

Thank you very much for holding your event at the Grand Hyatt Nashville. The following guidelines have been established to anticipate questions throughout the planning process and assist in creating a flawless program in Nashville.

## **Audio Visual Services**

Royal Productions is our in-house audio/visual provider and as such it maintains a full-time staff and fully stocked inventory line with the latest audio/visual technology available. In addition to the basic audio/visual break-out room equipment, Royal Productions provides the following services: full general session production, exhibitor rentals, computer rentals, simultaneous interpretation support, audience response systems, staging, webcast services, and networked speaker ready room to all break-out sessions.

Additional cost for outdoor lighting and/or custom décor may apply depending on the time and location of your event.

Please note that the Hotel requires a Security officer to escort any outside vendors through the 'heart of the house'. This pertains to any audio visual, décor, etc. not associated with the Hotel Property. The load in and load out times are to be given to the Convention Services ten days prior to the event schedule start to coordinate with the Loading Dock. The Hotel will not be liable for performance, damage, storage, or delivery of any audio-visual equipment brought in from outside the Hotel Property, unless specific arrangements are agreed upon by the Hotel and Group and documented in writing.

When using a third-party supplier, an on-site Royal Productions Convention Liaison must be present during the load-in and load-out of all production gear. This Convention Liaison is present to ensure that Audio Visual Service standards are followed and there is no damage done to the hotel's infrastructure as well as protect the Group from any previously incurred damage. This Convention Liaison is charged at the prevailing rate and applicable service charge and tax. All third-party vendors working within our facility must properly dress/drape all screens, carts and stand in accordance with Grand Hyatt Nashville and Royal Productions set up standards. All third-party Audio-Visual companies must adhere to a dress code of shirts/polo, slacks and appropriate dress shoes.

## **Equipment Storage**

Should you choose to utilize an outside AV provider, please note storage of equipment cases will be the responsibility of the AV vendor. Due to Fire Marshall City ordinance, equipment storage is not permitted in service corridors. It is recommended that arrangements for secure storage be made for any valuable equipment prior to move-in.

## **Rigging**

Royal Productions is the exclusive provider of all aerial and ground supported rigging within the Grand Hyatt Nashville Ballroom, without exception. This includes, without limitation, all physical attachments (truss, motors, etc.) to the facility structure; attachment of any overhead items, including but not limited to, lighting, a/v equipment, etc.; the assembly and installation of truss; crank trees; safety inspection and approvals of equipment; and provision of rigging labor for these tasks. Royal Productions will provide and operate all aerial lifts for the purpose of providing this service unless provided with a certified person. All equipment must be assembled and attached by Royal Production, on the ground and in the air. Royal Productions shall be the exclusive provider of all motorized hoists, rigging points/attachment hardware, lifts, truss, and rigging labor. All equipment is subject to safety inspection and approval of Royal Productions on behalf of the Grand Hyatt Nashville Hotel. If Royal Productions deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected. CADS and the rigging advance must be turned in 21 days prior to the start of the event.

Please submit all rigging/ large truss requests with CAD files to the Royal Productions Rigging Portal <https://www.royalproductions.com/rigging>.

## **Labor**

Royal Productions labor rates are all subject to current industry rates. The current times for operation are Monday thru Friday from 6:00am to 6:00pm. Any labor scheduled outside of this time frame is subject to overtime/ double-time rates. Any Groups with scheduled labor on federally recognized holidays are subject to double-time rates. All technical operators work on a 10-hour minimum, and all Convention Liaisons work on a 5-hour minimum.

## **Audio Visual in Hotel Suites and Sleeping Rooms**

Royal Productions retains exclusive rights to install and remove audio visual equipment within hotel rooms and/or suites. For security purposes, outside vendors are not permitted access to hotel guest rooms or suites.

