



The Roosevelt
NEW ORLEANS

A WALDORF ASTORIA™ HOTEL

GUIDELINES FOR MEETING PLANNERS & VENDORS

GUIDELINES FOR MEETING PLANNERS & OUTSIDE COMPANIES FOR EXHIBITS & PRODUCTION

Thank you for choosing the Roosevelt New Orleans, A Waldorf Astoria Hotel for your upcoming conference. The Roosevelt maintains good working relationships with the nation’s premier General Contractors. Our goal is that these guidelines will assist the outside company partner with the service teams in place at the Roosevelt.

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HOTEL SECURITY PROCEDURES

1. Entrance: Vendors may only use hotel employee entrance, and are required to check in with security to receive a contractor badge. Badge must be worn at all times for access to any area beyond the loading dock. Photo ID is required. For all vendors staying in the property, check in with security to receive contractor badge is still required to have access to back of house areas.
2. Areas of Access: All contractors/vendors must stay in designated job site areas. Access to "front of house," guest elevators/floors and restrooms is not allowed unless vendor is staying in the hotel and has room key access. "Back of house," kitchen, offices etc. is not allowed. Only basement restrooms are accessible to vendors.
3. Bag Check: All bags and boxes are subject to a Security check upon entering or leaving the building.
4. Behavior: Lack of respect for customers, hotel guests, hotel management or employees will not be tolerated. Fighting, disorderly conduct, creating a disturbance or the use of abusive language is a violation of hotel policy and will result in immediate removal of the individual. Theft, attempted theft, misappropriation of property or aiding of such acts will also result in immediate removal with possible criminal prosecution.
5. Cafeteria: Under no circumstances are vendors/employees to use the Hotel Employee Cafeteria.
6. Drugs/Alcohol: The Hotel is committed to a drug and alcohol-free work place. The possession and/or use of alcoholic beverages, illegal narcotics and like substances will also result in possible criminal persecution.
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 four 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. 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.
9. 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.
10. Smoking: There is no smoking allowed on hotel property.
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 crewmembers 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. 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. If at any time any of the above-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.

CERTIFICATE OF INSURANCE/INDEMNIFICATION

In order for any outside vendor to operate on the premises of The Roosevelt New Orleans, A Waldorf Astoria Hotel, certain insurance requirements must be met, as stipulated by our Corporate Risk Management Department. Please forward a current Certificate of Insurance evidencing the listed coverage as noted on the enclosed Indemnity and Insurance Agreements document. A copy of the signed Indemnification Agreement is also required. We request that these documents be on-file with the Hotel 45 business days prior to the first event/activity.

LOAD IN/OUT

A report will be completed with Hotel and Contractor/Vendor Representative ***prior to load in***. Digital photos and diagramming of location of any existing damage will be documented. Contractor/Vendor must sign off on report. A copy will be provided to contractor/vendor, hotel security and contracting group representative.

A report will be completed with Hotel and Contractor/Vendor Representative at the completion of the show. 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 contractor/vendor; estimated repair costs will be quoted by a Hotel representative in writing to said contractor/vendor. Estimated repair costs will be the sole responsibility of the contractor/vendor; full payment will be required ***prior to departure***. Contractor/Vendor must sign off on report. A copy will be provided to contractor/vendor, hotel security, hotel finance and contracting group representative.

Staging trucks in front of Hotel on Roosevelt Way or on Common Street is prohibited. It is the sole responsibility of the production/drayage company to coordinate staging areas for additional trucks.

Only street parking is available for the Hotel Loading Dock. Any parking violations resulting in towing and/or fines are the sole responsibility of the vehicles owner.

