



Seminole Media Productions  
6365 Taft Street  
Hollywood, FL 33024  
Voice: (954) 797-2415

## Production Guidelines For Seminole Hard Rock Hotel & Casino

The Seminole Hard Rock Hotel and Casino is pleased to have Seminole Media Productions as the preferred audio visual provider for our clients. SMP has provided outstanding service for Conventions, Meetings, and Special Events throughout Florida for 6 years. A complete line of basic and specialized audio, video and lighting equipment, along with professionally trained technicians, is available on-site through Seminole Media Productions. SMP can help provide a successful event of any size or technical complexity.

The SMP team of professionals works as an extension of our Hotel's sales and operations staff to ensure a seamless and successful experience for your organization and the attendees.

### Benefits In Utilizing Seminole Media Productions

- The on-site staff is very familiar with the unique characteristics of the Hard Rock Properties. We put this advantage of being on-site to work for you in servicing your event. Getting things done quickly and efficiently on your behalf requires knowledge of the facility, the hotel departments, the staff and having immediate/continuous communication with all parties. SMP is a department of the Seminole Hard Rock Hotel and Casino and as such has a relationship that works for you.
- SMP is a dedicated on-site production services company equipped with the resources to manage your event. Services including detailed diagramming and renderings are offered. Our in-house placement allows us to understand and capitalize on the facility's unique characteristics and capabilities. Our consultative sales approach and customized pricing program with an on-site Sales and Technical Team allows us to create real value for the individual customer by tailoring the event to exceed your particular vision.
- On-site Sales and Technical staff to help personalize your pre-planning site visit.
- Large inventory of equipment and supplies on-site to better manage all last minute needs.
- Intimate facility knowledge means knowing the best equipment and arrangements for each room to produce maximum impact.
- Routine updates on all activities occurring in the hotel helps avoid confusion with concurrent or simultaneous events in the facility. This can also mean a cost savings by utilizing SMP and avoiding extra labor fees.
- Direct savings when it comes to per diems, airfare, hotel accommodations, security and any other cost related to bringing a different production company.

During your event, our on-site personnel will demonstrate the meaning of "on-time" performance. Each team member is prepared with detailed knowledge of your event and of the facility. SMP is situated to respond to changes and direct activity, thereby getting the job done for you.

**Seminole Media Productions may be contacted by dialing extension 2415 or through your Seminole Hard Rock Hotel and Casino operator.**

Initials: \_\_\_\_\_

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





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## Production Guidelines For Seminole Hard Rock Hotel & Casino

### Provisions For Using Outside Production Companies

By selecting to utilize another audio visual company, be advised that there are guidelines to be followed to conduct business within the Seminole Hard Rock Hotel. As such, your outside production company is expected to adhere to all mandatory guidelines required of our in-house provider, Seminole Media Productions. These provisions will ensure the success of your event and that there are no surprises for you or your attendees. These guidelines are as follows:

- SMP will provide an Audio Visual Liaison to supervise the load-in, set-up, tear-down, and load-out phases of your event. The Liaison will also be the main contact for your audio visual supplier throughout your entire event. The Liaison will interface with both your audio visual company and the Hotel to ensure good communications between all parties in order to deliver a successful event. The fee for this service will be charged to the master account at a rate of \$500 per four hour shift (plus tax).
- The client will notify the Hotel in writing, 30-days prior to the start of the meeting, who their audio visual provider will be.
- A certificate of insurance evidencing general liability coverage is required from the outside audio visual company. Please refer to the Seminole Hard Rock's Sales contract for specific requirements.
- All cords, wires, cables and equipment must be safely secured. All equipment must be placed in compliance with all applicable occupancy, OSHA and Seminole Tribe of Florida Fire regulation codes.
- For the protection of all carpeted areas, Visqueen is required where road/equipment cases or where an electric motorized personnel lift is utilized.
- Storage space for outside audio visual equipment is the sole responsibility of the outside audio visual company. Due to Seminole Tribe of Florida fire codes, storage of any equipment in back hallways is strictly prohibited. The Hotel may have limited storage space available, but is under no obligation to provide such space.
- The Hotel or SMP will not be held liable for lost, damaged, stolen or misused equipment obtained from outside audio visual rental operations.
- To protect the quality and integrity of our in-house systems, outside audio visual companies are NOT permitted to patch into our house sound or projection systems. The client must contract separate audio and video equipment from the outside audio visual company for all meeting rooms requiring audio and video support.
- To maintain quality and to protect the Hotel, its clients and guests, outside audio visual companies are NOT permitted to hang any equipment from the in-house Hang/ Fly points or other structural supports built into the facility
- For liability considerations, SMP will qualify and provide all rigging equipment from the motor up, and will provide rigging labor to hang and secure rig. A finalized rigging plot must be submitted for approval to SMP at least 30-days prior to load-in. The rigging plot must include load requirements and any other additional information required to qualify the proposed rigging needs.

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## Production Guidelines For Seminole Hard Rock Hotel & Casino

- The Seminole Hard Rock Hotel and Casino Convention spaces adhere to a resort business attire property. i.e. slacks, polo & business casual dress shirts, and dress shoes. All outside audio visual staff must be attired accordingly. Prohibitive attire includes; Shorts, Jeans, T-shirts, Sneakers, and Sandals.
- For the consideration of other guests and/or attendees of the hotel, the SHRHC retains the right to require the immediate cessation or reduction of noise determined to be a nuisance or otherwise interfering with the enjoyment of the hotel by guests or other groups. Such noise is to be determined by the Hotel and its liaisons and includes but not limited to music for set-up/tear-down crews, offensive or profane speech or music at any time, excessive volume testing which interferes with other functions in proximity, etc.
- These guidelines are in place to help to ensure that you have a successful event at the Seminole Hard Rock Hotel and Casino. These provisions are exclusive of Additional Production Company Guidelines that will be sent to you and your production company after we receive the production company's contact information. As a representative and in cooperation with the Hotel, Seminole Media Productions will participate in ensuring compliance with the stipulations listed above.

Thank you for selecting the Seminole Hard Rock Hotel and Casino Hollywood. We look forward to working with you towards a very successful event.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

Initials: \_\_\_\_\_

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

