhibit Hall , we suggest 7' – 7 ½' pipe and drape stands.

- All pop-up or sky-line exhibits should be placed in accordance with ceiling grid height variations provided by hotel.
- All load-in / load-out times for any Decorator or third party organization must be adhered to as specified in the contract.
- No loading/unloading is to take place between the hours of 11:00pm and 7:00am.
- All exhibitor freight should be shipped to or handled by the Exhibit Company. Omni Shoreham does not handle exhibit freight. In the event that exhibit freight must arrive day of, or day before the show, Omni will accept and store the freight only with a fee of \$48.00/100 pounds. The Exhibit Company will be responsible for transport of freight from our dock to the Exhibit Hall.
- The Omni Shoreham employee cafeteria is only to be used by Omni employees.
- On-site storage is not available at Omni Shoreham.
- The Exhibit Company is responsible for coordinating the cleaning of the Exhibit areas.
- The Exhibit Company is responsible for trash removal in the Exhibit areas. Options are as follows:
  - A) Place bagged refuse on Decorator's trucks and take away
  - B) Decorator can provide and remove their own dumpster
- There is no on-site parking for trucks and other transport vehicles. (Truck parking is available at the National Zoo for approximately \$20 per day.)
- There is no smoking in any Exhibit area

- All Contracted Employees must be in uniform or proper attire.
- Restrooms are located in the Omni associate employee locker room. Attendees must check in with Security to gain entrance to this area.
- The guest elevator or the ADA lift by the regency ballroom is not to be used to move or deliver any boxes or equipment. Everything should be transported by freight and service elevators.

Company Name: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Show / Convention Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