Loading Docks:

Roosevelt Way Loading Dock

Access to Large Freight Elevator

No vehicle larger than a standard van may pull up directly to dock Trucks will load from Roosevelt Way and will require a lift gate

Common Street Dock

Access to Small Freight Elevator

No vehicle may back into this dock

Trucks will load from Common Street and will require a lift gate

Freight Elevator: If the contractor/vendor or group would like to use the Hotel Freight elevators, **the group is responsible for the charge of an elevator operator.**

A fee of \$125.00 for up to 3 hours, and \$40.00 for each additional hour will apply between the hours of 6am-10pm. A fee of \$175.00 for up to 3 hours, and \$40.00 for each additional hour will apply between the hours of 10pm-6am. These fees will be billed to the master account unless otherwise directed to be pre-paid by the outside vendor.

A schedule of load-in/load-out times must be submitted to the Catering or Event Services office no less than fourteen (14) days prior to start date for all activities, including all sub-contractors that have been hired by the vendor.

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

The contractor/vendor or group is responsible for removing all debris including trash, cardboard boxes, pallets etc. from the loading dock. An inspection will be performed by the Freight Elevator Operator. In the event that additional cleaning is required, the Roosevelt will assess a charge based upon the scope of the cleaning. The minimum clean-up fee is \$500 and will be charged to the group.

LARGE FREIGHT ELEVATOR (requires elevator operator)

For Access to: Mezzanine level function rooms (opens into Crescent City Ballroom) *

Access From: Roosevelt Way Dock

Dimensions: 108" wide x 240" deep x 88" high

Door opening: 88" high

Capacity: 9,000 lbs.

*Group must have permission to access or have purchased the Crescent City Ballroom during Load-in/out in order to use large freight elevator.

SMALL FREIGHT ELEVATOR

For Access to: Function Rooms on Mayor's Suite/Chambers and Mezzanine levels

Access from Common Street Dock

Dimensions: 59" wide x 86" deep x 82" high

Door opening: 77"x53"

Capacity: 3,000 lbs.

SERVICE ELEVATORS

For Access to: Function rooms on the Mayor's Suite/Chambers, Mezzanine, and 2nd floor levels

Access from: Common Street Dock

Elevator dimensions: 56" wide x 63" deep x 89" high

Door opening: 84"x33"

Capacity: 2,500 lbs.

Door Dimensions:

Crescent City Ballroom 89" H x 83 ½" W

Roosevelt Ballroom 96" H x 95" W

Floor Load Limitations:

Crescent City Ballroom 80 lbs. /square foot

Roosevelt Ballroom 80 lbs. /square foot

Moving Equipment: The contractor /vendor must supply their own transportation devices to move equipment in and out; carts or lifts should be electrical. It is imperative that the vendor provide sufficient amounts of equipment to move the drayage as it is against hotel regulations to lend any hotel equipment to outside contractors or vendors.

Forklifts must have a back-up light and must be Liquid Propane Operated Lifts. Spare LPG tanks must be stored on racks on the loading dock. All forklifts and electric pallet jacks must only be used by experienced drivers who are certified by OSHA. Please bring a copy of the certificate for Hotel Security to review. No forklifts are allowed inside the hotel meeting space under any circumstances.

Carpet Protection: The carpeting in travel routes, storage and backstage areas must be protected with Poly-Tak or in some cases Masonite, 4'x8' sheets at least ¾" thick. Carpet protection is required for both move-in and move-out. The Hotel reserves the right to inspect the amount of floor covered and how the floor is protected and advise without dispute, if more coverage is required. Additional fees would apply for additional material needed to properly protect the meeting space.

For Poly-tak pricing and ordering, please contact Royal Productions.

Martin Begue, Sales Manager

Cell 504.941.0662

Email: martin@royalproductions.com

Debris Removal: The Roosevelt Hotel does not provide custodial services for production or decorating companies. The contractor/vendor is held completely responsible for leaving the facility utilized in the same condition prior to load-in. This will include disposal of debris, including trash, cardboard boxes, pallets etc. and vacuuming of room (exhibits), service elevator landings and hallways used to access exhibit/function areas. The contractor/vendor may utilize the hotel's dumpster with approval from a Catering or Events manager. All debris must be placed into its appropriate container, any excess of

debris which results in an additional dumpster pick-up or deliver will be billed directly to the client's master account. Your Events or Catering Manager can arrange to have an additional dumpster available for your load-out needs at a current cost of \$1,000 per dumpster.

