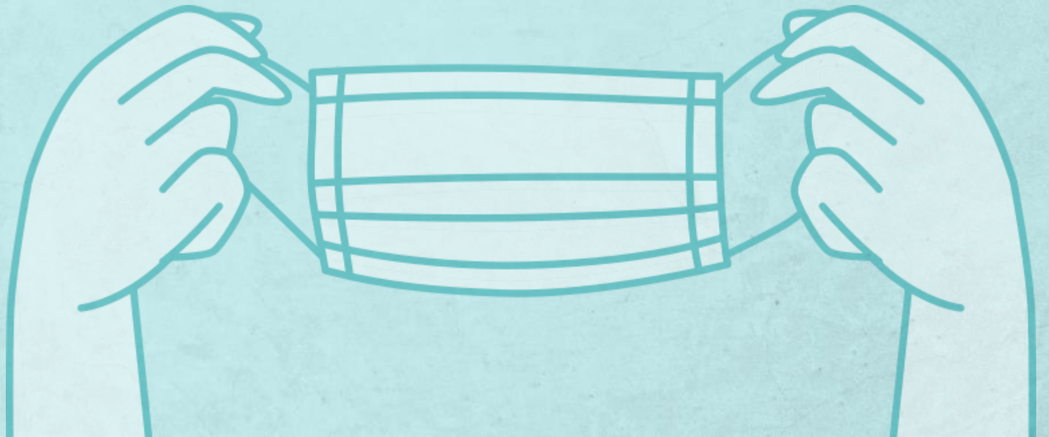
MARRIOTT
TAMPA WATER STREET

EVENT EXECUTION IN THE COVID-19 AGE



OUR APPROACH

SINCE MARRIOTT'S FOUNDING OVER 90 YEARS AGO, HEALTH AND SAFETY HAVE BEEN AT THE HEART OF OUR APPROACH TO HOSPITALITY. THIS COMMITMENT TO OUR GUESTS AND ASSOCIATES CONTINUES TO ANCHOR US AND IT INFORMS OUR DECISIONS AS WE ADAPT TO NEW CHALLENGES PRESENTED BY COVID-19. WE UNDERSTAND THAT PEOPLE ARE THINKING ABOUT MEETINGS AND TRAVEL DIFFERENTLY NOW. WE ARE TOO. THAT IS WHY WE HAVE ELEVATED OUR EXACTING STANDARDS AND RIGOROUS PROTOCOLS TO CREATE HOSPITALITY NORMS AND BEHAVIORS TO ADDRESS THE UNIQUE CHALLENGES PRESENTED BY THE CURRENT PANDEMIC ENVIRONMENT.

A SHARED RESPONSIBILITY

THROUGH THE DECADES, WE HAVE COME TOGETHER AS PARTNERS. NEVER HAS THAT BEEN MORE IMPORTANT THAN NOW. RESPONDING EFFECTIVELY TO THIS NEW ENVIRONMENT IS A SHARED RESPONSIBILITY. WE ARE LASER-FOCUSED ON PROVIDING OUR TEAMS WITH THE TOOLS, TRAINING AND RESOURCES THAT ARE NECESSARY IN THIS ENVIRONMENT. LIKEWISE, TRAVELERS MUST ALSO TAKE STEPS TO PROTECT EVERYONE'S HEALTH: TO AVOID TRAVELING IF NOT WELL, PRACTICE GOOD HAND HYGIENE, AND PHYSICAL DISTANCING IN HIGH TRAFFIC AREAS THROUGHOUT THE HOTEL. PLEASE LET US KNOW IF THERE IS ANYTHING WE COULD BE DOING DIFFERENTLY OR BETTER. WE ALWAYS WELCOME GUEST FEEDBACK ON THE MARRIOTT BONVOY™ APP, AND WE ARE GRATEFUL WHEN OUR BUSINESS PARTNERS SHARE IDEAS OR CONCERNS DIRECTLY WITH US. YOU CAN COUNT ON US, AND WE KNOW WE CAN COUNT ON YOU.

PUBLIC AREAS

GUEST REGISTRATION

ALL STAFF WEAR PPE AND SHIELDS INSTALLED IN FRONT OF GUEST REGISTRATION

GUEST ELEVATORS / HOTEL FITNESS CENTER

HAND SANITIZERS INSTALLED IN ALL ELEVATORS AND IN THE GYM. EVERY OTHER PIECE OF FITNESS EQUIPMENT DEACTIVATED TO ENSURE SOCIAL DISTANCING.

