

**SAN FRANCISCO CONVENTION FACILITIES  
GENERAL SERVICE CONTRACTORS AND SERVICE PROVIDERS  
RULES AND REGULATIONS**

This document reflects the policies and regulations developed and applied by the San Francisco Convention Facilities. Any rules and regulations imposed by show management for specific events are in addition to those stated in this document. The Facility rules and regulations are applicable, but not limited, to all General Service Contractors and Service Providers as defined below. The San Francisco Convention Facilities reserves the right to change, modify, or add to these rules and regulations without prior notice.

**DEFINITIONS**

- **San Francisco Convention Facilities:** Consists of The Moscone Center and the Bill Graham Civic Auditorium (herein referred to as “Facilities” or “Facility”).
- **SMG:** The manager of The Moscone Center and the Bill Graham Civic Auditorium (herein referred to as “Operator”).
- **Show Management:** The organization or individual contracting for the use of the Facilities (herein referred to as “Licensee”).
- **General Service Contractors:** The primary Contractor designated to provide overall freight, drayage, decorating, signage, production, theatrical and other event related services by the Licensee.
- **Service Provider(s):** Any company, business entity or individual providing event related services directly to exhibitors or show management in addition to those provided by the General Service Contractor.
- **Contractor(s):** Consolidation of terms referring to all General Service Contractors and Service Providers.

**RULES & REGULATIONS**

**Air Quality**

All Contractors are required to comply with the Facilities’ Air Quality Program designed to achieve clean air operating goals established by the City & County of San Francisco. Compliance includes the installation of catalytic converters on all motorized vehicles, monitoring of gasoline and diesel vehicles, installation of “Clean Air Catalyst” units on all contractor-owned or operated diesel tractors as of 7/1/02, and other approved methods of air quality control. All vehicles not in compliance with specified operating limits will be removed from the Facility immediately. Please contact the Operator for specific details of the program.

**Bicycles & Electric Carts**

In Moscone North and South, the use of bicycles and electric carts is limited to the exhibit halls and back-of-house areas and may only be used during move-in and move-out days. They are prohibited at all times from the second and third floors of Moscone West and in Moscone North and South on carpeted areas, escalators, passenger elevators as well as the North and South Upper Lobbies. BICYCLES MUST BE WALKED DOWN ENTRANCE RAMPS, NOT RIDDEN. It is the responsibility of all Contractors to

convey this policy to their employees. The Operator reserves the right to revoke all privileges regarding bicycles and electric carts without notice. Use of scooters and skateboards is prohibited in all areas of the facility (North, South, West).

### **Carpet Protection**

The following policies, regulations and limitations apply to all permanently carpeted areas of the Facilities. This includes lobbies, swing spaces, ballrooms, corridors, and meeting rooms.

- All permanently carpeted areas must be protected from damage caused by material handling equipment, lifts, installation or dismantling activities or similar actions by the Contractor or Service Providers. The means of protection must be agreed to in advance of move-in by the Operator.
- Forklifts are not permitted on the second and third floors in Moscone West. In Moscone North and South, forklifts are permitted in Halls A-D provided that they are equipped with non-marking tires. They may be used in permanently carpeted areas only with permission from the Operator and in the presence of agreement by the Operator as to method used for protecting carpet from damage. This also applies to the use of electric or standard pallet jacks, electric vehicles, and dollies.
- Responsibility for protecting all carpeted areas rests solely with the Contractor or Service Provider per responsible for performing the work in carpeted locations. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large/heavy materials likely to cause carpet damage.
- No cutting of carpet, foam core or other materials is permitted on carpeted areas without protection.
- Only approved tape may be used on carpeted areas.
- Scissors, boom, knuckle, and all other lifts require 100% protection from damage including tire wrapping or Ironman Visquine.
- The use of paint, glue, inks, dyes, oil, solvents, or other industrial liquids or adhesives is not permitted without 100% protection.
- Electric vehicles may not be parked on carpeted surfaces for charging.
- Motor vehicles used for display must be pushed to their designated locations. A drop cloth large enough to cover the entire undercarriage of the vehicle must be used during display. Vehicles may not be started or moved under power for any reason while on carpeted surfaces.
- Any items that are likely to snag carpet fibers or leave a residue may not be used on carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails, Velcro, rough lumber, metal, glass, or other similar items.
- Sticky Visquine may not be used on any building surface at any time.
- Exceptions to any of these policies must be granted in writing in advance by the Operator. No exceptions will be granted after the fact, and immediate removal of materials will be required.
- The cost to repair damage to carpeted areas will be billed to the appropriate party. Failure to promptly pay for damage will result in suspension or cancellation of the Contractors' permit and result in withdrawal of permission to enter or work in the Facilities until outstanding balances have been paid.
- Initial enforcement will be provided through the use of SMG staff. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the Contractors' expense.

