MEETING PLANNERS’ HANDBOOK

Moscone Center North, South & West
Welcome!

The entire Moscone Center team is looking forward to working with you toward a smooth and very successful event! We’ve created this handbook to give you an overview of the facility and to answer most of your basic questions. If you don’t find the answers you need here, please do not hesitate to ask your Event Manager.

Moscone South, East corner on Third and Howard Streets
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Meet Your Moscone Center Team

Event Managers

- Catering
  - Event
  - Banquets

Catering Sales Managers

General Service Contractors

- Labor
  - Loading & Unloading
  - Building & Grounds

- Weight & Shipping
  - Event-related shipping & receiving
  - Loading in the building

- Catering
  - Catering Services
  - Banquet & Catering

- Facility
  - Technical & Internet
  - Event Space

- Security
  - Event Security
  - VIP Checking

- Transportation
  - Public Transportation

Other Contracted Services

- Registration
- Speaker Services

- Projection
- Audio/Video

- Floral
- Design

- Security
- Event Security

- Temporary Staff
# Timeline of Important Dates

## MOSCONE CENTER

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed License Agreement</td>
<td>18 months</td>
</tr>
<tr>
<td>Preliminary Floor Plans</td>
<td>12 months</td>
</tr>
<tr>
<td>Review prior to booth sales. Include use of lobby, food service, and registration areas</td>
<td></td>
</tr>
<tr>
<td>Include Event Manager &amp; Catering Sales Manager on mailing list</td>
<td>12 months</td>
</tr>
<tr>
<td>Exhibitor Prospectus/Preliminary Show Directory</td>
<td>12-9 months</td>
</tr>
<tr>
<td>General Service Contractor/Subcontractor List</td>
<td>12-9 months</td>
</tr>
<tr>
<td>Preliminary Labor and Equipment Requirements</td>
<td>12-9 months</td>
</tr>
<tr>
<td>Review estimated labor costs for Police, Fire, House Head, First Aid, and any equipment rental.</td>
<td></td>
</tr>
<tr>
<td>Event Timetable</td>
<td>6 months</td>
</tr>
<tr>
<td>Finalize Move-in Schedules for:</td>
<td></td>
</tr>
<tr>
<td>Show Office</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Exhibits</td>
<td></td>
</tr>
<tr>
<td>Meetings &amp; General Sessions</td>
<td></td>
</tr>
<tr>
<td>Special Events</td>
<td></td>
</tr>
<tr>
<td>Exhibitor Service Kit &amp; Exhibitor List</td>
<td>6-3 months</td>
</tr>
<tr>
<td>Final Floor Plans</td>
<td>90 days</td>
</tr>
<tr>
<td>Include Exhibits, Registration, Lobbies, Public Space, Keynotes, Large Receptions</td>
<td></td>
</tr>
<tr>
<td>Security Plan</td>
<td>60 days</td>
</tr>
<tr>
<td>Certificate of Insurance</td>
<td>60 days</td>
</tr>
<tr>
<td>Event Set-up Requirements and Diagrams</td>
<td>45 days</td>
</tr>
<tr>
<td>Final Rental Payment</td>
<td>30 days</td>
</tr>
<tr>
<td>List of Exhibitor Appointed Contractors</td>
<td>30 days</td>
</tr>
</tbody>
</table>

## SAVOR…SAN FRANCISCO

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>30 days</td>
</tr>
<tr>
<td>Final Payment</td>
<td>30-3 days</td>
</tr>
<tr>
<td>Final Guarantee</td>
<td>30 days - 72 business hours</td>
</tr>
</tbody>
</table>
Budget Planning Review

In order to help you prepare your budget, below is a list of ancillary expenses that you may encounter. More detailed information about these items can be found in this guide. Your Event Manager is happy to provide you with an estimate for any of these charges.

**Moscone Center**
- Advertising Banners/Sponsorship/Digital Signage (Marketing Promotional Opportunities)
- Broadcast Rights
- Business Center Services
- Coat/Luggage Check
- Damages
- Equipment Rental (Risers/Misc.)
- Fire Watch
- First Aid
- General Session Labor (IATSE Local 16)
- Insurance
- Permits (Meters, Open Flame, etc.)
- Police
- Room Resets/Changeovers
- Trash Pulls
- Window Cleaning (Window Graphics)

**Savor…San Francisco**
- Catering
- Concession Services
- Table Cloths

**Facility Services**
- Booth Cleaning
- House Head/Theatrical Services
- Internet Services
- Telecommunications

**Projection**
- Equipment
- Audio Equipment
- House Sound System
- Paging Microphone
- Labor
Event Planning at Moscone Center

Americans with Disabilities Act (ADA)
The Moscone Center is in compliance with the American with Disabilities Act (ADA) and we are prepared to accommodate all visitors. We are responsible for permanent premises access accommodations including wheelchair lifts, elevator standards, door width standards, and restroom accessibility. If you have specific concerns about how attendees with disabilities access the facility, please contact your Event Manager.

It is the licensee’s responsibility to provide non-permanent accessibility requirements such as, but not limited to, hearing-assisted devices, temporary seating accessibility and/or interpreters.

Assisted listening devices can be arranged through our in-house audio-visual provider, Projection Presentation Technology. For more information, please contact Projection Presentation Technology at moscone@projection.com.

Special Diet: Savor offers a variety of meals to meet special dietary needs. For more information, please contact your Catering Sales Manager.

Animals
Animals for exhibition purposes are welcome at Moscone Center with prior approval. While here, the following policies must be observed:

- Animals must be under the control of a handler at all times.
- Animals may not be within 100 feet of any food service area.
- Animals may not be left at Moscone Center overnight.
- Show Management/Exhibitor is responsible for all cleaning

This policy does not apply to service animals.

ATM Machines
Moscone Center has three on-site ATM machines located in the lobbies of Moscone North and West.

Audio Visual Services/Projection Presentation Technology
Projection Presentation Technology, our preferred, in-house AV supplier can provide turnkey audio, video, and media solutions that are custom tailored to your event. They have many value-added services available to complement your meeting or convention. Services include digital signage, presentation management, conference recording, live streaming, audience engagement, and creative design. In addition, they are the only authorized operator for the Moscone Center sound system permanently installed throughout the facility. Projection Presentation Technology has been partners with Moscone Center for over thirty years and their equipment is housed and maintained on-site so there are no trucking or drayage charges for their equipment.
Projection Presentation Technology provides competitive pricing along with an extremely knowledgeable staff and ample back-up equipment. For further details, please email moscone@projection.com or call (415) 974-4077.

- **Moscone Center Sound System**
  Moscone Center has a permanently installed sound system throughout the facility. While use of this sound system is available at no cost, there are costs for microphones, audio patching and labor.

Projection Presentation Technology is the only authorized operator for the center’s permanent sound systems. If you choose to contract with another audio visual supplier, they will either utilize Projection Presentation Technology for your sound services or they can provide their own stand-alone audio equipment and sound system. Projection Presentation Technology provides all microphones for use with our permanent sound system.

- **Labor for Moscone Center Sound System**
  Labor charges will apply for installation, operation, and removal of microphones and audio equipment.

- **Camera/Video Recording**
  Union Labor is required for any camera recording operation at Moscone Center. For more information, please follow this link: [Film-Video Crew Guidelines](#) or contact Projection Presentation Technology at moscone@projection.com or (415) 974-4077.

- **Moscone In-House Paging System**
  In-House paging, in-house paging microphone and house audio patch are available in exhibit halls and some of the lobbies. For information and a quote, please contact Projection Presentation Technology at moscone@projection.com or (415) 974-4077.

**Baby Changing Stations**
There are baby changing stations located in both Men’s and Women’s restrooms on each level of Moscone Center. Look for the baby changing station signs outside the restrooms.

**Business Center**
Business Centers are located in each of the lower lobbies of Moscone North and West. Services include photocopying, office supplies, email receipt and UPS services. The Business Center can be open during your exhibit hours. Please let your Event Manager know if you would like the Business Center to be opened during your event.

Moscone Center Business Centers use UPS for shipping. FedEx services can be arranged through your General Service Contractor. Additionally, there are FedEx drop boxes at nearby hotels.
Cleaning

- **Booth Cleaning**
  Show Management is responsible for returning the exhibit floor in the same condition as it was received. All cleaning of the exhibit floor is provided by your booth cleaning contractor. Additionally, your booth cleaning contractor is responsible for cleaning carpeted registration areas, all decorator-provided trash receptacles, and build-out meeting rooms on the exhibit floor. Our Facility Services Department can provide a full range of booth cleaning services to you and your Exhibitors. For more information, contact the Facility Services Department at: facilitieservices@moscone.com or (415) 974-4080.

- **Facility Cleaning**
  Moscone Center staff will maintain all public spaces, refuse receptacles, and restrooms during your event. We'll also refresh your meeting rooms and replenish the head table with complimentary water service between sessions. Currently, 90% of our cleaning chemicals and supplies are certified green, creating a safer environment for both staff and attendees. Please check with your Event Manager if there is any area you are unsure about.

Coat/Parcel Check-in Services
Moscone Center is pleased to partner with Guest Services of America to provide you with one of the best coat and parcel check-in services available in San Francisco.

If you would like to arrange for coat and parcel services for your attendees, please contact Sebastian Hernandez, VP, Guest Services of America directly at: (707) 235-6554 or gsa.Sebastian@gmail.com.

Damage to the Facilities
As the contracted Licensee, Show Management is responsible for any damage caused by staff, contractors, Exhibitors, speakers, or attendees. This is intended to help us recover costs for repairing damage to the facility (which exceeds reasonable wear and tear) caused by anyone connected with the event.

Decorative Materials/Helium Balloons
Materials may not be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric, or decorative walls. Helium balloons are permitted at Moscone Center; however, your General Service Contractor will charge a fee for retrieval of stray balloons.

Additionally, all decorative materials for exhibition must be flameproof in accordance with the Public Safety and Fire Regulations. Please refer to the Fire Management Plan for additional details.
**Driveways**
The primary use of Moscone Center’s Howard Street driveways is to accommodate safe access for vehicles and pedestrians directly related to the center’s events. First priority for driveway use is for shuttle buses, taxis, and related vehicles servicing the event’s needs, as well as for access at any time by emergency vehicles.

The driveways are each one-way, east-to-west traffic zones that are managed during events by Moscone Center traffic control staff. Use is granted to shuttle bus companies as contracted by Show Management, with the understanding that the Moscone Center’s rules and policies are in force. This includes the requirement to reduce vehicle emissions by shutting off engines if vehicles remain in the driveways for more than five minutes.

Other use of the driveways is limited to appropriate placement of graphics for directional and event identification purposes and portable food and beverage carts used by SAVOR...San Francisco.

