



Sheraton  
Sopot  
HOTEL  
CONFERENCE CENTER & SPA

# Event organizer`s directory



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EVERY EVENT IS DIFFERENT AND THE EVENT ORGANIZER'S DIRECTORY CANNOT CONCEIVABLY COVER EVERY POSSIBLE SCENARIO. IF THERE IS ANYTHING THAT IS NOT COVERED EXPRESSLY IN THIS DOCUMENT, PLEASE KNOW THAT THE SHERATON SOPOT HOTEL, CONFERENCE CENTER & SPA RESERVES THE RIGHT TO DETERMINE NECESSARY CONSIDERATIONS OR STIPULATIONS ON AN AS-NEEDED BASIS. OUR SOLE EFFORT IS TO INSURE THE SUCCESS OF YOUR EVENT AND SAFEGUARD THE SAFETY AND EXPERIENCE OF ALL OUR GUESTS. WE DO KNOW THAT YOU WILL APPRECIATE OUR EFFORTS.

THE HOTEL RESERVES THE RIGHTS TO CHANGE GENERAL POLICIES, RULES AND REGULATIONS MENTIONED IN THIS DIRECTORY WITHOUT PRIOR NOTICE.

## 1.1. LOCATION AND DIRECTIONS

Sheraton Sopot Hotel, Conference Center & Spa is conveniently located in the center of Sopot, next to the beach and the famous longest wooden pier in Europe.

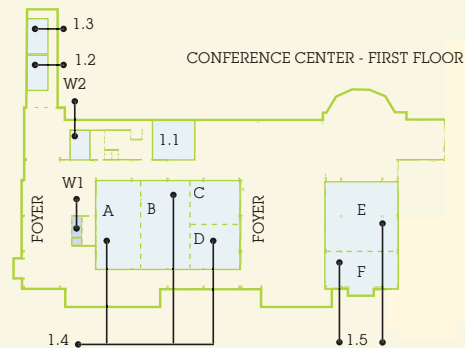
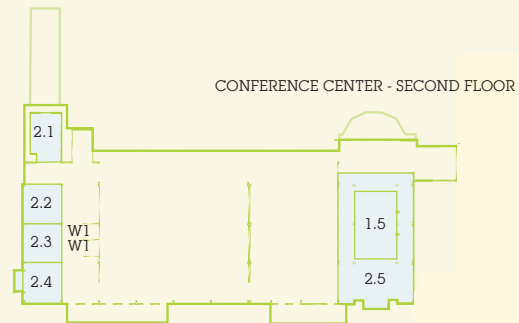
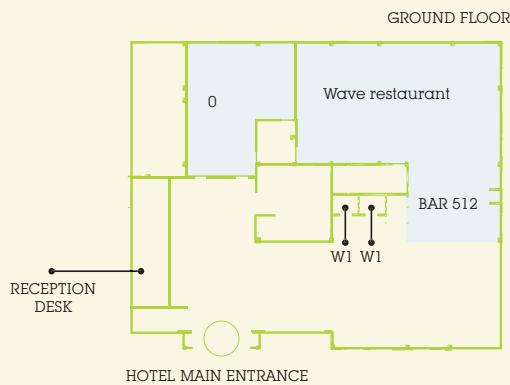
Distance from the Lech Walesa Airport in Gdansk:  
20 km (0.5 hour driving time)

Distance from the train station in Sopot:  
700 m (5 minutes driving time; 10 minutes walk)

Distances between Sopot and four main Polish cities:  
WARSAW: 400 km south (5 hours driving time)  
KRAKOW: 700 km south (9 hours driving time)  
POZNAN: 300 km southwest (4,5 hours driving time)  
WROCLAW: 450 km southwest (6,5 hours driving time)



## 1.2. MEETING SPACE CAPACITY



### Key

- ROOM 0: DAVID LIVINGSTONE (PRIVATE DINNING ROOM)
- ROOM 1.1: VASCO DA GAMA
- ROOM 1.2: WILLEM BARENTS
- ROOM 1.3: ROALD AMUNDSEN
- ROOM 1.4: COLUMBUS (AUDIOHALL)
- ROOM 1.5: MARCO POLO (BALLROOM)
- W1: ELEVATORS
- W2: CARGO ELEVATOR
- ROOM 2.1: HENRY HUDSON
- ROOM 2.2: JAMES COOK
- ROOM 2.3: AMERIGO VESPUCCI
- ROOM 2.4: FERDINAND MAGELLAN
- ROOM 2.5: MARCO POLO BALCONY