ROOFTOP POOL

CHAIRS GROUPED IN SECTIONS OF TWO WITH ALL SEATING SPACED 6 FT OR MORE PART FROM OTHER GUESTS.

RESTAURANTS

SEATING APPROPRIATE FOR SOCIAL DISTANCING AND HAND SANITIZERS AT EACH TABLE

STARBUCKS

SIGNAGE THROUGHOUT THE PROPERTY INDICATING PROPER DISTANCING AND MASK WEARING REQUIREMENTS.

MEETING **SPACES** & EVENT **AREAS**

GUIDELINES

OUR MEETING AND EVENT SPACES PROVIDE A COMFORTABLE AND SAFE HAVEN FOR MEETING ATTENDEES. IN FOLLOWING THE GUIDANCE OF STATE/LOCAL GOVERNMENT GUIDELINES, ALONG WITH RECOMMENDATIONS FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION AND WORLD HEALTH ORGANIZATION, WE HAVE CREATED NEW MEETING RECOMMENDATIONS.

SET-UP

- CONSULT WITH EACH MEETING PLANNER TO REVIEW AND ALIGN ON EXPECTED SOCIAL DISTANCING GUIDELINES
- MAINTAIN 6 FEET (2M) BETWEEN ASSOCIATES & GUESTS
- SET-UP GUIDELINES ARE AS FOLLOWS:
  - 66” INCH ROUND TABLE — 4 GUESTS
  - 6’ FOOT SCHOOLROOM TABLES — 1 GUEST
  - 8’ FOOT SCHOOLROOM TABLES — 2 GUESTS (IF TABLES ARE CONJOINED)
  - THEATER STYLE — MINIMUM 6 FEET/1 METER BETWEEN CHAIRS (ON ALL SIDES)

SOCIAL EVENTS MAY HAVE DIFFERENT STATE/LOCAL GUIDELINES FOR THE NUMBER OF GUESTS PER TABLE. CONSULT WITH YOUR SOCIAL PLANNER TO ALIGN ON THE ROOM SET-UP, ENSURING THAT SOCIAL DISTANCING RECOMMENDATIONS ARE IN PLACE