**Drone/Unmanned Aerial Vehicle Policy**
Drones, Unmanned Aircraft Systems (“UAS”), Unmanned Aircraft (“UA”), Remotely Operated Aircraft (“ROA”), and Unmanned Aerial Vehicles (“UAVs”), are all terms occasionally used to identify unmanned aircraft and are individually and collectively referred to in this Policy as “UAVs.” Operator may permit the operation of UAVs inside and in close proximity to the Facility, provided that Licensee complies with the following terms and conditions, and guarantees that the following conditions are strictly adhered to:

**General Conditions:**
For the use of UAVs at the Facility, Licensee must:

- Provide to Operator a written, detailed description of the proposed UAV (including make, model number, and manufacturers guidelines), and the location, date, and time proposed for the UAV operation;
- Provide documentation satisfactory to Operator (in Operator's sole discretion) that the UAV operator has been trained and is qualified to operate the UAV.
- Ensure compliance at all times with all applicable laws, rules, regulations, and procedures issued by federal, state, and local governmental authorities or the operator of any airports or nearby sporting facilities, including without limitation the Federal Aviation Regulations (“FARs”) and any rules and regulations issued by the FAA or the TSA as amended, modified or supplemented from time to time.
- Secure written approval from Operator before any UAV is operated in or near the Facility or in connection with Licensee's Event.
- Prior to use, Moscone Center Security must physically view the drone to ensure it meets the weapons prohibition requirement.
Indoors:
In addition to the General Conditions set forth above, Licensee agrees and shall ensure that:

- Attendees are advised that UAVs will be used during the event. If video recording equipment is to be used anyone that could be recorded must be advised.
- UAVs are prohibited from flying over populated areas.
- UAVs are not flown in lobbies, meeting rooms, restaurants, or other common areas.
- UAVs weigh less than 55 pounds.
- UAVs carrying weapons are prohibited.
- UAVs are prohibited from flying within 18” of any building structure including sprinklers.
- UAVs fly only in the defined exhibit booth space as expressly approved by Operator in accordance with the General Conditions, above.
- Attendees are protected from UAVs with the use of netting, plastic, or other Operator-approved safety features.

Outdoors:
Nothing in this Policy constitutes or shall be construed to constitute permission from the Operator to operate any UAV outside of the Facility, but Operator recognizes that UAV operation may take place at Licensee’s event(s). Therefore, in addition to the General Conditions set forth above, if a UAV is operated outside of the Facility, Licensee shall ensure that:

- A valid Certificate of Waiver or Authorization (for public entities) or a Commercial Exemption or Special Airworthiness Certificate (for private entities) is secured from the Federal Aviation Administration and provided to the Operator together with a representation and warranty that such Exemption or Certificate is valid.
- The UAV is operated less than 400 feet above ground, away from airports and air traffic, and within sight of the operator, and comply with any temporary airspace restrictions as may be in place. Prior written approval is secured from the City and County of San Francisco and provided to the Operator.

Insurance Requirements:

- Licensee shall provide to Operator evidence of Liability insurance covering the use of UAV(s) at the Facility in an amount not less than those required under the Agreement.
  - The Certificate of Insurance must stipulate that the provider’s coverage specifically amends the aircraft exclusion to allow for the type of UAV Licensee proposes to operate at the Facility and name the Indemnitees as an additional insured.
Licensee shall provide to Operator evidence of Liability insurance from the proposed operator of the UAV – see attached sample COI with coverage requirements.

**Emergency Medical Services**
Licensed First Aid staffing is required in one or more of the First Aid Centers on-site during any hours that your attendees are in our facilities, including registration, conference sessions, receptions, and special events. Any event that provides on-site child care is required to staff at least one First Aid Center with a paramedic during all hours that child care is open. Staffing should start one-half hour prior to the time attendees arrive and extend at least thirty (30) minutes beyond attendance hours to allow for adequate set-up and closing time for the First Aid facilities. In addition, we recommend you consider staffing at least one First Aid Center during your move-in/out periods when your Exhibitors are working on-site, as most injuries occur during this time.

Moscone Center has contracted with King-American Ambulance to provide First Aid services. We offer three levels of service based on the size of the event and the activities taking place. Shifts must be scheduled for a minimum of four hours in thirty (30) minute increments. Your Event Manager will place the service call for you and you’ll be billed on your final settlement.

**EMT vs Paramedic**
Emergency Medical Technicians (EMTs) are trained in emergency response. EMT’s carry oxygen, automated defibrillators, glucose paste, and first aid supplies. EMT’s can give out aspirin and other first aid supplies, assess a patient’s need for a particular level of care, and take basic medical facts about the patient. EMT’s cannot intubate a patient or start an IV.

Paramedics are trained in emergency medicine. Paramedics have the ability to do all the above plus: start IV’s, defibrillate, administer a list of nearly 25 medications to treat emergencies such as chest pain, shortness of breath, allergic reactions, asthma attacks, and CPR cases. Paramedics have the advantage of being able to start advanced airway procedures such as intubation or needle cricothyrodomy (for choking patients who can’t clear the object with the Heimlich Maneuver). Paramedics start the definitive care process for patients before they ever reach the emergency room. We recommend that any event that allows children under the age of 16 into an event, staff a paramedic during event hours.

First Aid facilities are located in Moscone North, South and West. Staffing in each office is dictated by the activity in that area of the building.

For rates and levels of service please refer to the First Aid/Emergency Medical Services table in the Appendix.
Emergency Preparedness Plan
Moscone Center’s Emergency Preparedness Plan outlines the actions to be taken should an emergency occur during your event.

Links:
- Moscone North & South Emergency Preparedness Plan
- Moscone West Emergency Preparedness Plan

In addition to reading this plan, please consider the following suggestions to prepare your staff for any emergency that may arise on-site:
- Make sure your staff is aware of our “511” system for reporting injuries and emergencies.
- Designate an emergency meeting area – this could be your host hotel or a street corner nearby – should an evacuation become necessary.
- Set up a phone tree so that staff members know who to call in case of an emergency, whether it’s personal or city-wide.
- Obtain personal emergency contact information from your staff.

Equipment Inventory
Following is a current inventory of the equipment available at Moscone Center North/South and West. Equipment for each building is separate and cannot be shared. Please see the section on Room Sets and Resets for further information on equipment included in your rental. Should your event requirements exceed inventory, Show Management will be responsible for the rental costs of additional equipment.

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>MOSCON North</th>
<th>MOSCON South</th>
<th>MOSCON West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs, stacking</td>
<td>8,000</td>
<td>8,000</td>
<td>12,500</td>
</tr>
<tr>
<td>Tables, 8’x18” classroom</td>
<td>875</td>
<td>900</td>
<td>1,300</td>
</tr>
<tr>
<td>Tables, 8’ x 30” classroom</td>
<td>N/A</td>
<td>N/A</td>
<td>150</td>
</tr>
<tr>
<td>Tables, Banquet 72” Round</td>
<td>300</td>
<td>300</td>
<td>590</td>
</tr>
<tr>
<td>Risers, 6’x 8’x 24”or 32”</td>
<td>42</td>
<td>42</td>
<td>90</td>
</tr>
<tr>
<td>Standing Lecterns</td>
<td>15</td>
<td>15</td>
<td>30</td>
</tr>
</tbody>
</table>

Staging
- Risers*
  Risers, 6’x 8’x 24”or 32” high*, will be provided in meeting rooms for head table and/or production purposes. Risers for use in other areas are available at $2 per square foot installed and removed for the duration of the event. Due to usage, riser and stage heights may vary slightly.

Performance Staging
The Moscone Center does not inventory performance staging.
Exhibit Halls/Exhibits
Please refer to the Moscone Center Brochure for statistical dimensions and ceiling heights.

Please see Moscone Center Load Ratings for specifics on floor loads, rigging loads, and freight elevator capacities.

All exhibit halls are rented on a “clean hall to clean hall” basis. Please contact your General Service Contractor to discuss booth cleaning services.

Please see the Fire Management Plan for specifics on designing your exhibit floor including aisle requirements and approved locations for two story and covered booths.

Moscone Center North/South
Exhibit halls are located one level below the lobby space.

- **Halls ABC**
  - Concrete Floor
  - Columnless space.
  - Please contact your General Service Contractor for detailed information on the support arch heights and ceiling heights in the low ceiling areas in Hall C
  - Utility services (electrical, plumbing, air) are available through your General Service Contractor’s Electrical and/or Plumbing contractor.

- **Halls D & E**
  - Flexible carpeted space which can be used for either meetings, exhibits, or both.
  - Limited provisions for installation of electrical or telephone services to exhibits and no provisions for other utilities such as plumbing.
  - Please contact your General Service Contractor regarding precautions to be used to protect the carpet in these areas.
  - Columns are 5’ in diameter

- **Hall F**
  - Concrete floor
  - Columns are 5’ in diameter.

- **Power and Utilities**
  - All power and utilities (where available) are accessed through floor boxes and delivered via your General Service Contractor’s Electrical Contractor.

- **Loading Docks**
  - Hall A has 4 loading docks (Blue Dock)
  - Hall B does not have a designated loading dock
  - Hall C has 3 loading docks (Green Dock)
  - Halls D & E do not have a designated loading dock
  - Hall F has 9 loading docks (Red Dock)
  - Trucks delivering freight to Moscone Center North & South cannot exceed 52’ in length (tractor and trailer) and 13’6” in height.
• **Access to Upper Floors via Two (2) Freight Elevators**
  Moscone Center schedules complimentary elevator operators during normal business hours (7am-11pm) based on a schedule provided by the General Service Contractor.

**Moscone Center West**

• **Exhibit hall**
  o Located on Level 1
  o Concrete floor
  o Columns are 6’ in diameter

• **Levels 2 & 3**
  o Flexible carpeted space which can be used for either meetings, exhibits, or both.
  o Columns are 6’ in diameter
  o Please contact your General Service Contractor regarding precautions to be used to protect the carpet in these areas.
  o Please contact your Event Manager to be sure that airwalls can be moved appropriately for your needs

• **Power and Utilities**
  o All power and utilities (where available) are accessed through floor boxes and delivered via your General Service Contractor’s Electrical Contractor.

• **Loading docks**
  o Located at basement level
  o 9 loading docks
  o Access to upper floors via four (4) freight elevators. Moscone Center schedules complimentary elevator operators during normal business hours (7am-11pm) based on a schedule provided by the General Service Contractor. Freight elevator dimensions can be found here: [Floor Load Ratings & Freight Elevator Capacities](#).
  o Trucks delivering freight to Moscone Center West cannot exceed 52’ in length (tractor and trailer) and 14’ in height.

