



# Event & Production Guidelines

REVISED SEPTEMBER 2022



## **ENCORE® at the Fairmont Scottsdale**

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- Supervisors are required to oversee all outside vendor activity
- Use of RF or UHF on property must be approved by ENCORE
- A full production schedule must be submitted prior to your event
- Drawings and Layouts are available through ENCORE

#### **Power**

- ENCORE handles all the power needs for the Fairmont Scottsdale Princess

### 4 **Rigging**

- ENCORE is the exclusive rigging vendor for the Fairmont Scottsdale and must perform all rigging activity
- You may arrange for Scissor Lifts from the vendor of your choice; they are not rented on property

#### **Lighting**

- The Engineering Department or ENCORE must approve all outdoor lighting designs and will be available to answer technical questions during the planning process

#### **Fireworks / Pyrotechnics / Hazers**

- Direct approval of the Fire Marshall is necessary for any use of pyrotechnics or hazing on the Fairmont Scottsdale property
- Various permits, licenses and insurance are required

### 5 **Outside Personnel**

- Various house rules apply

#### **Insurance**

- All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance

#### **Exhibits / Banners**

- Please contact your Conference Services/Catering Manager for information on Exhibit events
- ENCORE will hang banners in the conference center at a cost of \$60–\$150 per banner

### 6 **Load In / Load Out**

- All loading dock usage must be scheduled with your Conference Services Manager or Logistic Supervisor

#### **Security**

- In-house security services for your event can be arranged through your Catering/Conference Service Manager

#### **Fire Alarm System / Motorized Vehicles / Cleaning & Custodial Services**

- Please refer to page 6 for detailed information

### 7 **Miscellaneous**

- All audio-visual labor rates require a 5-hour minimum and 10 hour minimum
- Fees are subject to service charge and tax
- All pricing is subject to change without notice

#### **Policy Agreement**

- Acknowledge that you read and understand this document



# Audio-Visual

## In-House Audio-Visual Production Company

The Fairmont Scottsdale has collaborated with ENCORE® as its in-house supplier of audio-visual equipment and services. The Fairmont Scottsdale highly endorses and recommends ENCORE for all audio-visual services at the Hotel. **If you select ENCORE as your provider you need not concern yourself with the following requirements as they will handle all the arrangements regarding requirements in this document.**

The Fairmont Scottsdale reserves the exclusive right for ENCORE to make use of the in-house audio system. If this system is to be utilized by an outside vendor, ENCORE will provide the appropriate audio equipment. Should an outside supplier require a patch to the house sound system, ENCORE will negotiate a rental fee for the use of the system. Should the supplier not wish to use the existing system, they must then provide the entire audio package, complete with external sound, amplification, microphones, and cables (see also insurance). **ENCORE must approve the use of all RF and UHF frequencies to be used at the Fairmont Scottsdale; a frequency use list must be submitted prior to load in for approval.**

## Outside Audio-Visual Production Companies

A ENCORE coordinator will be assigned to work with the outside supplier at prevailing rates. This person will oversee all load-in/load out activities within the meeting space, making sure that standards and policies of the Hotel are followed. Programs that are more extensive may require the use of two or more coordinators. A complete schedule of activities must be presented to ENCORE no later than (21) days prior to arrival to schedule coordinator(s).

All charges incurred by your production company will be applied to your Master Account. If your production company is responsible for their own charges they must establish billing authorization by credit card at least (14) days prior to load in. To assure a speedy response to any on-site additions, the Hotel advises that billing provisions be established in advance, even if there are no planned orders. (See also "insurance")

Access to a secured area (ballroom catwalk) requires accompaniment of a ENCORE technician.

Advanced notice of such request is recommended in order to avoid delays or additional charges.

A Load in / Load out Supervisor is mandatory when using an outside AV Company and will be provided at a 5 hour minimum.

All equipment delivered to property is the responsibility of the vendor who brings it. Neither the Fairmont Scottsdale nor ENCORE will be responsible for equipment that is lost, stolen or damaged when left unattended.

## Current rates for Audio Visual Technicians

are as follows (5 hour minimum):

	Monday-Friday	Saturday-Sunday	Holidays
6AM-10PM	\$100/Hr	\$150/Hr	\$200/Hr
10PM-6AM	\$150/Hr	\$150/Hr	\$200/Hr

## Complete Production Schedules

A complete productions schedule for your program is mandatory and must be provided in writing to both ENCORE and your Conference Services/Catering Manager. **This schedule must be presented at least (14) days prior to program start.** This schedule is to include load in times, load out times, and times of audiovisual support, times where excessive volumes may be expected, loading dock usage times, power tie T in/disconnect requirements and dark room schedule.

