

## **BUS MOVEMENT AND STAGING**

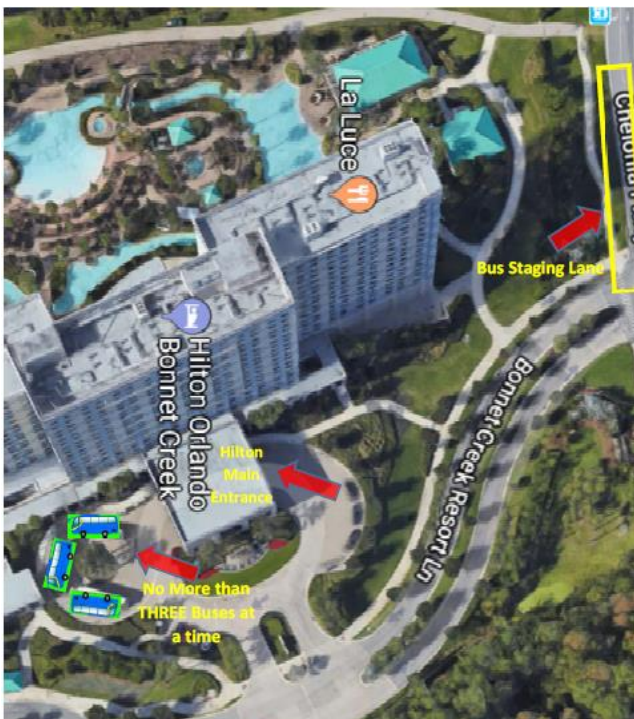
### **Rules & Regulations for Bus Movements/Front Drive**

1. Each group requires an onsite contact. More than 1 motor coach requires 1 staff per 100.
2. No buses allowed to pull through the main valet area.
3. Please do not leave the buses on the front drive unattended.
4. As standard, no more than 3 buses to pull up to front drive at a time. \*\*\*SEE MAPS FOR BUS STAGING\*\*\*
5. No overnight parking. NO EXCEPTIONS.
6. All crew to park personal vehicles in the parking garage. To validate parking, go to security. Event Manager cannot validate parking.
7. No smoking on the front drive.
8. Buses to be staged at a maximum of 15 minutes prior to departure.
9. Buses to be clearly labeled with groups names.
10. Group contact to provide bus schedule to Event Manager no later than 14 days prior to main arrival date.
11. Group contact responsible to provide updates, so the hotel can staff appropriately.
12. Signia Only: For mass departures, the queue for attendee's to line up prior to loading will be adjacent to the escalators. The hotel will order rope and stanchion. Please do not block the Gift Shop or Zeta Asia.
13. Waldorf Only: Disney Shuttle to be on front drive at the: 05 & 35 of each hour. Transportation needs to be communicated with Mears.

### **Required Documents:**

1. Hold Harmless Agreement (Outside Contractor Information & Signature)
2. Certificate of Insurance

Signia by Hilton



Waldorf Astoria