<table>
<thead>
<tr>
<th>Utilities for all Exhibit Halls (Located in floor ports)</th>
<th>Moscone North – Hall F ONLY</th>
<th>Moscone South – Halls ABC ONLY</th>
<th>Moscone West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>30’</td>
<td>30’</td>
<td>30’</td>
</tr>
<tr>
<td>Telecom/Internet</td>
<td>30’</td>
<td>30’</td>
<td>30’</td>
</tr>
<tr>
<td>Water (3/4” hose)</td>
<td>60’</td>
<td>30’</td>
<td>60’</td>
</tr>
<tr>
<td>Air (3/4” pipe)</td>
<td>60’</td>
<td>30’</td>
<td>60’</td>
</tr>
<tr>
<td>Drain (1 1/2” pipe)</td>
<td>60’</td>
<td>30’</td>
<td>60’</td>
</tr>
</tbody>
</table>

Revised: July, 2018
Exhibitor Appointed Contractors (EACs)
A list of all Exhibitor Appointed Contractors who will be providing services to your exhibitors should be provided to your Event Manager no later than 30 days prior to your first move-in day for the purpose of verifying current business license and insurance requirements. The designated EAC check-in location for all Moscone North and South events is the Moscone South employee entrance. The designated EAC entrance at Moscone West is on Minna Street. Exhibitor appointed contractors are expected to work from within their client’s booth spaces, and areas for on-site equipment storage must be pre-arranged with your event manager and approved by Moscone Center’s fire marshal.

General Service Contractors/Decorators
The General Service Contractor provides Show Management and Exhibitors with a wide range of services. These services include, but are not limited to:

- Installation & dismantling of displays
- Creating and hanging signage and banners
- Floor covering
- Drayage (freight deliveries from carrier to booth)
- Providing booth furniture
- Electrical Services
- Plumbing

Moscone Center does not directly accept shipments of event-related freight or materials.

- **Freight Deliveries**
  Your General Service Contractor or freight handler is responsible for all material handling services for show related freight and material consigned to arrive in accordance with your contractor’s schedule.

- **Hand-carried Material**
  Hand-carried material is defined as that which can be carried in by one individual in one trip without assistance from wheeled devices. Please check with your General Service Contractor to understand how this process works.

Loading docks and receiving areas are staffed and managed by your General Service Contractor. All activity should be coordinated through them, including POV (Personally Owned Vehicle) programs.
General Session/Production Services

For any large party or general session, you must submit electronic copies of floor plans to Moscone Center for departmental and Fire Marshal review and approval at least ninety (90) days prior to the event. Floor plans must include proper equipment dimensions as well as dimensions for staging, aisles, and distances from the walls. Please see our Production & Meeting Room Set Guidelines for specific information. Submit your floor plans to: events@moscone.com and/or to your Event Manager.

- **Theatrical Services**
  If you're planning to use staging, special lighting, scenery, rigging, or have technically complex sessions, General Sessions or other, our Theatrical Services staff can be an important part of your planning and performance process. Theatrical Services can provide Stagehand onboarding/payroll services for your production and breakout needs.

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

Regardless of whom you select as your audio visual supplier or your production company, the facility’s House Head must be utilized. The House Head is appointed by the facility to help assist you and the IATSE Local 16 crews to install, operate and strike your General Session.

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 has a responsibility for using them correctly and efficiently. Labor charges for this position will be posted to the final settlement at the conclusion of the event. Please contact our Theatrical Services Department at facilitieservices@moscone.com for hourly rates and additional information.

Hazardous Waste Disposal-Moscone Center Requirements

Current law requires all businesses which generate medical waste to treat that waste, or have someone else treat it, 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.
  o Name and onsite contact person with the group generating the hazardous waste, and the nature of the hazardous waste.
  o Name and onsite contact person of licensed transport company.
  o 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
  o 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)

Heating, Ventilation and Air Conditioning (HVAC)
Moscone Center provides standard HVAC (ventilation or air conditioning) during open show hours. Heating is available in Halls D&E and at Moscone West. Exhibit halls will have appropriate ventilation during all move-in/out hours. For any rooms that need to be kept at a consistent temperature, please contact your Event Manager – some areas are combined and temperature requests will affect nearby rooms/areas.

Hours of Operation
Standard operating hours for our facilities are from 7:00 am until 11:00 pm, although arrangements for activity before and after these hours can be made through your Event Manager.

Insurance
Insurance requirements are outlined in your license agreement. Sample certificates of insurance, including specific verbiage for endorsements can be found here: Insurance Requirements and COI Samples

Additional insurance may be required for activities/exhibits with higher risk levels such as zip lining, rock climbing, aerialists, etc. If you have questions regarding an activation which may require additional insurance please contact your Event Manager.
Keys & Locks
Meeting room keys are for available most of the rooms in the Moscone Center. A limited number of locks can be re-cored to accommodate your specific needs. Keys are typically provided to only one of your staff members who will then be responsible for their return. While there is no deposit collected, there will be a charge of $50 per key for any keys not returned by your final move-out date.

Lighting
- **Meeting Room Lighting**
  Meeting rooms are equipped with fluorescent, incandescent and metal halide fixtures. Different levels of lighting can be achieved by using one or all of the systems in a room. Most incandescent and some fluorescent lighting offer adjustable levels.
  Meeting room lighting is controlled in two different ways – either from a wall control panel or with a lighting remote. Lights over A/V screens can be individually deactivated by Moscone Engineering staff. Please discuss timing for this or have your A/V contractor schedule this with your Event Manager.

- **Exhibit Hall Lighting**
  - Moscone North & South:
    Exhibit hall lighting is a combination of fluorescent and metal halide. Lighting levels in Exhibit Halls A, B, C & D and the Swing Spaces (1, 2, 5, and 6) are controlled by Facility Engineering. The lighting levels in all these spaces can be adjusted in 25% increments.

    Full lighting in all exhibit halls is provided from 30 minutes before to 30 minutes after show floor hours. At your request, we can extend full lighting to accommodate photography needs. We appreciate your help in keeping this to a minimum in order to conserve as much energy as possible.

    Work light levels will be maintained during move-in and move-out and during hours that the show floor is closed. Individual lights can be deactivated over the booths of Exhibitors who request this service. This should be scheduled with your General Service Contractor.

  - Moscone West:
    The First Floor Exhibit Hall is equipped with compact fluorescent fixtures. Lighting levels in the First Floor Exhibit Hall is controlled by Moscone Engineering staff. The lighting levels in this space can be adjusted in 20% increments. Individual lights can be deactivated over the booths of Exhibitors who request this service. This should be scheduled with your General Service Contractor.

- **Public Space Lighting (Lobbies & Corridors)**
  Full lighting will be provided in these areas during all event hours, unless otherwise requested.

- **Exterior Lighting (Entrance Canopies & Driveways)**
  Full exterior lighting will be provided during event hours that extend beyond daylight in either the morning or evening.
Lost & Found
Items found during your event will be turned in to a designated lost and found location. Following an event, found items are held for a maximum of 30 days, after which unclaimed items will be disposed of or donated.

Parking
There are several public parking garages offering more that 7,000 parking spaces around Moscone Center. For more information, please see the Parking page on the Moscone Center web site: http://www.moscone.com/directions/parking.shtml

Permits
There are several instances in which you will need to apply for permits directly with the City & County of San Francisco or various State agencies. Below is a listing of the permits and how to apply for them:

- **Health Permit**
  A San Francisco Health Permit is required to either distribute or sell food and/or beverage products not provided by SAVOR...San Francisco (our in-house catering department). It is Show Management’s responsibility to inform their Exhibitors of this requirement and to determine that all such permits are in place prior to show opening. If you anticipate a significant amount of sampling on your exhibit floor, a blanket San Francisco Health Permit is available to Show Management.

  Please note that Exhibitors cooking in their booths may require an additional permit from the San Francisco Fire Department. See: Open Flame (Candle) Permit below. For permits and additional permit information, contact the Department of Public Health at (415) 252-3828 or:
  https://www.sfdph.org/dph/eh/Food/Permits/permitSpecEvents.asp

- **Open Flame (Candle) Permit**
  A permit is required for any type of open flame, including but not limited to, candles, propane burners, butane burners, and fireplaces. Permits must be obtained directly from the San Francisco Fire Department. The most commonly requested permit types are:

  o **Portable Cylinder Use Permit/Temporary**-For any portable containers holding propane or other flammable materials.
  o **Open Flame Permit/Sterno**-For anyone who will be cooking inside their booth.
  o **Open Flame Use Permit/Temporary**-For any other open flame request (including candles).
If you anticipate a significant number of open flames on the exhibit floor, you may apply for a blanket permit. Each exhibitor would then apply for an individual conditional use permit. All exhibitor permit requests should be forwarded to both Show Management and to the Moscone Center Event Manager for that particular event.

For detailed information and permit applications, please contact the San Francisco Bureau of Fire Prevention’s Permit Section at (415) 558-3303 or http://www.sf-fire.org/index.aspx?page=1006

Exhibitors must keep a copy of their completed permit in their exhibit booth at all times. Show Management should supply a list of all Exhibitors with Fire Permits as well as the date of SFFD inspection to their Event Manager prior to the opening of the show. A Moscone Center Fire Marshal will be assigned to walk with the SFFD Permit Inspector. Please note that Show Management may be required to hire a Fire Watch depending on how many permits are requested during the show.

- **Seller’s Permit, State of California (Business License)**
  If any merchandise is sold on-site during an event, by either Show Management or Exhibitors, the State of California requires the selling party to have a valid California Seller’s Permit. This applies to all Exhibitors selling or taking orders from the exhibit floor. It pertains to Show Management if the organization sells merchandise in a bookstore or other sales outlet. This applies to both non-profit as well as for-profit organizations.

  Exhibitors should be formally advised of this requirement as it is Show Management’s responsibility to demonstrate proof that all Exhibitors either hold a valid California Seller’s Permit or are not offering for sale any merchandise that is subject to California sales tax.

  o For more information on the California Seller’s Permit Application, please visit the California State Board of Equalization website: www.boe.ca.gov.
  o The California Sales permit application can be found here: https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm.
  o Permits can also be requested by phone from the Permit Request Line: (800) 400-7115, from TDD phones: (800) 735-2929 or from voice phones: (800) 735-2922.

- **Sound Permit**
  If you plan to use **amplified sound** in any outdoor area, including terraces, a sound permit will be required. The application can be found here: https://sfgov.org/entertainment/permit-applications-0. A copy of this permit should be supplied to your Event Manager.
Pyrotechnics

- **Moscone North & South:**
  Use of pyrotechnics in Moscone North and South is allowed with a permit issued to the Pyro Operator by the San Francisco Fire Department and with approval by the Moscone Center Fire Marshal. All City, State and Federal laws must be observed and a permit must be pulled by a certified Pyro Operator. Effects work is under the jurisdiction of I.A.T.S.E. Local 16 and should be closely coordinated with your House Head.

- **Moscone West:**
  - The use of pyrotechnics is not permitted at Moscone West.

