



HILTON WAIKOLOA VILLAGE CONTRACTOR/VENDOR WORKING GUIDELINES

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OUTSIDE CONTRACTOR/VENDOR POLICIES AND PROCEDURES

The Hilton Waikoloa Village welcomes the services of the many vendors associated with Convention groups hosted at our hotel. We pride ourselves on being a world class resort and continue to portray this image throughout the resort complex.

The following policies must be adhered to by all contractors/vendors when providing contracted services on property. A copy of these policies is included with each client resume which contains all the contractual information associated with the group's movement.

1. The Employee Entrance located at the back Loading Dock of the hotel is the only designated entrance and exit for contractor/vendor employees.
2. All contractor or vendor employees will be required to check in at the Security Office daily to receive a Visitor's Pass for the day.
3. Contracted employees staying in hotel guest rooms must present their Hotel Guest I.D. Card to the Security Office; a Contractors Pass will then be issued to the contractor, showing the official in-house dates. This pass must be worn for access to all back-of-the-house facilities during all phases of setup, operation, and tear down.
4. Contractors or vendors must also wear a company identification badge or clothing that identifies the vendor they are working for.
5. The Loading Dock is the only designated area for receiving of goods. Vendor access to the Loading Dock is allowed between 2 pm until 3 am on Monday through Friday and from 1 pm on Saturdays until 3 am on Mondays.
6. Consumption of any alcohol (to include liquor, beer or wine) on job sites during working hours is strictly prohibited. Non-compliance of this rule will call for immediate request to leave the property.
7. Upon availability, the Hilton Waikoloa Village will offer meals for contractors/vendors in the hotel's Employee Cafeteria. Tickets for each meal must be purchased in advance from the Security Office. Proper clothing and identification will be required by all contractors/vendors who wish to use the Employees Cafeteria during meal periods.

The Cafeteria Manager will reserve the right to refuse service to anyone who does not show proper respect to Hotel employees while in the Employee's Cafeteria, is abusive and interrupts the normal activity of the Cafeteria.

The Hotel will reserve the right to close the Cafeteria to contractors/vendors due to extremely busy time periods or as the Hotel deems necessary. In addition to the Cafeteria option, the Hotel will offer custom-designed "Production Meals" via the Catering, Meetings & Conventions Office. These meals will be delivered to/setup by the Banquet staff in the designated production area.

8. The Hilton Waikoloa Village will not be held responsible for contractor's/vendor's property on Hotel premises.
9. All bags and boxes are subject to a Security check upon entering or leaving the building. Any refusal of the required inspection will be cause to bar the said contractor/vendor from the hotel premises.
10. All contractors/vendors must stay in designated job site areas; "straying off" to any other areas of the hotel will not be allowed under any circumstances.
11. The Hilton Waikoloa Village respects the privacy of our Hotel guests. Large group gatherings in restaurants while in work attire will not be permitted. If meals are taken in hotel restaurants, small parties of up to 6 persons will be allowed.

Abusive behavior and/or lack of respect for hotel guests and employees while in Hotel restaurants will not be tolerated and will be cause for barring the said contractor/vendor from the hotel premises.

12. 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 executions, or job tear down. Deflated balloons, used florals/greenery, floral remains, saw dust from construction, paint, etc., guide wires remaining after a job, or any other form of trash remaining after job completion will remain the sole responsibility of the contractor/vendor company.
13. Any form of shouting, use of profanity, or confrontation with hotel guests or hotel employees in any area of the resort will not be tolerated and will be cause for barring the said contractor/vendor from the Hotel premises.
14. Each contractor/vendor company will be responsible for providing a primary contact or supervisor. 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 also 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 condition listed in this policy.

15. All contractors/vendors will be required to wear uniforms during performance of their contracted job duties while on site. If no uniforms are provided, the Hotel requires that all workers are dressed with shirts, shoes, long pants or dress shorts; tank tops, bare backs, bathing suits or torn clothing will not be permitted during performance of job duties.
16. Family members and friends should not be allowed to hang out at the job site and/or visit with contractors/vendors while on property. The job site should remain a working environment at all times.

Required Insurance

At Contractor's expense, Contractor shall maintain insurance coverage of the following types continuously throughout the term of this P.O. or during any period Work is performed relating to this P.O.

