



# WALT DISNEY WORLD SWAN AND DOLPHIN



## ***EXHIBIT REGULATIONS***

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# ***INTRODUCTION***

Thank you for choosing the WALT DISNEY WORLD SWAN AND DOLPHIN as the site for your upcoming trade show/exhibits. Below you will find information to help you plan and understand the rules and regulations that pertain to all exhibits displayed at the Swan and Dolphin. As you review these guidelines you are encouraged to contact your assigned Convention/Conference Service Manager with questions and/or any clarification of issues you may have.

Our preferred exposition services contractor, GES Exposition Services, is capable of providing every possible exhibitor or show management service from sophisticated signage and entrance treatments, to furniture and equipment rentals. GES representatives will work closely with you to develop your show's load in/out schedule and floor plan in compliance with the fire and safety requirements of the Reedy Creek Improvement District.

A complete range of electrical services are provided by our exclusive electrical contractor, GES Electrical Services.

The WALT DISNEY WORLD SWAN AND DOLPHIN offers exceptional exhibit facilities that are easily accessible and well lit, making your exhibits one of the highlights of your convention or meeting. As you perform your exhibit planning, remember the following points:

- Know the exhibit hall, ballroom and foyer specifications.
- Understand all points of access.
- Obtain floor plans – see [www.swandolphininfo.com](http://www.swandolphininfo.com) to view floor plans
- Know what utilities you may need, and what is available in the hall.
- Understand your contracted space rates.
- Ask about any additional charges.
- Be aware of your move in/out schedules.

There are five distinct venues capable of housing exhibits and trade shows at the WALT DISNEY WORLD SWAN AND DOLPHIN:

1. Pacific Hall:
  - a. 48,755 square feet
  - b. Ceiling is exposed I-beam truss structure with 33' of clearance
  - c. Floor covering consists of high quality wool carpet squares
  - d. Floor is concrete construction with a load limit of 300 PSF

2. Atlantic Hall:
  - a. 61,064 square feet
  - b. Ceiling height is 14' in Section A and 30' in Sections B and C with a 14' portion along part of the perimeter
  - c. Floor covering consists of high quality wool carpet squares
  - d. Floor is concrete construction with a load limit of 300 PSF

Both Atlantic and Pacific Halls are full service exhibit halls with all utilities – water, electricity, telephone, data, compressed air. Both halls have loading docks and drive up access and are located on ground level away from street traffic and in close proximity to guest parking.

3. Northern Hemisphere Ballroom:
  - a. 33,556 square feet
  - b. Ceiling height is 22' – 26'
  - c. Floor covering consists of high quality wool carpet
  - d. Floor load limit is 150 PSF

4. Southern Hemisphere Ballroom:
  - a. 18,881 square feet
  - b. Ceiling height is 22' 10"
  - c. Floor covering consists of high quality wool carpet
  - d. Floor load limit is 150 PSF

The Northern and Southern Hemisphere Ballrooms can be combined to form one ballroom (Hemispheres Ballroom) that is 54,238 square feet. These ballrooms are located on the fifth level of the Dolphin Wing and access is via service elevators and a six ton capacity freight elevator, when load weight is distributed equally.

5. Swan Ballroom:
  - a. 22,582 square feet
  - b. Ceiling height is 22'
  - c. Floor covering consists of high quality wool carpet
  - d. Floor is concrete construction with a load limit of 300 PSF

The Swan Ballroom is accessible from ground level.

All docks are for exclusive use of group clients and not used for normal Hotel food/supplies delivery. The Hotel docks, service and freight elevator are under the control of Event Support within the Event Services Department. The Event Services Manager will interact directly with production companies, PSAV (rigging), GES (electrical services), audio visual and lighting companies, destination management companies and all vendors providing services and products to Hemisphere Ballrooms, Swan Ballroom, Pacific Hall and Atlantic Hall.

## **OUTSIDE CONTRACTOR MOVE IN / MOVE OUT STANDARDS:**

Loading Dock and elevator access is to be scheduled in advance through your Convention Services Manager.