- **Confetti Cannons**
  Approval for the use of confetti cannons must be obtained well in advance from your Event Manager and the Moscone Center Fire Marshal. There will be additional costs for cleanup.

- **Foggers/Hazers**
  The DF-50 Diffusion Fogger with a water based solution is the only unit approved for use within Moscone Center. The schedule for hazing (both rehearsals and event) should be reviewed with your Event Manager, Househead, and the Fire Marshal prior to your event.

Recycling & Donations
San Francisco’s goal is Zero Waste by 2020 and the City has already reached a diversion rate of 80% - the highest of any city in the nation. Moscone Center is committed to being one of the premier recycling facilities in the country. Our goal is to significantly reduce the waste stream through the collection and sorting of recycling, compost and donations.

San Francisco’s Mandatory Recycling and Composting Ordinance requires everyone to properly separate recyclables and compostables and keep them out of the landfill using a color-coded system. Participate by putting all your recyclable materials mixed together for greater convenience (e.g., all paper, plastic, aluminum and glass) in the blue colored bins. Food scraps and any SAVOR provided food serveware can go into green colored bins. Put any trash that remains into the landfill bound black bins. Getting your Exhibitors and attendees involved in the recycling and donation process is a key part of the program. Helpful tips can be found here: Green Meetings. Leftover merchandise, samples, and giveaways can be donated to local nonprofits by placing a blue “Donate” sticker on the box or item at the close of the show. Donation stickers are available at the General Service Contractor’s Service Desk.

SAVOR automatically donates suitable leftover food to area nonprofits. Check with your Catering Manager for more information. Donations of food and other goods from Moscone Center events amounted to more than one million pounds over the last five years (by weight) to dozens of local nonprofits. For more information, visit the Green Meetings link on Moscone Center’s website.
San Francisco has two other ordinances designed to reduce waste and are relevant to activities planned for your event:

The **Plastic Bag Reduction Ordinance** discourages the distribution of any single-use bags. The intent of this ordinance is to reduce litter and waste, as well as contamination in recycling and composting programs. In addition, this law will improve water quality in San Francisco Bay and the ocean by reducing pollution. All retail businesses, even bookstores at shows, must charge for bags they provide. Three types of bags are acceptable, but subject to a minimum 10 cent nominal charge:

- Compostable plastic bags labeled with a compostable certification logo;
- Paper bags labeled with 40% post-consumer recycled content; and
- Reusable bags designed for at least 125 uses and that are washable.

The **Food Service Waste Reduction Ordinance** prohibits vendors from using Styrofoam or other polystyrene foam food service ware. At Moscone Center, SAVOR uses certified compostable food service ware and it goes into the green bin along with food scraps and other organic materials. Ensure any food service ware you purchase is **certified compostable** – not biodegradable.

**Room Sets and Resets**

**Room Sets**

All meeting room requirements and to-scale diagrams should be submitted to your Event Manager forty-five (45) days prior to your first move-in day. We will provide your initial room set in the meeting rooms at no charge provided we receive your requirements at least thirty (30) days prior to your first scheduled move-in day. It is the Moscone Center’s practice to preset meeting rooms whenever possible. Any changes to this set will be billed at our prevailing rates unless the reset is for a catered meal function. Standard meeting room sets requiring no chargeable equipment typically include some combination of the following:

- Appropriate size riser (up to 5 sections) with black skirting, riser stair unit, standing lectern, head table (8’x18” laminate top) with black skirting
- Chairs for theater style seating or
- Chairs and 8’x18” laminate-topped tables (no skirting) for classroom style seating or
- Chairs and 66” or 72” plywood-topped rounds for banquet seating (table linens should be ordered from SAVOR...San Francisco)
- 8’x18” laminate-topped table (black skirting) and 2 chairs for room monitors/Audio-Visual technicians
- Water service for the head table

All meeting rooms will be set with Moscone equipment, inventory permitting. Additional equipment needs in excess of our inventory will be included in your final settlement.

If we do not receive your set-up requirements on time, or if substantial changes are requested after labor has been scheduled, you will be charged the labor to set-up or change these areas.
Please let your Event Manager know your specific meeting room needs.

Useful Links:
Production & Meeting Room Set Guidelines
Film-Video Crew Guidelines

Room Resets
Your initial meeting room set is included in your rental fee. Any changes to this set will be billed at prevailing rates unless the reset is to accommodate a catered meal function.

If your initial meeting room set is for a catered meal function, then your first meeting room set that is not configured for a catered meal function will be considered your initial set.

Please discuss any room resets that require the movement of airwalls with your Event Manager in advance. Some wall changes must be planned to occur during overnight periods only.

Airwall Movement Diagrams: Moscone North and South  Moscone West

Your Event Manager is happy to review your meeting room sets and resets to help you minimize potential charges for resets during your event.

SAVOR…San Francisco
Welcome to SAVOR…San Francisco. We are San Francisco’s premier large-scale catering and event services company. For over 20 years, we’ve built our reputation on providing great experiences and world-class food at Moscone Center and throughout the Bay Area. Think of SAVOR…San Francisco as your resource to help turn any event, whether a quick business luncheon for two at any of our specialty concessions, or a thousand-guest gala into a truly successful experience.

- **Services for Show Management**
  Our chefs will work with you to create perfect menus for your budget, drawing upon San Francisco specialties and global cuisines alike. Our sales staff can help orchestrate every element of your event from setup and entertainment to flowers and décor. We take care of all the details; you can relax knowing that your event will be executed seamlessly.

- **Booth Hospitality Services for Exhibitors**
  The aroma of popcorn or the whir of an espresso machine attracts attendees from the furthest corners of an exhibit hall. Enhance awareness and excitement with logo branded popcorn bags, coffee cups or even sheet cakes. With our exhibitor online ordering system, these and other Booth Hospitality Services are now available with just a few clicks of your mouse. As the exclusive
caterer to Moscone Center, SAVOR...San Francisco is committed to making it easy for you to get the most out of your event.

**Off-Site Catering**
SAVOR...San Francisco’s services are not limited to our home-base convention center venues. We’re pleased to apply our extensive experience in large-scale events at most any location in the Bay Area, from across the street at Yerba Buena Gardens to the hub of the special events district, San Francisco City Hall, to San Francisco Bay’s Alcatraz Island and beyond. For more information and menus, please visit our website at [www.savormgsf.com](http://www.savormgsf.com).

**Security**

- **Moscone Center Security**
  Our 24-hour security staff is responsible for safety and security in the public and perimeter areas of the building, monitoring emergency and fire life safety systems and assisting in medical or other emergency situations. Our building security staff does not provide security for contracted areas.

  Our Security Services Department Management Team will provide guidance for your outside needs such as transportation permits and other city services. Our Management Team will also work very closely with your contracted event security company to ensure an emergency plan is in place and the overall safety & security of your show has been addressed.

  Traffic permit plans should be received sixty (60) days prior to your first contracted date. A final security plan should be received (30) days prior to move-in to the Security Services Department Management Team.

- **Security Contractors**
  Your designated security contractor is responsible for providing staffing during move-in, event, and move-out dates. The show’s designated event security contractor must comply with the minimum event staffing requirements set by Moscone Center. Security staffing should include your exhibit, meeting, catered functions, show office, registration and storage areas. A list of approved security contractors is on the following page.

  We review the staffing levels you establish with your security contractor to assure that, based on our experience, you are providing adequate coverage. Event security must be onsite from the beginning to the end of contract times.

  If your event requires ushers or badge checkers, you may contract such services through your security contractor. There are specific union regulations pertaining to the use of ushers and badge-checkers as opposed to volunteers. If you have questions, contact our Security Department at security@moscone.com.
• **Off-Duty Police**
  All off-duty police officers must be scheduled through the San Francisco Police Department’s Off-Duty Coordinator. Our Security Services Department Management Team will provide assistance and details should you require off-duty police officers.

**Signage, Advertising, Window Graphics, Banners**
As you build your graphics and signage plan, we would like to recommend that you and your General Service Contractor use green materials. Please work closely with your General Service Contractor to see which green materials they have available.

• **Advertising and Sponsorships**
  o **Interior Advertising**
    a. Advertising is permitted in the common areas of Moscone Center, provided that the Licensee submits a floor plan identifying all advertising locations, and Operator approves all such advertising in advance in writing. Your General Service Contractor can provide you with a list and description of banner and signage locations that have been approved by the building as well as a list of approved materials for each application.
    b. A $500 commission fee per advertiser, per exposure and per location is payable to Moscone Center for commercial advertising promoting an exhibitor’s product or service if it is displayed in public lobby areas, pedestrian walkways, on Moscone Center digital signs, and/or other non-licensed space.
  o **Exterior Advertising**
    Only signs or banners with show branding and show directional messages may be displayed on the exterior of Moscone Center buildings provided that designs and specifications are submitted to and approved by the facility at least 60 days prior to installation. The Licensee is responsible for obtaining approvals and for assuring that installation respects appropriate labor jurisdictions. Check with your Event Manager and General Service Contractor for details regarding size, location, methods of attachment, and costs.

If you plan to place signs or banners on City property throughout San Francisco (including City-owned kiosks, light poles, etc.), you must first obtain permission from the Department of Public Works at (415) 554-5800. For information pertaining to event marketing and pole banners, visit the San Francisco Travel Association web site at: [http://www.sftravel.com/banners-and-permits-conventions](http://www.sftravel.com/banners-and-permits-conventions).

Exterior building signage is discouraged on all buildings in the Yerba Buena Gardens including the pedestrian bridge over Howard Street. For more information, contact the Garden’s property managers, MJM Management Group at (415) 477-2600.

• **Digital Signage**
  Moscone Center provides opportunities for digital signage in several areas. These digital signs are available for show branding at no charge.
Sponsorships/Advertising will be billed at $500 per advertiser per screen. See the Digital Signage Information sheet in the Appendix.

- **Graphics**
  
  Window graphics can be applied to glass surfaces provided that a number of conditions are met at least 60 days in advance of installation. These include:
  
  - Licensee accepts sole responsibility and liability for damage to any facility surface or component caused by application or removal of graphic materials up to and including prompt replacement of damaged glass panels. Licensee also accepts sole liability for any other damage or injury caused by or resulting from such application or removal process.
  
  - Submission of three copies of full color rendering with all final copy and/or graphics and a production plan for installation, OR for digital submission, a PDF file containing all final graphics and copy.
  
  - Only Perforated film material may be applied to flat glass surfaces. Please check with your General Service Contractor for available materials and approved locations.
  
  - Installation must respect appropriate labor jurisdictions.