## ROOM DIMENSIONS AND SEATING CAPACITY

Room Name	Square Metres	Dimensions	Height	Banquet	Theater	Reception	Classroom	U-Shape	Square
David Livingstone (PDR)	105	7,5 x 14,0	3,3	70	80	80	60	36	-
Christopher Columbus (AudiHall)	545	29,5 x 18,5	6,5	360	550	600	400	110	136
Columbus A	185	10,0 x 18,5	6,5	120	210	180	100	50	74
Columbus B	175	9,5 x 18,5	6,5	120	210	180	100	50	74
Columbus C	92	10,0 x 9,2	6,5	40	90	80	30	30	40
Columbus D	92	10,0 x 9,2	6,5	40	90	80	30	30	40
Vasco da Gama	66	8,5 x 7,8	3,7	40	50	50	36	20	24
Willem Barents	21	6,1 x 3,5	3,7	10	20	20	12	12	14
Roald Amundsen	21	6,1 x 3,4	3,7	10	20	20	12	12	14
Marco Polo (Ballroom)	345	23,0 x 15,0	12	240	220	300	144	52	64
Marco Polo E	225	15,0 x 15,0	12	120	160	100	56	40	60
Marco Polo F	120	8,0 x 15,0	3,3	70	130	80	42	35	42
Henry Hudson	46	7,9 x 5,8	2,7	20	35	30	20	16	18
James Cook	60	7,7 x 7,8	3	40	50	50	24	23	32
Amerigo Vespucci	49	7,6 x 6,5	3	30	45	40	24	21	28
Ferdinand Magellan (Boardroom)	59	8,0 x 7,4	3	N/A	N/A	N/A	N/A	N/A	20
Marco Polo Balcony	233	-	3,7	80	N/A	200	N/A	N/A	-

### 1.3. FLOOR PLANS

Floor plans are available to assist Event Organizers in planning the set up of their function. Floor plans indicate dimensions as well as common areas, restricted areas, emergency exits and other fixtures that should be taken into consideration. Floor plans are provided for all exhibitions, special events, registration builds and entrance features.

PDF/Electronic versions of the Conference Centre floor plans showing no-build zones, foyer build zones, entrance ways etc. on Hotel's website at <http://www.sheraton.pl/sopot/>.

A full list of internal access door dimensions is available upon request.

The Hotel's Event Sales Coordinators will gladly provide information or guidance of how to optimize the set up and comply with the local Safety and Security Regulations. It is also recommended that a site inspection must be arranged well in advance, in case of any concerns.

An event set up/lay out plan should be presented to the Hotel for approval at least 7 days prior to the start of the event to avoid additional costs of last minute changes.

Prior approval for set up of events that use the common areas and public space other than the meeting rooms is required. The Hotel reserves the right to decline access or set up in public and common areas if such set up is considered a hazard for the safety of the event and does not meet the Fire Safety standards. It is the responsibility of the Event Organizer to inform all subcontractors of such requirements.

### 1.4. ACCESS TO THE CONFERENCE CENTER

There are two access doors to the conference center. The main door is at the corner of Powstancow Warszawy Street and the driveway to the hotel. We strongly recommend to use this entrance for all events that involve other than hotel guests. The main cloakroom is conveniently located by the door. The second entrance is from the ground floor of the hotel building. Please follow the signs located in the hotel Lobby.

## 1.5. ELEVATORS

There are three guests' elevators and one freight elevator in the Conference Center. The freight elevator is located on the west side of the facility and is serving all levels from the underground parking to the second floor. Public guest elevators may not be used to transport equipment or exhibit materials. Both event cargo and equipment should be transported on the freight elevator. The maximum load of the freight elevator is 4300 kg (dimensions 2,7 x 5,8 x 2,2 m) and can be used to transport medium size vehicles.

Please note that there is a 1.9 m height clearance to the underground parking in case you need to access the elevator from there.

## 1.6. ACCESS FOR PERSONS WITH DISABILITIES

Sheraton Sopot Hotel, Conference Center & Spa is a fully accessible facility.

## 1.7. COMMON SPACE

The pre-function areas of the Hotel as well as some of the corridors of the Conference Center, public toilets, elevators and stairs are considered common and may be shared with other events or Hotel/Conference Center guests.

Should the event require exclusivity of such areas, the Hotel needs to be notified prior to the signing of the Contract for the event and such clause should be included in the agreement. Exclusivity requirements may incur additional charges.

All common parts must be kept unobstructed at all times. Event Organizers, their staff and agents must keep all common parts clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

## 1.8. PARKING

There are three underground parking in the proximity of the Hotel. All parking facilities are operated by an independent operator and are not a part of the Conference Center.

The parking directly under the Conference Center has 93 parking bays. There is a guest elevator from the underground parking to the Conference Center which can be made operable on request of the Event Organizer. Two other parking facilities: one for 200 and one for 63 bays are in a close proximity to the hotel with no direct access to the Conference Center building.

