



MOSCONE CENTER

MOSCONE CENTER RULES AND REGULATIONS FOR GENERAL SERVICE CONTRACTORS, EXHIBITOR APPOINTED CONTRACTORS (EACS), AND OTHER SERVICE PROVIDERS

This document reflects the policies and regulations developed and applied by the Moscone Center. Any rules and regulations imposed by show management for specific events are in addition to those stated in this document. The Moscone Center rules and regulations are applicable, but not limited, to all General Service Contractors, Exhibitor Appointed Contractors (EACs), and other Service Providers as defined below. The Moscone Center reserves the right to change, modify, or add to these rules and regulations without prior notice.

DEFINITIONS

- **The Moscone Center:** Consists of Moscone North, South and West.
- **SMG:** The manager of The Moscone Center.
- **Show Management: The organization or individual contracting for the use of the Facilities** (herein referred to as "Licensee").
- **General Service Contractor(-s):** The primary Contractor designated to provide overall drayage, decorating, signage, production, theatrical, electrical and/or other event-related services by the Licensee.
- **Other 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, EACs and other Service Providers.

RULES & REGULATIONS

Air Quality

All Contractors are required to comply with the Moscone Center 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 Moscone Center immediately. Please contact SMG for specific details of the program.

Bicycles, Electric Carts & Segways

Bicycles, electric carts and Segways may be operated only in uncarpeted exhibit halls and only on move days. The liability will be assumed by the rider's employer. The liability will be assumed by the rider's employer. It is the responsibility of all Contractors to convey this policy to their employees.

The Moscone Center reserves the right to revoke all privileges regarding bicycles, electric carts and Segways without notice. Use of scooters, skateboards, and Hoverboards is prohibited in all areas of the Moscone Center.

Carpet Protection

The following policies, regulations and limitations apply to all permanently carpeted areas of the Moscone Center. 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 other Service Providers. The means of protection must be agreed to by SMG in advance of move-in.
- Forklifts with non-marking tires are permitted in all exhibit halls with concrete flooring. Forklifts are not permitted on the second and third floors of Moscone Center South and West.
- Forklifts with non-marking tires may be used in permanently carpeted exhibit areas only with permission from SMG and in the presence of an agreement with SMG as to the method used for protecting carpet from damage. This rule 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 other Service Provider 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, Foamcore or other materials is permitted on carpeted areas without protection.
- Only approved tape (BRON BT279) may be used on carpeted areas.
- Scissors, boom, knuckle, and all other lifts require 100% protection from damage including tire wrapping or Ironman Visqueen.
- The use of paints, glues, inks, dyes, oils, solvents, or other industrial liquids or adhesives is not permitted without 100% protection.
- Electric vehicles may not be parked for charging on carpeted surfaces.
- 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 Visqueen 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 Moscone Center. 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 Contractor's permit and withdrawal of permission to enter or work in the Moscone Center until outstanding balances have been paid.
- Initial enforcement will be provided through the use of Moscone Center staff. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional staff will be scheduled, at the Contractor's expense, to monitor activities in these areas.

Contractor Break Areas

Contractor personnel, regardless of jurisdiction, affiliation, or employer, may not take breaks or lunch in public areas of the Moscone Center. 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, at the Contractor's expense, to monitor activities in these areas.

Check-In Requirement

The designated representative for each Service Provider must check in at the location determined by SMG for each event prior to commencing any work in the Moscone Center. This process includes the provision of proof of a valid permit issued by SMG to work within the Moscone Center. Please see [Taxes, Licenses, Certificates and Permits](#) for more information.

Damages

A walkthrough of the facility should be scheduled with the Event Manager on the first day of move-in and the last day of move-out. Failure to accompany an Event Manager on a walkthrough assumes acceptance of all damages as noted during the walk through. SMG will make reasonable attempts to notify the General Service Contractor of damages that occur during an event. If SMG management determines that the General Service Contractor, EAC or other Service Provider is responsible for causing damage of any kind, the party agrees to reimburse SMG/Moscone Center for the cost of repair or replacement upon submission of invoice. This includes any residual items left in the Moscone Center 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 Moscone Center 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. SMG 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 hauling and disposal will be billed directly to them. Contractors are encouraged to remove all recyclable materials or make arrangements with Moscone Center Recycling for their disposal.

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.

Emergency Exit Doors

Doors designated "Emergency Exit Only" are never to be used for entry to or pass-through of the facility. Overlapping, blocking, propping, tampering, or rigging in any way as to prevent Emergency Exit doors from properly closing or remaining in a locked and secured position may result in termination of work privileges in the Moscone Center.