### **Contractor Break Areas**

Contractor personnel, regardless of jurisdiction, affiliation, or employer, may not take breaks or lunch in public areas of the Facility. Contractor personnel may use employee cafeterias as capacity permits. It is the responsibility of the respective employer to monitor their personnel in this regard. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the Contractors' expense.

### **Check-In Requirement**

The designated representative for each Service Provider must check-in at the location determined by the Operator for each event prior to commencing any work in the Facilities. This process includes the provision of proof of a valid permit to work within the Facilities issued by the Operator. Please see Permits for more information.

Event Manager. Failure to accompany the Event Manager assumes acceptance of all damages as noted during the walk through. If the Operator determines that the General Service Contractor or a Service

Provider is responsible for causing damage of any kind, the party agrees to reimburse the Operator for the cost of repair or replacement upon submission of invoice. This includes any residual items left in the Facility including, but not limited to, tape, adhesives, paints, or other materials. Failure to promptly pay for damages will result in suspension or cancellation of the Contractor's permit and result in withdrawal of permission to enter or work in the Facilities until all outstanding balances have been paid.

### **Debris Boxes**

Open-top debris boxes are available for use by the General Service Contractor for the disposal of non-compactable materials. The Operator will schedule the delivery and removal of these boxes on an as needed basis. The General Service Contractor is encouraged to inspect the debris boxes daily as the cost of removal and dumping will be billed back to them directly. Contractors are encouraged to remove all recyclable materials.

### **Elevators and Escalators**

Contractor employees are not permitted to transport equipment or material on escalators at any time. When possible, all deliveries should be made using the service elevators. Light loads are permitted on passenger elevators only to those areas not serviced by freight elevators. Failure to adhere to these regulations will result in the disabling of the passenger elevators and escalators.

### **Moscone West Freight Elevators**

Operator reserves the right to assign elevator operators as it deems necessary. It is understood that when Operator-designated personnel are not assigned to operate freight elevators, Contractor personnel will be designated to operate them and will do so in a manner consistent with posted operating procedures and accepted safety practices. It is also understood that Operator retains authority over scheduling and priority for use of freight elevators unless such authority is delegated in writing to the General Contractor in advance of such use. Operator reserves the right to establish and, when necessary, revise all policies and procedures governing the use of freight elevators.

### **Emergency Procedures**

In the event of an emergency, all work should cease until further notice. Please listen for instructions via the public address system or, if safe, return to the Service Desk for instructions from your Event Manager. Please be advised that in the event of a major disaster, The Moscone Center is a designated mass care facility. All materials, equipment, and available personnel may be incorporated into the disaster relief operation. Do not begin operations for rescue or continue event related work until you have been instructed to do so by your Event Manager. Please contact your Event Manager for more information regarding emergency procedures.

### **Employee Entrances and Exits**

All Contractor or Service Provider personnel must enter the Facilities through the official Facility Employee entrance on Howard Street, the Third and Fourth Street ramps in Moscone South, the Howard Street ramp in Moscone West, or Exit 17 in the case of EACs. Contractors' employees may not enter or exit the Facilities through doors marked "emergency exit". If Contractor personnel enter or exit the Facilities through any location other than the designated entrances and exits, additional security will be employed by the Facilities to control these areas. The cost for additional security will be billed back to the General Service Contractor and Service Providers.