In the event that additional cleaning is required, the Roosevelt will assess a charge based upon the scope of the cleaning. The minimum clean-up fee is \$500 and will be charged to the group.

It is the responsibility of the decorator /florist to return immediately after the contracted event has finished to remove any materials used to decorate the function space. The decorator/florist must ensure that the space is left in a presentable manner, which means removal of all trash, wood, leaves, flower petals etc. 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 florist.

A minimum clean-up fee of \$1,000 will be charged to the group for any use of confetti in hotel public areas or hotel meeting space.

Fire Code: It is the responsibility of the vendor to ensure that all areas (including back of the house) production equipment will not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes.

Staging and Stair Rails: Hotel risers are 6'x8' per section and can adjust to 16", 24" or 32" in height. For the safety and security of our guests, all hotel provided risers are required to have a railing along the back of the riser. Additionally, all hotel provided stairs must have side rails. If the group is to provide their own risers/staging or stairs, no railing is required by the hotel.

Exits: At no time, including set-up, 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. All additional "EXIT" signs must be illuminated and battery-operated. Outside contractors need to abide by all safety rules and regulations, no blocking exits or doorways, if drape is used in front of an exit door they must provide self-lighting emergency "EXIT" signs and affix them to the drape. EXIT signs are required on each point where drape is setup to guide attendees to the exit doors if there is no clear line of sight to the hotel exit signs. This might mean that one exit may require more than two auxiliary exit signs.

DIAGRAMS AND PERMITS

City of New Orleans 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. Assigned Event Manager will advise on any logistic, safety or equipment concerns.

Please be advised that the City of New Orleans requires an event permit application to be filled out and submitted along with a diagram for many types of events. Please see the below guidelines and links to their site to access their requirements and permit forms.

<http://www.nola.gov/onestop/events/>

All of the below must be approved by hotel before obtaining permit.

- Vehicle displays (a floor plan indicating where the vehicle will be displayed is required).
- Tent and canopy rentals
- Temporary Public Assemblies (for events where the public right-of-way will be involved, a floor plan of the site as it will be set up for the event will be needed (most hotels will have the floor plan but you'll need to modify it to represent your event).
- Street parking and rental of Parking Meters
- Street Closures
- Second Line Parades

New Orleans Fire Department Headquarters
317 Decatur St.
New Orleans, LA 70130
(504) 658-4700

Fire Watch: A manned fire watch may be required by the Louisiana Office of State Fire Marshal Public Safety Services. 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.**

Technology Guide for details on location. AV contractor will work with Royal Productions to schedule times options in having the beams turned off for set-up. A Fire Watch is required if beams are to be disarmed for significant period of time. Royal production can guide a contractor through this process.

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.

Hazers/Fog Machines: The Roosevelt New Orleans does **NOT** allow Hazers/Fog Machines during production.

SECURITY

All special event Security is to be coordinated through the Events & Catering Department.

Due to the design of the Roosevelt, Crescent City and Waldorf Ballroom, as well as the Orpheum and Blue Room, these rooms are not necessarily secure. Should your group wish to hire outside security to secure any of the Ballrooms, special event Security will need to be employed.

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.

Security Pricing:

\$75 per hour – 6:00am – 6:00pm

\$100 per hour – 6:00pm - 6:00am

\$250 Administrative Fee – One Time Charge

All Federal and State holidays will be at a rate of time and a half

ROYAL PRODUCTIONS

The Roosevelt New Orleans recommends its on-site production company, Royal Productions, to provide event production services (audio, video, lighting, projection, set and décor), equipment rental and labor. If an outside vendor is selected, The Roosevelt New Orleans requires that all procedures and rules be followed. Please refer to this entire document for specific requirements for security, insurance, hold harmless, personnel, load in procedures etc.