Contractor shall carry **Worker's Compensation** per applicable laws and **Employer's Liability** insurance with a limit not less than \$500,000 each accident for bodily injury, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit for disease.

Contractor shall carry **Commercial General Liability** (CGL) insurance on an occurrence form with a limit of not less than \$2,000,000 each occurrence covering liability arising from independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. Purchaser and its agents, officers, directors, and employees shall be included as additional insureds under the CGL on form CG 20-10 or equivalent. This insurance shall apply as primary with respect to any other insurance or self-insurance available to Purchaser.

If Contractor's scope of work under this P.O. requires or involves the ownership, maintenance or use of an auto, Contractor shall carry **Commercial Auto** insurance with a limit of insurance no less than \$2,000,000 each accident covering "any auto" whether owned, scheduled, leased, hired or other.

Contractor may, at its option, purchase insurance to cover its personal property. In no event shall Purchaser be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of Purchaser, its employees, officers, directors, or agents.

Contractor waives on behalf of itself and its insurers all rights against Purchaser and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by its insurance regardless of deductibles, if any. Insurance companies affording the coverage required above shall have an AM Best rating of no less than A- VII. Failure to maintain the required insurance may result in termination of this P.O. at Purchaser's option. By requiring insurance herein, Purchaser does not represent that coverage and limits will be adequate to protect Contractor. The requirements contained herein shall not be construed in any manner to relieve or limit Contractor's indemnification obligations for any loss or claim arising out of this P.O.

Prior to the execution date of this P.O. or commencement of any activity contemplated under this P.O., whichever is earlier, Contractor shall furnish Purchaser with evidence of compliance with the above requirements. Thirty (30) days' written notice to Purchaser prior to cancellation or material change is required. The words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted from a certificate's cancellation provision, if applicable. Contractor shall further provide certified copies of all insurance policies required above within ten (10) days of Purchaser's written request for said copies.

Evidence shall be delivered to the location(s) where work under this P.O. shall take place, with a copy sent to: Hilton Worldwide, Attn: Risk Management, 7930 Jones Branch Drive, McLean, VA 22102, Risk_Management@hilton.com, 703.883.6184 (FAX).

In accordance with paragraph D. of the Services Agreement, please submit a current copy of your Certificate of Insurance with the following entities named under Additional Insureds:

"Owner, Hilton Worldwide, Hilton Waikoloa Village, and each of such entities' owners, subsidiaries and affiliates now or hereafter existing are additional insureds."

The Certificate of Insurance will be required (1) one month prior to the start of the convention.

EQUIPMENT LOAD-IN/OUT PROCEDURES

PREREQUISITES

Prior to the actual load-in process, a walkthrough of the Loading Dock access route, service tunnel, entrances to back-of-house space and ballrooms (to include the condition of the above areas) must be made with the contractor/vendor, an Engineering representative, and Meetings & Conventions Floor staff representative. It is the responsibility of the subcontractor to schedule this walkthrough prior to granting any access to the Loading Dock and function space areas involved. At the same time, a complete diagram of staging, hang points, electrical requirements, fire permits, and any additional permits required by State or Federal regulations must be presented to and approved by our Engineering department.

All load-in activity from the Loading Dock to the Ballroom areas will be monitored by Hotel Personnel on a daily basis. All setups must be within approved Hotel guidelines and will be done in accordance with local fire codes and OSHA requirements.

The hotel Loading Dock is conveniently located for easy access to the service tunnel and the Ballroom/Convention Center areas.

ACCESS MEASUREMENTS

Height of Dock	3' 6"
Length of Dock	42'
Width of Dock	28'
Distance from Loading Dock to Queen's 6 Ballroom via Tunnel	505'
Lowest Point (top to bottom) of Tunnel Access	8' 1"

ACCESS HOURS TO LOADING DOCK

MONDAY TO FRIDAY	2 PM TO 3 AM
SATURDAYS	AFTER 1 PM
SUNDAY	ALL DAY UNTIL 3 AM MONDAY

- Bay 2 (ramp) is available after 4 PM on Monday through Saturday.

