

# Meeting Planners Guidelines

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## Getting Started



Now that your event has booked space at The Moscone Center, we are here to help you get the planning process off to a great start. This section is geared to provide a quick reference to some of the basic building blocks for a successful event at The Moscone Center.

We look forward to working with you and your team!

[MOSCONE CENTER CONTACT](#) [TIMELINE FOR EVENT PLANNING](#) [BUDGET REVIEW](#)  
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## **Facility Information**



Every facility is different - this section will provide you with information about all the operational nuts and bolts of The Moscone Center.

[AIRWALLS](#) [DRIVEWAYS & CUTOUTS](#) [EMERGENCY EXIT DOORS](#) [FACILITY EQUIPMENT INVENTORY](#) [FACILITY EQUIPMENT USAGE & OPERATIONS](#) [FACILITY HOURS OF OPERATION & STANDARD STAFFING](#) [FACILITY LIGHTING](#) [FLOOR & ELEVATOR LOAD RATINGS](#) [HVAC](#) [LED DIGITAL SIGNAGE SPECS](#) [LOADING DOCKS](#) [RIGGING RULES](#) [TERRACES](#) [SMOKING](#) [ROOM KEYS & LOCKS](#) [ELEVATORS & ESCALATORS](#) [DAMAGE TO THE FACILITY](#) [BIKE LANE CLEARANCE](#) [AMERICANS WITH DISABILITIES ACT](#) [AIR QUALITY](#)

## **Meeting Rooms & Sessions**





Do you have questions about meetings rooms and producing sessions at The Moscone Center? The attached links will help you navigate your way through this topic.

[AIRWALLS](#) [CLEANING & HOUSEKEEPING](#) [FACILITY EQUIPMENT INVENTORY](#)  
[FACILITY LIGHTING](#) [FACILITY SERVICES](#) [GENERAL SESSIONS & PRODUCTION](#)  
[SERVICES](#) [FILMING & VIDEO RECORDING](#) [HOUSE SOUND](#) [MEETING ROOM AND](#)  
[KEYNOTE SETS](#) [PRODUCTION & MEETING ROOM FLOOR PLAN REQUIREMENTS](#)  
[PROJECTION - PREFERRED A/V & MEDIA SERVICES PROVIDER](#) [ROOM KEYS & LOCKS](#)  
[ROOM RESETS](#) [UNION JURISDICTIONS](#) [WATER SERVICE](#) [PYROTECHNICS,](#)  
[CONFETTI & HAZERS](#) [FACILITY PROTECTION POLICIES](#) [BALLOONS & HELIUM](#)

## **Exhibit Hall Policies**

Here's what you need to know to help you and your exhibitors have the best event yet!

[AIR QUALITY](#) [ANIMALS](#) [BALLOONS & HELIUM](#) [CLEANING & HOUSEKEEPING](#)  
[CONTRACT SECURITY](#) [DAMAGE TO THE FACILITY](#) [POST-EVENT DONATIONS](#)  
[DRONE POLICY](#) [ELEVATORS & ESCALATORS](#) [EMERGENCY EXIT DOORS](#)  
[EXHIBITOR APPOINTED CONTRACTORS \(EAC\)](#) [FACILITY LIGHTING](#) [FACILITY](#)  
[PROTECTION - DECORATIVE MATERIALS](#) [FACILITY PROTECTION - LIFTS](#) [FACILITY](#)  
[PROTECTION POLICIES](#) [FLOOR & ELEVATOR LOAD RATINGS](#) [FLOORPLAN](#)  
[SUBMISSION](#) [FREIGHT HANDLING](#) [LIFT OPERATION](#) [LOADING DOCKS](#) [PERMITS](#)  
[PRIVATELY OWNED VEHICLES](#) [RIGGING RULES](#) [SAVOR EXHIBIT BOOTH CATERING](#)  
[SPECIAL REQUESTS](#) [STORAGE](#) [TRASH REMOVAL](#) [TWO-STORY & COVERED](#)  
[BOOTHES](#) [UNION JURISDICTIONS](#) [VEHICLES FOR DISPLAY](#)

## **Safety & Security**

The safety and security of your event and attendees is at the forefront of our minds. The Moscone Center Security Department is here to help you with all of the items below.