- **Interior Glass Treatment**
  
  The application of any material to interior glass surfaces (e.g. escalator side panels, etc.) must receive written approval from Moscone Center management prior to application. Only removeable 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 IJB171

- **Exterior Treatment/Window Wrap**

  Written approval is required from Moscone Center management for ANY exterior treatment to the facilities. To be considered for approval, 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 your Event Manager no less than sixty (60) days prior to installation. Graphics installed on upper levels of any buildings will incur a fee of $2500 per application. Only perforated, removable adhesive is permitted for use on flat glass surfaces. Doors may not be completely obscured by the graphic. Revisions to the approved layout must be submitted for approval. Messages are 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.
• **Phototex/Wall Graphics**
  Only Phototex material is approved for use on walls within 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.

• **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:

  o For all granite and terrazzo flooring: BRON BT100 tape
  o 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 facility must only be made of approved materials, and should be used on the various flooring surfaces and stairs in the facility as follows:

  o For carpet decals: 3M 40C
  o Terrazzo decals and stair graphics: 3M 40C
  o Concrete stair graphics: AlumiGraphics/Asphalt Art
  o Sidewalk decals (between the three buildings only): 3M 3662-10

**Smoking Policy**
Moscone Center is a smoke-free facility (this includes the use of electronic or e-cigarettes).

**Telecommunications (Telecom)**
Moscone Facility Services Telecom offers "one stop shopping" with one point of contact and only one bill for all your telephone, internet, intranet and wireless needs. They will save you time and money, while maximizing your connection speed and increasing your service and support, by providing all services in-house.

Telephone line orders include a voice/fax/data grade, unrestricted phone service, a touch-tone line connector cord and dial tone as well as a telephone instrument. Optional Services for Direct Dial Lines include, restricted calls for local/credit card machines only, call waiting, voice mail, single-line phone sets, multi-line phone sets, speaker phones, and conference phones.

Telecom has experience creating packages where access and other technologies are bundled as a standard part of the exhibition. They provide engineering assistance in the design and implementation of special networks, networked applications, or industry 'showcase' areas. They can also help with application or content hosting at the facility network to accommodate specific event requirements.
Telecom also has years of experience in the design and implementation of show management networks. Their qualified staff work closely with event sponsors to provide top-quality and cost effective networks.

Telecom maintains dual 10 Gigabit Ethernet circuits in Moscone Center. These circuits are from separate tier 1 providers. This not only ensures needed redundancy, but also allows for more flexibility in meeting the needs for Moscone clients. These circuits are monitored 24/7 from the Moscone Center network operations center.

Meeting Planners and event sponsors do not need to fill-out standard exhibitor order forms. Simply forward all of your management requirements to us (i.e. number of locations, number of devices connecting to the network, hub and cable requirements, etc.) and Telecom will send you a quote based on your requirements. They can assist in building your requirements list as well. Please feel free to contact Moscone Center Facility Services Telecommunications at: (415) 974-4126 or internet@moscone.com.

**Trash Removal & Debris**

Moscone Center will pass along to you the charges for removal of all compactors and debris boxes for your event. Charges for trash compactor pulls will be billed on final settlement based on usage. Debris boxes for oversized or non-compactable items will be billed to the General Service Contractor based on usage. Talk to your Event Manager about specific charges you are likely to incur.

Universal wastes such as television monitors, computers, and other electronics cannot be disposed of in the trash at Moscone Center. Arrangements to dispose of these items should be made with your General Service Contractor.

Please see the section on Hazardous Waste Disposal for specifics on handling hazardous and medical waste.
Union Labor Requirements and Jurisdictions

The quality of San Francisco's labor force is exceptional. Because much of the labor required for your event falls under various union jurisdictions in our facilities, it is important that you, as well as your contractors and producers understand these functional roles so that appropriate labor can be provided. The following are the general areas that fall within union jurisdiction:

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<thead>
<tr>
<th>COMMON UNION JURISDICTIONS</th>
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<tbody>
<tr>
<td>Freight Handling</td>
<td>Teamsters Local 2785</td>
<td>(415) 467-0450</td>
</tr>
<tr>
<td>Display Installation and Removal</td>
<td>Sign and Display Workers Local 510</td>
<td>(415) 468-7280</td>
</tr>
<tr>
<td>Staging, rigging, theatrical lighting, sound, audio-visual services computer installation</td>
<td>IATSE Local 16</td>
<td>(415) 441-6400</td>
</tr>
<tr>
<td>Food and Beverage Services</td>
<td>Hotel and Restaurant Workers Union Local 2</td>
<td>(415) 864-8770</td>
</tr>
<tr>
<td>Electrical Services</td>
<td>IBEW Local 6</td>
<td>(415) 861-5752</td>
</tr>
<tr>
<td>Exhibit Booths</td>
<td>(In a theatrical environment-IATSE Local 16)</td>
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<tr>
<td>Event Security Staffing</td>
<td>Theatrical Employees Local B-18</td>
<td>(415) 974-0860</td>
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<tr>
<td>Telephone Services</td>
<td>Communication Workers of America</td>
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<td></td>
<td>CWA Local 9410</td>
<td>(415) 777-9410</td>
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Any questions about the provision of labor within the facilities should be directed either to your Event Manager or General Service Contractor.

SMG will assign a House Head to your Production/General Session to assist you. The House Head will be responsible for providing a seamless connection to the building and the IATSE Local 16 Stagehand crews. The House Head will also issue the IATSE Local 16 Stewards report for the session that he/she oversees.
Vehicles and Mobility Devices

- **Vehicles for Exhibit**
  Exhibiting vehicles in the facility is entirely possible. Gas powered vehicles may be exhibited in any exhibit space as well as the lobbies in Moscone Center North & South. Gas powered vehicles may not be exhibited in any lobby space at Moscone Center West. Please submit your request in writing to your Event Manager for Fire Marshal approval. Guidelines for this are in the Fire Management Plan.

- **Scooters**
  The use of electric scooters is permissible only under the provisions of the Americans with Disabilities Act (ADA). Rental arrangements can be made directly with a local provider such as Scoot-Around: (888) 441-7575 Or www.scootaround.com

- **Segways**
  The use of Segways is only permitted under the provisions of the ADA.

- **Bicycles**
  The use of bicycles is restricted to move-in and move-out periods and on concrete surfaces only (Exhibit Halls). Use of bicycles in any public space is prohibited.

- **Wheelchairs**
  Moscone Center does not have wheelchairs available for attendee use. Rental arrangements can be made directly with a local provider such as Scoot-Around: (888) 441-7575 or www.scootaround.com.

- **Hoverboards**
  The use of hover boards is prohibited within the facility.
Appendix

- Fire Management Plan
- Digital Signage
- Film-Video Crew Guidelines
- First Aid/EMT Schedule
- Rigging Rules, Regulations and Ratings
- Security Contractors Approved to Work at Moscone Center
- Load Ratings & Freight Elevator Capacities
- Insurance Requirements and COI Samples
San Francisco Convention Facilities
Public Safety and Fire Management Plan for
Moscone Center

INTRODUCTION
The purpose of this plan is to provide information necessary to maintain acceptable levels of fire and public safety within the San Francisco Convention Facilities. These are the minimum fire safety requirements which shall apply to all events whether open or closed to the public. A Fire Marshal has been appointed as the official staff representative responsible for enforcing all fire and safety rules and regulations. The Fire Marshal is required to:

- Provide guidance to Show Management for floor plan preparation.
- Review proposed floor plans, booth layouts and construction (including special suppression systems if required).
- Monitor the facility for prohibited processes and equipment from set-up through show hours and dismantling.
- Monitor all exhibitions to assure that interior finishes and furnishings meet code requirements.
- Review the permit requests for use of restricted materials.
- Make final inspection and approval of a show prior to opening.
- Review plans for new construction and tenant improvements.
- Maintain and update the Emergency Plans.

FLOOR PLAN APPROVAL PROCEDURES
Exhibit Space
Before exhibit space is offered for final sale to Exhibitors, Show Management should submit one copy of the proposed floor plan drawn to scale to the facility Fire Marshal for review. PDFs are welcome for this purpose. Show Management shall submit all floor plans for final approval at least thirty (30) days prior to the event to events@moscone.com and/or to your Event Manager. All floor plans shall indicate:

- Show name, dates, times and General Service Contractor (Decorator).
- Booth configurations drawn to scale; including all base and height dimensions and locations.
- Aisle locations and dimensions:
  - A minimum 10’ width between rows of booths at Moscone Center.
  - Booths or displays are prohibited in any aisles or emergency access areas.
  - Cross aisles shall be clearly marked on all floor plans and placed directly in line with exits in all facilities.
  - Halls ABC
    - A minimum 10’ wide perimeter aisle is required in Moscone South
    - Front crossing aisle shall be a minimum of 20’
    - Minimum of five (5) clear aisles from fire exits on south side to fire exits on north side – at least one aisle in each exhibit hall
d. Minimum of one (1) clear cross aisle near the midpoint of the exhibit hall

e. If airwalls are closed to create entrances all fire exits in the airwalls must be maintained.

o Halls DEF

a. A minimum 10’ wide perimeter aisle is required.

b. Minimum 20’ aisle from the entrance of Hall F to the concession stand.

c. A minimum 10’ wide cross aisle running west from the lobby entrance of Hall E.

d. A minimum 10’ aisle at the top and bottom of the stairs separating Halls D & Hall E.

e. Two story booths are not permitted in areas where ceiling height is less than 24’.

o Moscone Center West

a. A minimum 10’ wide perimeter aisle is required in Moscone West.

b. Booths located between the columns and the main entrance must have aisles that are 15’ wide.

- The locations of concession areas or proposed temporary cafeterias.
- Exits, aisles, fire and life safety devices (i.e. fire extinguishers, hose cabinets) locations and clearance dimensions.
- Dimensions and locations of exhibit hall platforms, staging, sound/light mixers, stage lighting, scaffolds and speaker systems.
- Dimensions and locations of any covered or two story booths.
- Dimensions and locations of any gas-powered vehicles being exhibited.
- ELECTRICAL EXTENSION CORDS shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.
- ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the decorator’s electrical contractor. Round cords are not authorized under carpet.

Large Seated Session Areas

Floor plans for general sessions or other large seated events held in any exhibit hall or ballroom must be submitted under the same conditions as those for exhibit areas. These must include dimensions and locations of platforms, staging, sound/light mixers, stage lighting, scaffolds and speaker systems.

When seating rows have 14 or less seats, the minimum clear width between rows shall not be less than 12 inches measured as the clear horizontal distance from the back of the row ahead and the nearest projection of the row behind (Ref: Article 25, 2001 California Fire Code).

For more specific information on equipment sizes and aisle spacing please review our Production & Meeting Room Set Guidelines.