## **Communication and Network Services**

The hotel will exclusively provide all connectivity for telephone and data requirements. The hotel will also exclusively provide all connectivity for bandwidth within the hotel including Internet, VPN transport and dial tone. Custom SSIDs are available upon request for \$1,200++, VLANs for \$500++, Static IP's for \$500++

## **Electrical Services**

Royal Productions is required to install all electrical needs requiring more than the standard wall outlet. Royal Productions must supply all camlock feeds. Electrical requirements shall be communicated to your Convention Services and will be charged at the prevailing rates.

## **Exhibits**

Lifts or motorized equipment as well as rolling cases are not allowed on unprotected carpeted, tiled or stone surfaces. All areas must be protected with plywood, Masonite®, or Visqueen® for any exhibit, Audio Visual rolling cases or display items. Any items exceeding (500) five hundred pounds require special approval. Royal Productions is required to be the electrical provider for all exhibitor booth power. Fire and safety regulations must be adhered to during all exhibitions. These include, but are not limited to: Fire Marshall's approved floor plan which must be received by the Grand Hyatt Nashville 30 days prior to move-in; a minimum six-foot aisle is required; all fire cabinets, fire extinguishers, fire exits and pull stations must be visible and not blocked in any way. Storage behind booths is permitted; however, it must be kept to a minimum and remain contained behind the booths. Please be advised that a Convention Liaison must be present for all load-in and load-out of exhibits. Exhibit space shall be left in a clean condition by exhibitors upon load-out. Should Group need to utilize the hotel's trash dumpster, a one-time charge of \$1,500, plus taxes and service charge, will apply per show. In the event the exhibit space is not left in a clean condition, Group's Master Account shall be assessed the costs incurred to clean the exhibit space. Further, Group's Master Account shall be charged the reasonable cost to repair any damage to the exhibit space that occurs during your event, at the Hotel's sole discretion.

## **Elevators/Escalators**

Equipment and freight may only be transported via the freight elevators (2). The weight limit for the freight elevator is 5,000 lbs. Freight elevator doors are 5' x 7', and interior dimensions are 9' x 6' x 9'6" (h). Hotel personnel will supervise the use of freight elevators. Passenger elevators and escalators are for guest use only.

## **Smoke Free Property**

Our Hotel must provide a smoke-free environment in accordance with Tennessee State law. The smoke-free policy applies to the property's guest rooms, restaurants, lounges/bars, meeting rooms, public spaces, and back-of-the-house areas. The use of e-cigarettes (electronic cigarettes) and related products (e.g. vaporizers) is also prohibited. The smoking of marijuana is prohibited within the hotel, including guest rooms, public spaces, and back-of-the-house areas. Additionally, the smoking of marijuana is prohibited on the property outside the hotel, including designated smoking areas, parking lots, and other guest or associate areas.

## **Damage to the Property**

Group agrees that it shall be responsible for any damage or destruction to the Hotel property as a result of the use of the Hotel property by the Group, it's employees, agents, contractors or guests and it shall be Group's sole responsibility to pay in full for the repair of any such damage. Group will not, and shall not permit others to, drive nails, tacks, hooks, screws or other items into any part of the Function Space, Hotel equipment or property. The use of double-faced tape on ceilings, floors, walls, or furniture is strictly prohibited.