Please note that none of the underground parking lots can accommodate neither trucks, lorries or buses, nor gas operated vehicles. Vehicular access is limited to cars and motorcycles only. The maximum height of vehicles allowed is 1,9 meters. Conditions of entry are posted at the entrance to the car park, at all payment facilities and on the reverse of the car park ticket. The Hotel can assist with special arrangement and prior reservations but cannot guarantee availability.

The parking bays on the street in front of the Hotel are also for cars and motorcycles use only.

Open air parking space available for buses is located on Haffner Street approximately 1 km from hotel.

Please note that all public parking along the streets are at a charge per hour, payable at the park meters. Hours and charges may vary subject to season.

Should such parking bays be needed for the event, request for reservation must be addressed directly to Zarząd Dróg i Zieleni w Sopocie in advance. (Tel. +48 58 551 72 61).

## 1.9. ANIMALS

Animals or pets, with the exception of guide, signal or service dogs, are not permitted in the Conference Center except an approved exhibit, activity or performance legitimately requiring the use of animals. Such animals must be on a leash or in an enclosed pen and under control at all times. The owner is fully responsible for his/her animal. Any entry to the Conference Center with animals requires prior approval of the hotel management and may incur additional charges.

## 1.10. SMOKING

Sheraton Sopot Hotel Conference Center and Spa is a smoke free facility. Smoking in public areas is prohibited by law in the country. Organizers are kindly requested to inform participants in advance of the above. Smoking in public areas may incur fines of up to 1000 PLN. Ashtrays have been provided by the main entrances to the Hotel and Conference Center.

## 1.11. ALCOHOL AND DRUGS POLICY

Designated service contractors (set up and tear down teams) will be denied access in cases where they are under the influence of alcohol or drugs. The hotel reserves the right to conduct breath checks in case of suspicion of drug and alcohol use.

## 1.12. MANAGER'S RIGHT OF ACCESS

The Hotel reserves the right to intervene immediately: cancel, interrupt or otherwise modify any function which adversely affects the good reputation of the Hotel, if it deems that fire protection or other safety rules have been, or are about to be, broken and in cases the event violates the general principles of social conduct. In such cases, all costs, including the costs of the Hotel's intervention, shall be fully borne by the Event Organizer. Hotel's Manager on Duty is the representative of the Hotel Management.

### 1.13. MANAGER ON DUTY

Please note that in case of any issues that cannot be solved by the StarMeeting Concierge or Banquet Service please contact the Manager on Duty.

### 1.14. LIABILITY

The Hotel shall not be liable for the loss and/or damage of equipment, furniture or other objects brought into the Hotel's premises by the Event Organizer, the Organizer's guests or persons authorized by the Organizer. The Event Organizer shall indemnify the Hotel, its directors, representatives and employees against any claims of third parties in connection with any damages or losses arising during the function for which the Hotel is not liable.

### 1.15. FORCE MAJEURE

The Event Organizer shall not raise any claims in connection with loss incurred by the Organizer in the case of a cancellation or postponement of the Function by the Hotel due to Force Majeure.

### 1.16. LEGAL DISPUTES

Any legal disputes arising from the Contract Agreement shall be resolved by the competent court in Gdansk in accordance with the Polish law.

## 2. SERVICES

### 2.1. STARMEETING CONCIERGE

Our StarMeeting Concierge will be the single point of contact during the event. It will be beneficial for the StarMeeting Concierge to get to know the main decision makers during the event and agree on means of internal communication. The hotel is in position to provide wireless hand held phones to the Event Organizer for ease of contact.

For all ad hoc requests, our StarMeeting Concierge desk located on the 1st floor of the Conference Center is at service.

Please call: for internal calls 2000 1923 for external calls + 48 784405024.

### 2.2. EVENT SERVICES

#### 2.2.1. BUSINESS SERVICES

Business Services are available from the StarMeeting Concierge desk, located on first floor of Conference Center.

Please call: for internal calls 2000 1923 for external calls + 48 784405024.

Services available include:

- Photocopying
- Printing
- Facsimile
- Laminating
- Scanning
- Stationery items
- Computer and Internet access
- Wireless Internet cards
- CD burning
- Conference calls
- Meeting room rental

Please note that all of the mentioned services are additionally charged.

### 2.2.2. AUDIO/VIDEO EQUIPMENT

A/V equipment requirements, cabling and satellite transmissions needs should be communicated to the Event Sales Coordinator and included in the Contract Agreement conditions. Please note that on some occasions the Hotel may use third parties to provide the service. Your Event Sales Coordinator will make sure that these reflect the technical standards of your specification.