### **Equipment Layover Requests**

The Facility does not provide or reserve permanent storage areas for Contractors. The Operator reserves the right to approve all proposed layover areas. All requests for storage or equipment layovers must be made by the General Service Contractor in writing, at least 2 weeks in advance. Please see "Storage" for more information.

### **Exhibitor Appointed Contractors (EAC)**

Show Management is responsible for registering, badging, and managing EACs on-site. Exit 17 in the South Hall serves as the designated point of entry and operation for EACs on the South side of the Facility. Exit 17 must be clean and vacant during all show hours. Show Management is advised to

provide adequate space for EACs to conduct business on the show floor or service desk area in the North side of the Facility. The Operator reserves the right to reserve or revoke space for EAC check-in, storage, and operations. The Third and Fourth Street ramps may not be utilized during show hours and must remain free of debris and traffic until the event is complete. Early access to these areas is prohibited at all times.

#### **Exterior Treatment/Window Wrap**

Written approval is required from The Moscone Center and/or Bill Graham Civic Auditorium for ANY exterior treatment to its facilities. To be considered for approval, three copies of a full-color rendering with final copy, product identification and a production plan for the installation, removal and window cleaning is to be submitted to the responsible Event Manager no less than 60 days prior to installation. If approved, the rendering will be signed, dated and one copy of the rendering and production plan will be returned. Revisions to the approved layout must be submitted for approval. Messages are limited to event identification and promotion only and MAY NOT CONTAIN ANY ADVERTISING.

#### **Interior Glass Treatment**

The application of any material to interior glass surfaces (e.g. escalator side panels, etc.) must receive written approval from The Moscone Center prior to application. No adhesives of any kind can be used in attaching to the glass. The material must be completely removed by the contractor during event move-out. Any costs incurred by Operator as a result of this attachment will be the responsibility of the contractor.

#### **Facility Equipment**

Contractors may not use, move, rearrange, or compress Facility equipment including, but not limited to; tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles, and tilt trucks without express written permission from the Operator. All Facility equipment used without permission will be confiscated or charged for at our standard rental rates.

#### **Facility Contact**

The Facilities are organized so that an Event Manager is assigned to every event. The Event Manager is the primary contact for the General Service Contractors, Service Providers and Licensees. All communication must take place between the Contractors and the Event Manager relative to activities taking place on-site. For information on Event Manager assignments, call 415-974-4016.

#### **Facility Protection**

Contractors must use the utmost care to protect all surfaces in the Facility from damage. Protection may include padding, the use of non-marring products, Visquine, plywood, rubber bumpers and tires, and proper supervision. The use of tapes, nails, tacks, staples, putty, glue, Velcro, or adhesives on podiums, glass and/or painted surfaces is strictly prohibited. In addition, Velcro or similar products are not allowed on airwalls or fabric surfaces. Please contact your Event Manager for more information.

#### **Floorplans – Fire Marshal Approval**

The Operator requires eight (8) copies of the floorplans for all areas intended for use by the Contractors. Floorplans must be submitted no less than 60 days before the first day of move in. There is no charge for Fire Marshal approval. All changes to the general layout must be resubmitted for approval. Strict adherence to the standard Fire Marshal approved floorplans will be maintained for all designated areas of use. Unapproved variations to such plans will require immediate dismantling. The Operator reserves the right to dismantle, rearrange, or remove any previously approved features if a threat to life safety, egress, or general traffic flow is perceived on-site. Failure to comply with Facility fire and safety regulations will result in the immediate closure of the event or the suspension and cancellation of the Contractors' permit to operate within the Facilities. Please refer to the SFCF Fire and Safety Management Plan for more information.