## Drawings & Room Layouts

For space and event planning, drawings and room layouts of meeting space are available. The layouts and drawings can be delivered electronically via email and should be requested from the in-house audio-visual company, ENCORE.

# Power

ENCORE handles all power requirements. Requests for power must be made at least ten (10) days before the event. Power is charged per day. Power does not include Feeder Cable or Power Distro.

## Electrical Services

Power Drop Single Phase 20 Amp	\$145
Power Drop Three Phase 60 Amp	\$485
Power Drop Three Phase 100 Amp	\$815
Power Drop Three Phase 200 Amp	\$1,620
Power Drop Three Phase 400 Amp	\$3,225

All power hook-ups not handled by the ENCORE (including generators delivered to the property) are required to be approved through ENCORE.

## Extension Cords / Cables

All extension cords must be 12/3 gauge per the Fire Code. All cords and wires must be taped down and covered safely. When it is necessary to run cords or cables in any area where personnel or guests may travel, including the service areas, the Fairmont Scottsdale requires that cable ramps be used to ensure safety. **ENCORE will not supply the cable ramps. Outside vendors are required to provide their own cable ramps.**

## Rigging

ENCORE is the exclusive rigging vendor for the Fairmont Scottsdale. **All rigging must be performed by ENCORE or their representative.** Charges are applicable for this service and rates are available through ENCORE. Charges will be placed on the master account of the in house group unless arranged otherwise. A minimum of 2 riggers will be required for any rig in or rig out; larger events may require additional riggers. A 5-hour or 10-hour minimum applies to all rigging calls. Time above 10 hours will be billed in full hour increments.

**All rigging requests are to be directed to ENCORE at: [encoreglobal.com/RiggingForm](http://encoreglobal.com/RiggingForm), no later than (21) days prior to the load in of equipment in order to qualify for the Advance Show Rates.** A scaled rigging plot must be submitted, including instrument count and weight loads in sufficient time to allow for review and adjustments. We strongly suggest that rigging plots be submitted 30 Days prior to your load in to meet this deadline. If your rigging plan is NOT certified and approved 21 days prior to load in, rate plus a penalty rate (example: Rigging during regular time will be billed at overtime rates) will apply.

Under no circumstances may anything be hung from sprinkler heads. Any requests for rigging other than from designated hang points will need written approval of the Fairmont Scottsdale Director of Engineering.

The only appropriate attachments to hang points are wire rope, span sets, ETC C-clamps or other pre-approved rated hardware. Rigging equipment and truss are available for rent from ENCORE.

**The Princess Ballroom hang points are not to exceed 750lbs, each.**

**The Palomino Ballroom hang points are not to exceed 1000lbs, each.**

If you rent a scissor lift from an outside vendor, the drop off and pick up of the lifts must be coordinated with your Catering/Conference Service Manager.

Polytak and Lift Socks are required on the Ballroom Carpet.

### Current rates for Riggers

are as follows (2 rigger, 5 hour or 10 hour minimum):

	Monday–Friday	Saturday–Sunday	Holidays
6AM–10PM	\$110/Hr	\$165/Hr	\$220/Hr
10PM–6AM	\$150/Hr	\$150/Hr	\$220/Hr

## Lighting

### Outdoor Lighting

The following guidelines apply to all outdoor events at the Fairmont Scottsdale:

- The Engineering Department or ENCORE will approve all lighting designs and will be available to answer technical questions during the planning process
- Existing, permanent lighting provides basic illumination of traffic areas and accents for the hotel's buildings and landscaping
- All event lighting shall be of a temporary nature
- Installation and removal of event lighting will be done on a per event basis
- Timing of installation and removal must be coordinated as closely as possible with the actual event time in order to minimize the impact on Hotel guests
- Lighting equipment installed on the Hotel building is prohibited.
- Lighting Design may incorporate the following:
  - » Color washes of buildings / landscaping using equipment at ground level
  - » Buffet lighting using umbrellas and reflective equipment
  - » Area lighting installed (temporarily) in surrounding trees
  - » Temporary tree lights utilizing 6" or smaller instruments
  - » Area lighting using "streetlight" style fixtures
- Lighting Design shall remain in keeping with the décor and ambiance of the Hotel
- The Fairmont Scottsdale reserves the right to disapprove any lighting, which it considers inappropriate

## Fireworks / Pyrotechnics / Hazers

Direct approval with the Scottsdale Fire Marshall is necessary for any use of pyrotechnics on the Fairmont Scottsdale property, whether indoor or outdoor. You must submit a copy of your local permit, license, liability insurance and type of pyrotechnics to be used, to the Conference Services/Catering Manager assigned to your event within (14) days prior to your event (see also insurance). The Fairmont Scottsdale Director of Engineering must also approve such requests.