Hotel Security must be hired at a rate of \$45 + tax per hour per Security Officer to supervise the load-in and load-out process. All contractors/vendors must check into security before loading and unloading. All Contractors/vendors must enter through the loading dock entrance and check into security during the entire program. The Group Lobby is not an authorized entrance for contractors/vendors for loading and unloading purposes. All contractors/vendors must supply their own transportation devices (forklifts, flatbed carts, hand trucks, pallet jacks, ramps, etc.) to move equipment in and out; carts or lifts should be electrical. Gas or propane propelled devices or vehicles will not be allowed for safety reasons. Load-in into the Ballroom/Convention Area is restricted to the use of the **Kona Promenade** only.

PARKING & STORAGE

Trucks and containers may be temporarily parked at the Hotel Loading Dock and must be removed as soon as they are emptied. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight or parked along Waikoloa Beach Drive (adjacent to the resort complex) overnight. Cars parked along Waikoloa Beach Drive or in the Group Lobby will be towed away at the owner's or driver's expense.

Parking will be assigned upon contract approval. A pre-arrangement for the amount and size of all vehicles must be determined before contract is expedited and the load-in starts up.

All vendors will be issued a temporary pass for the dates of the agreed contract and must be displayed in the windshield of every vehicle designated to the job agreement. This includes all personal and contractor/vendor vehicles. All contractors/vendors will check-in with the Security Supervisor on Duty for the proper parking passes. Vehicles not authorized or not in compliance will be towed at owner's expense from the resort property.

Storage of equipment (i.e. A/V cases, shipping crates, etc.) will not be allowed in the Tunnel areas or service corridors behind the Ballroom areas or the wall closets in the Ballrooms. It is the contractor's/vendor's responsibility to arrange for storage of these items in either a prearranged, specified storage room (upon availability) or behind sight lines of production.

At all times, storage of equipment in any area should not hinder accessibility to service areas for Hotel employees and will meet all OSHA requirements.

MEETINGS & CONVENTIONS BOX HANDLING PROCEDURES

INCOMING SHIPMENTS

All boxes shipped to the Hilton Waikoloa Village should be properly addressed and labeled to include:

- Group Name
- Catering Manager
- Program Dates
- On Site Group Contact
- Sender
- Weight
- Special Handling Instructions and Precautions:
 - Fragile
 - Perishable/Refrigerate
 - Hazardous/Flammable Materials

Boxes not properly labeled will cause delay in handling and receiving of boxes. Shipment should be scheduled for delivery no earlier than ten (10) days prior to your contact's arrival. Early Delivery will be assessed a storage fee of **\$10.00 per box per day**. Tracking information should be provided prior to receipt of boxes to assist Receiving and Meetings and Conventions. Client contact should provide list of personnel authorized to sign for any and all boxes.

BOX HANDLING CHARGES:

Charges will apply for the each of the following movements:

- Loading Dock to Meetings and Conventions Storage
- Loading Dock to Group Storage Room
- Meetings and Conventions Storage to Group Storage Room
- Group Storage to Function Area (Meeting Rooms, Check-in location, Hospitality Desk)
- Group Rooms to Meetings & Conventions Storage
- Shipping to Loading Dock

Cost per item moved:

Loose Boxes/Envelopes	<u>\$7.00 per item</u>
Wrapped Pallet	<u>\$50.00 per pallet</u>
Oversized Items	<u>\$50.00 per item</u>
(Each freight forwarder has restrictions)	
Overweight Items	<u>\$50.00 per item (250 pounds or more)</u>

SHIPPING-OUT PROCEDURES:

Group contact should complete appropriate shipping forms (FEDEX, UPS, DHL, ETC.), and affix to each parcel being shipped out.

All parcels must be properly packed, sealed and labeled with the recipient’s name and address.

A fee of \$55.00 per hour, two (2) hours minimum will be assessed for boxes not packed and forms not completed.

Scheduled pick up time should be arranged with Catering Manager.

All charges including exhibitors will be posted to the Master Account.

LOAD OUT PROCEDURES

Upon “loading out” at the completion of a show or setup, a final walkthrough of all areas and facilities utilized is required to be conducted with the contractor/vendor, Engineering representative, and Meetings & Conventions Floor staff representative. 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 the Engineering representative in agreement with said contractor/vendor.