#### **Handcarry Limitations**

Exhibitor handcarry of small items through the lobby entrance is limited to items easily carried by hand in a single trip without the use of freight handling equipment. Small luggage handling carts may be permitted through the lobby entrance. However, such carts must not be used on escalators.

### **Hazardous Materials**

Use, display, or storage of hazardous materials within the Facility is restricted and subject to written approval by the Facility Fire Marshal. MSDS (Material Safety Data Sheet) documentation must be supplied to the Operator prior to product arrival. Transportation, storage, security, disposal, and MSDS documentation is the sole responsibility of the material owner. The Operator reserves the right to remove and properly dispose of all undocumented hazardous materials brought into or left in the Facility. All Contractors are required to properly secure and remove all hazardous materials brought into the Facility.

Failure to properly document, store or dispose of hazardous materials may result in the suspension or cancellation of the Contractors' permit to operate within the Facilities.

### **Hours of Operation**

Normal hours of operation at the Facilities are from 7am to 11pm daily or as contracted with the client. Permission to operate outside of those hours must be given in writing by the Operator no less than 2 weeks prior to the intended use. All expenses related to operating outside of the standard times will be billed directly to the requesting entity. The Operator reserves the right to close all freight entrances and reduce lighting levels beyond our normal working hours.

### **Identification Badges and Wristbands**

All Contractor and Service Provider personnel, including supervisors, must possess and visibly display a photo ID issued either by the employer or the appropriate labor union. Failure to produce or display such identification will result in removal of such employee from the Facility. Contractors and service providers will also issue colored wristbands to all employees that are color-specific for move-in, event, and move-out periods. Information as to these colors will be provided to the Operator in advance of the first move-in day.

### **Insurance**

A valid Certificate of Insurance and Additional Insureds Endorsement Form must be on file in the office of the Operator for all Contractors operating within the Facility. General Service Contractors and Service Providers must obtain and keep current a comprehensive public liability policy with combined single limits of \$1 million (\$5 million for electrical Contractors), naming the City and County of San Francisco, SMG, the Moscone Center Joint Venture, the San Francisco Redevelopment Agency, the Trustees of the Moscone Center Project, and the directors, members, officers, agents employees, affiliates and subsidiaries of each of the above.

Such insurance will provide coverage for general liability, product and operations liability, personal injury liability, Workers' Compensation, and used, owned, and non-owned automobile liability. All policies shall be with companies whose ratings are acceptable to the Operator. Certificates of Insurance shall provide that they may not be canceled without 30 days advance written notice to the Operator.

Each Certificate of Insurance must demonstrate the following coverage:

- *Comprehensive General Liability and Automobile Liability Insurance* with limits not less than \$1 million each occurrence, combined single limit, for bodily injury and property damage including coverage for personal injury, contractual, and operation of mobile equipment. Automobile Liability Insurance with limits not less than \$500,000 each occurrence, combined single limit, for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles including loading and unloading operations.
- *Workers Compensation Insurance* covering General Contractors' and Service Providers' employees.
- *Indemnification:* Provider agrees to indemnify, hold harmless and defend the City and County of San Francisco, SMG, the Moscone Center Joint Venture, the San Francisco Redevelopment Agency, the Trustees of the Moscone Center Project, and the directors, members, officers, agents, employees, affiliates and subsidiaries of each of the above ("indemnities") from and against any and all liabilities, damages, actions, costs, losses, claims, and expenses (including attorneys' fees) on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole, express permission of Provider. Such indemnification by Provider shall apply unless such damage

or injury results from the sole negligence, gross negligence or willful misconduct of Operator, its employees or subcontractors.

### **Laws to be Observed**

All Contractors shall, at all times, comply with Federal, State, and local laws, OSHA ordinances, rules and regulations and Facility rules and regulations. Failure to comply with the above mentioned items will result in suspension or cancellation of the Contractors' permit and result in withdrawal of permission to enter or work in the Facilities.