CAPACITY CHART

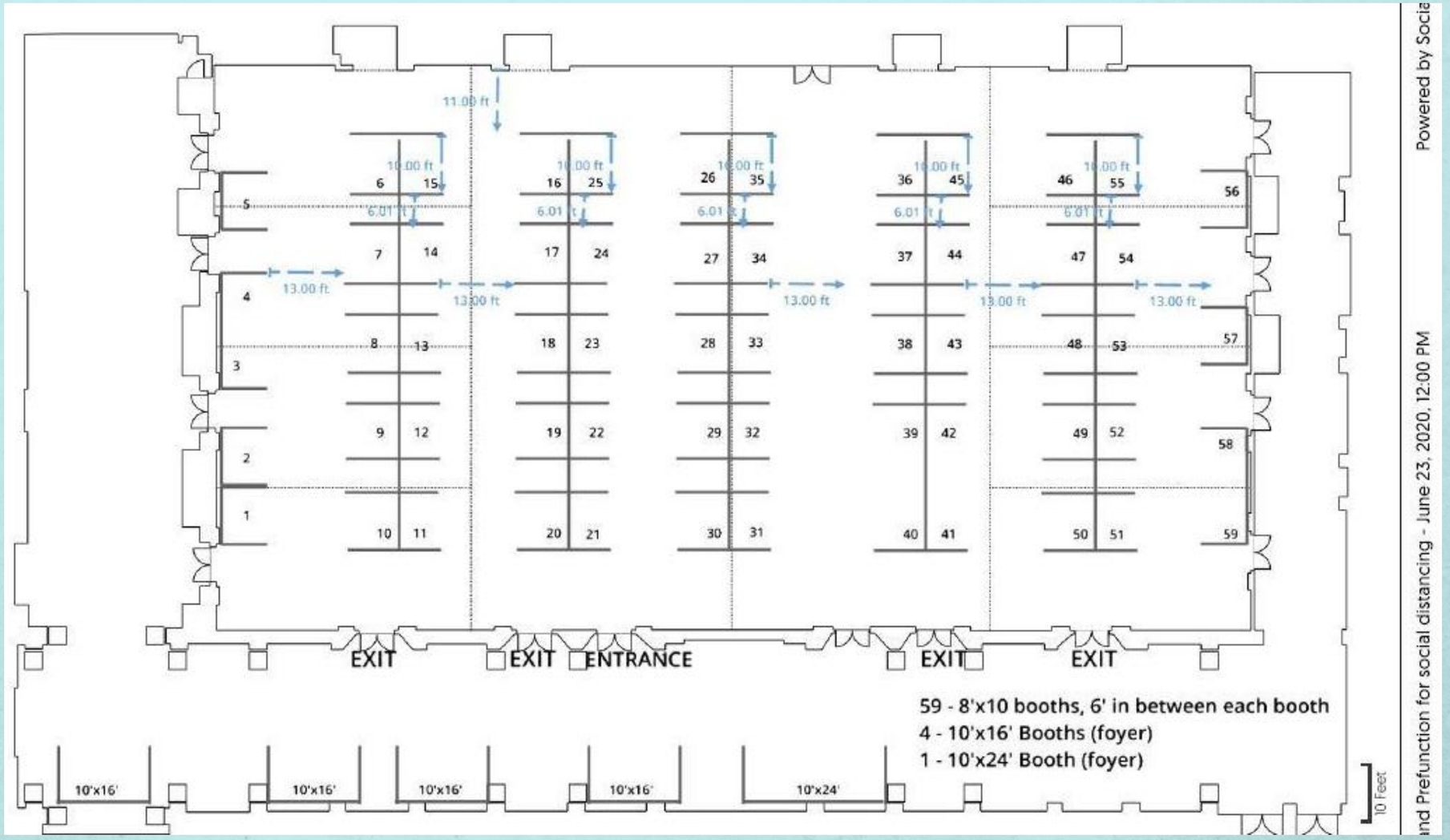
(WITH SOCIAL DISTANCING CAPACITIES)

MEETING ROOM	SQUARE FOOTAGE	THEATER	SCHOOL ROOM	HOLLOW SQUARE	CONF-ERENCE	U SHAPE	66" ROUND
Grand Ballroom	17,000	360	240	---	---	---	288
Grand A / B / C / D / G / H / I / J	1,050	20	20	16	14	14	20
Grand E / F	4,250	96	60	36	30	30	72
Florida Ballroom	8,500	180	128	---	---	---	144
Florida I / II / III	700	12	12	10	8	8	12
Florida IV / V / VI	2,100	50	28	26	22	22	36
Meeting Rooms 1 / 4 / 5	950	20	16	16	14	14	20
Meeting Rooms 2 / 3	650	12	12	10	8	8	12
Meeting Rooms 6 / 8	1,100	20	16	16	14	14	20
Meeting Room 7	900	20	16	14	12	12	16
Meeting Room 9 / 12	1,200	25	16	16	14	14	20
Meeting Room 10	1,000	20	16	14	12	12	20
Meeting Room 11	900	20	16	14	12	12	16
Terrace Room	2,000	44	32	24	22	22	24

CONFERENCE REGISTRATION / EXHIBITS

CONFERENCE REGISTRATION SET WITH PROPER DISTANCING IN MIND. EXHIBITS WITH ADDITIONAL 6 FT SPACERS BETWEEN BOOTHS AND EXTRA WIDE AISLES