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. 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 other Service Provider personnel must enter the Moscone Center through the official Moscone Center South employee entrance on Howard Street for Moscone North & South, Minna Street for Moscone West, a predesignated entrance for specific events, or Exit 17 in the case of EACs. Pedestrians are not permitted on any traffic ramps in Moscone Center. If Contractor personnel enter or exit the Moscone Center through any location other than the designated

entrance and exits, additional security may be employed by Moscone Center to control these areas. The cost for additional security will be billed to the General Service Contractor, EACs or other Service Providers.

Equipment Layover Requests

The Moscone Center does not provide or reserve permanent storage areas for Contractors. The Moscone Center 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 two (2) weeks in advance of an event. Please see "Storage" for more information.

Exhibitor Appointed Contractors (EACs)

Show Management is responsible for registering, badging, and managing EAC activities on-site. Exit 17 in the South Hall serves as the designated point of operation for EACs on the South side of the Moscone Center. 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 for all locations where EACs will be providing services. SMG 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.

Facility Equipment

Contractors may not use, move, rearrange, or compress Moscone Center equipment including but not limited to: tables, chairs, brooms, risers, ladders, podiums, trash receptacles, and/or tilt trucks without express written permission from the Moscone Center management. All Moscone Center equipment used without permission will be confiscated or billed at our standard rental rates.

Facility Protection

Contractors must use the utmost care to protect all surfaces in the Moscone Center from damage. Protection may include padding, the use of non-marring products, Visqueen, 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

Initial floorplans must be submitted to the Moscone Center for Fire Marshal approval prior to beginning booth sales. Final floorplans must be submitted no later than ninety (90) days before the first day of move-in.

There is no charge for Fire Marshal approval. Any changes to the general layout must be resubmitted for approval. All floorplans should be submitted via email to events@moscone.com and the Event Manager assigned to that event.

Freight Elevators

SMG reserves the right to assign freight elevator operators as it deems necessary. When necessary, elevator operators are scheduled on a complimentary basis during move-in/out days based on a schedule provided by the General Service Contractor two weeks prior to the first contracted move-in day. Cancelled hours and/or shifts will result in a bill to the Contractor for the difference in hours.

It is understood that when Moscone Center designated personnel are not assigned to operate freight elevators, Contractor personnel will be responsible for operating them and will do so in a manner consistent with posted operating procedures and accepted safety practices. It is also

understood that SMG 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. SMG reserves the right to establish, and when necessary, revise all policies and procedures governing the use of freight elevators. **Link:** [Floor Load Ratings and Freight Elevator Capacities](#)

Graphics:

- **Interior Glass Treatment**

The application of any material to interior glass surfaces (i.e. escalator side panels, etc.) must receive written approval from Moscone Center management prior to application. Only removable adhesives may be used in attaching anything to the facility glass, and only flat glass surfaces may be used for this purpose. The material and any residue must be completely removed by the Contractor during event move-out. Any costs incurred by Operator as a result of such application will be the responsibility of the Contractor.

Suggested material: 3M Scotchcal Perforated Window Graphic Film IJ8171.

- **Exterior Treatment/Window Graphics**

Written approval from Moscone Center management is required for ANY exterior treatment to the 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 later than sixty (60) days prior to installation.

Only perforated, removable adhesive is permitted, for use on flat glass surfaces only. Doors may not be completely obscured by the graphic. 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. Messaging is limited to event identification and promotion only and **MAY NOT CONTAIN ANY ADVERTISING FACING OUTWARD**. The material and any residue must be completely removed by the Contractor during event move-out. Any costs incurred by Operator as a result of such application will be the responsibility of the Contractor. Appropriate permits for temporary sidewalk closure during the installation of exterior graphics must be obtained from the City of San Francisco: <http://sfpublicworks.org/services/permits/temporary-occupancy>.

- **Tape/Floor Graphic Adhesives**

All tapes used within the facilities must be approved by Moscone Center management. Service Contractors must provide and use only the following:

- For all granite and terrazzo flooring: BRON BT100 tape
- For all facility carpeted areas: BRON BT279 tape

The use of transfer tape is strongly discouraged and subject to advance approval in writing by the Operator.

All floor graphics installed within the facilities must be made of approved materials only and should be used on the various flooring surfaces and stairs in the facilities as follows:

- For carpet decals: FLEXmark® V 400
- For terrazzo decals: 3M IJ 40
- For stair graphics: 3M stairs IJ180c
- For sidewalk decals (between the three buildings only): 3M3662-10

- **PhotoTex/Wall Graphics**

Only PhotoTex material is approved for use on walls within The Moscone Center. Graphics may not cover existing murals, décor or signage. The cost to repair any damage caused by the installation or removal of Phototex graphics will be the responsibility of the Contractor.