### **Lifts**

All forklifts, scissor lifts, cranes, etc. utilized within the Facilities must comply with emission standards as established by appropriate government agencies and the Facilities' Air-Quality Program. This must be accomplished by observing proper maintenance practices; installation of catalytic converters or diesel scrubbers on all lifts or cranes. The following regulations apply to all persons and vehicles operating within the Facilities:

- All lifts used in the Facilities must have "non-marking" tires.
- The Operator must grant permission in writing and in advance for all gasoline operated lifts. Notification to all employees must be made before operating these lifts within the Facility.
- Lift deliveries must be coordinated with your Event Manager.
- Facility forklifts and man-lifts are not available for use or rent by Contractors.
- All lifts and motorized vehicles must obey the 5-mph maximum speed limit within the Facility.
- No vehicles may be left in emergency exits, storerooms, traffic lanes, or on unprotected carpet.
- The General Service Contractor must post safety-related signage at all high traffic intersections.
- No forklifts are allowed on granite or terrazzo surfaces except at the concourse pass-through.
- No forklifts, lifts or motorized vehicles are allowed on unprotected carpeted surfaces – See "Carpet Protection".
- No forklifts are allowed in East or West Mezzanine
- Forklifts may not use emergency exits or exit doors – all freight must travel through portals reserved for freight access.
- Forklifts operated on the street must have proper safety equipment including head and taillights.
- Forklifts must pass all emissions and safety standards as required by OSHA and the Facility including reverse indicators and seatbelts.

All Contractors are responsible for the proper operation of all motorized vehicles and their employees. It is the responsibility of the employer to provide training in proper operation of all motorized vehicles. Failure to abide by these rules may result in the suspension or cancellation of the Contractors' permit to operate within the Facilities. The Operator reserves the right to remove, at the expense of the owner, all equipment or personnel not complying with these regulations.

### **Lobbies**

The Facility requires eight (8) copies of the lobby and public corridor floorplans if any equipment is to be placed in these areas by the Contractor. Strict adherence will be maintained to the standard Fire Marshal approved floorplans for all lobby and corridor areas. Unapproved variations to such plans will require dismantling. Please see "Floorplans & Fire Marshal Approval".

### **Loading and Unloading of Equipment and Materials**

The General Contractor reserves the loading docks for use during the occupancy period of the specific event for which they are responsible. Permission to use specific areas for loading and unloading by Service Provider personnel will be granted either at Exit 17 or other areas as designated by the Operator. The Operator reserves the right to utilize the loading docks at any time without prior notice.

### **Motorized Vehicle Safety & Speeding**

General Service Contractors and Service Providers must enforce safe speed limits for all vehicles operating in the Facilities including but not limited to trucks, forklifts, electric carts, bicycles, delivery vehicles, etc. Electric carts and bicycles may not be used in any public areas - see Bicycles and Electric Vehicles. General Service Contractors must keep all electric carts off carpeted areas at all times,

including carts assigned to show management. The General Service Contractor must post safety-related signage at all high traffic intersections. The Operator reserves the right to remove all equipment or personnel not complying with these regulations.

### **Move-In and Move-Out**

General Service Contractors and Service Providers may operate within the Facilities only during the move-in and move-out times stated in the contract issued to the client. Any exceptions must be requested in writing at least two weeks in advance. Move-in and out by exhibitors through the North and South lobbies is limited to hand-carried items. No carts or dollies are permitted through lobby areas or on the passenger elevators or escalators. Parking is not permitted in the driveways. Exhibitors may not operate forklifts within the Facility. It is the responsibility of the client or the General Service Contractor to monitor exhibitor handcarry traffic.

### **Paint**

Contractors must provide complete protection from paint and paint products in all areas of the Facility including the exhibit floor. Under no circumstances may spray paints, airless sprayers, power painters, airbrushes, or similar tools be used within the Facility. All paint and paint related products are considered hazardous materials and must be stored and disposed of properly. Please see "Hazardous Materials" for more information.

### **Pallets**

All pallets and crates must be removed from the Facility upon move out. Failure to do so will result in the disposal of the items at the expense of the Contractor.