The rent of audiovisual equipment shall be based on the standard price list of the Hotel, which can be found under the following link:  
[www.sheraton.pl/sopot/pl/meetings](http://www.sheraton.pl/sopot/pl/meetings)

In case of Event Organizer providing own equipment for the function, the Hotel shall be entitled to charge a flat rate for power consumption of PLN 4 (net) per participant per day of the function. Please note that the Hotel does not provide extension cords.

The Hotel strongly encourages Organizers to seek engineering and technical advice from the Hotel for events that are IT or AV savvy.

**The Hotel will not take responsibility for systems incompatibility if these were not discussed and agreed in advance.**

Please note that any last minute changes of set up or equipment may incur significant costs.

### 2.2.3. INTERNET ACCESS

If you require wireless Internet access (Wi-Fi) for your function, please contact StarMeeting Concierge. Extra charges apply based on the speed per computer per day. Please ask your Event Sales Coordinator for details.

### 2.3. CATERING

The Hotel's Food and Beverage Policy states that the Hotel has sole rights for the sale and distribution of any article of food or drink for consumption on site. These rights represent a material commercial value and any item distributed by an organizer or exhibitor (irrespective of external sponsorship agreements) must be approved by the Hotel in writing.

The final decision regarding the chosen menu must be confirmed in writing no later than 14 days (fourteen days) prior to the commencement of the function.

Neither the Event Organizer, persons authorized by him, nor the Organizer's guests may bring into the Hotel's premises any food, beer or other alcoholic or non-alcoholic beverages for consumption, unless the Hotel agrees thereto in writing and the Event Organizer pays an applicable fee.

The Hotel operates under the Polish Food Safety Regulations and has implemented HACCP standards of Food and Beverage handling. It involves monitoring, verifying and validating the daily work at all stages of food preparation, from receipt of raw materials through to final customer service. By choosing to hold their event on the premises of the Hotel and the Conference Center, the Event Organizer agrees to comply with and adhere to these standards.



## 2.4. HOTEL SERVICES

### 2.4.1. CHECK-IN AND CHECK-OUT

Event Organizer is obliged to inform his Guests that check-in begins at 3 p.m. on arrival day and check-out ends up at 12 p.m. on the departure day. The Hotel cannot guarantee neither room availability before 3 p.m., nor late check-out. Such requests are subject to availability. If guests wish to extend their stay or arrange late check-out, they are kindly requested to contact Front Desk. Please note that late check-out is at extra charge per each hour of extension.

### 2.4.2. CHANGES IN GROUP RESERVATIONS

Changes in group reservations cannot be made later than 24 hours prior to arrival date

### 2.4.3. HOTEL CREDIT

If guests wish to charge their room with any extra expenses, they should open hotel credit line. In order to do that, they are kindly asked to leave cash deposit or provide a valid credit card for preauthorization at the Front Desk.

## 2.5. CLOAKROOM

The cloakroom is located on the ground floor at the main entrance to Conference Center. The cloakroom is available for storage of personal items only and cannot be used for the storage of event-related material. This is a complimentary service, and the Hotel accepts no responsibility for the loss of – or damage to – personal items. Should separate cloakroom be needed (or) for alternative arrangements please contact your Event Sales Coordinator.

### 3.1. PROMOTIONAL MATERIAL

The full registered name of the Hotel is "Sheraton Sopot Hotel, Conference Center & Spa". The use of the name "Sheraton Sopot Hotel, Conference Center & Spa", a part thereof or any registered trademark of Starwood Hotels & Resorts or its affiliates in advertising or in any information on the function shall require the prior written consent of the Hotel.

Whenever promoting an event at the Hotel or the Conference Centre the Organizer is obliged to use the full registered name of the property and the approved logo. Our Event Sales Coordinators will gladly provide you with such graphics in various formats as needed.

Any graphics or pictures of the property need to be approved by the Hotel Management prior to publishing.

The Hotel requires one (1) copy of all relevant printed promotional material.

The Sheraton Sopot Hotel, Conference Center & Spa location shots, floor plans and maps are available to assist you in promoting your event.

### 3.2. RECORDING

The Event Organizer agrees not to make any film, television, sound, photographic, video, Internet or other recording or transmission in or from the area or the Hotel and the Conference Center and the outlets without the prior written consent of the Hotel Management.

### 3.3. COPYRIGHTS AND PROPRIETARY MATERIALS

Copyright license fees, patent fees, or any other fee or royalty attached to copyrighted or proprietary material are Event Organizer's responsibility. Please ensure that the appropriate reporting and payment of fees cover all presentations associated with an event. Sheraton Sopot Hotel, Conference Center & Spa is not responsible for any violation for infringement of rights of any owner of presented material.