Outside Audio Visual and Production is only allowed in the group's general session or main meeting room. **Breakout meetings in the hotel will be required to use the hotel's in-house audiovisual provider, Royal Productions, Inc. unless otherwise noted in the contract.** A scheduled liaison through Royal Productions will be required for the general session or main meeting room depending on the extent of set-up.

Royal Productions is required by The Roosevelt New Orleans to manage and coordinate all outside AV vendors working at the Roosevelt New Orleans. All outside vendors must contact Royal Productions no less than thirty **(30) days prior to load-in**, detailing its plans and requirements while at The Roosevelt New Orleans.

Martin Begue, Sales Manager

Cell 504.941.0662

Email martin@royalproductions.com

Failure to follow these procedures/rules will result in refused admission to the hotel or dismissal from the property if violations occur.

Liaison/Supervisor: As a commitment to the event's success, along with maintaining the integrity and safety of the building, a Royal Productions liaison will be scheduled to oversee all Third Party load in/out, set-up, and all shows (any/all activities in the hotel). This will be charged directly to the group master unless otherwise directed to be pre-paid by the outside vendor.

Monday- Friday	24 hours	\$100.00/hour 5 hour minimum
Saturday- Sunday	7am-6pm	\$100.00/hour 5 hour minimum
Saturday-Sunday	6pm-7am	\$150.00/hour 5 hour minimum
Holidays	24hours	\$200.00/hour 5 hour minimum

At least (7) days before the start of the event, Royal Productions and Third-Party Vendor will determine hours and times for AV liaison.

The Royal Productions representative will serve as a liaison to the Hotel and its systems and will work with the Hotel to ensure our hotel and Fire Marshal standards are upheld. Royal Productions will be available to supplement your program with any additional equipment needs on-site, offer advice and assistance, and act as technical liaison with Engineering and other applicable Hotel departments.

This responsibility also includes familiarization and instruction on the use of all ballroom/exhibit halls, sound and lighting systems, and the customization of existing room lighting levels.

The Royal Production liaison is an authorized Hotel representative and all requirements communicated by the liaison must be followed at all times during the program.

Rigging and Overhead Safety: Royal Productions is the exclusive rigging & banner hanging contractor for the Roosevelt New Orleans. Royal Productions is responsible for overhead safety for all function space within the hotel. Rigging encompasses attaching motors, trussing, lighting and audio to the ceiling. Royal Productions will provide all necessary rigging labor for productions at the hotel. Please contact Royal Productions for Rigging Instructions and cost.

Electrical: Royal productions and The Roosevelt Hotel personnel handle all connections to the building's power sources. The production or AV company is responsible for all charges for connecting to and use of the Hotel's power sources. **This is not a complimentary service of the hotel.**

Sound System: Only Royal Productions is allowed to patch into the house sound system. A separate agreement and charges will be assessed based on the program in partnership with our AV In-house Partner "Royal Production's"

EXPOSITION/DRAYAGE

Prior to finalizing exhibitors' kits, a copy must be sent to the Hotel Event Manager for approval.

As Royal Productions is the official in-house AV provider for the Roosevelt New Orleans, they are to be included as the AV contractor in all exhibitors' kits, unless the client has confirmed use of another AV company for their events at the hotel.

As Royal Productions is the official in-house exclusive electrical provider for the Roosevelt New Orleans, they are to be included as the Electrical contractor in all exhibitors' kits.

As Royal Productions is the official in-house exclusive internet provider for the Roosevelt New Orleans, they are to be included as the Internet contractor in all exhibitors' kits.

Martin Begue, Sales Manager

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Email martin@royalproductions.com

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.

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.

It is the responsibility of the Exhibition/Drayage Company to hire labor to direct traffic while the tractor-trailers are loading 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.

The Exposition/Drayage Company must establish a manned workstation on the loading dock and in the exhibit hall.

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 room floors is prohibited.

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.

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.

If the hotel elects to accept drayage for exhibitors prior to set-up date, the Exposition/Drayage Company will take possession of the freight on the loading dock on the set-up date.

The Exposition/Drayage Company must provide Safety signs while performing their task in the loading dock and exhibit areas.