### **Parking**

Parking is not provided at the Facility. No parking is allowed in the driveways, ramps, or any other area of the Facility. Any unauthorized vehicles parked in the Facility will be towed immediately and without notice. It is the Contractors' responsibility to enforce parking regulations and restrict violators from working in the Facilities, if necessary.

### **POVs**

Privately owned vehicles (POVs) may be permitted to enter the Facility at designated areas. The Operator must approve POV entrances in advance. POVs may not park or stage in unapproved areas of the Facility. All illegally parked vehicles will be towed, at the expense of the owner, immediately and without warning.

### **Recycling Program**

All General Service Contractors and Service Providers will comply in good faith with the Facilities' Recycling Program, which is designed to achieve operating goals established by the City & County of San Francisco. The Facility provides many outlets to dispose of recyclables, including, but not limited to metal, cardboard, glass, and mixed paper. Please contact your Event Manager for more information.

### **Rigging**

Safety is the primary concern of the Operator related to hanging and rigging in the Facilities. Hanging and rigging carry a significant liability for the responsible party. It is our goal to eliminate any potential problems in advance. In this regard, we have appointed a Head House Rigger who has complete authority over all hanging and rigging regardless of jurisdiction. It is the responsibility of the Contractors to inform all rigging personnel of Facility rigging policies. These rules and regulations are applicable, without exception, to everyone using the Facilities for hanging and rigging. Failure to follow these rules and regulations will result in the immediate requirement to correct or remove all items, which do not comply with Facility rigging policies. The time required of the House Rigger to review non-compliant rigging will be billed to the Contractor. The Operator assumes no liability for rigging and hanging performed in the Facility.

#### *Definitions:*

- Hanging: Straight down (dead hang) from any approved hang point (eyebolt) or sign cable in the Facilities limited to 1,000 lbs. Hanging may be performed by employees or sub-Contractors of the

General Service Contractors who are completely knowledgeable with the house hang points and rules and regulations.

- Rigging: Hanging which requires bridling, side loads, trusses and/or exceeds 1,000 lbs. Qualified and trained riggers must perform all rigging. Rigging must meet O.S.H.A. and A.N.S.I. regulations and conform to the manufacturer specifications. All rigging is subject to inspection by the Operator.
- Hangpoint: Rated and approved points designated by the Operator to sustain loads.
- Bridling: Bridles between 45 and 90 degrees with the use of a 3/4" Crosby Swivel eye may not exceed 1500 lbs.

*General Rigging Regulations:*

- Only Contractors specifically approved to rig may perform this operation within the Facilities.
- Each Contractor must appoint a single person who is responsible for all rigging and hanging, and provide the name of the designee to the Operator.
- Plans and locations for any items hung or rigged which weigh 1,000 lbs. or more must be submitted to the Operator for review at least 30 days in advance. Plan review does not guarantee the safety of the actual rigged item. Failure to provide plans may result in the on-site denial or removal of said rigging.
- All hanging and rigging hardware fasteners and gear must be O.S.H.A. and A.N.S.I. approved.
- All custom rigging, i.e. hand-swaged slings (Nico Press or Arm) must have an owner's identification.
- All requests for rigging outside of our approved hanging locations must be made in writing to the Assistant General Manager no less than 30 days in advance.

