Meeting Planners Guidelines

Guideline Sections

Getting Started

Facility Information

Meeting Rooms & Sessions

Exhibit Hall Policies

Safety & Security

Food & Beverage

Cleaning & Trash

Graphics & Decor

Sustainability

Fire Management

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
UNION JURISDICTION
EXCLUSIVE SERVICES

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 &

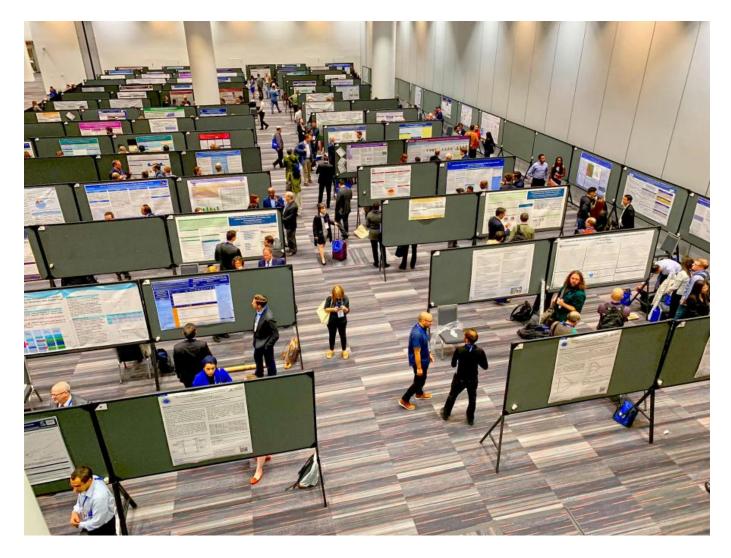
ELEVATOR LOAD RATINGS HVAC LED DIGITAL SIGNAGE SPECS LOADING

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

BOOTHS 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

Header Meeting Planners Guidelines Printable PDF

PDF Manual Item

Last updated: 01/15/25