



MOSCONE CENTER

Production & Meeting Room Set Guidelines

Meeting Room & Keynote Production Requirements

Floorplans

In order to facilitate an accurate and timely room set, we ask that the designated Production Company provide the facility with meeting room diagrams including relevant dimensions and any truss plans. These diagrams should be sent to the Event Manager 45 days prior to the first day of move-in.

In order to facilitate an accurate and timely keynote set, we ask that the Production Company provide the facility with a D-size hardcopy of the floor plan including relevant dimensions and any truss plans. This floor plan should be supplied to the Event Manager on the first day of keynote move-in.

Please include the following items on the floorplan:

- Total chair count
- Number of total chairs per section
- Number of chairs per row in each section
- Number of rows in each section
- Dimensions of stage
- Dimensions of tech risers
- Dimensions of aisles
- Dimensions from hard walls to stage, risers, as well as side and back rows of chairs
- Distance from stage to first row of seating
- Location of aisle carpet
- Location for staging full/empty chair racks on move in and move out
- Please note any areas where power strips will be installed for attendee use.

Production Schedules

Production schedules help ensure a successful event. Moscone builds its labor call based on the information provided in a production schedule.

Additional labor charges may apply if scheduled labor is delayed, and Moscone cannot guarantee room sets will be completed as scheduled. Please include any plans for staggered room sets, air wall movements, and any other areas that may require labor as additional charges may apply.

Within the production schedule, please provide the following information:

- Location for staging full/empty chair racks on move in and move out
- Timing for setting the following equipment:
 - Backstage area
 - Truss install
 - Tech risers
 - Main stage risers
 - Audience seating

- Resets or room adjustments
- Timing for striking the following equipment:
- Truss removal
- Audience seating
- Main stage risers
- Tech risers
- Timing for rehearsals, including whether they are open or closed
- Air wall configurations and timing
- Sky fold door configurations and timing

Keynote Sets

Moscone's standard practice for keynote sets is to allow staggered equipment sets at no additional charge, which enables AV companies to fly truss and additional equipment without the interference of facility equipment.

Depending on the size and complexity of the keynote set, Moscone Center typically requires 8 hours to set audience seating and at least 4 hours to strike audience seating. Any changes to these requirements need to be discussed with your Event Manager well in advance of the event and may result in additional labor charges.

Please discuss with your Event Manager provisions for staging equipment in the room during move-in and move-out.

Meeting Room Sets

Moscone Center's standard practice for meeting room sets is to preset all facility equipment prior to client move in whenever possible.

AV companies wishing to stagger equipment sets in meeting rooms should clearly indicate this on their production schedule and diagrams. The initial set would indicate any equipment that can be preset. Equipment set-up after this will be charged at prevailing labor rates. For instance, if an AV company wishes a room to be clean and clear with air walls open, that is considered the initial set. Each subsequent equipment set will incur labor charges at prevailing rates with labor minimums.

House Head

If the event includes a general session or a large meeting that utilizes staging, lighting, large-scale video and sound reinforcement, or a major theatrical presentation, please plan on including our House Head as part of your team.

The House Head is appointed by the facility to help assist you and the IATSE local 16 crews. The House Head acts as the union steward for the crew and offers a thorough understanding of jurisdictional requirements. The House Head is an experienced technician who understands our building systems and departments. Labor charges for this position will be posted to the client's final settlement at the conclusion of the event. Please contact our Theatrical Services Department at facilityservices@moscone.com for current hourly rates and additional information.

Floor Marking

In order to ensure the accuracy of the keynote set, we request that the following areas be marked:

- Main stage (upstage center, left and right)
- First row of chairs
- Center aisle
- The angle of chevron sets

You are responsible for returning the floor in the same condition it was received. Please plan on appropriate labor to remove all tape/chalk marks from floors. Failure to do so will result in additional charges.

Air walls

Please review the Moscone website at www.moscone.com for the most up to date CADs/PDFs for floorplans, including air walls and air wall configurations.

Please pay special attention to air wall placement, including air wall “fins” that stick into meeting rooms/keynote rooms, as well as those that accordion and do not fit flush inside air wall pockets.

It is imperative that companies note air wall movement and timing in the planning process, especially for events requiring room resets.

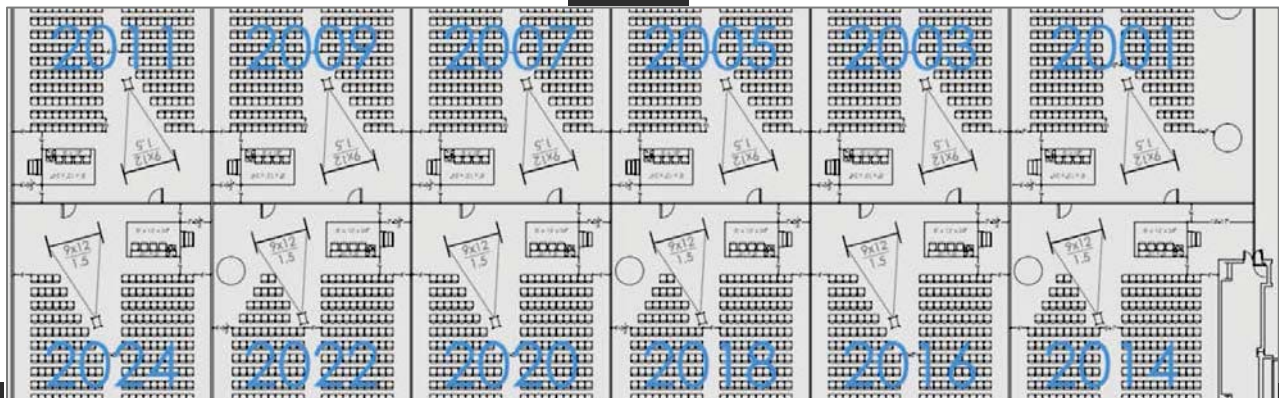
Safety

- All cords or cables must be taped down in-front exits or path-of-travel (intersection).
- Hazers:
 - Water based only.
 - Testing must be scheduled prior to operating with;
 - Fire Marshal
 - Moscone Engineering
- All exits must remain clear:
 - Exhibit Halls or Ballrooms minimum 10’
 - Meeting Rooms minimum 4’

Moscone West

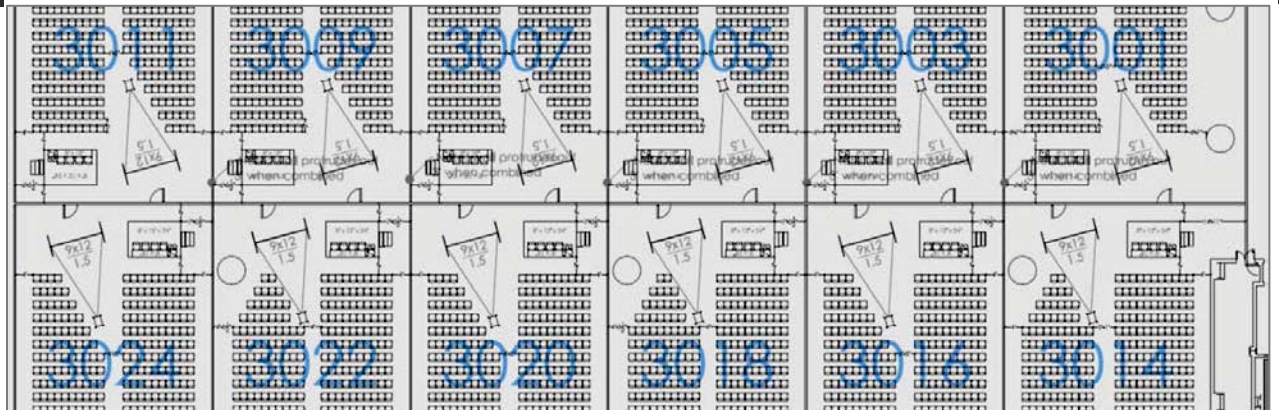
- Room 2/3001, 2/3003, 2/3005/, 2/3007, 2/3009 & 2/3011
 - Risers must be placed in front of the South/West exit door with a 4' clearance.
- Rooms 2/3014, 2/3016, 2/3018, 2/3020, 2/3022 & 2/3024
 - Risers must be placed in front of the North/East exit door with a 4' clearance.
- Sample:

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For additional resources, please visit our website at www.moscone.com.
If you have questions, please contact your Event Manager.

Banquet Round Table Sizes

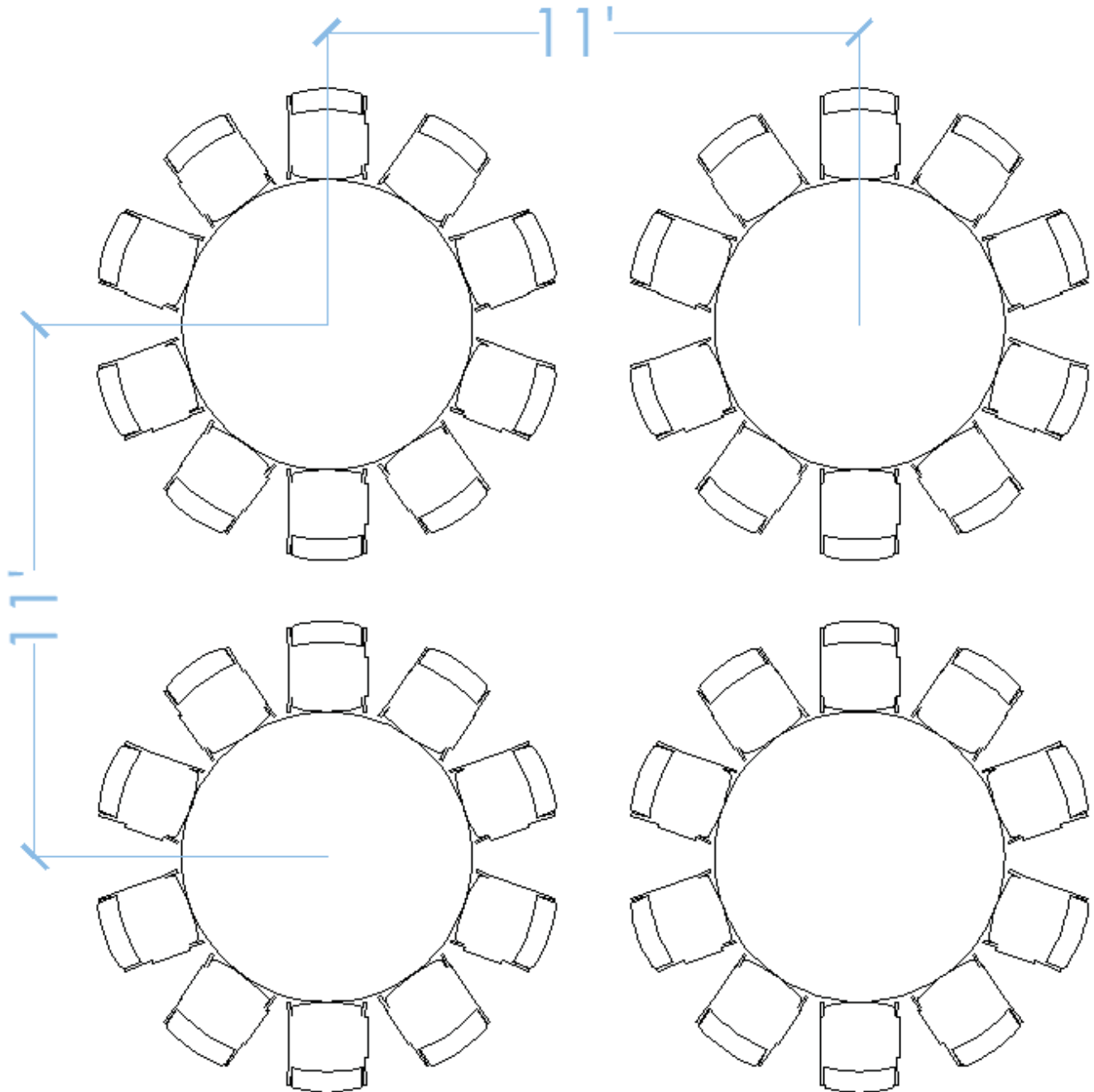


North | South | West

Banquet Spacing

Measurement point: Center to Center

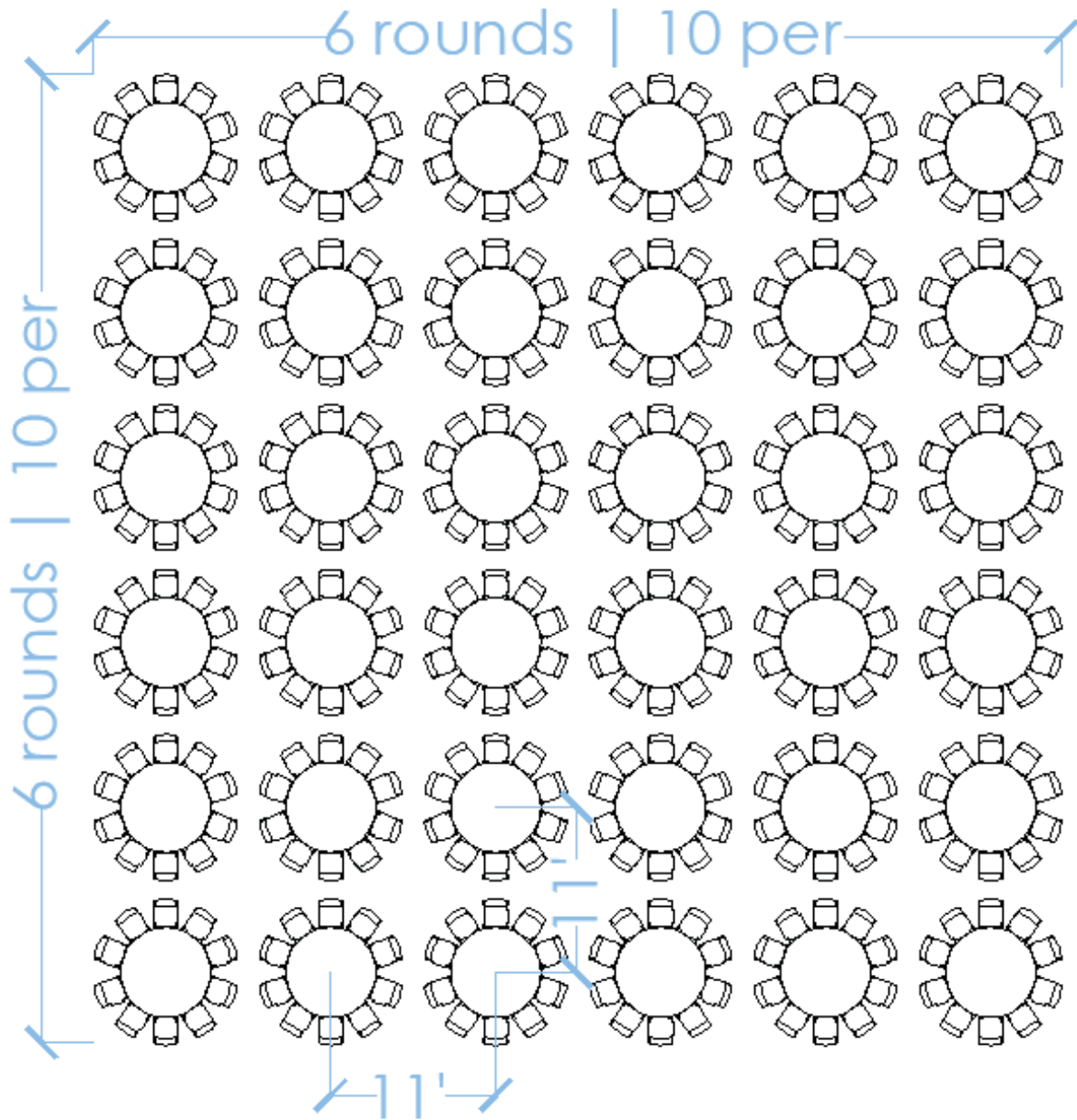
*Minimum spacing. Please consult with your catering contact to see if additional spacing is required.