To ensure the integrity of the Hotel, as well as all outside material brought into the Hotel, Hotel arranged Security is to be employed during all move-in and move outs. A minimum of two Security Guards are to be employed and stationed to monitor the Loading Dock and the destination location. Additionally, a Security Guard is required to be employed to operate the freight elevator. The smaller "Service" elevators near the Hotel Receiving Dock and kitchens are not designed for powered pallet jacks, only for hand trucks.

The cost of these Security Guards will be consistent with the general security fees at a cost of \$35.00 per hour with a four- hour minimum. If the freight elevator is required an additional Security Guard may be required at the same rates.

The hotel requires a move-in inspection of all destination locations (and the move-in / out route) to be used by an Outside Contractor / Exhibition or Production Company. This inspection can be arranged by your Convention Services Manager and the inspection will be completed before move-in can begin.

Following move-out a teardown inspection to record the condition of all destination locations (and the move-in / out route) will be conducted with the Outside Contractor / Exhibition or Production Company. Any damage that occurred during the move-in / event / move-out will be the responsibility of the Outside Contractor / Exhibition or Production Company.

We do ask that the hotel areas be returned to their original condition after move out and if not returned to the original state, a clean up fee will result. Post event cleaning as necessary can be contracted through GES.

# **GENERAL INFORMATION**

## **1. FLOOR PLAN**

Once your floor plan has been designed, it must be approved by the Code Compliance Branch of the Reedy Creek Improvement District. The Fire Marshal may inspect your show prior to opening and at any time during the exhibition. Your exposition services company can assist with the floor plan approval process. Your floor plans should make specific mention of any exhibits that will require special attention by the Fire Marshal.

Bone yards will only be allowed if they are designated on the floor plan approved by the Fire Marshal. Otherwise, all crates, boxes, road boxes, etc., will be removed from the exhibit halls, as well as the dock area, once move in has been completed.

Ballroom foyers are to remain clear for ballroom and guest access. Any exhibits and/or table top displays in the foyers are also subject to Fire Marshal approval.

Please forward all floor plans to the following address for approval:

Reedy Creek Improvement District  
P.O. Box 10170  
Lake Buena Vista, FL 32830-0170  
407/560-7083      407/560-1959 Fax      [fireprevention@rcid.org](mailto:fireprevention@rcid.org)  
***RCID Website: [rcid.org](http://rcid.org)***

Once your floor plan is approved, please forward two copies to your Hotel Convention/Conference Service Manager.

For all stages 30” or more in height, a Reedy Creek Non-Structure building permit will be needed in addition to Fire Marshal approval. Please include a separate drawing of the stage elevation and detailed information on stage construction. Please note that the local fire code requires safety rails with stages of 30” or more in height. The cost for the building permit is currently \$35.00 (subject to change) and (1) copy of the floor plan with a separate drawing of the stage elevation and detailed information on stage construction should be additionally sent to:

Lisa LaNasa  
Permit Technician Building and Safety  
407/828-2034      [llanasa@rcid.dst.fl.us](mailto:llanasa@rcid.dst.fl.us)

## 2. MOVE IN/OUT

The show sponsor is responsible for ensuring that the exposition services company makes appropriate arrangements, and provides adequate labor so that move in and move out schedules can be followed in accordance with the sales contract. Your Convention/Conference Service Manager should be advised of all requirements so arrangements can be made to block adequate loading dock/ freight elevator time and adequate support staff. Only electric and propane powered fork lifts may be used in the exhibit hall. **Internal combustion engines are strictly prohibited. Propane lifts may only be used if special gas leak detectors are available.**

Prior to move in, you or your exhibit/trade show representative will be required to sign for a copy of these regulations. Prior to move out, there will be a joint inspection of the premises to identify any damage.

Any front of the house load-in/out must be approved in advance by the Convention/Conference Service Manager.

On the final move out day, all pallets, skids and crates will be removed from the property by the Exhibit Decorator.

## 3. STORAGE

Please ensure that your exhibitor kits contain information advising exhibitors not to ship directly to the Hotel due to our lack of storage space. If exhibits are shipped directly to the Hotel it will be necessary to impose handling and storage charges, at the prevailing rates, if we are able to accept the freight.

## 4. SECURITY

The Walt Disney World Swan & Dolphin Security Department is the exclusive provider of security services for all events at the resort. Rates are available through your Convention/Conference Service Manager.