GRAND BALLROOM - 17,100 sq. ft.
TRADE SHOW SET



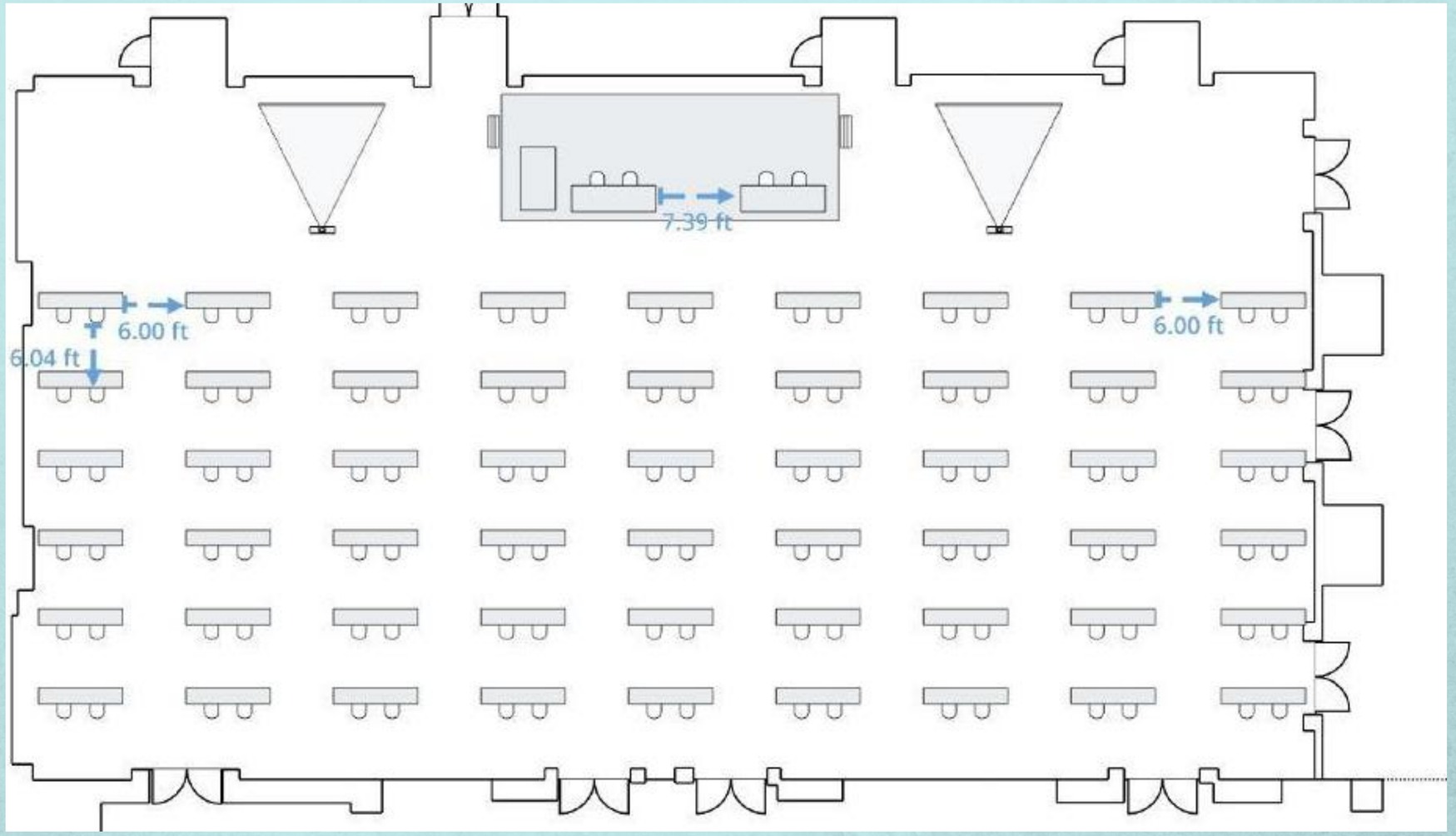
59 8' X 10' BOOTHS

(PLUS ADDITIONAL OVERSIZED BOOTHS IN PRE-FUNCTION)

GENERAL SESSION - SCHOOLROOM SET

FLORIDA BALLROOM - SET FOR 108 CLASSROOM AT 2 PER 8 FT TABLES.
ACTUAL CONFERENCE ABOVE RIGHT HELD JULY 18, 2020.

FLORIDA BALLROOM - 8,450 sq. ft.