Estimated repair costs will be the sole responsibility of the contractor/vendor; full payment will be required prior to departure.

CLEANUP RESPONSIBILITIES

The contractor/vendor is held completely responsible for leaving the facility or facilities utilized in the same condition prior to load-in. This will be determined during the original walkthrough and will include disposal of trash, props, cardboard boxes, etc. You may contact the following vendor for temporary dumpster rentals: Pacific Waste Phone (808) 326-4911. Should an area be deemed unacceptable after completion of a show or setup, the Hotel will assess a “cleanup” fee directly with the contractor/vendor involved that may include a charge of \$55.00 + tax per hour per Houseman. Payment of this “fee” will be the sole responsibility of the contractor/vendor.

PSAV is proud to serve as the exclusive in-house rigging provider for Hilton Waikoloa Village Resort & Spa.

This Hotel is equipped with fixed rigging point systems in the ballrooms. As part of a comprehensive overhead safety and risk management program, the systems are annually verified and inspected.

We are required to approve all rigging designs and will provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

PRE-SHOW STANDARDS

- The Schedule Rigging Services form must be submitted online along with a scaled rigging plot 21 days prior to load in. Events scheduled with less than 21 days notice will incur additional charges.
- A charge of \$200 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs, and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. The Rigging Supervisor will contact you to give you our CAD file as your design template.
- All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8"-1".

BALLROOM STANDARDS

- The Monarchy Ballroom is equipped with fixed points with various load ratings. Please refer to the facility CAD files for exact locations of the rigging points and ratings. **There is NO RIGGING OTHER THAN TO THE PERMENTLY INSTALLED RIGGING POINTS.**
- No rigging is allowed from the air-wall tracks
- All connections to the ceiling or supporting structure of the Hotel must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger. Adjustments to any flown equipment will only be done under the supervision of PSAV.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.

RIGGING EQUIPMENT GUIDELINES

PSAV is pleased to exclusively provide Prostar Chain hoists. These hoists were designed specifically for hotel & convention center use. PSAV shall be the sole provider of all chain hoists, used at the above location.



C.M. Prostar Hoist

- 2005 Model 2127S (3 ph.)
- 30' lift @ 8' per min.
- Total weight 49lbs.(including chain)
- 1000lbs. lifting capacity.
- Fits inside 12" box truss.
- Motion Labs 7 Pin control system.
- Custom case protects hotel carpet from chain lube.

RIGGING EQUIPMENT GUIDELINES - *continued*

- A scissors lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rent. All lifts used in the Hotel must have white, non-marking tires and be in good repair. Operators must present documentation verifying that they are trained in scissor lift operations. Construction or outdoor lifts will not be allowed in the hotel.
- All equipment and materials flown must pass ANSI guidelines and be approved by PSAV.
- Any dynamic (moving) element requires an arrester device.
- A steel safety backup is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

PSAV ON-SITE PRACTICES

- Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.
- PSAV will not "dead hang" items over 100lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.
- Cable bridge truss is required when cable bundles exceed four (4) Soco or other similar multi-cable

EQUIPMENT RATES Hoist / Rig Point / Hardware Charge Per Point	\$200 per day \$400 per week(5 days) per point
Rigging Safety Review / CAD Work	\$200 / event
Scissors Lift Daily Rental	\$175 per day \$350 per week

LABOR RATES Daily Rate	Full day – 8 hr.	\$85 / hour
OT Rate	After Full Day rate	\$127.50/ hour
Holidays	All Day	\$170 / hour

- All rigging crews will consist of a minimum of two (2) riggers. The number of Riggers and equipment required for your event will be determined by PSAV.
- Four (4) or eight (8) hour minimums will apply to all calls, per rigger. Time beyond eight (8) hours will be billed in full hour increments. Riggers must have a meal break every five (5) hours. If there is less than eight (8) hours between rigging calls, additional charges will apply.
- Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. All prices subject to change without notice.
- A Service Charge will apply to all Rigging Services

HOLIDAYS

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, & Christmas Day. All changes in labor calls must be made with the PSAV hotel Director of Event Technology. Onsite rigging staff cannot change call times.