[CONTRACT SECURITY](#) [DRIVEWAYS & CUTOUTS](#) [DRONE POLICY](#) [EMERGENCY](#)  
[EXIT DOORS](#) [EMERGENCY MEDICAL SERVICES & FIRST AID](#) [EMERGENCY](#)  
[PREPAREDNESS](#) [EXHIBITOR APPOINTED CONTRACTORS](#) [FACILITY HOURS OF](#)  
[OPERATION & STANDARD STAFFING](#) [FACILITY SECURITY STAFF](#) [LOST & FOUND](#)  
[PERSONAL MOBILITY DEVICES](#) [PRIVATELY OWNED VEHICLES](#) [ROOM KEYS &](#)  
[LOCKS](#) [VEHICLE SAFETY](#) [CONTRACTOR STAFF](#) [BIKE LANE CLEARANCE](#)  
[ELEVATORS & ESCALATORS](#)

## **Food & Beverage**





You gotta eat!

For some tasty ideas, check out these links.

[SAVOR...San Francisco](#) [CATERING](#) [DRIVEWAYS & CUTOUTS](#) [SAVOR EXHIBIT](#)  
[BOOTH CATERING](#)

## **Cleaning & Trash**

Keeping The Moscone Center sparkling is a top priority. The links below will let you know what our housekeeping staff will clean and what your vendors will be responsible for.





[CLEANING & HOUSEKEEPING](#) [EXHIBIT HALL TRASH REMOVAL & FLOOR CLEANING](#)  
[HAZARDOUS MATERIALS](#) [HAZARDOUS WASTE](#) [STICKERS](#) [TRASH REMOVAL](#)  
[ANIMALS](#) [COMBUSTIBLES](#)

## Graphics & Decor

We know you'll want to make our beautiful buildings feel like they were tailor-made just for your attendees. Below are links that will help you with all things graphics and décor related.

[ADVERTISING FEES](#) [BALLOONS & HELIUM](#) [BRANDING OPPORTUNITIES IN THE NEIGHBORHOOD](#) [DAMAGE TO THE FACILITY](#) [FACILITY PROTECTION FROM DECORATIVE MATERIALS](#) [FACILITY PROTECTION POLICIES](#) [GRAPHICS](#) [DIGITAL SIGNAGE INFORMATION](#) [STICKERS](#)

## Sustainability



As one of the nation's few Platinum level LEED certified convention centers, our practices and programs reflect the City of San Francisco's forward-thinking policies about conserving natural resources, sustainability, and combating climate change.

[DONATIONS & PHILANTHROPY](#) [RECYCLING](#) [Environmental Sustainability](#)

## **Fire Management**



Moscone is pleased to offer the complimentary services of our own internal San Francisco Fire Marshals, who in addition to having complete familiarity with the Moscone campus, also understand the goals and concerns of our industry and our clients. Below are links to information regarding our Fire Safety Rules and Regulations. The Moscone Center Fire Marshals are here to help you with everything from floor plan review to crowd control.

[EMERGENCY EXIT DOORS](#) [PUBLIC SAFETY & FIRE MANAGEMENT GUIDELINES](#)  
[PRIVATELY OWNED VEHICLES](#) [FIRE MARSHAL FLOOR PLAN REQUIREMENTS -](#)  
[PRODUCTION & AV](#) [PYROTECHNICS, CONFETTI & HAZERS](#) [SMOKING](#) [TERRACE](#)  
[FLOOR PLAN REQUIREMENTS](#) [TWO STORY AND COVERED STRUCTURES](#) [VEHICLE](#)  
[SAFETY](#) [PERMITS](#) [AIR QUALITY](#)

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