It is the sole responsibility of the Exposition/Drayage Company to clean exhibitor booths. Excessive trash removal will be charged accordingly. 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.

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 of \$1500 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 \$2500 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.

Packages/pallets may be staged on the loading dock for pick-up by a selected carrier upon approval from the Loading Dock Manager and for a period not to exceed 24 hours.

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

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.

SHIPPING AND RECEIVING

Packages for functions may be delivered to the hotel up to one week prior to the event/convention. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited.

Please do not ship valuables. We cannot be responsible for contents.

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage.

Shipping Instructions:

The UPS Store/Roosevelt

Guest Name and Arrival Date

Name of Event (if applicable)

123 Baronne Street

New Orleans, LA 70112

We also recommend that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

Store Hours:

Monday – Friday 9:00am-5pm

Saturday-Sunday 9am-1pm

**Flexible Hours for Conventions and Peak Periods – Please speak with your Catering/Event Manager if you need hours adjusted.*

SIGNAGE

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.

STORAGE

Storage space for outside vendors/contractors will be the sole responsibility of the selected vendor. The Roosevelt New Orleans 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.

OUTDOOR EVENTS

Events held at the Pool have existing ambient lighting only, which may not be sufficient to deliver the desired outdoor experience for your special events. The Hotel partners with Royal Productions, as a preferred vendor for these services, to provide additional outdoor lighting options for your review and consideration. Please consult with your Event Manager or Royal representative accordingly.

Pool events are assessed a 5% Food & Beverage labor charge to the final Food & Beverage revenue. A final decision on location must be made five (5) hours prior to event starting time. All outdoor functions will be moved to the assigned indoor back-up space if the following conditions exist:

- Wind gusts in excess of 20 mph
- 30% or higher chance of precipitation
- Temperature below 60°F or above 85°F

If the client requests to hold functions outside against the advice of the hotel, the indoor back-up space will also be set and an additional setup fee of \$5.00 per person, with a minimum charge of \$2,500.00 will be charged.

All outdoor events must end by 10:00pm. Only buffet menus are available for service outdoors. All entertainment for outdoor functions must end by 10:00 pm.

ROOM RE-SET FEES

If a room set-up is changed within twenty-four (24) hours of the event, there will be an \$8.00 per person re-set. Fee subject to increase depending on the room size and complexity of the changes.

BRANDING

Comprehensive branding is available to groups of 450+ room on peak night(s). However, branding in specific contracted space will be considered if a group is less than 450 room on peak night(s). The installation and removal of graphics should be accomplished over the groups contracted peak nights and/or when the group has full control of the meeting space. The installation dates/times for branding must be coordinated with your Event Manager.

All precautions must be taken to avoid any kind of damage to the textured walls and painted surfaces of the property. Group will be responsible for any and all repair costs for any damages incurred to the elevators, hotel painted and fabric wall/surface areas during the installation/removal process.

Your Event Manager is able to provide you with a schedule of applicable fees for use of hotel space for branding purposes. Please note that these fees do not include the materials, installation and/or removal.

ESTIMATED INVOICE/PAYMENT

Ninety days prior to arrival your Event Manager will provide you with an Estimated Invoice to include, but not limited to, estimated Room & Tax, Food & Beverage, Room Rental, Audio Visual, Electric, IT, Shipping and other miscellaneous fees. A 35% overage fee will also be included in the estimate to cover for any unexpected ancillary spend on site. This fee is non-negotiable.

FOOD AND BEVERAGE GUARANTEE POLICY

Expected Number:

Ten (10) business days prior to all food functions, the Hotel requires you to submit an expected number of guests for each scheduled event.

Final Guaranteed Number:

Group must inform Hotel of the final guaranteed number of attendees that will attend each of the catered food functions by contacting the Events/Catering Department by email or phone no later than Noon (local Hotel time), three (3) business days prior to the first day of the Event. Group may either reduce or increase the expected number of attendees when giving the final guaranteed number of attendees for each scheduled catered food function by up to 10% without incurring any liability to Hotel for additional costs or supplemental surcharges. The final guaranteed numbers cannot be further reduced without liability after this time.