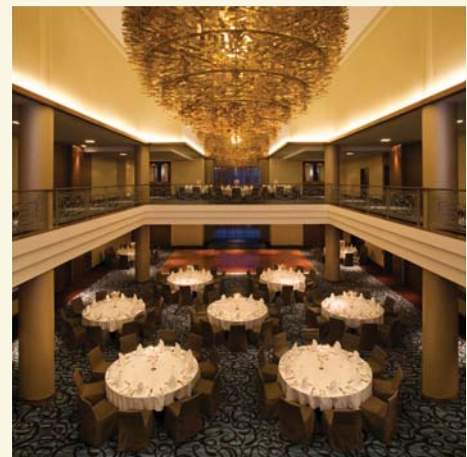
In the event textual, musical, both textual and musical, choreographic works or any other works subject to copyright are performed during the function without a license from ZAIKS, a royalty of 160,00 PLN (net) shall be added to the agreed payment for the function. The Hotel shall transfer the amount of the royalty to the account of the Sopot Branch of ZAIKS.

### 3.4. SITE INSPECTION

All kinds of site inspection visits prior an event must be coordinated with the respective Event Sales Coordinator in order to give you full access to the Conference Center and answer any potential questions.

Please allow for at least a day's notice to make arrangements.

Ad hoc unannounced site inspections may not be possible or conducted with a limited scope.



### 3.5. ROOM REFRESH AND WASTE REMOVAL

Housekeeping service includes ongoing janitorial service, refreshing and cleaning meeting rooms between coffee breaks and cleaning service after events.

Trash removal service is provided during event hours and immediately after daily event closing in the following areas: exhibit hall aisles (excluding exhibit booths), corridors, public space and areas used for meetings. Janitorial services are provided in restrooms throughout show hours.

Areas inside exhibitor booths, as well as carpeted aisles, and registration are to be maintained by the Event Organizers.

Event Organizers are responsible for removal of all trash, in all exhibit areas including (but not limited to) bulk trash, crates, pallets and packing materials, prior to event opening and following move-out. Event organizers and/or their designated service contractors are responsible for removing tape and tape residue remaining on the exhibit floor after the event.

The Hotel Management reserves the right to bill the Event Organizers for any trash removal and cleaning services at prevailing rates to remove tape or tape residue or bulk trash after the designated service contractor vacates the premises at the end of the lease period.

Hotel will charge Event Organizers additionally for special cleaning service, in case of any significant amounts of waste left behind, out of the ordinary cleaning requirements during or after the event.

## 4. SAFETY, SECURITY AND LIABILITIES

### 4.1. PUBLIC SAFETY

- Contracted set up and tear down team should use the Hotel's Loading dock entrance and register at the hotel security. Intercom is available at the door for their convenience.
- Contracted set up and tear down teams will be provided with access badges valid for the time of the event and authorizing them to perform duties on the premises of the Conference Center and the non- guests areas. Badges need to be visible while on premises and presented to Hotel's Security if requested. Hotel's Security may refuse access to the contractors without proper badges.
- Due to security reasons, all event personnel are subject to inspection of cartons, packages or containers brought into or taken out of the Conference Center.
- In order to fulfill our public safety obligation, the Hotel reserves the right to deny further entry into event areas if the event does not meet the critical fire safety standards and the public safety is not best served. The Hotel reserves the right to cancel without notification or deny access to events in instances where the event set up, participants or execution presents hazard to the public safety.

## 4.2. EMERGENCY FEATURES

- The Conference Center is equipped with illuminated emergency exit signs. In addition to the exit signs, flashing „strobe“ fire indicators are located throughout the facility to provide visual warning for guests with impaired hearing.
- A zoned „Public Announcement“ system designed to direct emergency evacuation of the entire building, or any particular section, in a swift, safe and orderly fashion. The Center’s safety announcement systems contains several integrated features that facilitate early detection of hazardous or emergency situations. Among these are:
  - A multi-channel radio system, housed in the Security Safety office.
  - Closed-circuit television cameras located throughout the facility.
  - Emergency all buttons located in all elevators and hotline telephones in hotel`s staircases
  - Smoke Detectors and a sprinkler system, which cover all areas of the Conference Center, including meeting rooms, exhibit halls and public corridors.

Please note that any fire alarm overrides all announcements and AV systems used on the premises of the hotel.