- a. The WALT DISNEY WORLD SWAN AND DOLPHIN Security Department monitors the premises with uniformed officers on a 24-hour basis.
- b. Armed security is not permitted.
- c. Private security companies will not be allowed on the premises without first having been cleared through the Director of Security sufficiently in advance to permit confirmation of licenses and insurance coverage.

## 5. MAINTENANCE OF THE EXHIBIT AREA

**GES is the exclusive provider of trade show cleaning services to include pre-show, nightly, post-show, and exhibitor cleaning services. In addition, GES is responsible for maintaining the cleanliness of the loading docks at the expense of the decorator or show management.**

The WALT DISNEY WORLD SWAN AND DOLPHIN provides in-house lighting, heating, and air-conditioning throughout the exhibit area. Remember that the exhibit area is made available to you as a "clean" hall and, therefore, must be returned as a "clean" hall. Your exposition services company must be advised of the need to *remove from the premises* all props, trash, booths, and other materials that constituted the show. The Hotel's Event Support Manager will make arrangements for the delivery of dumpster(s) for the decorator's removal of exhibit trash. Hotel dumpsters may not be utilized. The cost for dumpster removal will be posted to the master account. It is also important that your decorator, at all times, respects the requirement to keep hallways, stair wells, fire exits, and emergency equipment free from materials that could impede traffic in event of an emergency.

## 6. TECHNICAL INFORMATION

Additional technical information can be made available from the Convention/Conference Service Department upon request.

## 7. PERSONNEL/STAGE HANDS

- a. All personnel/stage hands are required to wear any type of visible photo identification at all times. There are absolutely no exceptions to this requirement.
- b. The exposition service company is responsible to hire competent personnel to setup, operate and remove their equipment, and is also responsible for the actions of any personnel attached to or associated with their staff.
- c. All labor employed by a exposition service company, regardless of their craft, must wear a uniform shirt (excluding open body style) identifying the company for which they work. T-shirts are acceptable. Service contractor employee's clothing will be neat, reflecting an overall tidy appearance.
- d. Smoking, eating or drinking is prohibited within all exhibit areas during load in/out. Room Service or catered meals are allowed, per the client's request, at a cost. Beverages will be restricted to non-alcoholic during setup and teardown. Food and beverages staged or stored in Hotel service corridors is Swan and Dolphin property and not to be touched by exposition service companies.



## **7. PERSONNEL/STAGE HANDS – (CONTINUED)**

- e. The possession or use of intoxicants on Swan and Dolphin property is prohibited. Possession or use of drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises.
- f. The possession of firearms, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or the use of abusive language is a violation of Hotel policy and will result in immediate removal of the individual from the premises.
- g. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.

## **8. ELECTRICAL POWER DISTRIBUTION**

All electrical distribution must meet National Electrical Code and Reedy Creek safety requirements. GES Electrical Services can assist you to ensure compliance. All power hookups will be the responsibility of the WALT DISNEY WORLD SWAN AND DOLPHIN through GES Electrical Services. Cabling across exits and walkways must be covered with rubber mats and taped down to ensure safe egress. Frequently the Fire Marshal representative will visit the hotel to ensure these requirements are met.

## **9. DOLPHIN GRILL & SWAN REFLECTIONS CAFETERIAS AND PRE-FUNCTION AREAS**

- Show staffs are not to enter the employee cafeterias between the hours of 11am and 1 pm.
- Pre-function areas on Ballroom and Exhibit Hall are not designated break areas.

## **10. MARSHALING FACILITIES**

Tractor trailer off-site parking requires a 45 day notice in advance to first day of move-in.

Due to a limited access roadway, parking and in the interest of safety, drivers do not report to the convention loading area until the contracted decorator contacts them.

## **11. PARKING**

There are to be no personal vehicles parking in the loading dock area at any time. All workers need to park in the cast parking lot located at the beginning of the service entrance drive of the Dolphin. If workers choose to park in guest parking areas, they will be on their own for any charges affiliated with parking in these areas.