*Hangpoint Locations & Ratings:*

- Halls A, B and C: 2,000 lbs. per hang point (eyebolt) straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 500 lbs.
- Hall D: 2,000 lbs. per hang point (eyebolt) straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 500 lbs.
- Hall E: 1,000 lbs. per hang point (eyebolt) straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 25 lbs.
- Gateway Ballroom (102-103-104): 1000 lbs. per hang point (eyebolt) until further testing. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 250 lbs.
- Esplanade Ballroom (301-310): 500 lbs. per hang point (eyebolt) straight down. Bridles between or side loads are not allowed in this area under any condition.
- Lobby Areas (North and South): 1,000 lbs. per hang point straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 25 lbs.
- Moscone West: All hang points are rated for 5,000 lbs. with the exception of those located directly in line with the Skyfold doors on the second and third floors between the lobbies and main function space entrances.
- Sign Cable (A, B, C and D): 25 lbs. per sign or less. The 1/8-inch center ceiling cables were installed to hang aisle signs made of lightweight fabric only. No heavy loads are permitted on this cable.
- Air Ducts: 50 lbs. per point straight down. The use of air duct all-thread supports for hanging is permitted under certain circumstances if permission is granted in writing by the Operator no less than 30 days in advance. Bridling and side loads are not allowed.
- Movable Wall Tracks: May not be used for hanging and rigging without prior written permission by the Operator and only with the inserts installed by the House Head Rigger. Not all airwall tracks are available for rigging.
- Sprinkler Pipes and Brackets: May not be used for hanging or rigging under any condition.
- Aluminum Ceiling Tile Tracks: May not be used for hanging or rigging.
- False Ceiling Tiles: May not be removed or "popped" to facilitate rigging under any condition.
- Other Facility Elements: No rigging, tying off, hanging, Velcro, or taping may be done from the false ceiling hangers, ceiling tracks, ceiling tiles, light fixtures, expansion joints, HVAC intake or exhaust vents, sprinkler pipes, airwall tracks, doors, sewage and water lines, or other Facility features that have not been approved for such use. This restriction includes the use of string, fishing line, bailing wire, scissors clips, and other means for attachment.

### **Smoking**

Smoking is not permitted anywhere within the Facility, including back-of-house areas and loading docks. The San Francisco Health Department conducts random inspections and will fine individuals and their employer for violations of this policy. All Contractors must advise their employees and enforce the “No Smoking” regulations while in the Facilities. If necessary, the Operator will assign security personnel to control smoking at the expense of the respective employer. The Operator reserves the right to remove any person not complying with this policy.

### **SFCF Fire Management Plan**

All Contractors’ employees will comply at all times with the rules and regulations as stated in the Fire Management Plan for the Facilities and will acknowledge the authority of the Facilities’ Fire Marshal. Failure to comply with these rules will result in the suspension or cancellation of the Contractors’ permit to operate within the Facilities.

### **Storage**

Storage areas are limited to those designated by the Operator for Contractor storage. These areas are reserved primarily for use by the General Service Contractor. All other Service Providers must check with the General Service Contractor for available storage within the pre-approved areas. All equipment and materials including ladders, tools and construction materials will be confined to the specific areas of the exhibit hall or display areas for which the client has been contracted. If the Operator designates any additional areas for temporary storage of such equipment or materials, this will be communicated to the Contractors’ representative upon check-in either by the General Service Contractor, the Fire Marshal or Event Manager. Unless otherwise notified, all equipment not placed in approved storage areas must be removed from the Facilities prior to the opening of the event.

Please note Facility equipment may not be moved, removed, or repositioned to make room for Contractor storage.

The following areas may not be used for storage under any circumstances:

- Emergency exits
- Facility store rooms and storage areas
- Airwall pockets
- Traffic lanes
- Restrooms
- Food & Beverage locations and holding kitchens
- Public lobbies, areas, and corridors
- Freight free aisles
- Compactors and debris boxes
- Elevators and stairwells
- Administration offices
- Mechanical spaces

The Operator reserves the right to retain or relinquish all storage areas based upon need. In addition, all equipment left in the Facilities or in areas not approved for storage by Contractors will be removed and disposed of at the expense of the owner.

### **Tape**

All tapes used within the Facility must be approved. Service Contractors must provide and use BRON BT100 tape for all granite and terrazzo surfaces and BRON BT279 on Facility carpet when laying Decorator carpet or other materials over these surfaces. The Facility does not maintain an inventory of carpet tape. Please plan accordingly. The use of transfer tape is strongly discouraged and subject to advance approval in writing by the Operator.