Banquet Spacing

Max block set

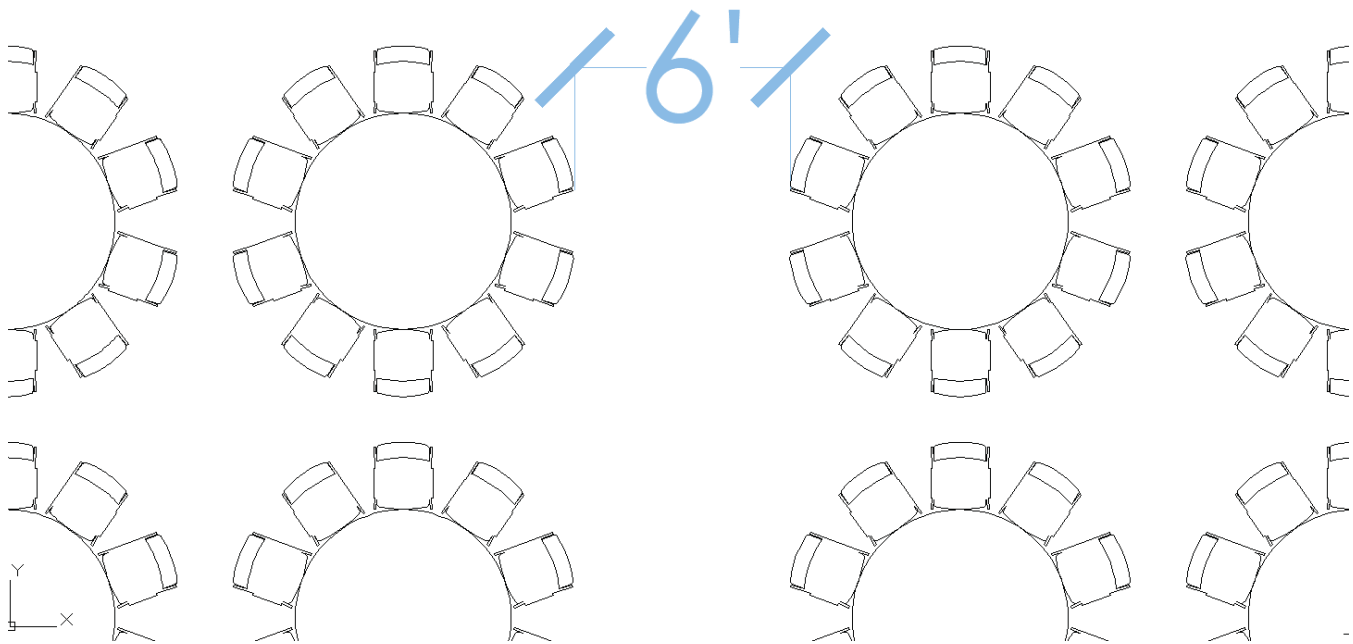
*Minimum spacing. Please consult with your catering contact to see if additional spacing is required.



Banquet Spacing

Minimum aisle(s) width

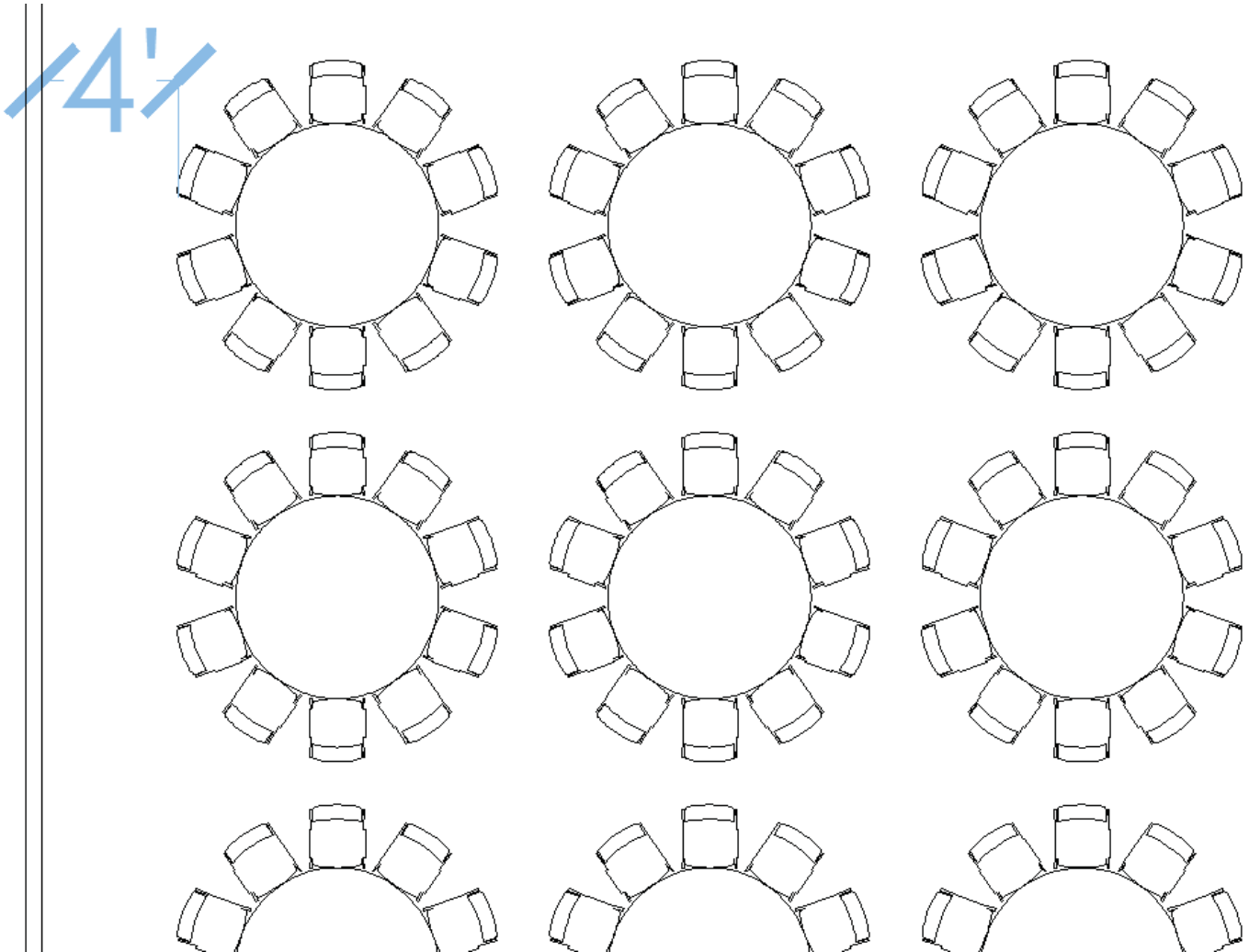
*Minimum spacing. Please consult with your catering contact to if additional spacing is required.