### 4.3. FIRE DEPARTMENT REGULATIONS

- All meeting rooms and exhibit halls have a maximum occupancy that cannot be exceeded (see also: meeting space capacity).
- All doors leading to required fire exit ways must be kept unlocked at all times when the building or floor area served by the fire exit way is occupied. The Center will not chain lock or deadbolt exhibit space for any reason during event hours.
- Decorations, furnishing and equipment shall not impair the visibility of egress signs, hydrants, fire extinguishers and manual call points.
- Exit signs must be visible from any location in the room.
- Stands, stages and other exhibit/decoration materials should be fire resistant or have a fire retardant treatment certification as per EU standards. Such certificates should be made available upon inspection and may be requested by the Hotel for reference and as part of the documents for the event.
- Inflammable or hazardous materials cannot be part of the set up or decoration and use of such will not be allowed on the premises of the Hotel and the Conference Center.
- Due to the existing sprinkler and smoke detection installation using materials or fabrics that cover the ceiling is not allowed.
- Emergency lighting capabilities must be maintained at all times.
- Tents or other structures that may hamper the AC and the fire detection and extinguishing systems are prohibited inside the building without prior written approval of the Hotel Management
- No combustible materials, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.

- Aisles must be a minimum 1,4 m wide for exiting or not less than 1.2 m if the number of people to use the evacuation area is less than 20.
  - Additional set up in the meeting rooms, pre-function areas and corridors cannot result in decrease of evacuation routes
- Please note that the Columbus Audio Hall and Marco Polo Ballroom are separate fire zones and the doors to these zones should have the possibility to close at any time during the event.
- Storage of boxes, AV equipment and other packaging is now allowed in the emergency staircases and any public routes.
- All electrical cabling, extension cords or other appliances connectors should be safely covered and should not present hazard of slipping or stumbling and must meet EU safety standards.
- Use of artificial fog and smoke requires advance consent of the Hotel Management at least a day in advance.

#### 4.4. EVENTS SUBJECT TO ADDITIONAL LEGAL RESTRICTIONS

For events that are subject to particular legal restriction as described in the provisions of the Government Act on Safety of Public Events it is the strictly the responsibility of the Event Organizer to obtain any necessary permissions and meet any obligations as proceeding from the act.

Sheraton Sopot Hotel, Conference Center & Spa is not responsible for any violation for infringement of these regulations and cannot be hold accountable in the face of law for such infringement, failure to comply or neglect of these regulations.

The Event Sales coordinator will direct you to contact the respective institutions.

#### 4.5. HAZARDOUS ITEMS

No dangerous goods or hazardous substances are to be brought onto the premises without written approval from the Hotel Management. These include:

- Compressed flammable gases such as acetylene, hydrogen, propane. Flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based materials.
- Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
- Furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc) are strictly prohibited. Potled living trees may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.
- In cases where vehicles, motorbike or other equipment that contain gasoline tanks and have electrical installation the following procedure must be strictly adhered to:
  - Minimum quantity of gasoline or other combustible liquid in the tank. No refill or emptying of the tank is allowed on the premises of the Conference Center and in the close proximity to its entrances.
  - The battery of the vehicle should be disconnected when the vehicle is on the premises. Please note that disconnecting the battery may result in deactivation of many functions of the vehicle: (locks, alarms etc). The Event Organizer should in such cases make alternative arrangements to allow basic functions. Additional fire fighting equipment should be made available next to such vehicles and these should not be left without supervision.

- Vehicles cannot be left overnight with batteries on.
- The transportation of the vehicle in and out of the building requires special carpet, railing and floor protection and needs to be agreed with the Engineering Department of the Hotel.

#### 4.6. EVENT SECURITY CONTRACTED BY EVENT ORGANIZERS

- Using additional contracted security personnel or agency during the event requires the consent of the Hotel Management and needs to be part of the Contract Agreement. Please note that such personnel will report indirectly to Hotel Security person in charge.
- All contracted security personnel must wear uniforms while on duty at the Hotel. All security agencies must be licensed and bonded. Firearms are prohibited.
- The contracted security firm shall immediately notify the Hotel Security Department verbally and in writing of each incident in leased space that requires official action, such as theft, property damage, or injury. The Hotel Security Department will also prepare a written report of each incident.
- The contracted security firms are obliged to keep a security supervisor on site during the entire duration of the event.
- For all events with exhibits in the common and public areas of the Conference Center the Hotel reserves the right to charge for additional security or request the organizer to provide such.

#### 4.7. KEYS

The Security Department processes all requests for keys to the building, locks changes, and scheduled locking and unlocking of leased space. Electronic key cards are available at no charge. Duplicate keys are only available through the Hotel's Security Department and in some cases may require notice. **Customers who receive keys assume the responsibility for locking and unlocking their leased space.** The Hotel respects customers' security and privacy and will not open any space to which the customers have received keys except in the event of an emergency. Hotel will coordinate daily servicing of the locked spaces with Event Organizers.

#### 4.8. VALUABLES

Please deposit any valuables in Safety Deposit Boxes located inside each hotel room in the wardrobe. For larger items, Safety Deposit Boxes are located at Front Desk. The Hotel cannot accept any responsibility for valuables left unattended in room.