Please notify your Conference Services/Catering Manager if any smoke or fog is used in your production at least (14) days prior to your event. You must submit exact times the hazer is to be used, including test times and rehearsals. The fire detection system must be disabled during these times. A permit from the Scottsdale Fire Marshall must be obtained and a fire watch must be maintained by the Engineering department. Charges will apply for both of these services and will be coordinated by your Conference Services/Catering Manager.

# Outside Personnel

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The following are “House Rules” for any outside personnel (see also insurance):

- 1 Outside personnel must wear clothing that is neat in appearance and meets the Fairmont Scottsdale Hotel's guidelines.
- 2 All vendors including, but not limited to, event volunteers, musicians, florists, photographers, entertainers, linen companies, props and décor companies must coordinate their arrival time and their proper load-in/load-out locations with the Conference Services/Catering/BDS Manager for the function. Any commercial or private vehicles parked in an area not prearranged by the Conference Services/Catering Manager/BDS and/or Security will be subject to immediate towing. All vendors must enter the property from Fairmont Scottsdale loading dock. No vendor should come through the front drive.
- 3 The consumption of any alcoholic beverages on property while under contract is against state and federal laws. This includes the purchase of any alcoholic beverages in any of the Hotel lounges, bars or restaurants. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
- 4 There is no smoking permitted in any public area of the Hotel. This includes all function rooms and outside locations. There is a designated area for smoke breaks for outside personnel and Fairmont Scottsdale employees.
- 5 Any horseplay, foul language or disruptive behavior is a violation of hotel policy and will result in the removal of the individual(s). Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.

# Insurance

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## Insurance

All outside suppliers and/or companies providing services relative to any event are required to provide proof of commercial general liability insurance. Certificates of insurance evidencing the required insurance must be received by the Conference Services/Catering Manager before load-in for any event. The hotel must be named as certificate holder and “Additional Insured”. The certificate must be issued as follows:

**DTRS Scottsdale LLC\***  
■ dba: Fairmont Scottsdale  
■ attn: Danny Winegar  
7575 East Princess Drive  
Scottsdale, AZ 85255  
■ fax: 480.585.2744

\*DTRS Scottsdale LLC” is our legal name as of September 1, 2006.

Coverages required:

- Commercial General Liability — \$1 million (*all vendors*)
- Auto Liability \$1 million (*if vendor vehicles are brought on property*)
- Worker's Compensation Statutory Limit (*if vendor employees work on property*)

## Electric Lifts, Ladders Etc.

The Fairmont Scottsdale does not provide, rent or loan air ladders, frame ladders, Genie lifts, trucks, cables, etc. This is the responsibility of the client. A list of approved suppliers is available through your Conference Services/Catering Manager. In addition, forklifts, Genie lifts, etc. must be approved by the Conference Services/Catering Manager. All wheels must be covered with wheel socks and PolyTak is required to protect the carpeting. Forklifts, pallet jacks, Genie lifts, scaffolding, trucks, cars or any other heavy equipment are not to be placed on dance floors or risers at anytime.

## Scottsdale Fire Department

Information regarding permits, plans, and Fire Code Regulation for indoor and outdoor events is available through:

**City of Scottsdale Fire Department**  
**Mark Zimmerman, Assistant Fire Marshall**  
8401 E. Indian School Road  
Scottsdale, AZ 85251  
■ phone: 480.312.1853  
[mzimmerman@scottsdaleaz.gov](mailto:mzimmerman@scottsdaleaz.gov)

# Exhibits / Banners

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Exhibits using food, beverage, ink, chemicals or other liquids must be installed over Visqueen. Booth equipment, furniture and carpeting must be confined to the measured limits of the booth. Painting, mixing of chemicals or explosive materials is strictly prohibited.

The use of nails and/or staples is absolutely prohibited on any exposed molding or wall. Banners, posters or signs are not to be in any way affixed to walls of meeting rooms.