# ***GENERAL RULES AND REGULATIONS***

## **1. FLAMMABLES/GASES**

- a. Flammable liquids or substances, and caustic chemicals are not allowed in exhibit halls. Propane tanks may not be exhibited unless they are empty and certified as never having held propane gas. Neon tubing and devices may only be utilized if strict protection criteria is followed. If you plan on using neon, you must obtain Fire Marshal approval.
- b. A Certificate of Fire Retardant Treatment shall be available within an exhibit as proof of flame retardant treatment.

## **2. SMOKING**

Smoking is not permitted in the exhibit hall, ballrooms, loading docks, upstairs landings, restrooms, stairwells or back of the house areas. The only smoking permitted area on property is located by the security east entrance, near the purchasing loading docks.

## **3. COOKING**

- a. Any use of cooking equipment is allowed in trade shows only through Fire Marshal approval. Contact your Convention/Conference Service Manager if you wish to understand this prohibition.
- b. There shall be no grease producing equipment (electrical or gas) in any convention area. A ventless hood cooker with a factory installed fire protection system may be acceptable with prior approval of the Fire Official (e.g., self contained extinguishing units that are FM [Factory Mutual] or UL [Underwriters Laboratory] approved. Systems will require hoods and extinguishing pull starter, at a minimum).
- c. Any open flame device (fire knives, torches, etc.) shall require a permit and fire watch.

## **4. WALLS**

Nothing may be placed, leaned against or affixed to any wall in the exhibit area. This includes writing, tacking, taping, crates, exhibit panels, and pallets, etc.

Ballroom walls are decorated with hand painted canvas. These are genuine works of art, and production companies are requested to take extraordinary measures to guard against damaging these canvasses. Special care must be taken when operating work platforms/scissor lifts in the vicinity of the canvasses.

## 5. EXIT ACCESS

Displays and exhibits shall be installed in such a manner as to not interfere in any way with access to required exits or exit signs, nor shall any display block fire equipment. Storage in all foyer areas is prohibited.

## 6. EXHIBITS

- a. Exhibit booths must be constructed in such a manner that fire extinguishing chemicals and sprinkler system water are not impeded should there be a fire emergency. If a booth is to have a covering, it must be of a water permeable material, or clearly have alternate open strips of no less than three feet in width throughout the entire top covering.
- b. Minimal aisle width allowable is eight feet. Ten foot aisles are preferred and encouraged.
- c. All materials used in booth decoration must be flame retardant.
- d. Exhibit booths shall be constructed of non-combustible materials.
- e. All packing containers, wrapping materials, and display materials must be removed from behind booths and placed in storage.
- f. All items on display may be in operation provided they comply with safety regulations, local ordinances, and noise restrictions. Noisy equipment used in demonstrations should be operated intermittently.
- g. Loud speaking or shouting, mechanical sound, or any unnecessary noises to attract attention will not be permitted.
- h. Flood lighting or other lights may not be installed in such a way that the glare is annoying to visitors or neighboring exhibitors.
- i. For a two-level booth the requirements must include a building permit using an engineer stamped floor plan (60 days out); dual railing on the stairs; walls on the second floor and fire extinguishers on the first floor.

## **7. CARPETED AREAS**

- a. All carpeted areas must be protected during move in/out with visqueen. Polytak is no longer allowed in the exhibit area. All visqueen must be secured with gaffers tape or double-sided tape only. No duct tape, or similar products will be allowed to be placed on any carpeted area.
- b. Plywood sections, over ballroom carpet or thresholds leading to exhibit room, must be used to protect these areas when heavy equipment or materials are moved from point to point
- c. All public area's must use polytak.

## 8. ELECTRICAL SERVICES

- a. Rates quoted for electrical services cover the bringing of outlets to the back of the booth in the most convenient manner.
- b. Payment must accompany all orders 21 days prior to show move-in date.
- c. Exhibitors requiring an electrician for other than normal installation to the electrical outlets in the back of the booth will be charged an additional labor and/or material charge.
- d. Voltage available: 110V, A.C. Single Phase, 60 cycle  
208V, A.C. Single Phase, 60 cycle  
208V, A.C. 3 Phase, 60 cycle  
  
Other voltages are available, when notified in advance, at an additional charge.
- e. Use of open clip sockets, latex or lamp cord wire, in exhibits is prohibited.
- f. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- g. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- h. All exhibitor's 120 volt cords must be of the 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- i. The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical supervisors.
- j. Electrical wires may not be taped to floors in front of doors or hallways, but must be strung and fastened overhead.
- k. All wires on floors must be taped or covered to prevent a safety hazard.
- l. In Pacific Hall, Hemispheres Ballroom and Swan Ballroom, the electrical covers cannot have heavy items placed on them. These floor plates must also be returned to their original position upon conclusion of the show.