#### 4.9. LOST & FOUND

All lost and found articles are turned to Housekeeping Office. Every effort is made to identify the owner and return all articles. At Hotel's discretion, lost and found articles whose ownership cannot be determined are catalogued and stored at the Hotel for a 120-day period. Articles left beyond 120 days will be disposed of as directed by Hotel Management.

#### 4.10. PROPERTY DAMAGE

The Client shall be liable for all damages to the Hotel, its property and employees, and to the Clients' guests, suffered during the Function or in connection therewith, caused by the Client's guests, persons acting on the Client's behalf or other persons participating in the Function, irrespective of whether the damages occur in the area reserved for the Client or in other parts of the Hotel.

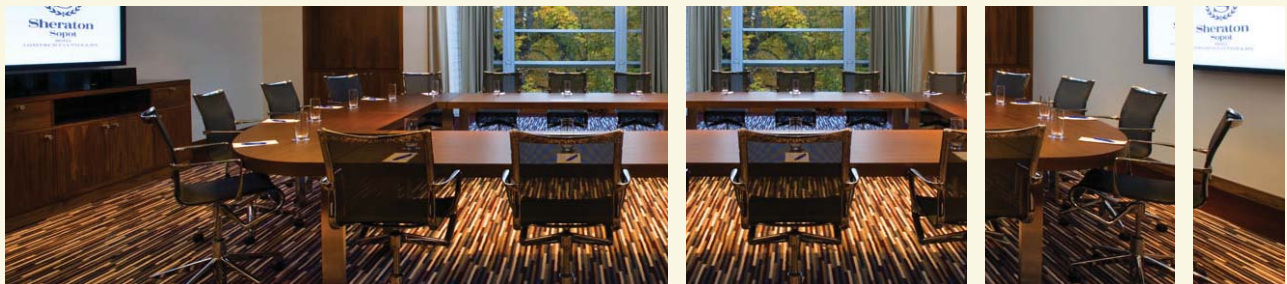
## 5. SIGNAGE AND LIGHTING

### 5.1. INTERNAL SIGNAGE

The Conference Centre and the hotel have a variety of signage opportunities which can be used for both directional and promotional purposes.

Signage requirements for your event should be discussed with the Event Sales Coordinator who will offer advice, confirm placement and coordinate operational details. Signs, banners and similar materials may not be nailed, stapled, hung or attached to the ceilings, walls, windows, sprinkler systems or other surfaces, except when permission is granted by the Group & Convention Sales Director. Damage to Conference Centre property resulting from installation will be charged directly to the Event Organizer. Signage must not cover artwork, air-conditioning ducts, security cameras, electrical cupboards, fire hose reels or any other wall fixtures. Signage cannot be positioned where it may impede traffic flow through foyer areas, or where emergency egress may be compromised.

Please note that signage or promotional materials that were not indicated on event set up/lay out may be removed by Hotel Management without notice.



### 5.2. ELECTRONIC SIGNAGE

The Conference Center is equipped with electronic signage screens that can be used for plain text and graphics. Screens are located outside each room, at entrances to the Center and throughout public areas. The electronic signage system is managed by the Hotel staff. The Centre's electronic signage screens must be used in preference to free-standing signage. Requests for free-standing signage, such as custom-built signs and entrance features, should be discussed with and approved by Group & Convention Sales Director.

### 5.3. FLAGS AND BANNERS

There are various options for hanging banners throughout the Conference Center's public foyer spaces, including picture rails and banner poles. Details of exact locations and sizes can be given by your Event Sales Coordinator. Putting banners, roll ups and flags requires prior approval of the Hotel Management for each location. Prior to move-in, plans and locations for any items to be hung or rigged and must be submitted to your Event Sales Coordinator for approval. All rigging and hanging apparatus, hardware, fasteners, gear etc. must meet Health & Safety regulations and must conform to the manufacturer's specifications. Conference Room Columbus has 24 hanging points on the ceiling. Capacity for each of these hanging points is 500 kg.

### 5.4. LIGHTS

The Conference Center is equipped with a hi-tech lighting system which allows for dimming and various light scenes set up. Please indicate your requirements to your Event Sales Coordinator and we will do our best to accommodate them. Additional lighting requires full technical specification that meets safety standards. Such requirements shall be communicated to the Event Sales Coordinator and reconfirmed by the Hotel.

### 5.5 ELECTRICITY

The Hotel will not take responsibility for disruption to power which may be incurred by faulty equipment supplied by third party electricity / power contractors.

Please note that in case of power outage an emergency power generator will support **only essential** hotel services such as emergency lighting and power to the building management system BMS.