Banquet Spacing

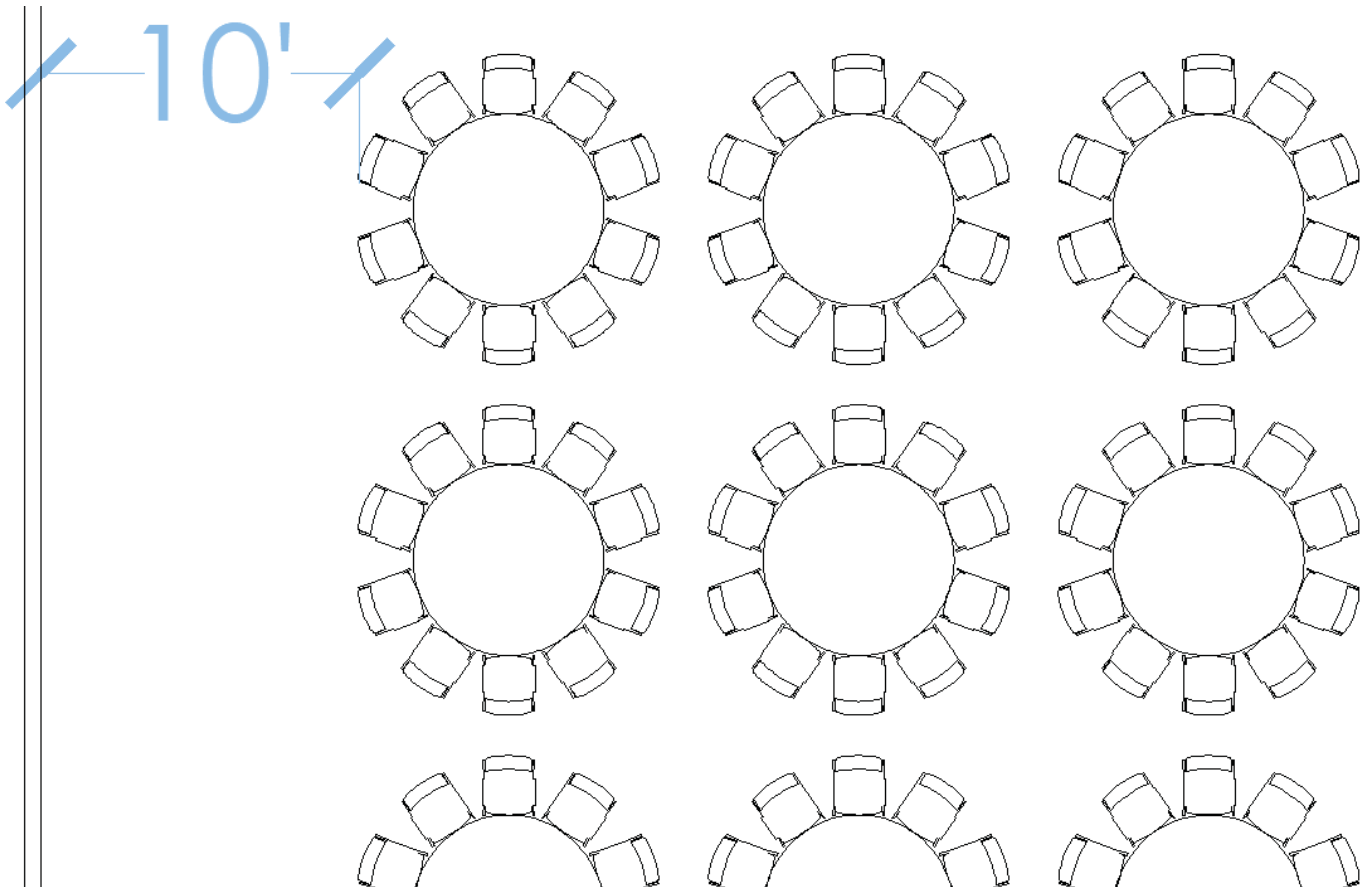
Minimum perimeter aisle | Meeting rooms

*Minimum spacing. Please consult with your catering contact to if additional spacing is required.