At the time of informing the Hotel of the final guaranteed number of attendees, if Group reduced the expected number of attendees for a catered food function by more than 10%, then the Hotel may add a

supplemental surcharge to the Group's Master Account equal to the actual menu price per person as stated on the applicable Event Order (plus taxes and applicable gratuity and service charge) multiplied by the number of attendees reduced in excess of 10%.

If the final guaranteed number of attendees for a catered food function is increased by more than 10% above the expected number of attendees, then the Hotel may add a supplemental surcharge equal to 25% of the menu price per person multiplied by the number of additional persons over 10% to the Group's Master Account to cover costs incurred by the Hotel for rush orders and overtime, and the menu offering may be based on Chef's Selection and Group agrees to accept such substitutions. This also applies if there are any increases to the final guaranteed number of attendees within three (3) business days before the start of the Event or if Group adds a new catered food function added within three (3) business days before the start of the Event.

We will not undertake to serve more than 3% above this guaranteed minimum.

Final Guarantees should include all special meals such as Kosher, Vegetarian, Gluten free, etc. (Note: Special pricing applies)

Menu selections may not be changed within five (5) business days of the scheduled meal function.

Set Number:

The Hotel will set seating for 3% over the guarantee for all group events.

ADDITIONAL FEES

Elevator Fees	6am-10pm - \$125 for up to 3 hours (additional hours \$40 per hour) 10pm-6am - \$175 for up to 3 hours (additional hours \$40 per hour)
Lock-Outs	\$150 per meeting room (includes 5 keys) \$5 for each additional key
Dumpster	\$1,000
Exhibit Tables	\$75 each (first fifteen 6'x30" tables are complimentary)
Exhibit Hall Clean Up	\$300/day when a decorator/drayage company is not used
Confetti Clean Up	\$1,000
Outdoor Events	5% Food and Beverage Labor Fee
Room Re-Sets	\$8.00 per person if changed within 24 hours of event start time
Security	\$75 per hour – 6:00am – 6:00pm \$100 per hour – 6:00pm - 6:00am \$250 Administrative Fee – One Time Charge All Federal and State holidays will be at a rate of time and a half

Signed Guidelines:

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

Any request for deviation to this policy may only be approved by the General Manager or Hotel Manager.

Vendor Acknowledgement:

Dated: _____

By: _____

Printed
Name: _____

Title: _____

Client Acknowledgement:

Dated: _____

By: _____

Printed
Name: _____

Title: _____



THE ROOSEVELT NEW ORLEANS

HOLD HARMLESS AGREEMENT - USE OF OUTSIDE CONTRACTORS

This Hold Harmless Agreement (the "Agreement"), made effective as of the latest date this Agreement is signed by the parties hereto, is by and between the "Owner" and the "Contractor" identified in the tables immediately below.

Hotel Information:	
Name of "Hotel":	First Class Hotels, LLC d/b/a The Roosevelt Hotel, A Waldorf Astoria Hotel
Hotel Contact Name:	
Title of Hotel Contact:	
Address:	130 Roosevelt Way
City, State, Zip:	New Orleans, LA 70112
Phone:	
Fax:	
Email:	
Group Information:	
Full Legal Name of "Group":	
Group Contact Name:	
Title of Group Contact:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Email:	
Event Information:	
Name of "Event":	
Post Event to Reader Board as:	
Date(s) of Event:	
Outside Contractor Information:	
Full Legal Name of "Contractor":	
Name of Contractor Contact :	
Title of Contractor Contact:	
Contractor Address:	
City, State, Zip:	
Phone:	

Fax:	
Email:	
Date(s) of Services:	
Description of "Services" to be Provided to Group by Contractor on Hotel Premises:	

I. SCOPE OF AGREEMENT

A. Whenever a group elects to utilize outside contractors, subcontractors or vendors on Hotel premises during their event, including, but not limited to, a destination management company, audio/visual services, decorators, or others, the group must notify the Hotel of its intention to use such outside providers at least ten days in advance of the event.