Rigging Instructions

Step #1

For up-to-date CAD backgrounds of our facilities, please e-mail your request to:

Thomas Morris, Rigging Supervisor
Rigging Services, Southern California
(619) 733-3823 Mobile
<mailto:thmorris@psav.com>

Drew Wending, Rigging Coordinator
Rigging Services, Southern California
(858)945-0695 Mobile
<mailto:awending@psav.com>

Step #2

To schedule Rigging Services please visit:

<http://www.avservicescorp.com/rigging.aspx>

By submitting your rigging request electronically it will go directly into our nation-wide rigging system thereby ensuring a prompt response and follow-up tracking.

Step #3

The PSAV Rigging Supervisor will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.

Onsite Contact Information

Jay Middleton (Rigging Supervisor)
jmiddleton@psav.com

Dave Ojeda (Director, Event Technology)
dojeda@psav.com

Betty Jean Arias (Director of Sales, Event Technology)
barias@psav.com

PSAV @ Hilton Waikoloa Village Resort & Spa
425 Waikoloa Beach Drive
Waikoloa, HI 96738
(808) 886-1685 Office
(808) 886-1778 fax

WORKING IN THE CONVENTION FACILITY

There will be no painting, carpentry work or construction in the ballroom space without prior approval from our Engineering Department. Ballroom carpets and wood flooring must be protected from any such acts including the use of carts, ramps and lifts. Where necessary, ramps must be utilized over steps. The existing dance floor area in the center of the ballroom should be properly protected when utilizing heavy equipment such as genie lifts, lighting trusses, cables, and stage sets.

When designing stage sets, screens, draping, etc., safe and proper access into ballroom areas from back service corridors must be established. Safe access paths into each room must be created; obstruction by equipment, cables, a/v cases, etc. will not be allowed.

All electrical cables, cords, phone lines, etc. must be secured to the floor and not be a hazard to hotel guests or staff in any way. It is the responsibility of the production company/vendor to ensure that all items are in accordance with Hotel, State, and OSHA fire and safety codes.

When utilizing the existing hang points in the ballroom, a planned design must be approved by our Engineering Department in advance. Access to the ceiling is via a catwalk from the museum walkway. Special precautionary measures must be addressed prior to installation of equipment that will be supported by these hang points. During the initial walkthrough, please alert the hotel staff as to what points will be utilized and the p/phi measurement for each point. Any destruction to the surrounding areas of the hang points or ceiling (to include the catwalk, production booth or surrounding areas) will also be accessed a fee if the area is left damaged or in an unclean condition.

Catwalk: The Grand Ballroom catwalk is NOT a storage area. Production companies requesting access to the catwalk for storage will be assessed a \$3,000 Security Deposit and Cleaning Fee. The Security Deposit and Cleaning Fee will be refunded after load out and inspection provided the catwalk is clean and no damage has incurred to the area; this includes floors (no trash has been left in the catwalk), walls (there are no nicks, dings, scratches or gouges in walls), and carpets (carpets must be left clean). Should any of these conditions remain after use and load out, the Security Deposit will be retained by the Hotel?

SECURITY

The Hilton Waikoloa Village will not assume any responsibility for the damage or loss of any merchandise or items brought into the hotel. Convention facility Security can be arranged through your Catering, Meetings & Conventions contact at the rate of \$45.00 plus tax per hour, minimum of a (4) hour period. Please submit a schedule of Security needs no less than 10 days prior to the initial load-in date.

ELECTRICAL/ENGINEERING

Attached is an Engineering Services Request form that should be completed and sent to our Engineering Department no less than (2) weeks prior to the load-in date. A copy should also be sent to your Catering, Meetings & Conventions Manager. Specified support persons, i.e. technical tie-in support, can be arranged and charged at the rate of \$100.00 per hour with a minimum (2) hour charge. In addition, there is a section for Landscaping Services which could include the removal of plants in certain areas, sprinkler timing adjustments, or rental of greenery for stage sets and designs.

BILLING/MASTER ACCOUNTS

Unless requested by the authorized client contact and the Hotel's Group Billing Coordinator, all production related charges will be the sole responsibility of the production company/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 Finance Office for credit application and approval.