Banquet Spacing

Minimum perimeter aisle | Ballroom or Exhibit Hall

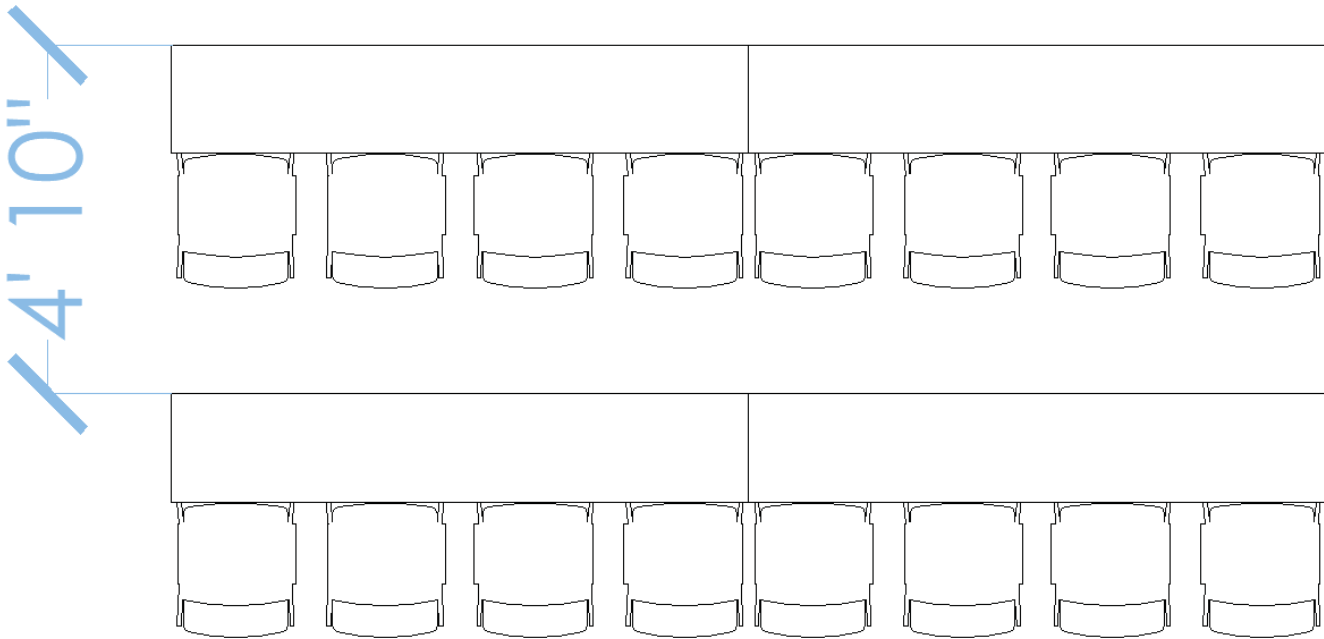


Classroom Table Sizes

North | South | West

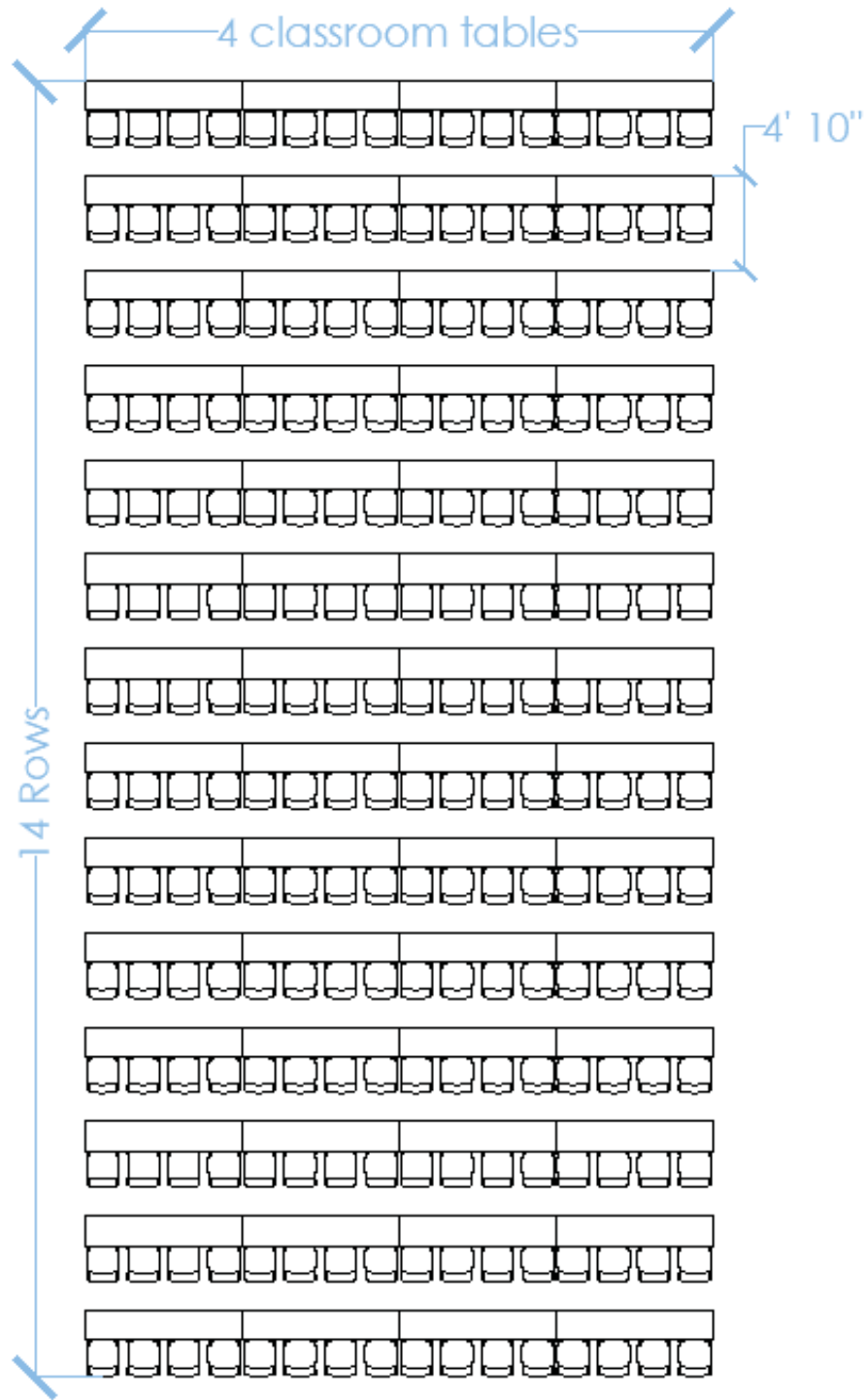
Classroom Spacing

Measurement point: back to font



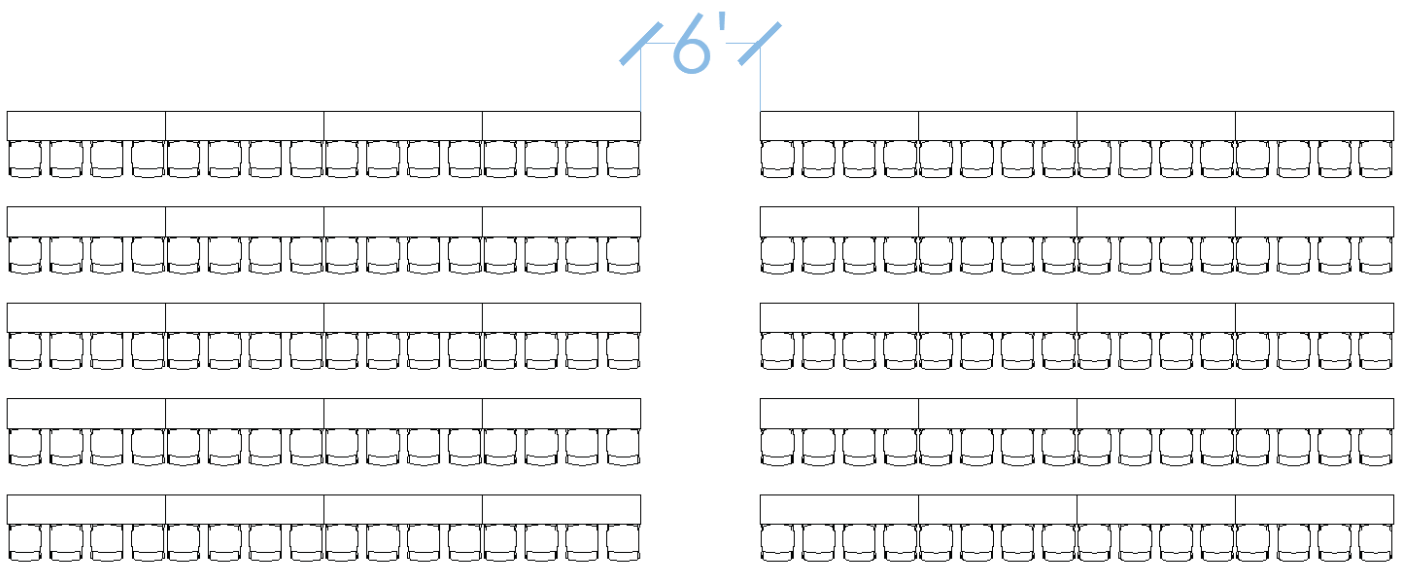
Classroom Spacing

Max block set