Hand-Carry Limitations

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

Hazardous Waste Disposal-Moscone Center Requirements

Current law requires all businesses which generate medical waste to treat that waste, or have it treated by an appropriate handler, prior to disposal.

- **Medical Waste Requiring Special Handling**

- Laboratory waste – specimen or microbiologic cultures, stocks of infectious agents, live and attenuated vaccines, and culture mediums.
- Blood or bodily fluids – liquid blood elements or other biohazardous bodily fluids, or articles contaminated with blood or other biohazardous bodily fluids.
- Sharps – syringes, needles, blades, broken glass.
- Contaminated animals – animal carcasses, body parts, bedding materials.
- Surgical specimens – human or animal parts or tissues removed surgically or by autopsy.
- Isolation waste – waste contaminated with excretion, exudates, or secretions from humans or animals who are isolated due to the highly communicable diseases listed by the Centers for Disease Control as requiring Biosafety Level 4 precautions.

The disposal of medical/hazardous waste, the treatment and transportation of medical/hazardous waste must be pre-arranged with a qualified medical/ hazardous waste disposal company.

- **Other Hazardous Materials Management and Disposal**

Hazardous materials or processes that will generate hazardous waste are not permitted in Moscone Center without prior approval in writing. Fourteen (14) days prior to the first day of move-in, a complete hazmat disposal plan with the following information should be submitted to your Event Manager.

- Name and on-site contact person with the group generating the hazardous waste, and the nature of the hazardous waste.
- Name and onsite contact person of licensed transport company.
- A copy of the Manifest including the site-specific EPA ID.

<http://www.dtsc.ca.gov/IDManifest/IDNUMFAQ.cfm>

<http://www.dtsc.ca.gov/IDManifest/HWIDForms.cfm>

- An emergency contingency plan in the event of improper handling, exposure or disposal.

- **Hazardous Waste Disposal Service Providers Index:** <https://www.recyclewhere.org/> (HazMat Materials and Medical Waste)

Failure to properly document, store or dispose of hazardous materials may result in the suspension or cancellation of the Contractor's permit to operate within the Moscone Center.

High Visibility Safety Vest Policy

As of September 6, 2017, it has been agreed that all SMG/Moscone Center and Contractor employees working as spotters for aerial lifts and/or counterbalance trucks (i.e. forklifts, etc.) will be required to wear OSHA certified high visibility safety vests.

Hours of Operation

Normal hours of operation at the Moscone Center are from 7am to 11pm daily or as contracted with the client. Written permission to operate outside of those hours must be obtained from SMG no later than two (2) weeks prior to the event. All expenses related to operating outside of the standard times will be billed directly to the requesting entity. SMG reserves the right to close all freight entrances and reduce lighting levels beyond our normal working hours.

Identification Badges and Wristbands

All Contractors, EAC and other 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 Moscone Center. Contractors, EACs and other Service Providers will also issue color-specific wristbands to all employees for move-in, event, and move-out periods. Specific color information shall be provided to SMG in advance of the first move-in day of an event.

Indemnification

Provider agrees to indemnify, hold harmless and defend the City & County of San Francisco, SMG, the Moscone Center Joint Venture, the Trustees of the Moscone Center Project, and the directors, members, officers, agents, employees, affiliates and subsidiaries of each of the above ("Indemnitied") from and against any and all liabilities, damages, actions, costs, losses, claims, and expenses (including reasonable attorneys' fees) on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole, or in part, from any act, omission, negligence, fault or violation of law or ordinance of Provider of its employees, agents, subcontractors, exhibitors or any other person entering the Facilities with the implied or express permission of Provider. Such indemnification by Provider shall apply unless such damage or injury results from the negligence, gross negligence or willful misconduct of SMG, its employees or subcontractors.

Insurance

A valid Certificate of Insurance and an Additional Insureds Endorsement Form must be on file in the office of SMG for all Contractors operating within the Moscone Center. General Service Contractors, EACs and other 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 & County of San Francisco, SMG, the Moscone Center Joint Venture, 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 SMG. Certificates of Insurance shall provide that they may not be canceled without thirty (30) days advance written notice to SMG.

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', EACs' and other Service Providers' employees.