Lobbies

Lobby area plans must be provided under the conditions listed above and indicate the dimensions and location of all equipment to be placed by or through the event’s general service or registration contractor. This includes but is not limited to counters, tables, kiosks, draped or hard-walled storage and lounge areas, computer stations, and any other equipment to be placed in lobby areas.
- Covered booths in lobby areas must have open-grid ceilings in which the openings are ¼” or more and where the thickness or depth of the material is no greater than ¼”. Booths with any other type of covering are not permitted in lobby spaces. Covered booths require written approval by the Moscone Center Fire Marshal. A minimum of 25’ of clear space must be maintained in front of all escalators.
- Liquid & gas-fueled vehicles may not be exhibited in any lobby spaces in Moscone West. Liquid & gas-fueled vehicles may be exhibited in street level lobby spaces in Moscone North & South with written approval from the Moscone Center Fire Marshal.

Approval Process
Notice of approval or rejection of a floor plan will be given within ten working days of receipt. Carefully review all returned floor plans for corrections. If the plan is rejected, the areas in question will be marked in red ink. Red ink markings on plans are for exclusive official use by SFFD approving authority. The determining factors for rejection will be outlined to facility management who will inform the appropriate show staff representative. The plan shall then be corrected and re-submitted for final approval to facility management. Copies of the approved plans along with any relevant correspondence shall be maintained in the master event file, one copy to be retained by the Fire Marshal and a copy of the approved plan shall be displayed in a conspicuous place in the decorator service area during set-up for examination/conformance by Show Management.

ON-SITE EXHIBITION PROCEDURES
Prior to commencement of a show set-up or dismantling, when notified by Show Management/decorator through the control room, the facility Fire Marshal may have smoke detector systems deactivated in appropriate exhibit areas if necessary. This will eliminate the possibility of false alarms due to by-products of combustion from vehicles used during set-up and dismantling. Upon completion of work activity, and prior to show opening, the show decorator/Show Management shall so inform the control room duty person.

The smoke detector systems shall then be reactivated by control room personnel. All vehicle movement in and out of all facilities is strictly regulated. Unloading of show material on exhibition floor is controlled.

A walk-through inspection of the exhibit area will be made prior to final approval and opening of a show by the facility Fire Marshal, Event Manager and Exhibit Manager or their officially designated representatives. Violations to these guidelines or situations posing any undue hazard to public safety shall require immediate correction.

All fire protection and life safety systems and devices shall be fully operational before the facility is opened to the public. This will be accomplished by a final visual inspection by the Fire Marshal, of all areas and by confirmation of status of equipment through the facility fire alarm system. While a show is in progress, it will be the responsibility of the facility Fire Marshal, facility staff, Show Management staff and Exhibitors to maintain the approved clearances to all fire and safety equipment and to make sure that all emergency exits and required aisles are free of obstruction.
Violations of the San Francisco Fire Department mandated guidelines observed during the operation of a show will be documented and brought to the attention of both show and facility managements for immediate correction. If, in the opinion of the facility Fire Marshal, there is an extreme hazard to safety, he has the authority to delay or terminate the show until the problems have been satisfactorily corrected.

EMERGENCY REPORTING PROCEDURES
The Moscone Center is equipped with Fire Alarm Pull Stations located throughout the building. In addition, all buildings have white courtesy telephones available. The emergency number is 511, and is designated on the handset. Detailed reporting procedures that are building specific can be found in the Emergency Preparedness Plan.

If evacuation/relocation of an area is required, voice instructions will be announced through the public address system.

All fires active or extinguished shall be reported to the control room.

PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT
Use of the following materials, processes or equipment is prohibited:

- Blasting agents, or explosives
- Pyrotechnics in Moscone West
- Flammable cryogenic gases (including ethanol)
- Smoking within the facilities
- Fueling of motor vehicles
- Wood matches with all-surface strikes
- Cellulose nitrate motion picture film
- Aerosol cans with flammable propellants

PROHIBITED EQUIPMENT AND OPERATIONS DURING SET-UP AND DISMANTLING
The following equipment or operations are prohibited during exhibition, booth construction or dismantling:

- Materials-handling equipment which exceeds established emission levels.
- Electrically powered tools and equipment other than those listed by Underwriters Laboratories, Inc. or approved by a nationally recognized testing laboratory.
- Portable heating equipment.
- Painting with flammable or volatile paints and finishes.
- Any equipment or operation that increases the risk to fire and life safety.

MATERIALS, PROCESSES OR EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE
Use, display or storage of the following materials, processes or equipment are restricted and subject to approval of the facility Fire Marshal and may also require a permit from the San Francisco Fire Department:

- Natural gas fired equipment.
- Open flame devices (including candles and cooking equipment).
- Exhibits involving hazardous processing or materials.
- Pyrotechnic display
- Liquefied petroleum gas (Ref: California Fire Code Chapter 38).
  - When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted to be used temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
  - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see Food Preparation within exhibits in the Building Users Manual) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between devices and public.
  - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
- Fossil fuel powered equipment.
- Lasers.
- Hydraulically powered equipment using flammable fluids.
- Radiation producing devices.
- Flammable liquids.
- Welding, cutting or brazing.
- Other materials or processes judged by the facility Fire Marshal to increase the risk to fire and life safety.

Please Note: All Equipment must be UL Listed

Liquid and Gas-Fueled Vehicles and Equipment used for display, competition or demonstration within this facility shall be in accordance with the California Fire Code, Section 2404. The pertinent sub-sections are as follows:

- Liquid & gas-fueled vehicles may not be exhibited in any lobby spaces in Moscone West. Liquid & gas-fueled vehicles may be exhibited in street level lobby spaces in Moscone North & South with written approval from the Moscone Center Fire Marshal.
  The location of vehicles or equipment shall not obstruct or block means of egress.
- Batteries shall be disconnected in an approved manner.
- Vehicles or equipment shall not be fueled or defueled within the building.
- Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9L), whichever is less.
- Fuel systems shall be inspected for leaks.
- Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.

SPECIAL APPROVAL
To obtain approval, the exhibitor shall submit in writing:

- The nature of the process or equipment to be used.
- The quantity of restricted materials to be used.
- Provisions that will be made to provide fire suppression or other life safety measures.

This request must be submitted to facility management thirty (30) days in advance of the first move-in day of the show. It will then be given to the facility Fire Marshal who will approve or reject the request. If a San Francisco Fire Department permit is required, instruction for applying will be stated.
**BOOTH CONFIGURATIONS**
The following booth configurations are acceptable:

- Open top exhibition booths.
- Platforms not exceeding 500 square feet in area.

The following booth configurations will require prior approval:

- Platforms exceeding 500 square feet in area.
- Exhibition booths with canopies.
- Single-level covered exhibition booths.*
- Booths/exhibits of a height exceeding 16’.
- Two Story Booths
  - Two story booths are permitted in areas with ceilings over 24’.
  - Plans must be certified by a licensed professional engineer before they are submitted.
  - All areas under multi-level booths must be equipped with a UL approved; battery operated smoke detector attached to the ceiling or under structure.
  - A 2A10BC extinguisher is required on each level and easily available.
  - If the occupancy load is more than 9 persons, two means of exiting are required (Section 10 of the California Fire Code).

**ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION**
The following types of materials will be acceptable for booth construction and decoration:

- Wood that is properly treated as per UBC Standard 8-1, and certified (See definition of UBC Sec 207 for fire treated wood).
- Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTM E84 (Tunnel Test), and certified as such.

**ACCEPTABLE INTERIOR FINISHES AND FURNISHINGS**
Use of the following materials and furnishings is controlled:

- Wood that is properly treated as per UBC Standard 8-1, and certified (See definition of UBC Sec 207 for fire treated wood).
- Drapes, hangings, curtains, and props.
- Foam core board (PVC) shall be a certified flame resistant type.

**NO EXCEPTIONS.**
- Poster paper and banners.
- Decorative fabrics.
- Christmas trees. (Cut trees shall be flame retardant by a State certified applicator and a current certificate posted in booth.)
- Motion picture screens.
- All other decorative materials, including plastics.

*For information on allowable covered booths in lobbies, please see the section on Lobbies*
All materials and furnishings shall be:

- All other decorative materials, including plastics.
- Made from non-combustible materials; or
- Treated and maintained in a flame retardant condition by an approved flame retardant solution or process. Flame retardant treatments shall be renewed as necessary or after each cleaning. Identification showing the date and type of treatment and the firm that treated the material shall be located on, or affixed to all treated materials or posted in booth.
- Approved by the facility Fire Marshal when containing material constructed of plastic. (Note: Oil paper, tarpaper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

Interior furnishings and materials shall not be located as to obstruct or block exits, fire and life safety devices or equipment. Placement of chairs in aisles and corridors is strictly prohibited. Chairs shall remain within booth boundaries and under strict control of booth operator.

PORTABLE SPOTLIGHTS
All types of clamp-on portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrapping material permanently attached to the lamp holder clamp.

Use of ceramic-porcelain or molded composition type of neck-shell is the only type approved for use in the San Francisco Convention Facility. On/off switches are usually located in the neck.

Where any spotlight or lamp is subject to physical damage, damp places, or comes into contact with combustible material, it shall be equipped with a substantial guard attached to the lamp holder or the handle.

Flexible cord extensions may only be used for portable lamps/appliances that are of allowable amperage for the size and type of three (3) conductor cords connecting to and for the utilization of any equipment. The third conductor is used for equipment grounding purposes.

FLAME RETARDANT TREATMENT
All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials, shall be flame retarded to meet the San Francisco Fire Department and the State Fire Marshal’s requirements.

All table coverings, fabric walls, paper, or any decorative material whatsoever must have a California flameproof certificate or tag. Only California certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the facility Fire Marshal.
COMBUSTIBLES
Literature on display shall be limited to reasonable quantities (one day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.

Show Management shall assume responsibility for daily adequate janitorial and rubbish pickup service and shall advise all Exhibitors that booths shall be cleaned of combustible rubbish daily. Storage of empty cartons in exhibit booth area is not permitted.

Storage of any kind is prohibited behind back drapes or display walls, and inside the display area. All cartons, crates, containers, and packing materials which are NECESSARY FOR REPACKING shall be labeled with "EMPTY" stickers and REMOVED FROM THE FLOOR.

OBSTRUCTIONS
Nothing shall be hung from or affixed to any sprinkler heads or piping. All exit doors shall be in an operable condition at all times. Exit signs shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies, passageways, and fire and life safety devices shall be unobstructed at all times. Booth construction shall be substantial and fixed in position in a specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond booth area into aisles.

MOVE-IN / MOVE-OUT PROCEDURES
No move-in or move-out will be allowed through the Moscone Center lobbies. Arrangements can be made to use emergency ramp access to the exhibit hall for "hand carried" materials, hand carts or other small dollies. The major decorator of an exhibition event shall maintain control of the exhibit floor during set-up and dismantling.