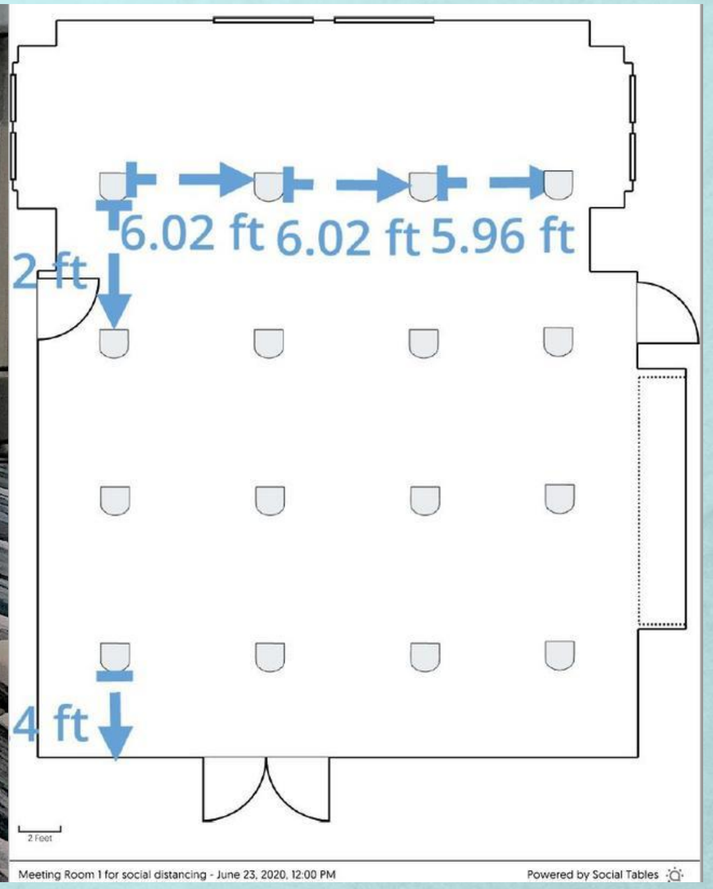


CLASSROOM SET - 108

(WITH STAGE & HEAVY AV)

MAX CAPACITY WITH FULL SOCIAL DISTANCING - 126

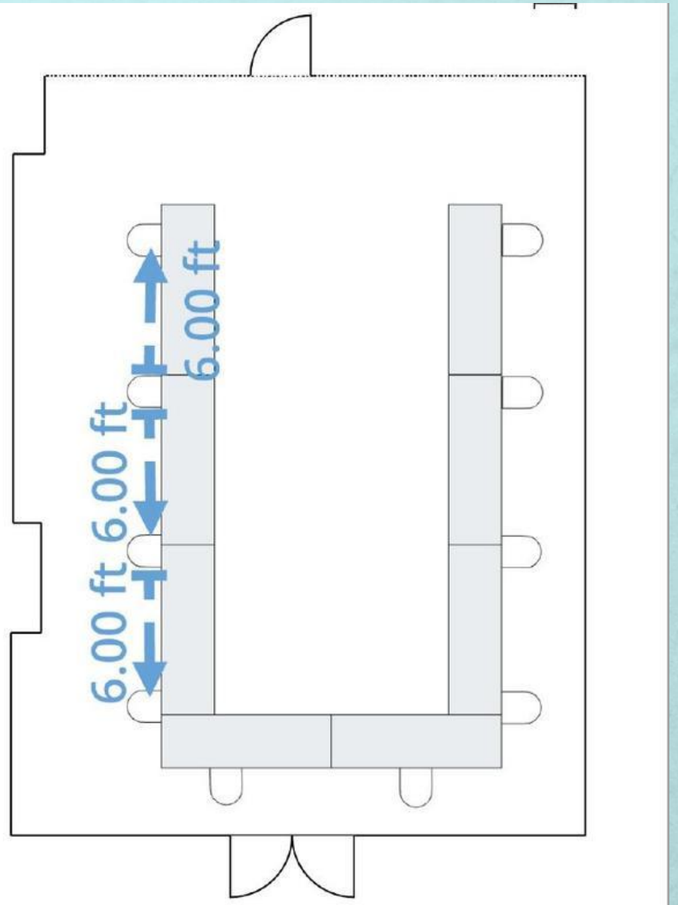
BREAKOUT - THEATER SET



MEETING ROOM 1 : 952 SQ. FT.

THEATER STYLE - 24 WITH ROOM FOR PRESENTER

BREAKOUT - U-SHAPE



MEETING ROOM 5: 972 SQ. FT.

U-SHAPE FOR 10

CONTINENTAL BREAKFAST
GRAB & GO STYLE

GRAB AND GO OPTION FOR CONTINENTAL BREAKFAST. ALL ITEMS PRE-PACKAGED FOR INDIVIDUAL SERVINGS.