Laws to be Observed

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

Lifts

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

- All lifts used in the Moscone Center must have "non-marking" tires.
- SMG 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 Moscone Center.
- 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 Moscone Center.
- 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 the Lower 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 tail lights.
- Forklifts must pass all emissions and safety standards as required by OSHA and the Moscone Center including reverse indicators and seatbelts.
- Lifts should be scheduled for removal within 24 hrs. of end of show.
- Only 1-man lifts are allowed on terraces. Use of lifts on terraces should be reviewed with Event Manager prior to start of work.

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 Contractor's permit to operate within the Moscone Center. SMG reserves the right to remove, at the expense of the owner, all equipment or personnel not complying with these regulations.

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 SMG. SMG reserves the right to utilize the loading docks at any time without prior notice.

Lobbies

SMG requires floorplans of the lobby and public corridors 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".

Moscone Center Contact

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

Moscone Center Fire Management Plan

All Contractors' employees will comply at all times with the rules and regulations as stated in the [Moscone Center Fire Management](#) Plan and will acknowledge the authority of the Moscone Center Fire Marshal. Failure to comply with these rules will result in the suspension or cancellation of the Contractors' permit to operate within the Moscone Center.

Move-In and Move-Out

General Service Contractors, EACs and other Service Providers may operate within the Moscone Center 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 (2) weeks in advance of an event. 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 at the curbs. Exhibitors may not operate forklifts within the Moscone Center. It is the responsibility of the client or the General Service Contractor to monitor exhibitor hand-carry traffic.

Motorized Vehicle Safety & Speeding

General Service Contractors, EACs and other Service Providers must enforce safe speed limits for all vehicles operating in the Facilities including but not limited to trucks, forklifts, bicycles, electric carts, segways, delivery vehicles, etc. Bicycles, electric carts and segways may not be used in any public areas--see Bicycles, Electric Carts & Segways. 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. SMG reserves the right to remove all equipment or personnel not complying with these regulations.

Paint

Contractors must provide complete protection from paint and paint products in all areas of the Moscone Center including the exhibit floor. Under no circumstances may spray paints, airless sprayers, power painters, airbrushes, or similar tools be used within the Moscone Center. 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 Moscone Center 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 Moscone Center. No parking is allowed at the curbs, ramps, or any other area of the Moscone Center. Any unauthorized vehicles parked in the Moscone Center will be towed immediately and without notice. It is the Contractor's responsibility to enforce parking regulations and restrict violators from working in the Moscone Center, if necessary.

POVs

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

Recycling Program

All General Service Contractors, EACs and other Service Providers will comply in good faith with the Moscone Center's Recycling Program, which is designed to achieve operating goals established by the City & County of San Francisco. The Moscone Center 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. **Link:** [Exhibitor Green Guide](#)

Rigging

Safety is the primary concern of SMG related to hanging and rigging in the Moscone Center. 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 Moscone Center rigging policies. These rules and regulations are applicable, without exception, to everyone using the Moscone Center 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 Moscone Center rigging policies. The time required of the House Rigger to review non-compliant rigging will be billed to the Contractor. SMG assumes no liability for rigging and hanging performed in the Moscone Center.

Definitions:

- Hanging: Straight down (dead hang) from any approved hang point (eyebolt) or sign cable in the Moscone Center limited to 1,000 lbs. Hanging may be performed by employees or subcontractors of the General Service Contractors who are competent and 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. standards and conform to the manufacturer's specifications. All rigging is subject to inspection by SMG.
- Hang Point: Rated and approved points designated by SMG to sustain loads.
- Bridling: Bridles between 45 and 90 degrees with the use of a 3/4" Crosby Swivel eye may not exceed 1,500 lbs.

General Rigging Regulations:

- Rigging shall be performed by employees or subcontractors of the General Service Contractor who are competent and completely knowledgeable with the house hang points and rules and regulations.

- Only contractors specifically approved to rig may perform this operation within the Moscone Center.
- Each Contractor must appoint a single person who is responsible for all rigging and hanging, and provide the name of the designee to SMG.
- Plans and locations for any items hung or rigged which weigh 1,000 lbs. or more must be submitted to SMG for review at least thirty (30) days in advance of move-in. 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 meet O.S.H.A. and A.N.S.I. standards.
- All custom rigging, i.e. hand-swaged slings (Nico Press) must have an owner's identification.
- All requests for rigging outside of our approved hanging locations must be made in writing to the Moscone Center House Rigger and the appropriate Event Manager no less than thirty (30) days in advance of an event.