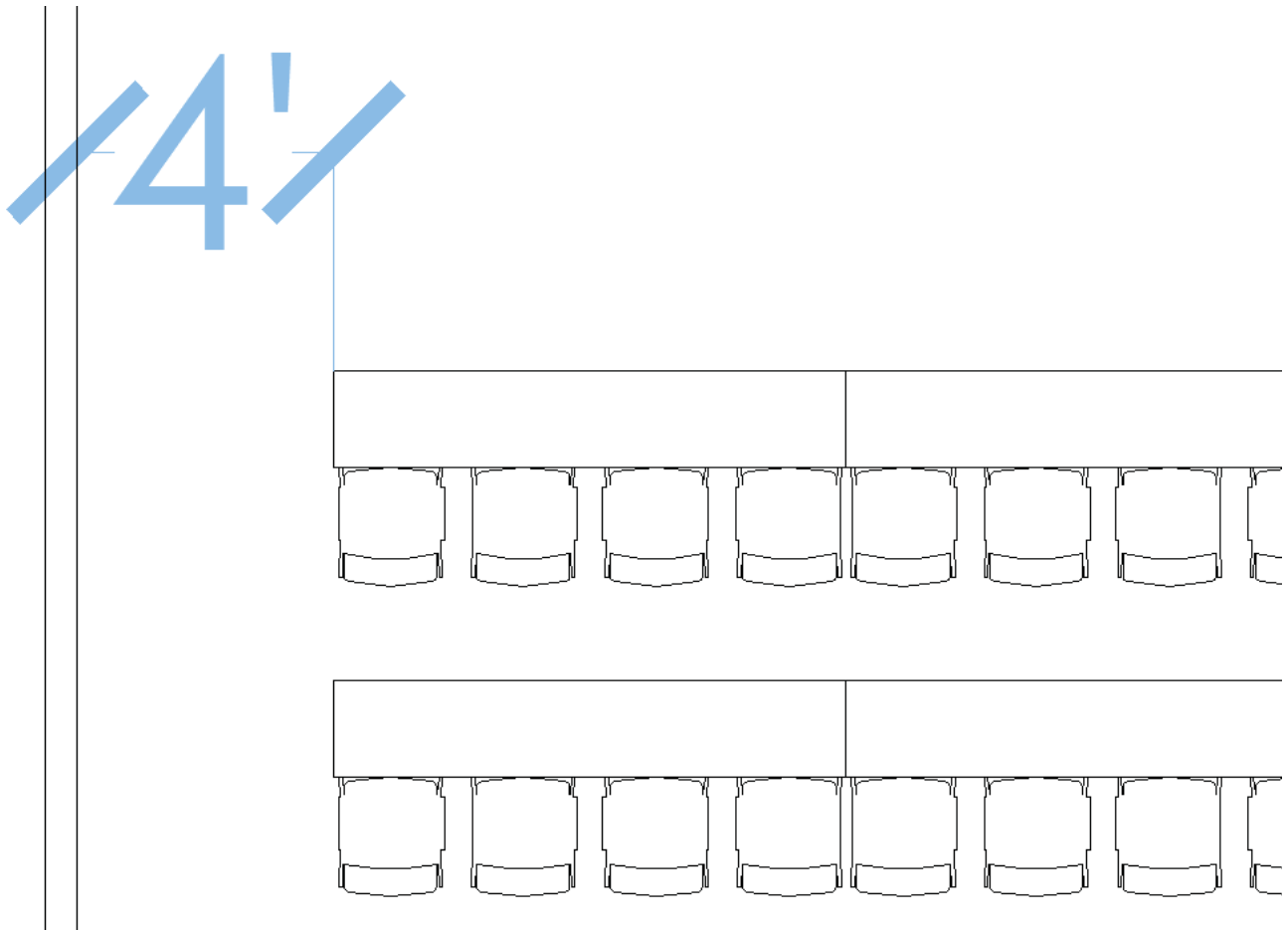
Classroom Spacing

Minimum aisle width



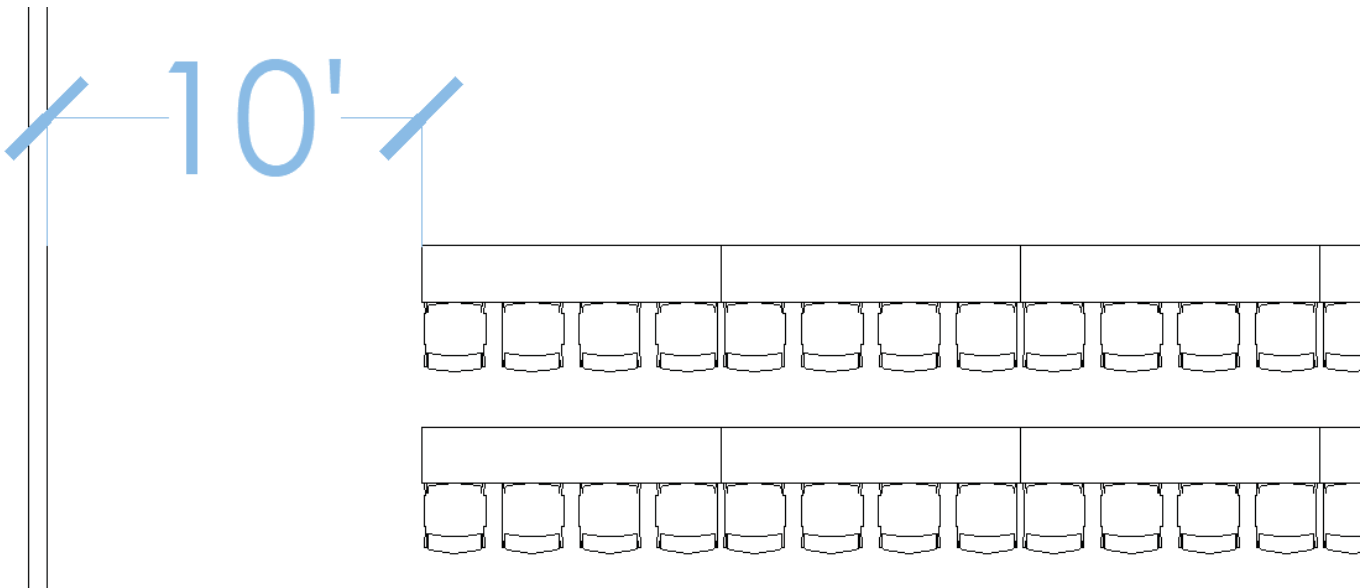
Classroom Spacing

Minimum perimeter aisle | Meeting rooms

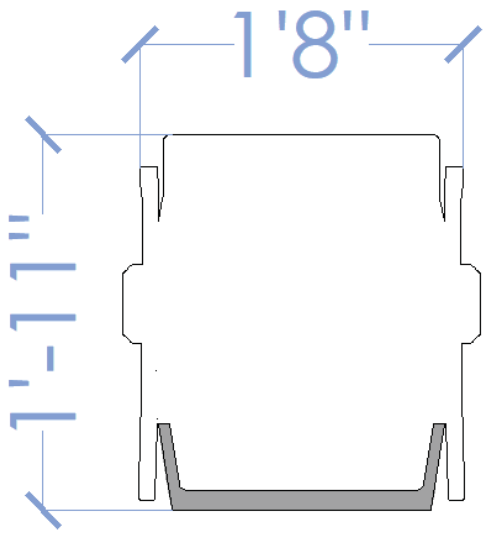


Classroom Spacing

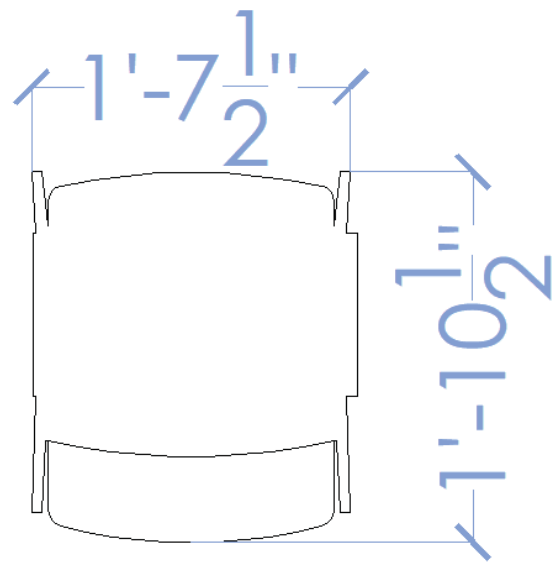
Minimum perimeter aisle | Ballroom or Exhibit Hall



