



The Moscone Center Production Guide

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These guidelines have been developed to help you properly design and execute your production here at The Moscone Center. They are intended to answer your questions and introduce you to the members of our SMG team with whom you'll be working, as well as to provide useful information and direction. Our goal is to help you to efficiently plan a successful production.

GENERAL FACILITIES

The Moscone Center is a two million square foot convention facility that can be divided into four distinct areas.

Moscone South located between Third and Fourth, Howard and Folsom Streets.

Moscone North located between Third and Fourth, Howard and Mission Streets.

Esplanade Ballroom located above Hall A in Moscone South.

Moscone West located at the corner of Fourth and Howard Streets.

Loading docks

Each of the above areas has its own loading dock(s). The docks are under the control of the general contractor appointed by show management.

Scheduling Deliveries

Scheduling of trucks, Teamsters, and forklifts must be done through the general contractor.

Scheduling Moscone West Freight Elevators

Scheduling of freight elevators in Moscone West must be done through the Moscone West Dock Manager.

HOW TO CONTACT THEATRICAL SERVICES:

Phone: (415) 974-4088

Fax: (415) 974-4065

E-mail: theatrical.services@moscone.com

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THEATRICAL SERVICES

What is “Theatrical Services”?

Theatrical Services is a department within SMG that is dedicated to servicing your general session, keynote, large meetings, receptions or parties with production needs.

Who will be my primary contact at Theatrical Services?

SMG will assign a **House Head** to your event to assist you in loading-in, setting-up, performance, and loading out your show/equipment in a supervisory position. The House Head will be responsible for providing a seamless connection to the building and the I.A.T.S.E. Stagehand crews. The Agent will also issue the I.A.T.S.E. Stewards report for the session that he/she oversees.

What do I need to know about union jurisdictions?

I.A.T.S.E. Local 16 Stagehands are the primary workforce for general session, keynote, breakout and exhibit floor A/V and theatrical labor. Local #16 can be contacted at [\(415\) 441-6400](tel:4154416400). Other union jurisdiction are:

I&D: Sign and Display Workers Local #510

Freight: Brotherhood of Teamsters local #65

Electrical: IBEW Local #6

Security: I.A.T.S.E. Local #B-18

Telephones and Internet: CWA

Food & Beverage: Hotel & Restaurant Workers Local #2

What if I don't have a Production/Staging Company?

Theatrical Services can recommend a local production company who has a solid background in staging shows within our facilities.

Do I need a Technical Director?

Most general sessions will need a Technical Director. The SMG-appointed House Head fills a different role and will work with your Technical Director to make your show a reality. We would be happy to make a local TD referral for you should you need one.

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Is there an “approved carpet tape”?

Yes. The only tape that is approved to be applied to Moscone Center Carpet is **Bron BT-279**. No other tape can be used on Moscone Center carpet. It can be purchased in bulk directly from Bron (510) 429-1980 or purchased in bulk or by roll from the Business Center located in Moscone Center. Standard stage gaffers tape may be used on rental stages or on contractor supplied carpet only. We also suggest the use of Bron black/yellow striped safety tape on all odd or irregular shaped walking surfaces.

Are room layouts or drawings necessary?

Yes. SMG/Moscone Center requires that each room and each set-up be drawn to scale and provided to the building one month prior to the event. Each drawing will be reviewed and approved or not for fire and safety egress. Drawings must be submitted to the SMG Event Manager for the specific event. The drawings should include all staging, screens, control risers, truss, lighting positions cable picks, etc. Don't forget chairs and tables for the back stage control areas as well garbage cans for waste disposal.

How can I get drawings of The Moscone Center?

Contact the **Event Manager** assigned to your event. They can provide you with the AutoCAD drawings that you will need to plan your event.

Is a Production Schedule needed?

The **Production Schedule is essential** in SMG's staffing its different crews. The Production Schedule is due with the floor plans thirty days prior to the start of the event with a final schedule due seven business days prior to the start of the load-in.

Can we participate in the Moscone Center's Recycling Program?

The Moscone Center has a very comprehensive recycling program. Your set and show theatrical materials can be donated to local non-profit organizations. This should be coordinated through your SMG Event Manager or directly with our Recycling Manager.

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Can we stack stage risers?

Moscone Center-supplied risers cannot be stacked one on top of another. If you need to stack risers, rental risers should be considered. Custom risers or riser stacking will be done by I.A.T.S.E. Stagehand crews only.

What else does Theatrical Services offer?

Theatrical Services maintains a inventory of rigging, truss, motors, drape and conventional lighting instruments within the buildings. This equipment is available for rental and can be “**pre-staged**” or “**pre-rigged**” under certain circumstances. This inventory, when not out on rental becomes a resource for last minute or unforeseen additions on the show site. Theatrical Services can sub-rent and pre-stage your boom and scissor lifts as well your other locally provided/needed equipment.

How do we get electrical service?

In most situations the electrical provider for the exhibit floor will also be providing the electrical power and permit process for the general session or keynote. In some instances a separate “show power” company may be desired and we will be happy to make a recommendation.

Who do we call if we need plumbing service?

The general contractor can provide you with a plumber. We can also provide these services if you do not have a general contractor.

If we need to rent musical instruments or supply a backline, can I contract this locally? How about a source for theatrical expendables?

There are several resources in this area. We will be happy to provide you with referrals.

We will need a costumer and a makeup person for our production. How do we find these services?

I.A.T.S.E. Local 16 can help you locate professional makeup and costuming personnel through their network.

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Advanced Technical Employee Referrals.

Theatrical Services will, upon request, review your proposed crew lists and recommend and book your "Key" positions two months prior to your show. This will help you to eliminate duplication, flight and hotel expenses. San Francisco is home to one of the most respected I.A.T.S.E. locals in the country, and their jurisdiction is broader than in most cities. Your key positions can be filled from their rosters well in advance of your show dates. Positions that we can help you to fill include but are not limited to, Graphics, Teleprompt, Production Carpenter, Production Rigger, Production Electrician, Video Engineering, Head Audio etc. We understand why companies in the past have duplicated some of these positions. Much of this duplication is no longer needed and your budget can be reduced by hiring your key positions locally.

Does The Moscone Center allow pyro, smoke and haze?

The DF-50 Diffusion Fogger has been approved for use within the Moscone Center. Pyro must be preapproved by the Moscone Center Fire and Safety Manager. All local, state and federal laws must be observed and a permit must be pulled by a certified pyro operator. All safety meetings are a must and all precautions must be taken by the producer to insure a safe and enjoyable effect. Effects work is under the jurisdiction of Local 16 and should be closely coordinated with your House Head.

Theme Parties or Events.

Theatrical Services can assist you in providing backdrops, lighting and props for your special events, receptions and dinners.

Can Theatrical Services assist with contracting and payroll?

Your I.A.T.S.E. and Teamster crews can be contracted and paid through [Theatrical Services](#). You may also use an authorized payroll agent. To get a list of approved agents you may call Local 16 at (415) 441-6400

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