Hang Point 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:** 5,000 lbs. vertically downwards plus 2,500 lbs. horizontal in any direction.
- **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.
- **Hall F:** 2,000 lbs. per hang point (eyebolt) straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 500 lbs.
- **Esplanade Ballroom (Rooms 151-160):** 500 lbs. per hang point (eyebolt) straight down. Bridles between or side loads are not allowed in this area under any condition.
- **South Levels 2 & 3 meeting rooms:** 2,500 lbs. vertically downwards plus 1,500 lbs. horizontal in any direction.
- **North Lobby:** 1,000 lbs. per hang point straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 25 lbs.
- **South Lobby:** 2,500 lbs. vertically downwards plus 750 lbs. horizontal in any direction.
- **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 F):** 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 and moveable wall tracks:** May not be used for hanging or rigging under any condition.
- **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 Moscone Center 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 Moscone Center 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, including e-cigarettes, is not permitted anywhere within the Moscone Center 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 Moscone Center. If necessary, SMG will assign security personnel to control smoking at the expense of the respective employer. SMG reserves the right to remove any person not complying with this policy.

Storage

Storage areas are limited to those designated by SMG for Contractor storage. These areas are reserved primarily for use by the General Service Contractor. All other Service Providers and EACs 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 SMG designates any additional areas for temporary storage of such equipment or materials, this will be communicated to the Contractor's 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 Moscone Center prior to the opening of the event.

Please note that Moscone Center 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
- Moscone Center store rooms and storage areas
- Airwall pockets
- Traffic lanes
- Restrooms
- Food & Beverage locations and holding kitchens
- Public lobby areas and corridors
- Freight-free aisles
- Compactors and debris boxes
- Elevators and stairwells
- Administration offices
- Mechanical spaces

SMG reserves the right to retain or relinquish all storage areas based upon need. In addition, all equipment left in the Moscone Center 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 Moscone Center must be approved. Service Contractors must provide and use BRON BT100 tape for all granite and terrazzo surfaces, and BRON BT279 on Moscone Center carpet when laying decorator carpet or other materials over these surfaces. The Moscone Center 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 SMG.

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/or 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 and 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 SMG showing compliance with the Moscone Center permit requirements. Proof of a valid permit must be provided upon check-in or upon request.

Prior to providing services within the Moscone Center, each Contractor must return to SMG one signed copy of the most recent edition of the "Moscone Center General Service Contractors, Exhibitor Appointed Contractors (EACs), and Other Service Provider Rules and Regulations" indicating acceptance of these rules and regulations **plus** the following items:

- City & County of San Francisco Business License;
- Certificate of Insurance;
- Additional Insureds Endorsement Form; and
- C-10/C36 Contractors License(s), 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 SMG 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 booth cleaning company.

Proof of an agreement for booth cleaning will be provided to SMG upon request. While costs for compactor pulls are billed directly to the Licensee, SMG will invoice General Service Contractors for debris box usage.

SMG maintains a comprehensive recycling program in compliance with state law and city ordinance. All General Contractors, EACs and other Service Providers hereby agree to cooperate in the implementation of this program in making all reasonable efforts to divert waste from the disposal stream.

SMG reserves the right to determine the cleanliness of the exhibit floor. Should SMG determine the Moscone Center floor to have been returned in an unacceptable condition, the area(s) will be cleaned by Moscone Center 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.

Two-Story Booths

Two-story and covered booths are permitted within the facility only with prior approval by the Fire Marshal. Two story and covered booths are not permitted in Moscone Center West Lobbies at any time.

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 Moscone Center 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 the Moscone Center fire and safety regulations will result in the immediate closure of the event or the suspension and cancellation of the Contractor's permit to operate within the Moscone Center. Please refer to the Moscone Center Fire Management Plan for more information.

Links: [Floor Load Ratings](#) and [Rigging](#)

Union Labor

The Moscone Center observes 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, SMG 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 of an event for the following items:

- Early move-in, late move-out
- After hours and 24-hour access
- Equipment layovers
- Use of Moscone Center space

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

- Use of gasoline powered machinery
- Departure from Moscone Center policies

SMG will only honor written requests. No verbal request(s) will be accepted.

IMPORTANT INFORMATION RE: CHANGES, MODIFICATIONS, REVISIONS AND ADDITIONS

SMG 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 MOSCONE CENTER RULES AND REGULATIONS FOR GENERAL SERVICE CONTRACTORS, EXHIBITOR APPOINTED CONTRACTORS (EACS) AND OTHER SERVICE PROVIDERS:

SIGNED: _____
(PERSON AUTHORIZED TO COMPLY WITH THESE RULES AND REGULATIONS)

NAME (Please Print): _____

TITLE: _____

DATE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ e-mail: _____

Please complete the following information for your company so that our records are current and return the **entire fourteen (14) page document** back by **PDF** to Linda Villa at: lvilla@moscone.com.