Theater Chair Sizes



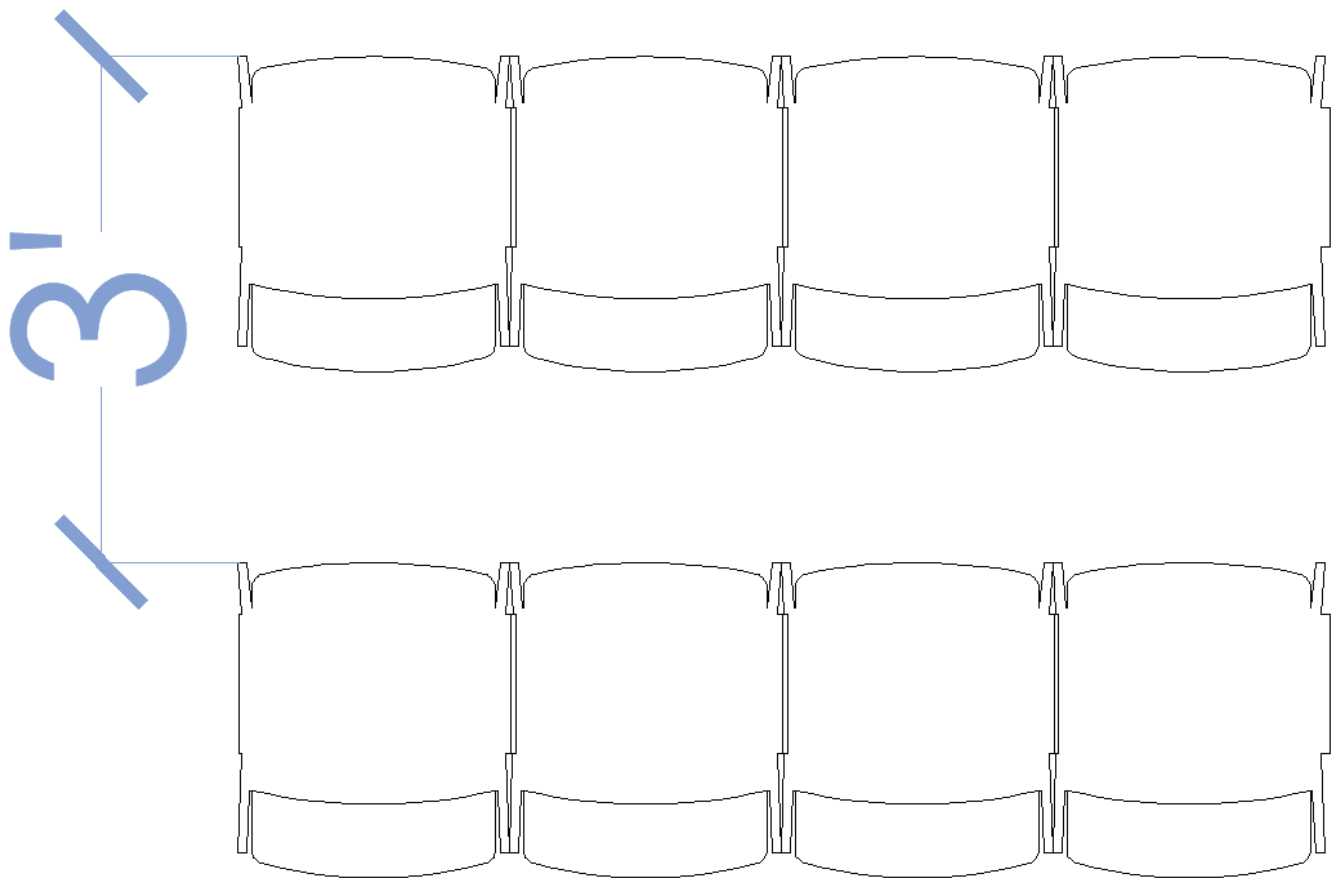
North | South



West

Theater Chair Spacing

Measurement point: Front to Front

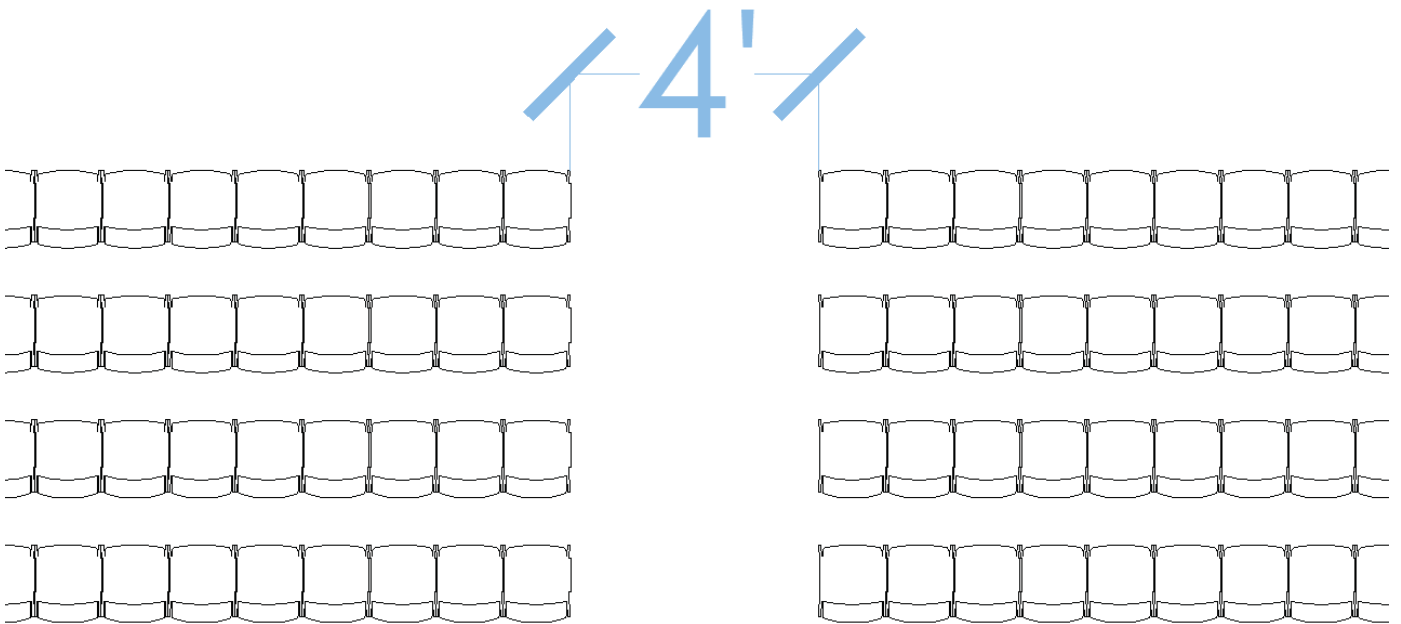


Theater Chair Spacing

Max block set

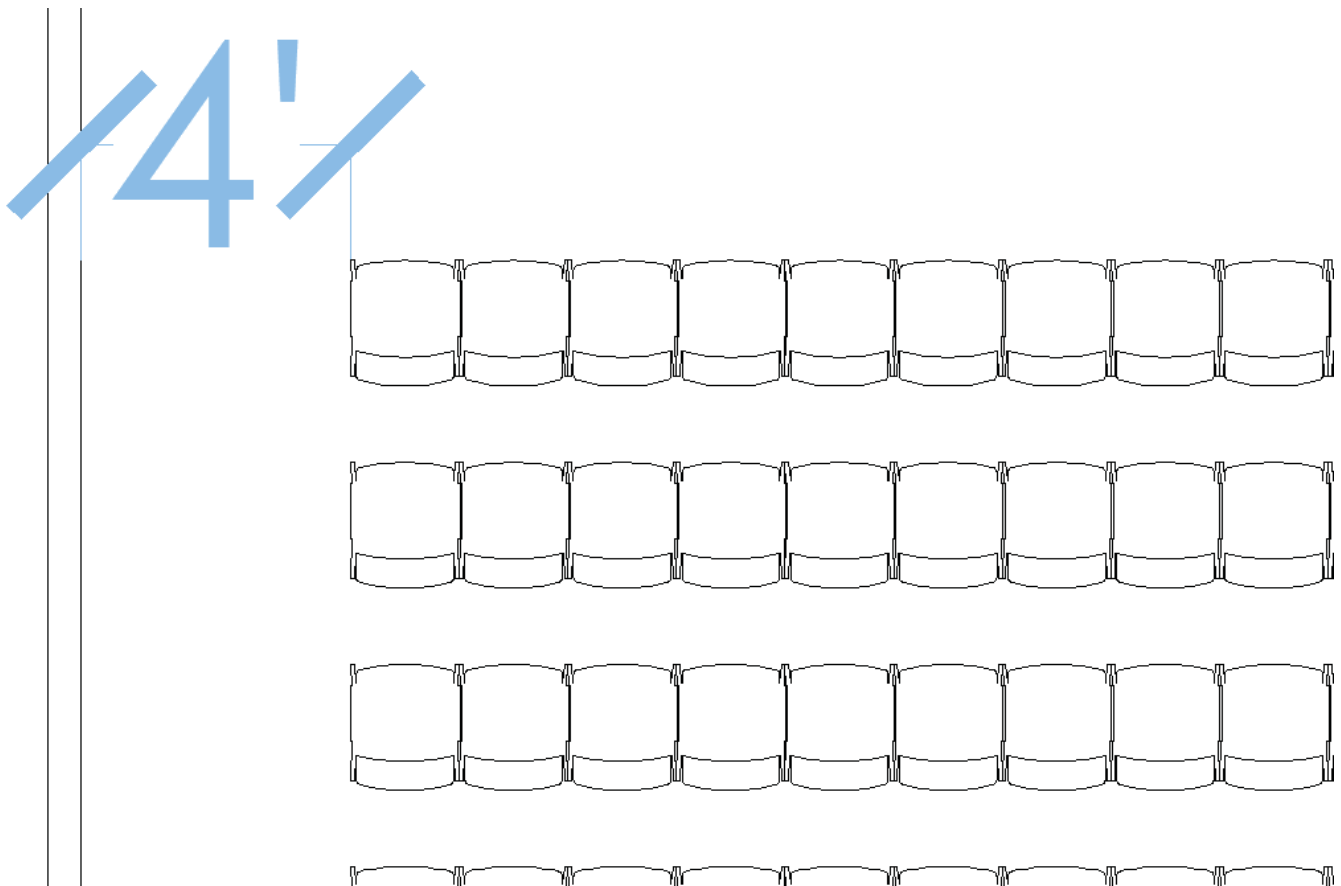
Theater Seating