B. All such outside contractors retained by group must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel for similar outside contractors or vendors and provide proof of insurance in amounts acceptable to Hotel before they will be allowed to provide services on Hotel premises.

C. Contractor has been independently retained by Group as a contractor or vendor to provide the "Services" identified in the table above for the "Group" identified in the table above.

D. Pursuant to the express terms and conditions of this Agreement, the Hotel agrees to allow Contractor to provide the Services to Group at the Hotel during the Event.

II. INDEMNITY

A. Contractor including, without limitation, its affiliates, agrees to indemnify, defend and hold harmless Group, Hotel, Hotel's Owner(s), and Hilton Domestic Operating Company Inc. ("**Hilton**"), and each of their respective members, partners, directors, officers, owners, agents, employees, parents, affiliates, subsidiaries, insurers, successors, or assigns (collectively, the "**Indemnitees**") from and against all losses, 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 (collectively, "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 this Agreement by Contractor; or (b) the activities of Contractor (or any of its employees, agents, or subcontractors) 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. For the purpose of these indemnities, the activities of Contractor and its agents, employees or subcontractors 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.

C. In the event that any Claim is made or any action or proceeding is brought against the Indemnitees, or any of them, the Indemnitees shall have the right to employ their own counsel and to assume their 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.

D. If for any reason the foregoing indemnifications are unavailable to the Indemnitees or insufficient to hold any of them harmless, then Contractor shall reimburse the Indemnitees for all amounts paid or payable by the Indemnitees as a result of such Claims, which shall include, for example, the costs of defending against any Claims because of Contractor's failure to provide

the defense specified above. The reimbursement, indemnity and contribution obligations of Contractor under this Section shall be in addition to any liability that Contractor may otherwise have, and shall extend upon the same terms and conditions to the Indemnitees.

III. INSURANCE:

A. Contractor understands and agrees that in order for Contractor to be given permission by Hotel to provide Services to Group on the Hotel premises, Contractor must meet certain insurance requirements. The amounts and types of insurance may be changed or increased in Hotel's sole discretion based on the type of Services the Contractor will be providing. A current certificate evidencing the below listed coverage is required and must be provided to Hotel at least seven (7) days prior to the Event.

- *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.
- *Commercial Automotive Liability*: Not less than \$1,000,000 combined single limit for bodily injury and property damage covering "any auto" whether owned, scheduled, leased, hired or other, if Contractor's scope of work under this Agreement requires or involves the ownership, maintenance or use of an auto.
- *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 Louisiana, evidence of an alternative employee benefit program must be provided, as well as proof that Contractor has legally non-subscribed to the applicable Workers Compensation Act.

B. Contractor waives on behalf of itself and its insurers all rights against Group, Hotel, Owner and Hilton and their respective agents, officers, directors, and employees for recovery of damages to the extent such damages are covered by Contractor's insurance regardless of deductibles and/or limits, if any.

C. Such insurance must name the Indemnitees identified in paragraph A of section II above as **additional insureds** under the Commercial General and Commercial Automobile (if applicable) liability policies on form CG 20 10 endorsement or its equivalent.

D. Certificates of Insurance must be sent to the attention of the Hotel Contact noted in the table above. Failure to provide evidence of such insurance will prohibit Contractor from accessing the Hotel premises.

IV. 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, either of 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 Services that 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 in which 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.

D. 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.

IN WITNESS WHEREOF, the undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign.

CONTRACTOR:
[FULL LEGAL NAME OF CONTRACTOR]

HOTEL:
**First Class Hotels, LLC d/b/a The Roosevelt Hotel, A
Waldorf Astoria Hotel**

By: _____
Name: _____
Title: _____
Dated: _____

By: _____
Name: _____
Title: _____
Dated: _____

HOTEL USE ONLY: Yes No Correct Insurance Certificate Provided?
Failure to provide evidence of insurance will prohibit Contractor from accessing Hotel