

— MARRIOTT —

INDY PLACE[#]

Enhanced Meeting and Event Procedures

For our commitment to you and your attendee's health, safety and well-being the following best practices and procedures will be utilized on all events.

- Reminders for guests to practice physical distancing by stay 6' away from each other will be placed throughout the meeting space utilizing digital display boards.
- Guests are encouraged to utilize mobile check-in and mobile guest room key. To facilitate mobile check-in, it is requested if possible to provide guests Marriott Bonvoy Number when supplying rooming lists.
- Escalator is the preferred mode between meeting room levels whenever possible. Hand sanitizer will be available at each end of escalator.
- Guests are encouraged to limit to no more than 4 guests at a time in elevators.
- Hotel will have associates dedicated to cleaning high touch point areas throughout the public space and restrooms of the hotel utilizing hospital grade disinfectant.
- Where possible public space bathrooms doors will be propped open to reduce hand to surface contact.
- Touchless fixtures are available in all public restrooms.
- All hotel shared tools and equipment associates utilize are sanitized prior to, during and after usage.
- Meeting space foyer furniture has been placed to meet physical distancing guidelines.
- Meeting planners are encouraged to communicate with hotel staff utilizing text messaging and the Marriott Meeting Services Application.

Hotel Associate

- All hotel associates will be required to have temperatures taken prior to the start of their shift.
- All hotel associates will be required to wear masks during their shift.

Meeting Registration Set-Up

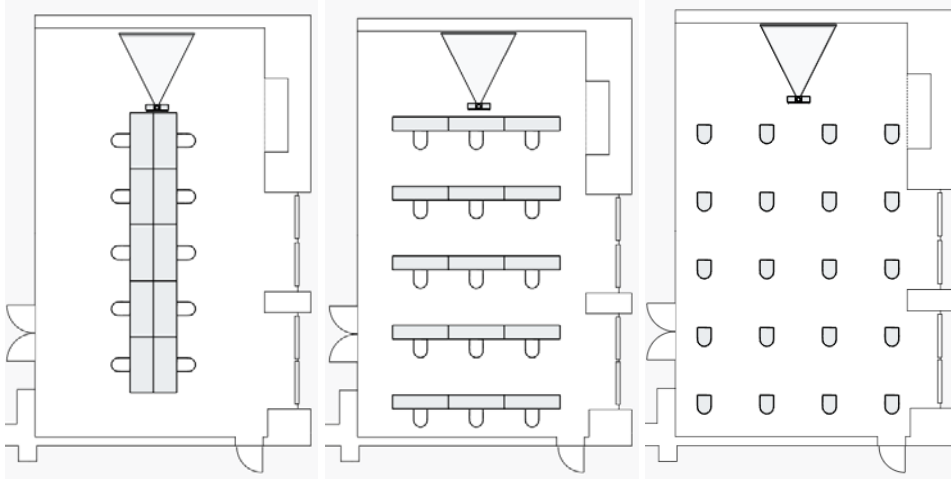
- Groups are encouraged to distribute names badges and applicable materials digitally or via mail in advance of the event.
- Lineless tables will be used wherever possible to facilitate frequent cleaning.
- Registration tables can only be set in areas that facilitate proper physical distancing of 6' while guests are in line.
- Sanitizing solution will be provided to clean pens/table surface between each guest registration interaction.

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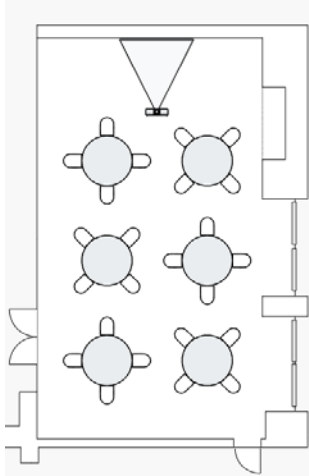
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Meeting Room Set-Up

- Lineless tables will be used wherever possible to facilitate frequent cleaning.
- Pads, pens will be available upon request
- Candy and communal water service will not be available.
- All meeting room setups will take into account proper physical distancing of 6' while setting the room.
 - 1 person per 6'



- 4ppl per banquet round



- Wherever possible meeting room doors will be labeled with Entry and Exit Signs to facilitate one way traffic flow in meeting rooms.
- If possible meeting room doors should be left open to reduce hand to surface contact.
- All rooms will be cleaned and sanitized once meeting room is set for an event.
- Rooms will be cleaned sanitized at the end of each day for multi day events.
- Hand sanitizing stations will be present throughout the meeting space.
- All vendors submitting floor plans must clearly indicating table/chair spacing.

Meal Service

- Linen on all tables will be changed prior to all meal functions.
- All meal service will be plated service.
- Silverware will be set on tables wrapped in linen napkins.
- Items will not pre-set on dining tables prior to guest entrance.

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- All condiments (salt, pepper, cream & sugar) will be served in individual portions.
- Salad Dressings, Bread and Butter will be offered to each guest by a hotel associate.
- Groups are encouraged to allow additional time for meal service.
- Hand sanitizer will be available at the entrance to all meal rooms.

Coffee Break Service

- All break items will be individually plated/poured by a hotel associate.
- Communal break service will not be available for guest safety.
- All condiments (cream, sugar etc.) will be served in individual portions to guests by a hotel associate.
- Groups are encouraged to allow additional time for break service in between meeting functions and break in smaller individual groups if possible.
- Buffet shields will be used as applicable.

Reception Service

- Bar placement can only be set in areas that facilitate proper physical distancing of 6' while guests are in line.
- Sanitizing solution will be used to clean bar surface in between each guest interaction.
- All reception items must plated and served by hotel associate, passed service will not be available.

Exhibits

- All table top exhibits will be set to reflect physical distancing of 6'.
- Pipe and Drape Booths should utilize spacing between each booth or utilize 8' tall drape on all 3 sides of a booth to provide a barrier between booths.
- For exhibits taking place inside meeting space groups are encouraged to create one-way aisles for guest flow.
- Food and beverage service will not be available in individual exhibit booths or aisle ways.

Outside Vendors

- All outside vendors will be required to wear masks when in the back of house areas of the hotel. Masks will need to be supplied by the vendor.
- Vendors are required to disinfect all items being brought into the hotel once final placement is made in the hotel.