Minimum aisle width | Meeting rooms



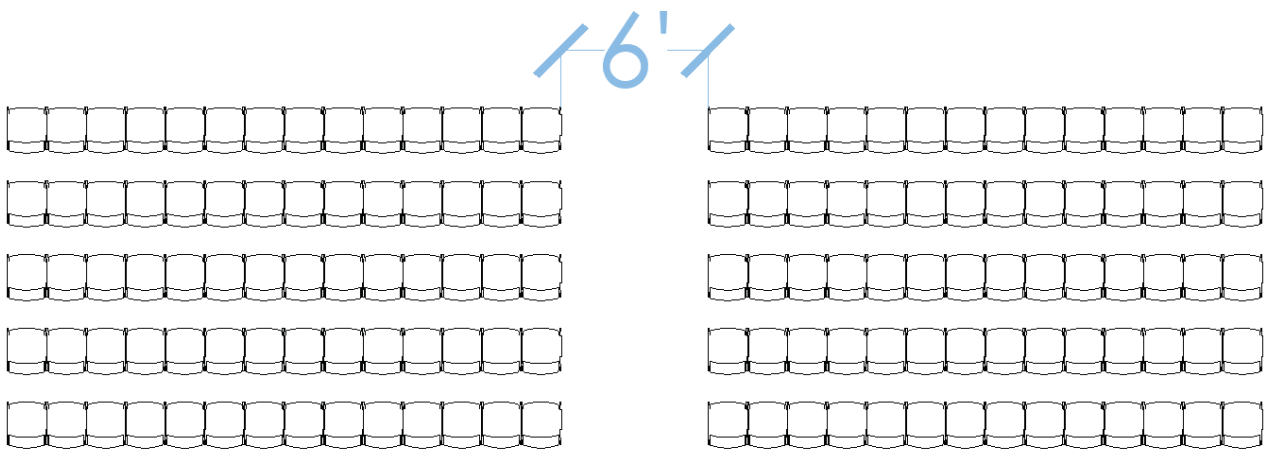
Theater Spacing

Minimum perimeter aisle | Meeting rooms



Theater Spacing

Minimum center aisle | Ballroom or Exhibit Hall



Theater Spacing

Minimum perimeter aisle | Ballroom or Exhibit Hall