## **9. MOTORIZED VEHICLES**

Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine using Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, mowing equipment and watercraft.

- a. All motorized vehicles which are displayed shall have at least one battery cable removed from each battery.
- b. Fuel tanks should not be more than 1/8 full.
- c. All fuel tank openings shall be taped in a manner that prevents the escape of vapors.
- d. Propane bottles on recreational or other types of vehicles are to be removed from vehicles prior to moving into the exhibit area/building. Whether full or empty, such bottles are prohibited inside the exhibit hall/hotel.
- e. Drip pans, plastic drop cloths, or other acceptable devices will be placed under motorized vehicles to protect floors from oil and lubricant leakage.
- f. If motorized vehicles are to be displayed on Hotel carpeting, additional protection in the form of visqueen, plywood or plastic runners, and decorator carpet, is required.
- g. Motorized vehicles will be displayed with a minimum of six feet free space around all four sides outlined with decorator's stanchions.
- h. Fueling and de-fueling of vehicles is prohibited.
- i. Vehicles shall be man-handled into and out of position, and not moved during show hours.
- j. A fire extinguisher must be placed within 3' of the vehicle.

## **10. MATERIAL HANDLING EQUIPMENT**

- a. Motorized material handling equipment is not available for use/rental from the Hotel.
- b. Material handling equipment driven by internal combustion engines may not be utilized within enclosed ballrooms or exhibit halls.
- c. Pallet jacks and electric or hydraulically operated material handling equipment may be utilized provided carpeted areas are adequately protected from staining and tearing through the use of plywood, visqueen, or other similar products. Use of forklifts require plywood or masonite in the pathways, only electric forklifts are allowed in the ballrooms / enclosed spaces as propane if forbidden.

## 11. RIGGING GUIDELINES

- a. The WALT DISNEY WORLD SWAN and DOLPHIN hotels are both equipped with rigging systems in order to assist our clients with shows requiring overhead rigging. These systems were designed and installed in order to expedite the move-in and move-out process. In order to help assist our clients in utilizing these systems to their full capacity we have selected PSAV as our exclusive rigging contractor. PSAV is responsible for all rigging and related overhead safety on property. The following document contains the standards set forth for rigging practices and equipment. PSAV staff will provide all necessary rigging labor for productions at the Swan and Dolphin. All rigging activities defined as follows must meet the following minimum standards.
- (1) Rigging encompasses attaching hardware to ceilings, usually, rigging motors, trussing, lighting, and audio. Riggers are responsible for inspecting all equipment flown and assisting with load factors insuring that weight limits are strictly enforced and that no damage is imposed to the ceilings.
  - (2) PSAV riggers are responsible for overhead as well as all truss, speaker and other attachments on the ground.
- b. PSAV must receive all proposed rigging drawings **no later than thirty (30) calendar days prior to scheduled load-in. Failure of appropriate notification will result in overtime rates.** Included with the drawing should be an agenda or on-site schedule so that we may properly schedule all necessary personnel. Lighting and sound equipment rigging plots are strongly recommended. The Hotel and PSAV will not be responsible for lost time or additional costs resulting from rigging modifications, adjustments, or changes required on site.

c. Rigging Signage:

- (1) Absolutely nothing is to be hung from conduit, sprinkler pipes or lighting fixtures.
- (2) Only vinyl or cloth signs without metal or wood frames can be hung from the form tabs. (The tabs are from the construction process and were not designed to be loading bearing) in Atlantic Hall.
- (3) Gator foam or similar products can also be hung from the form tabs.
- (4) Any signage in excess of 25 lbs. must be hung from the rigging track no matter what type of construction.
- (5) Should there be a need for PSAV to hang signage, they will only provide the attachment to the track. PSAV can provide all necessary rigging equipment at cost to the client (i.e. pipe, rope, wire rope, and rigging accessories) with advanced notification.
- (6) Scissors lifts may be rented from PSAV at prevailing rates.
- (7) Only vinyl or cloth signs without frames can be hung in the low 14' ceiling in Atlantic Hall. There is no rigging track to hang anything heavier than 25 lbs. in this area.
- (8) All attachments will be made with approved domestic source products. Signs hung by PSAV will require wire rope.
- (9) All signs must be 8' off the ground per regulations. PSAV will not hang any signage which they consider a safety hazard.