## **Fire Regulations**

- The Nashville Fire and Rescue Departments require the following safety regulations be observed at all times:
- Flammable decorations or flammable decorative materials are prohibited
- Mylar balloons are not permitted
- All draperies, drops, curtains, and table coverings used are to be noncombustible, inherently flame resistant, or treated and maintained fire resistant
- The Fire Marshall may require proof that the materials used are fire resistant or have been treated to be fire resistant
- Open flame, candles, torches, etc., are prohibited
- No covered structures, such as tents, roofs, or overhead coverings, are allowed on any display in a building equipped with fire sprinklers without prior approval of the Fire Marshall
- Blockage of exit signs or doors by displays or banners is strictly prohibited. An unobstructed aisle (the width of each set of exit doors) must be left directly from the flow of traffic to the exit doors
- All utility panels, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
- Drapes, decorations, buntings and other decorative materials must be fire retardant and/or properly treated to meet the requirements of flame proofing
- Cotton batting (whether natural, artificial or manufactured) straw, dry vines, leaves, hay, pine needles and sawdust are prohibited
- Flammable liquids of any sort are prohibited in public buildings.
- Pyro technics are allowed for outdoor events only with fire marshal approval
- Inside public display of autos, trucks, recreational Vehicles/Equipment, boats or any other gasoline, propane or Diesel-powered equipment must be approved two weeks in advance of the show date and adhere to the following regulations:
- Fuel tanks can have no more than 1/8th tank of fuel
- Fuel tank caps must be locked or taped shut
- The hot lead of the battery cable must be disconnected and taped
- Vehicles/Equipment shall be placed on plastic sheeting for display to avoid potential of fluid leaking.
- Vehicles/Equipment shall not be moved during exhibit hours
- Security will need a set of vehicle keys/fob in case of emergency
- Vehicles/Equipment may not be started or operated within the Ballroom.
- No Vehicles/Equipment may be driven onto a carpeted area.  
All Vehicles/Equipment must be pushed into place.

## **Security**

All vendors must check in with our security personnel in the loading dock area and must provide government issued proof of ID. The hotel can procure security services for events requiring additional Security personnel. The Group will be responsible for payment of the additional staff. Please contact your Convention Services for approved companies and pricing.

## **Noise Levels**

The Grand Hyatt Nashville reserves the right to require any group whose noise levels disturb another group within the facility to reduce their sound to a reasonable level. During the planning phase, please share with your Convention Services of any potential high noise levels (including bands, loud music for dancing, shouting, singing, or other noise), as additional arrangements will have to be made to ensure that no other group is impacted.

To ensure optimal comfort for hotel guests in the guestroom tower, outdoor events have a noise restriction after 10:00 PM.

## **Decorations/Décor**

Please advise your Convention Services of any decorations from an outside source that will be brought into the Hotel. All decorations and/or centerpieces are to be loaded and unloaded through the loading dock area. The use of glitter, confetti, sand, or simulated snow of any type or material is strictly prohibited.

Fog machines (water based only) or other special effects require advance notification and approval. The uses of candles require advance notification and allowed under the following conditions:

- Class I and Class II liquids and LP-gas shall not be used.
- Liquid- or solid-fueled lighting devices containing more than 8 ounces (237 ml) of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over.
- The device or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute (1.26 ml per minute) when the device or holder is not in an upright position.
- The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. Exception: Devices that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over.
- The flame shall be enclosed except where openings on the side are not more than 0.375-inch (9.5 mm) diameter or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.

## **Draping**

No decorative or structural items are allowed to be hung from overhead beams, columns, handrails, utility pipes, exterior walls, or fences without prior approval of your Convention Services or authorized Grand Hyatt Nashville Hotel staff. Drapes, decorations, buntings and other decorative materials must be made of fire-retardant materials and properly treated to meet all flameproofing requirements.

## **Insurance**

All contractors hired by the group to provide labor and/or services are required to submit to Event management, a copy of the insurance certificate to include the criteria outlined below. Those companies would include, but are not limited to: General Contractors, Production Companies, Audio Visual Companies, Destination Management Services, Staffing Providers, etc. For additional information, please contact your Convention Services manager.

At all times during the term, contractor shall carry and maintain in full force and effect, at his sole expense, the following insurance policies with insurance companies reasonably acceptable to the hotel and approved to do business in the State of Tennessee. Upon execution of the agreement, contractor shall provide an insurance certificate naming the hotel as an additional insured and evidencing the insurance coverage described below:

- A. Comprehensive General Liability insurance with limits of not less than \$2,000,000 each occurrence and annual aggregate.
- B. Business Automobile Liability insurance covering all vehicles used in connection with this agreement with limits of not less than \$1,000,000 each accident; and C
- C. Workers' Compensation insurance in accordance with the provision of the Workers' Compensation Act in the State of Tennessee.

The additional insurer to be named on the certificate is as follows: **HM Nashville LLC d/b/a Grand Hyatt Nashville ("Hotel") as additional insured.**

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Acknowledgement Date