- No vehicles will be allowed in tunnel areas, loading docks or exhibit halls without proper identification.
- Only company-owned vehicles with proper signage (permanently affixed decals) or temporary loading/unloading permits will be allowed in work areas.
- Independent decorators and sub-contractors must be properly bonded, insured and have access permission to loading/unloading areas through the Show Management or General Service Contractor and must maintain a valid permit from the facilities.
- Individual Exhibitors loading/unloading merchandise must secure a temporary access permit prior to entering booth areas from the decorator service desk or show office.
- Trucks are not permitted in Moscone exhibit halls unless dock space is unavailable. Idling of vehicles is prohibited.
- No vehicles are allowed in the Esplanade or Gateway Ballrooms at any time unless they are part of an exhibition.
- KEEP ALL FIRE LANES CLEAR FOR IMMEDIATE USE BY EMERGENCY VEHICLES
PARKING
There is no parking allowed within the San Francisco Convention Facilities at any time. Unauthorized vehicles will be towed at owner’s expense. Trash compactor and debris box removal area, as marked on the floor, shall be kept free and clear at all times, as well as the access area to the baler.

EXHIBIT CRATE STORAGE
Since most crates and cartons are not flame resistant and the packing materials are not treated, storage of these items is not permitted within the Moscone Center. However, limited crate storage will be allowed in Moscone West due to a sprinkler system density designed for higher hazard areas.

Revised: August 5, 2018
Moscone Center
Digital Signage Information

North | Hall D Entrance

20’3” x 5’7” | 960 x 256 Pixels
South | South Lobby

46” | 1920 x 1080 Pixels
South | Esplanade Ballroom Lobby

As of January 2018, Screens are Non-Operational

Please, contact your Event Manager for Update.

Note: Four panels act as one (one image).

Four 46” | 1920 x 1080 Pixels
South | Level 2

Note: Four panels act as one (one image).

Four 46” | 1920 x 1080 Pixels
Note: Four panels act as one (one image).

Four 46” | 1920 x 1080 Pixels
West | Level 1 Lobby

29’ 6” x 6’4” | 864 x 176 Pixels

*11’7” from floor to bottom edge*

Location: Screen is located above the Level One hall entrance doors on the Minna Street side of the building.
Information

- Static images should be saved as jpg, png, or bit map files.
- Movie files should be rendered as:
  - .wmv file
  - 30fps
  - 8,000 bps bit rate
- There is no audio element available.
- Content can be run on a loop (8-10 seconds per slide) or scheduled times.
- Displays are completely independent and cannot be synced together.
- Displays cannot run live video feeds.
- The screens cannot display designs with all white backgrounds.
- Files should be uploaded to the Moscone FTP Server
- Your content can be uploaded to our cloud server:
  - https://mfm.moscone.com
    - user: msled
    - pwd: Today137

Guidelines:

- Client is responsible for creating content (or we can recommend a vendor).
- Displays may be used for information or show branding at no charge.
- A fee of $500 per advertiser per screen is payable for commercial advertising promoting an exhibitor’s product or service.
- Final content and schedule must be uploaded 2 business days before the first move-in day for the event.
- A four hour lead time is required for any on-site changes (onsite changes may incur additional costs).
- On-site support for the displays is available from 8a-6p each day.
- Screens should be scheduled to run during event hours only and cannot be scheduled for overnight hours.
Frequently Asked Questions

- **Can the displays be synced up to run at the same time?**
  - Each display runs independently of all the others. We can run the same content on each screen but they will not be truly synced to run at exactly the same second.

- **Can I run content on the server 24 hours a day?**
  - Digital signage can be scheduled to begin running one hour prior to your first event and should end one hour after your last event.

- **Can I send you files in a different format?**
  - Unfortunately the only files that the scheduling program recognizes are jpg, .png, and bitmap files for static images. Videos should be formatted as .wmv files. We do not have the ability to reformat files.

- **How do I let you know the schedule for the digital signs?**
  - Your Event Manager can send you a sample schedule.

- **What should I name my file?**
  - Feel free to name the file however you’d like. Please do not use parenthesis in the name. Please do not use more than 40 characters in the name – for some reason this confuses the software!

- **North & West: The pixel sizes listed don’t seem to be correct, what’s up?**
  - The LED boards that make up Moscone Center digital signage consist of LED panels that have LED lights that are 6-10mm apart from each other (6mm in North and 10mm in South). These are not like the LCD monitor on desktop computer but more like a jumbotron.

- **Questions?**
  - esignage@moscone.com
Film-Video Crew Guidelines

A representative from IATSE Local 16 is required for any of the following activities* at Moscone Convention Center as well as all other venues in the City & County of San Francisco and Marin:

- Audio visual equipment set-up, operations, and removal
- Camera set-up, operations and removal, video device playback, recording or live broadcast
- Portable lighting/grip equipment
- Audio
- Props, sets or temporary studio

*The only exception to this is a legitimate TV station or news gathering organization with a self-sufficient (battery powered) camera and operator, and whose only intention is to gather film clips for a newscast. These individuals must carry valid press credentials and make arrangements with Show Management in advance of the event.

Further details:

- Any camera (consumer or pro) that records or live broadcasts an entire session talk will require a Local 16 operator. (5-Hr. minimum labor call). Includes battery operated cameras.
- Any camera patched into an audio system or wireless system or session recording (full or partial) will require a Local 16 operator (5-Hr. minimum labor call).
- Any plug-ins to AC (wall outlet) for camera and/or portable light will require Local 16 technician. (5-Hr. minimum labor call).
- If a camera crew plans to roam exhibit floors and meeting rooms all day for segment shooting, a Local 16 technician(s) is required (8-Hr. minimum labor call), unless they are press and have the appropriate credentials.
- If an authorized press crew wants to patch into an audio system or plug into wall, a Local 16 technician will be required (5-Hr. minimum labor call in breakout sessions or 8-Hr. minimum labor call in general sessions; if a press pool is not provided, labor may be required – please contact Local 16).
- If a broadcast, micro-wave, or satellite truck needs to run cable or fiber optics into the facility, a Local 16 technician will be required. (8-Hr. minimum labor call).
- Broadcast/Webcast fees will apply to:
  - Any live streaming event that is open to general public.
  - Any live streaming event that is introducing a product or service to sell.
  - Live transmission broadcast such as TV.
  - Video content that is sold commercially or is embedded on a website that includes advertising.
  - On-demand “pay-per-view” tickets sold to attendees directly or through a registration portal.
Negotiations can be made with IATSE Local 16 where special circumstances exist. For example: typically fees may not apply to live streaming that is of non profit nature and targeted to a limited audience. Please contact IATSE Local 16 to discuss directly. If a press pool is installed into a session room, credentialed members of the press can plug into that for audio. Projection Presentation Technology has this available for rental if needed.

Projection Presentation Technology, in-house A/V provider at Moscone Center, can provide and bill for union technicians, cameras, lighting, recording, capture, etc. They are also available to provide current labor rates, which change each year based on the collective bargaining agreement with IATSE Local 16. Projection's on-site office number is: (415) 974-4077.
<table>
<thead>
<tr>
<th>Level 1 Service*</th>
<th>Non-transport</th>
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<tbody>
<tr>
<td>For single hall events</td>
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</tr>
<tr>
<td>One Emergency Medical Technician EMT</td>
<td>$69/hr 4 hour minimum</td>
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<table>
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<tr>
<th>Level 2 Service* (preferred)</th>
<th>Non-transport</th>
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<tbody>
<tr>
<td>One Paramedic</td>
<td>$103.00/hr 4 hour minimum</td>
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<tr>
<th>Level 3 Service**</th>
<th></th>
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<tbody>
<tr>
<td>One 3 person crew (1 Paramedic &amp; 2 EMTs)</td>
<td>$206.00/hr 4 hour minimum</td>
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<tr>
<td>with transport (ambulance)</td>
<td></td>
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</tbody>
</table>

| ***Additional transports w/2-person crew | $206.00/hr 4 hour minimum |

* These levels can be combined to provide appropriate levels of service for your event’s specific needs. Please note that Moscone Center Management retains the right to require certain levels of staffing.

** When transporting a patient, one EMT remains behind in First Aid Office.

*** Must be combined with other levels of service.

Revised: 03/2019
Rigging Rules, Regulations, and Ratings

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 or Arm) 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 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.
# EVENT SECURITY COMPANIES APPROVED TO WORK IN THE MOSCONE CENTER

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Phone Number</th>
<th>e-mail</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIRAL SECURITY SERVICES</td>
<td>888.471-1128 x106</td>
<td><a href="mailto:zoe@admiralss.com">zoe@admiralss.com</a></td>
<td><a href="http://www.admiralsecurity.com">www.admiralsecurity.com</a></td>
</tr>
<tr>
<td>ALLIED UNIVERSAL SECURITY</td>
<td>415.926-6411</td>
<td><a href="mailto:christian.armo@aus.com">christian.armo@aus.com</a></td>
<td><a href="http://www.au.com">www.au.com</a></td>
</tr>
<tr>
<td>CONTEMPORARY SERVICES CORP.</td>
<td>650.524-8889 x37011</td>
<td><a href="mailto:carmstrong@csc-usa.com">carmstrong@csc-usa.com</a></td>
<td><a href="http://www.csc-usa.com">www.csc-usa.com</a></td>
</tr>
<tr>
<td>CORPORATE SERVICES, INC.</td>
<td>415.543-3460</td>
<td><a href="mailto:ave@cssecurity.com">ave@cssecurity.com</a></td>
<td><a href="http://www.cssecurity.com">www.cssecurity.com</a></td>
</tr>
<tr>
<td>DEFENSE LOGISTICS SPECIALIST CORP.</td>
<td>650.504.4273</td>
<td><a href="mailto:achristopherson@discorp.com">achristopherson@discorp.com</a></td>
<td><a href="http://www.discorp.us">www.discorp.us</a></td>
</tr>
<tr>
<td>EXECUTIVE EVENT SERVICES</td>
<td>714.283-2766</td>
<td><a href="mailto:jmahan@eesnation.com">jmahan@eesnation.com</a></td>
<td><a href="http://www.eesnation.com">www.eesnation.com</a></td>
</tr>
<tr>
<td>GUARDIAN PROTECTION SECURITY</td>
<td>510.378.5372</td>
<td><a href="mailto:office@guardianprotectionsecurity.com">office@guardianprotectionsecurity.com</a></td>
<td>guardianprotectionsecurity.com</td>
</tr>
<tr>
<td>JOHNSON &amp; ASSOCIATES, INC.</td>
<td>800.496-0182 x701</td>
<td><a href="mailto:abj@jnasecurity.com">abj@jnasecurity.com</a></td>
<td><a href="http://www.jnasecurity.com">www.jnasecurity.com</a></td>
</tr>
<tr>
<td>MALONEY SECURITY, INC.</td>
<td>650.593-0163</td>
<td><a href="mailto:events@maloneysecurity.com">events@maloneysecurity.com</a></td>
<td><a href="http://www.maloneysecurityinc.com">www.maloneysecurityinc.com</a></td>
</tr>
<tr>
<td>PLACEMENT PROS</td>
<td>415.397-3384</td>
<td><a href="mailto:lillian.tan@placementpros.com">lillian.tan@placementpros.com</a></td>
<td><a href="http://www.placementpros.com">www.placementpros.com</a></td>
</tr>
<tr>
<td>SECURITAS SECURITY SERVICES</td>
<td>415.808-1700</td>
<td><a href="mailto:aaron.graham@securitasinc.com">aaron.graham@securitasinc.com</a></td>
<td><a href="http://www.securitasinc.com">www.securitasinc.com</a></td>
</tr>
<tr>
<td>SECURITY INDUSTRY SPECIALISTS</td>
<td>800.201-3742</td>
<td><a href="mailto:compliance@sis.us">compliance@sis.us</a></td>
<td><a href="http://www.sis.us">www.sis.us</a></td>
</tr>
<tr>
<td>SIMMONS INVESTIGATIVE SECURITY</td>
<td>240.375-0283</td>
<td><a href="mailto:jmcdeshen@simmonssecurity.com">jmcdeshen@simmonssecurity.com</a></td>
<td><a href="http://www.simmonssecurity.com">www.simmonssecurity.com</a></td>
</tr>
<tr>
<td>TREELINE SECURITY</td>
<td>888.951.9997</td>
<td><a href="mailto:info@treelinesecurity.com">info@treelinesecurity.com</a></td>
<td><a href="http://www.treelinesecurity.com">www.treelinesecurity.com</a></td>
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</tbody>
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Note: This list includes companies who have provided us with a copy of their Private Patrol Operator license from the State of California, a Certificate of Insurance, an Additional Insureds Endorsement form, and a San Francisco Business License that meets our requirements. This list is subject to change at any time. Inclusion on this list should not be considered an endorsement.
Floor Load Ratings & Freight Elevators