## 12. CUSTODIAL SERVICES AND WASTE REMOVAL

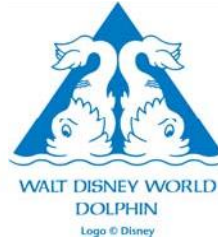
GES is the exclusive provider of trade show cleaning services to include pre-show, nightly, post-show and exhibitor cleaning services. In keeping with our cleaning standards, we have prepared this Clean Hall Policy. The following areas are the responsibility of GES at the expense of the decorator or Show Organizer. The following areas should be cleaned throughout the event, including move-in and move-out, and should be left free of debris, including tape and tape residue, at the end of the event:

- Loading docks & truck bays
- Exhibition floor (including aisle trash, booths, and carpet)
- Registration Area(s)
- Any areas used by the Show Organizer (including outside overhangs, lobbies, and contractor offices)
- Show Organizer MUST have labor on site from GES for cleaning of the Exhibit Halls and Loading Docks during ALL contracted move-in, show and move-out days. Partial cleaning schedules and schedules providing post-event cleaning will not be accepted.
- Exhibitors who have ordered catering or are preparing and serving food in their booths MUST be required to order booth cleaning services as well.
- All loading dock areas utilized by the contracted decorator must be cleaned every night prior to end of the decorator workday.

The hotel provides at no charge, custodial services for all public areas, restrooms and meeting rooms. The group is responsible for all show related waste, this includes but is not limited to bulk trash, production and stage related waste to include Polytak and Visqueen, exhibitor waste and adhesive products. Dumpsters accumulated throughout the trade show will be charged to the group master account. It is the responsibility of the group to return the assigned hotel space to 'move-in condition'. Bulk Trash (crates, carpet, pallets, etc.) are the responsibility of the decorator. Bulk materials not removed by the group / decorator / production companies will be removed by GES staff and billed at the prevailing rate.



**STARWOOD**  
HOTELS & RESORTS WORLDWIDE, INC.



## OUTSIDE COMPANY CHECKLIST For Move-in/Out

Today's Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Outside Company Name: \_\_\_\_\_

Contact/Phone: \_\_\_\_\_ Contact/Fax: \_\_\_\_\_

Date/Time of Move-in: \_\_\_\_\_

Date/Time of Move-out: \_\_\_\_\_

Location/Room: \_\_\_\_\_

Convention Services Manager: \_\_\_\_\_

**To be completed at walk-through:**

Outside Company Representative: \_\_\_\_\_  
(Print Name & signature)

Hotel Representative: \_\_\_\_\_

**General Condition of (note cleanliness and existing damage):**

	IN		OUT	
	Clean	Damage	Clean	Damage
Loading Dock:	_____	_____	_____	_____
Freight Elevators (Self & Freight):	_____	_____	_____	_____
Service Hall Floor:	_____	_____	_____	_____
Room Entry Doors (Service):	_____	_____	_____	_____
Carpet at Entry (Service):	_____	_____	_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed Procedure of Carpet Protection?                      Yes      No  
Review Procedure of 2' Clearance to walls?                      Yes      No

Please walk room and note any existing damage on Floor Plan on Reverse.

**To be completed at move-out:**

Outside Company Representative: \_\_\_\_\_  
(Print Name & signature)

Hotel Representative: \_\_\_\_\_

**WALT DISNEY WORLD SWAN AND DOLPHIN EXHIBIT REGULATIONS**

**I have read and will adhere to the policies as outlined. I understand that failure to observe these policies may result in financial penalties.**

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Dates: \_\_\_\_\_

CS Manager: \_\_\_\_\_

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