6. DELIVERIES/  
EQUIPMENT

## 6.1. LOADING DOCK

The Conference loading dock at the side of the building has provision for 1 cargo truck. The street to the loading dock is a one way street. There is one freight elevator. Conference loading dock in the Ground Floor has a roll-up door with a vertical clearance of 4.2 meters. Depth of Conference loading dock is 6,3m The Conference loading dock is solely intended for loading and unloading exhibit items, and may not be used for parking of delivery trucks and other vehicles.

Delivery trucks and vehicles should be scheduled for move-in, move out of exhibitions and events set up/staging to prevent traffic jams in front of the Hotel and the loading dock. Please allow for at least 30 min. slots per vehicle to load / unload deliveries.

Please note that any vehicles coming to the city center of Sopot over 3.5 tons require special permit issued by the city authorities. Such permits cannot be bought on entry and may require up to few weeks in advance notice. Your Event Sales Executive will be happy to assist you with such arrangements.

It is the Hotel policy that all event-related traffic, on the venue's loading docks is managed by the Hotel Security Department. The Hotel Security Department in consultation with the Event Organizers is responsible for the traffic management.

It is also the Event Organizer's responsibility to ensure their staff, exhibitors and contractors are aware of the following:

- It is a condition of entry to all persons who require access to the loading dock that vehicles, equipment and personal belongings, i.e. bags etc, may be randomly searched by Centre Security staff upon entering and exiting the loading dock due to security reasons.

- Any person wishing to gain access to the Conference Centre outside the scheduled hours, must seek approval from the Security Department, through the Event Sales Coordinator, at least twenty four (24) hours in advance.
- There is no parking available to contractors or exhibitors on the loading dock during the move-in, operation and move-out of an exhibition.
- Access into the Conference Centre for build-up and/or breakdown teams will be via the loading dock only.

## 6.2. STORAGE AFTER THE EVENT

Any items left with the Hotel at the end of the function must be collected within 3 working days, or the Hotel reserves the right to dispose of such if prior arrangements have not been made.

## 6.3. MAIL & FREIGHT

**Commercial** - The Hotel cannot accept freight shipments on behalf of exhibitors before or during scheduled move-in times. Event Organizer will be responsible for consignment of all freight shipments. Event organizer is responsible for the arrangements and related costs for off-site storage before, during and following the license period outlined in the Contract Agreement.

**Non-Commercial** - The Hotel accepts shipments two days prior to contracted event. Shipments arriving prior to that may be refused. The Hotel is not responsible for loss or damage of shipments made during deliveries.

All deliveries must be directed to the conference ramp at the side of the building. Should you have special requirements for deliveries, please contact your Event Sales Coordinator.

To assist in the smooth delivery of goods to an event or stand, all exhibitor deliveries made via courier should provide the title of conference, name and contact number of the person responsible for picking up deliveries during conference.

The hotel reserves the right to decline acceptance of deliveries if the recipient is unknown to the Hotel or there is no identification of the event. To prevent this from happening Event Organizers are kindly requested to inform the respective Event Sales Coordinator in writing prior to delivery.

If the Event Organizer intends to deliver goods to Poland from abroad for the Function, the Hotel advises the Client to contact their preferred clearing agent.

In case the Hotel is involved in the Custom clearance of the conference materials the following steps needs to be taken:

- Event Organizer needs to confirm that all custom clearance charges and any other that may arise during clearance process will be covered by him.
- Pro-forma invoice with full description of every item, its price, currency, country of origin should be attached to the parcel. There should be delivery terms indicated on the invoice.
- State NO COMMERCIAL VALUE note on the invoice if items sent are not intended for sale but just needed for the event itself.

7. CONTACT  
DETAILS

7.1. DELIVERY ADDRESS AND INVOICING DETAILS

- DELIVERY ADDRESS:

CONFERENCE NAME CONTACT PERSON AT THE HOTEL  
SHERATON SOPOT HOTEL,  
CONFERENCE CENTER & SPA  
UL. POWSTANCÓW WARSZAWY 10  
81-718 SOPOT

TEL. + 48 58 767 10 00  
FAX + 48 58 767 10 01

- INVOICING DATA:

SOPOT ZDRÓJ SP. Z O.O.  
UL. POWSTANCÓW WARSZAWY 19  
81-718 SOPOT

NIP: PL585-14-22-583

7.2. BANQUET SALES DEPARTMENT

E-MAIL: KONFERENCJE.SOPOT@SHERATON.COM  
TEL. + 48 58 767 16 70  
FAX + 48 58 767 17 39

7.3. BANQUET (OPERATIONS) DEPARTMENT

E-MAIL: STARMEETINGCONCIERGE.SOPOT@SHERATON.COM  
TEL. +48 58 767 1994 EXTERNAL CALLS  
TEL. 2000 1923 INTERNAL CALLS