ENGINEERING SERVICES REQUEST FORM

FUNCTION DATE _____ CLIENT _____

FUNCTION LOCATION _____ (SEPARATE FORMS FOR EACH LOCATION)

CONTACT _____ PHONE NO. _____

HOUSE ACCT # _____ BEO # _____

SET-UP FROM DATE ____/____/____ TIME _____ TO DATE ____/____/____ TIME _____	FUNCTION FROM DATE ____/____/____ TIME _____ TO DATE ____/____/____ TIME _____	BREAK-DOWN FROM DATE ____/____/____ TIME _____ TO DATE ____/____/____ TIME _____
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ELECTRICAL

PHASE SINGLE _____ OR THREE _____
VOLTAGE 120 _____ 208 _____ 480 _____
AMP _____ OR WATTS _____
OR HP _____ # OF CIRCUITS _____

DISCONNECT NEEDED YES NO
DISTRIBUTION PANEL NEEDED YES NO
PLACEMENT _____ (DIAGRAM)

PHASE SINGLE _____ OR THREE _____
VOLTAGE 120 _____ 208 _____ 480 _____
 NO
AMP _____ OR WATTS _____
OR HP _____ # OF CIRCUITS _____

DISCONNECT NEEDED YES NO
DISTRIBUTION PANEL NEEDED YES
PLACEMENT _____ (DIAGRAM)

PHASE SINGLE _____ OR THREE _____
VOLTAGE 120 _____ 208 _____ 480 _____
 NO
AMP _____ OR WATTS _____
OR HP _____ # OF CIRCUITS _____

DISCONNECT NEEDED YES NO
DISTRIBUTION PANEL NEEDED YES
PLACEMENT _____ (DIAGRAM)

PLANTS & LANDSCAPING

PLANTS ADDED (PLEASE SUBMIT DIAGRAM) PRICE VARIES WITH REQUIREMENT
TYPE _____ NO.REQUIRED _____ PLACEMENT _____

SPRINKLER SHUT DOWN
LOCATION _____ DATE _____
HOURS OF RESTRICTION: DAILY FROM ____:____ AM / PM TO ____:____ AM / PM

ADDITIONAL SERVICES

RIGGING
HANG POINTS (SUBMIT DIAGRAM) _____

PROPERTY OPERATIONS CHARGES

Electrical Services

Electrical Hook-Up Labor		\$230 (One Time Fee)
Distribution Panel Hook Up		
	225 Amps	\$200 (One Time Fee)
	200 Amps	\$200 (One Time Fee)
	125 Amps	\$200 (One Time Fee)
	100 Amps	\$200 (One Time Fee)
	60 Amps	\$200 (One Time Fee)
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Usage - 208 Volt/3Phase		
	100 Amps	\$360/Per Day
	150 Amps	\$540/Per Day
	200 Amps	\$720/Per Day
	400 Amps	\$1,400/Per Day
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Usage - 408 Volt/3Phase		
	50 Amps	\$420/Per Day
	60 Amps	\$495/Per Day
	70 Amps	\$580/Per Day
	100 Amps	\$840/Per Day
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Usage - 120 Volt/1Phase		
	100 Amps	\$120/Per Day
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Air-Conditioning Services		
Grand Ballroom - 24 Hours		\$1,030/Per Day
Meeting Rooms - 24 Hours		\$415/Per Day
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Maintenance Charges		
Banner Hanging (Mon-Fri 8am-2pm)		\$440/Per Banner
Banner Hanging (Nights & Weekends)		\$650/Per Banner
Lock Re-Keying		\$90/Per Lock
Miscellaneous Repairs		\$100/Per Hour + Materials
Wedding Boats		\$350 Each
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Add Hawaii State Sales Tax

**CONTRACTOR/VENDOR
POLICIES AND PROCEDURES
HOTEL AGREEMENT**

I/we of _____ Company have completely read, understand and will abide by Hilton Waikoloa Village's Contractor/Vendor Policies and procedures. I also understand that Hilton Waikoloa Village has the right to seek compensation for any infractions of the policies and procedures in which _____ Company takes full responsibility.

Name of Company Representative

Company Name of Contractor/Vendor

Hotel Representative

Date

MONARCHY BALLROOM HANG POINTS