Carpeting installed by Contractors must be taped down or secured with specific attention to safety factors and must be done in such a way as to minimize potential tripping hazards, bubbling, and ripples.

### **Taxes, Licenses, Certificates and Permits**

Contractors must obtain and keep current all business licenses, certificates, and permits as may be required by Federal, State or local laws or regulations and shall pay all taxes required including sales and use tax. All Service Providers working on-site are required to produce proof of a permit issued by the Operator showing compliance with the Facilities' permit requirements. Proof of a valid permit must be provided upon check-in or upon request.

Prior to providing services within the Facilities, each Contractor must return to the Operator one signed copy of the most recent edition of the "General Service Contractors and Service Providers Rules and Regulations" indicating acceptance of these rules and regulations **plus** the following items:

- City of San Francisco Business License
- Certificate of Insurance
- C-10 Contractors License (if applicable)

Failure to provide proof of a valid permit will result in dismissal of all Service Providers' personnel from the site until such proof is provided and accepted. Please contact your Event Manager for further details.

### **Trash Removal and Exhibit Floor Cleaning**

The General Service Contractor is responsible for removing trash and recyclables from the exhibit floor at the conclusion of each event, returning the floor area(s) to the Operator in the same condition as received, excepting normal wear and tear. This applies to any tape residue, paint or other damage to or discoloration of the floor and any debris that is left on the floor or in the loading docks. Cleaning of exhibit floor and contractor-carpeted areas (such as lobbies) during move-in, event and move-out is the responsibility of the General Services Contractor through an approved boothcleaning company. Proof of an agreement for boothcleaning will be provided to Operator upon request. While costs for compactor pulls are billed directly to the Licensee, Operator will invoice General Service Contractors for debris box removal.

Operator maintains a comprehensive recycling program in compliance with state law and city ordinance. All general contractors and service providers hereby agree to cooperate in the implementation of this program in making all reasonable efforts to divert waste from the disposal stream.

The Operator reserves the right to determine the cleanliness of the exhibit floor. Should the Operator determine the Facility floor to have been returned in an unacceptable condition, the area(s) will be cleaned by Operator, including removal of any remaining debris or materials, tape or tape residue, or any materials requiring special handling (such as toxic or hazardous substances), and all costs will be billed directly to Licensee.

### **Union Labor**

The San Francisco Convention Facilities observe union jurisdictional claims. Jurisdictional claims include but are not limited to the installation and dismantling of exhibits and displays, material handling and drayage, audio/visual, telecommunications and networking, rigging, theatrical productions, plumbing, electrical, and security. Please note, the Operator does not enforce jurisdictional claims, negotiate jurisdiction on behalf of the client or Contractor, set labor rates, nor supply labor outside of our own needs. Please contact your Event Manager for more information.

### **Written Requests for Permission**

All special requests must be addressed in writing through the assigned Event Manager for the Assistant General Manager's approval no less than two (2) weeks in advance for the following items:

- Early move in, late move out
- After hours and 24-hour access
- Equipment layovers
- Use of Facility Space

Requests for the following items must be made no less than forty-eight (48) hours in advance:

- Use of gasoline powered machinery
- Departure from Facility policies

- Use of the Folsom Street Dock

The Operator will honor only requests in writing. No verbal requests will be accepted.

**IMPORTANT INFORMATION RE: CHANGES, MODIFICATIONS, REVISIONS AND ADDITIONS**

The San Francisco Convention Facilities reserves the right to change, modify, revise or add to these rules and regulations without prior notice.

*THE UNDERSIGNED ACKNOWLEDGES RECEIPT AND AGREES TO COMPLY WITH ALL PROVISIONS OF THE SFCF GENERAL SERVICE CONTRACTORS AND SERVICE PROVIDERS RULES AND REGULATIONS:*

SIGNED: \_\_\_\_\_

NAME (Please Print): \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

Please complete the following information for your company so that our records are current, and **fax entire document** back to us at 415.974-4073:

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_