Please note that ENCORE will hang banners from appropriate hang points in meeting rooms at a charge of \$60.00 minimum per banner (Cost will depend on the size of the banner). Personal lift charges may also apply. All signage must be professional in nature and be approved by the Hotel. The use of the Fairmont Scottsdale logo in any material must have prior Hotel Approval.

The Hotel cannot loan tools or ladders due to safety / liability concerns. Please make arrangements to bring any equipment you may need. Any supplemental equipment such as risers and tables are available with advanced notice and will be subject to a rental fee. Please contact your event manager to inquire what equipment and services are available.

Pallets and pallet jacks are not allowed in the Main Foyer of the Conference Center or the Hotel Lobby at any time.

## Load In / Load Out

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The Fairmont Scottsdale Hotel has limited dock space for load in and load out of equipment. All dock usage must be scheduled with your Conference Services/Catering Manager. All load in and load out of equipment and materials must be through the Hotel's dock areas only. Parking of all trucks must be approved by the Security department. Care must be taken not to damage walls or floors in any part of the property; any expenses for clean up or repair will be billed to the production company. No empty crates, boxes, pallets, cases or any equipment may be stored in the back hallways.

## Security

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### Security Officers

Your Conference Services/Catering Manager can coordinate in-house security services for your event. Current charges for security guards are \$50.00 per hour, per unarmed guard. A four-hour minimum will apply. This price is subject to change due to the amount of notice given.

All outside security firms must have the pre-approval of the Director of Security and the Conference Services/Catering Manager.

*Guidelines are as follows:*

- A** Firm has met the Hotel's insurance requirements
- B** All officers are in uniform and maintain acceptable grooming standards
- C** No smoking or eating during business hours
- D** Firearms are NOT permitted
- E** No sitting when visible to the public
- F** Use of the Fairmont Scottsdale staff cafeteria by any outside supplier is prohibited
- G** A signed Hold Harmless agreement must be on file with the Hotel

## Fire Alarm System

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Foreign substances in addition to heat and smoke activate the fire alarm system in the Fairmont Scottsdale Conference Center and Main Building. Any program requiring fog machines, pyrotechnics, fireworks, laser effects or any other such effects must have written and stamped approval from the Fire Marshall. Approved fire permits must be presented to the Conference Services/Catering Manager no less than two weeks before the event.

Any activity that requires disengagement of the fire alarm system requires:

- A** Fire Marshall approval, and
- B** A "Fire Watch" crew.

Fire Watch crews consist of no less than two Hotel security staff, at a rate of \$30.00 per hour, with a 4-hour minimum.

## Motorized Vehicles

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Any vehicle displayed indoors requires a fire permit from the Fire Marshall at least two weeks before the event. A visual walk through with the Conference Services/Catering Manager is required before moving any vehicle into the area. The vehicle must be pushed or lifted into the room. **Under no circumstances may the vehicle be driven into any function space.** Visqueen must be placed under the vehicle for the entire duration of the display.

All motorized vehicles must have the battery disconnected and secured via duct or masking tape. The fuel tank should be drained empty. The fuel tank should also be secured with duct or masking tape.

Tractors, generators, chain saws and other such fuel-powered equipment must be secured in a similar manner.

## Cleaning & Custodial Services

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The Fairmont Scottsdale Hotel does not provide cleaning services unless stipulated in the Group Sales Contract. It is the responsibility of the Group's Meeting Manager to ensure all function space is left in "vacuum ready" condition. This applies to the loading dock area as well. The group's cleaning contractor may use the Hotel's dumpster with the approval of the Conference Services/Catering Manager. For the disposal of non-hazardous dry materials, additional dumpsters are available at a determined cost. Your Conference Services/Catering Manager can make charges and arrangements.

## Miscellaneous

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All hotel labor rates quoted are subject to a 4-hour minimum regardless of the group or the set up.

All audio visual labor rates quoted are subject to a 5-hour minimum regardless of the group or the set up.

ETS Charge (Service Charge)—All rental fees and sale costs are subject to a 26% ETS Charge

Tax—All above pricing is subject to a state sales tax of 7.95%.

All pricing is subject to change without notice.

*For additional information, please contact your Conference Services / Catering Manager.*

**I have read and acknowledge the above policy agreement:**

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*Signature*

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*Date (MM / DD /YYYY)*

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*Print Name*

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*Name of Company, Group or Event*



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