LUNCH BUFFET

LUNCH BUFFET WITH INDIVIDUALLY PREPARED SERVINGS, AND SILVERWARE IN WRAPS.
PLATED MEALS SERVED AT CLASSROOM SETTINGS ARE ALSO A FAVORABLE OPTION
FOR LUNCH / BREAK SERVICE

ADDITIONAL RESOURCES

For our commitment to you and your attendee's health, safety and well-being the following best practices and procedures will be in place for all events... We'll be ready to welcome all guests!

Enhanced Meeting and Event Procedures

- Reminders for guests to practice physical distancing 6' away from each other to be placed throughout the meeting space
- All guests are required to wear masks in hotel public areas and meeting rooms
- Guests are encouraged to utilize mobile check-in and mobile guest room key. To facilitate mobile check-in, guests to provide Marriott Bonvoy Number when supplying roominglists
- Escalator is the preferred mode between meeting room levels whenever possible.Hand sanitizer will be available at key points throughout our meeting facilities
- Guests are encouraged to limit to no more than 2 guests at a time in elevators. Hand sanitizer stations are in elevators
- Hotel will have associates dedicated to cleaning high touch point areas throughoutthe public space and restrooms of the hotel utilizing CDC approved disinfectant
- All hotel shared tools and equipment associates utilize are sanitized prior to, duringand after usage
- Meeting space foyer furniture to meet physical distancing guidelines
- Meeting planners are encouraged to communicate with hotel staff utilizing text messaging and the Marriott Meeting Services Application
- Meeting Planners encouraged to utilize paperless billing

Hotel Associate

- All associates are required to take training on Covid-19 safety and sanitation protocols
- 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 while on property

Meeting Registration Set-Up

- Groups are encouraged to distribute badges and materials digitally or by mail in advance of the event
- Registration tables may only be set in areas that facilitate proper physical distancing of 6' while guests are in line. Separate registration areas suggested
- Groups encouraged to provide plastic shields for registration area and space markers for social distancing
- Suggest utilizing additional security to check badges and limit access to attendees only

TAMPA MARRIOTT WATER STREET COMMITMENT TO CLEAN

Meeting Room Set-Up

- Pads, pens will be available upon request
- Candy and communal water service will not set; individual water bottles available
- All meeting room setups will take into account proper physical distancing of 6' while setting the room
- If possible meeting room doors to be left open to reduce hand to surface contact
- All rooms cleaned and sanitized after meeting room is set for an event and will be refreshed at break times. Assigned seating suggested for peace of mind of individual attendees
- Rooms cleaned & sanitized at the end of each day for multi day events
- Hand sanitizing stations will be present at the entrances of the meeting space

Meal Service

- Linen on all tables changed prior to all meal functions
- Silverware will be pre wrapped with napkin
- All condiments (salt, pepper, cream & sugar) served in individual portions
- A hotel associate will offer salad dressings, bread and butter to each guest
- A hotel associate will offer beverages
- Groups are encouraged to allow additional time for meal service
- Hand sanitizer will be available at the entrance to all meal rooms
- Buffet service must include a sneeze guard and extra distance between tables and attendants with proper PPE
- Action stations permitted with culinary staff offering plated individual portions
- Preset food on tables is discouraged

Coffee Break Service

- All break items to be individually wrapped or offered by attendant withproper PPE equipment
- All condiments (cream, sugar etc.) in individual portions to guests. Coffee self service station to offer a hand sanitizer
- Groups are encouraged to allow additionaltime for break service in between meeting functions and break in smaller individual groups if possible
- Buffet shields used as applicable

Reception Service

- Bar placement may only be set in areas that facilitate proper physical distancing of 6' while guests are in line
- Sanitizing solution used to clean bar surface in between each guest interaction
- All reception items will be plated and served by hotel associates. Any buffet offerings or cooking station to have shields and attendants

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

- Vendor to provide hotel with updated policies to include temperature checks, cleanliness PPE and sanitation requirements. Vendors to supply own masks
- All vendors submitting floor plans must clearly indicating table/chair spacing.
- All 3rd party vendors must receive and agree to, written communication detailing hotel access, safety measures, social distancing and PPE guidelines
- Transportation equipment must be sanitized prior to entering the property
- Vendors are required to disinfect all items brought into the hotel as final set protocol
- Pre event setup and post event tear down must be planned in a way to maximize space for meeting planners/ vendors adhere to social distance practices