Moscone North & South
- **Halls ABCDEF**: 125 PSF
- **Freight Ramps**: Highway Standard 20
- **Loading Docks (all)**: 250 PSF
- **South Lower Lobby/Rooms 1 & 2**: 300 PSF except over trench plates
- **South & North Lobbies (street level)**: 100 PSF
- **South Level 2**: 100 PSF*
- **South Level 3**: 100 PSF*
- **Terraces**: 100 PSF

Only single man lifts are allowed on terraces and any machinery or large equipment movement on terraces would require flooring underneath to distribute the weight evenly and written approval by Moscone Center Management.

*Maximum weight of wheeled equipment on South Levels 2 & 3
- Maximum weight of wheeled equipment: 6,000 lbs.
- Maximum point load at any wheel: 3,000 lbs.
- Minimum spacing between wheels on an axle: 15"

When maximum load is being used, no significant additional load within a 10’x10’ zone centered on equipment.

Moscone North & South Freight Elevators
- **South Freight Elevators 1 & 2**: 9’10”Hx11’8”Wx27’3”L; 20,000 pounds
- **Alley 3 Freight Elevator**: 9’6”H,7’7”Wx11’10”L; 5,000 pounds
- **Esplanade/Folsom Street Freight Elevator**: 9’6”Hx7’Wx20’1”L; 20,000 pounds
- **Lower Mezzanine Freight Elevator**: 9’6”Hx7’Wx11’10”L; 5,000 pounds

Moscone West
- **Levels 1, 2, & 3**: 125 PSF
- **Freight Ramps**: Highway Standard 20
- **Loading Dock**: Unlimited load rating

Moscone West Freight Elevators
- **Elevator 3**: 10’H x 9’W x 19’L; 20,000 pounds
- **Elevator 4**: 10’H x 11’W x 29’L; 30,000 pounds
- **Elevators 7 & 8**: 10’H x 9’W x 19’L; 20,000 pounds
THE MOSCONENE CENTER INSURANCE REQUIREMENTS

Licensee shall at its own expense secure and maintain the insurance listed below through the term of this agreement, including move-in and move-out days. All such insurance shall be primary of any other valid and collectible insurance of Licensee and/or Operator and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Licensee’s obligations under this paragraph.

1. **Workers’ Compensation Insurance:** Covering Licensee’s employees.

2. **Employer’s Liability Insurance:** With limits not less than $1,000,000 each accident, covering injury or death to any employee which may be outside the scope of workers’ compensation insurance. (This coverage is usually included in workers' compensation insurance.)

3. **Commercial General Liability Insurance:** With limits not less than $1,000,000 each occurrence, combined single limit, for bodily injury and property damage including coverage for personal injury, contractual, operation of mobile equipment, products and liquor liability (if applicable).

4. **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.

**Note:** Commercial General Liability and Automobile Liability insurance policies required by agreements for use of The Moscone Center must name on the policy additional insureds:

a. **The City and County of San Francisco**
b. **SMG**
c. **The Moscone Center Joint Venture**
d. **The Trustees of the Moscone Center Project**
e. **All directors, members, officers, agents, employees, affiliates, and subsidiaries of each of the above.**

**Note:** Certificate Holder should read as follows:

The City and County of San Francisco  
SMG  
747 Howard Street  
San Francisco, California 94103

**Also:** Certificates of Insurance. Copies of additional insured endorsements and primary coverage endorsements with “Certificates of Insurance” shall be furnished to Operator sixty (60) days before the first day of the event. Licensee will endeavor to notify Licensor of any material change or cancellations of their policies per the terms of the policies and within 30 days of effect.

**The Certificates of Insurance should be forwarded to:**

The City & County of San Francisco/SMG  
Moscone Center  
747 Howard Street  
San Francisco, California 94103  
Attention: Lori Rombach  
lrombach@moscone.com
# Certificate of Liability Insurance

**Date (MM/DD/YYYY):**

## Important:
If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

### Producer
- **Name of Insurance Company & Address**

### Insured
- **Event Name As Is On License Agreement & Address**

## Coverages

### Certificate Number:

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<td>Commercial General Liability</td>
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<td>Automobile Liability</td>
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<td>Non-Owned Autos</td>
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<td>Excess Liability</td>
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<td>Any Proprietor/Partner/Executive Officier/Member Excluded? (Mandatory in NH)</td>
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<td>Yes, describe under DESCRIPTION OF OPERATIONS BELOW</td>
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<tr>
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<td>T/A</td>
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<tr>
<td></td>
<td>E.L. Statutory Torts/Limits</td>
<td>Other</td>
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<td>E.L. Each Accident</td>
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## Description of Operations/Locations/Vehicles

1. Additional Insureds: The City and County of San Francisco; SMG; The Moscone Center Joint Venture; The Trustees of the Moscone Center Project; All directors, members, officers, agents, employees, affiliates and subsidiaries of each of the above. (Endorsement Required)
2. Liability insurance is primary and applies separately to each insured, except with respect to limits of liability. (Endorsement Required)
3. Endorsement must be attached with the Certificate
4. License Agreement dates must include Move-in, Event days and Move-out

## Certificate Holder
- **City and County of San Francisco**
- **SMG**
- **747 Howard Street**
- **San Francisco, CA 94103**

## Cancellation

Should any of the above describes policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

### Authorized Representative

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**ACORD 25 (2010/05)** The ACORD name and logo are registered marks of ACORD

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ADDITIONAL INSURED — DESIGNATED PERSON OR ORGANIZATION

THIS ENDORSMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

NAME OF PERSON OR ORGANIZATION:

THE CITY AND COUNTY OF SAN FRANCISCO; SMG; THE MOSCON CENTER JOINT VENTURE; THE TRUSTEES OF THE MOSCON CENTER PROJECT; ALL DIRECTORS, MEMBERS, OFFICERS, AGENTS, EMPLOYEES, AFFILIATES AND SUBSIDIARIES OF EACH OF THE ABOVE

WHO IS AN INSURED (SECTION II) IS AMENDED TO INCLUDE AS AN INSURED THE PERSON OR ORGANIZATION SHOWN IN THE SCHEDULE, BUT ONLY WITH RESPECT TO THE LIABILITY ARISING OUT OF “YOUR WORK” FOR THAT INSURED BY OR FOR YOU.

FURTHERMORE, THE FOLLOWING IS ADDED TO SECTION IV COMMERCIAL GENERAL LIABILITY CONDITIONS PARAGRAPH 4. OTHER INSURANCE

4. OTHER INSURANCE

d) THIS INSURANCE IS PRIMARY FOR THE PERSON OR ORGANIZATION SHOWN IN THE SCHEDULE, BUT ONLY WITH RESPECTS TO LIABILITY ARISING OUT OF OUR WORK FOR THAT INSURED BY OR FOR YOU. OTHER INSURANCE AFFORDED TO THAT INSURED WILL APPLY AS EXCESS AND NOT CONTRIBUTE AS PRIMARY TO THE INSURANCE AFFORDED BY THIS ENDORSEMENT.

(INsert OTHER ENDORSEMENT ITEMS AS REQUIRED BY THE CONTRACT.)

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.
THE ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY

ADDITIONAL INSURED — PRIMARY COVERAGE

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

AUTOMOBILE LIABILITY COVERAGE PART.

SCHEDULE

NAME OF PERSON OR ORGANIZATION:

THE CITY AND COUNTY OF SAN FRANCISCO; SMG; THE MOSCONE CENTER JOINT VENTURE; THE TRUSTEES OF THE MOSCONE CENTER PROJECT; ALL DIRECTORS, MEMBERS, OFFICERS, AGENTS, EMPLOYEES, AFFILIATES AND SUBSIDIARIES OF EACH OF THE ABOVE

WHO IS AN INSURED (SECTION II) IS AMENDED TO INCLUDE AS AN INSURED THE PERSON OR ORGANIZATION SHOWN IN THE SCHEDULE, BUT ONLY WITH RESPECT TO THE LIABILITY ARISING OUT OF “YOUR WORK” FOR THAT INSURED BY OR FOR YOU.

FURTHERMORE, THE FOLLOWING IS ADDED TO SECTION IV AUTOMOBILE LIABILITY CONDITIONS PARAGRAPH 4. OTHER INSURANCE

4. OTHER INSURANCE

d) THIS INSURANCE IS PRIMARY FOR THE PERSON OR ORGANIZATION SHOWN IN THE SCHEDULE, BUT ONLY WITH RESPECTS TO LIABILITY ARISING OUT OF OUR WORK FOR THAT INSURED BY OR FOR YOU. OTHER INSURANCE AFFORDED TO THAT INSURED WILL APPLY AS EXCESS AND NOT CONTRIBUTE AS PRIMARY TO THE INSURANCE AFFORDED BY THIS ENDORSEMENT.

(insert other endorsement items as required by the contract.)

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.