

Event Planning Guide

Thank you for selecting the Calvin L. Rampton Salt Palace Convention Center for your upcoming event. As an SMG-managed facility, you have our pledge of personal service, professionalism and performance.

This guidebook will provide you with basic information about our facility, and guide you through the initial planning process. We also encourage you to keep in contact with our dedicated staff; they are ready to help you plan a successful event!



February 2017

This guidebook supersedes any versions printed before the date listed above. Policies, rules and regulations, rental rates and charges noted herein are subject to change without notice.

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Staff Contact List

Main Number	385-468-2222
Main FAX Number	385-468-2170
General Manager	385-468-2201
Director of Operations	385-468-2202
Director of Finance	385-468-2203
Director of Events	385-468-2205
Director of Event Sales	385-468-2211
Director of Communications & PR	385-468-2219
Executive Assistant	385-468-2200
Event Assistant	385-468-2199
Security Manager	385-468-2221
Facility Services Manager	385-468-2225
Business Center	385-468-2228
Guest Relations Manager	385-468-2196
Sales Manager	385-468-2246
Sales Manager	385-468-2212
Sales Manager – Local Sales	385-468-2210
Human Resources	385-468-2215
PSAV	385-468-2240
Utah Food Services/Catering	801-531-0226
Security/Lost & Found	385-468-2220
Toll Free Number	1-877-547-4656

Event Planning Services

The following list includes descriptions of each department's services. To contact a specific department, please refer to the staff contact list on page 4.

AUDIO VISUAL



PSAV is the preferred, on-site event technology partner for the Salt Palace Convention Center. It operates one of the largest, most up-to-date equipment inventories in the industry, including high-definition projectors, huge plasma screens and digital signage. PSAV's extensive services include: *Creative Service*: thematic and design production, video; *Audio Visual Services*: ballroom, boardroom and breakout, exhibit booth, public space; *Interactive Services*: audience engagement (LIVE social media feeds), content management system, mobile solutions (customized event apps), virtual events; *Staging Services*: lighting, projection, people, sets; *Facility Services*: business centers, on-site event technology, sound and rigging.

BUSINESS CENTER (See Facility Services)

ENGINEERING

Our Engineering Department ensures that heating, cooling, ventilation and other critical building systems work correctly for the comfort and safety of your staff, attendees and exhibitors. Additionally, our engineers take care of all facility lighting requests, and provide water and air drops for clients and exhibitors. The Engineering Department relies on your Event Manager for information as to event hours and HVAC needs.

EVENT MANAGEMENT

After you sign the *Use License Agreement* for your event, we will assign an Event Manager to work with you on event planning and implementation. The Event Manager will contact you as soon as they are assigned, and will remain your primary facility liaison through the conclusion of the event. They are skilled professionals, and thoroughly familiar with the policies, procedures and services of the facility. A major function of the Event Manager is to gather all event information and distribute it to our operating departments.

EVENT SERVICES

Through your Event Manager, our Event Services crew sets tables, chairs, risers and other equipment in each room – once – to your specifications. Re-set of any of these rooms will be charged at one half the room rental rates. The exception to this is if a room is changed for a banquet or out of a banquet. Please ask your Event Manager about changeover fees.

FACILITY SERVICES

Internet, telephone, engineering and some electrical services are all coordinated through the Facility Services Department. Facility Services is open Monday through Friday from 8 a.m. to 5 p.m., with extended hours for larger and/or weekend events. Show managers are encouraged to submit orders or service requests through their Event Manager. Your Event Manager will work closely with Facility Services to address your event needs. Otherwise, the Facility Services department may be contacted directly at 385-468-2229.

Internet and telephone services are provided exclusively by the Facility. High-speed Internet access is available building-wide. We maintain a robust and versatile Wireless Internet system capable of running multiple networks supporting thousands of users. Local and point-to-point networking, analog and digital telephone lines and cable television services are also available. (Please see the Facility Services Guide for more information.)

The Business Center is your office away from the office. We are an on-site, full service print, copy and shipping center offering a convenient and efficient setting to conduct event business. Our services include copying, printing, scanning, faxing, computer and Internet access, office supplies and mobility equipment rentals. The Business Center can ship packages of up to 150 lbs. through UPS, FedEx and USPS, as well as receive, store and deliver small packages. The Business Center is located inside the Salt Palace Convention Center, on the north end of the upper concourse. For more information, contact the Business Center at 385-468-2228 or businesscenter@saltpalace.com.

FINANCE

Room rental charges are due in full prior to the event arrival. Please check your *Use License Agreement* for amounts and due dates. Invoices for deposits may be requested; otherwise the *Use License Agreement* is the invoice.

If payments are made using a credit card (VISA, American Express or MasterCard only), a 3.5% convenience fee will be applied to the billing.

Additional services (e.g. trash removal, labor requested by the Licensee) require a work order form. Immediately following the event, services will be invoiced and payment is due upon receipt of the final invoice.

FIRST AID/EMERGENCY MEDICAL SERVICES

The Salt Palace requires all public events, trade shows, and/or events of 1,000 or more attendees to schedule onsite emergency medical personnel through the facility's Security Department. Additionally, any food function of 500 or more attendees also requires an EMT. Paramedics are also available, but keep in mind they work in pairs. There are two first aid stations in the facility. In addition, we recommend you consider staffing the First Aid Center during your move-in/move-out periods when your exhibitors are working on-site. During move-in and move-out activities, we have found injuries requiring medical assistance are more likely to occur. Charges for these services and supplies utilized are billed with your final statement. Please contact your Event Manager to order these services.

FOOD & BEVERAGE/CONCESSION SERVICES



Utah Food Services (UFS), a locally-owned and award winning catering business strives to exceed expectations through creative menu development, innovative presentation and truly exceptional service. Their range of services includes: customized menus featuring global and local fare, special dietary meal service (such as gluten-free, vegan and kosher), extensive beverage and bar service, floral décor and design, and chef action stations. Chefs create a theatrical atmosphere while heightening the senses with lively displays, such as salad shaker stations, "Woks of Fire," cast iron tabletop grills, oversized bamboo steamers and "Caramelization Stations." Expect more with UFS! Contact them at 801-531-0226 or sales@utahfoodservices.com

GUEST RELATIONS

The Salt Palace Convention Center has three, portable information booths that are strategically placed within the facility to aid event attendees. Booths feature Salt Lake Visitors' Guides, downtown maps and other helpful information. During most events, friendly Hosts provide way finding, offer suggestions for restaurants or shopping, and address any immediate needs attendees may have, such as directions to the nearest grocery store, light rail stops or drugstore. Our focus is on customer service and we will do our best to accommodate your requests.

HOUSEKEEPING

Our facilities are known for their exceptional condition and cleanliness. The Housekeeping Department works tirelessly to maintain that reputation. We will keep the restrooms, lobbies, corridors and other public spaces clean during all of your event hours. Time allowing, we also refresh your meeting rooms between sessions. Please be sure to tell your Event Manager about special cleaning needs, schedules or restricted housekeeping areas.

PARKING

The Salt Palace Convention Center has two underground parking areas with over 1,000 parking stalls (19 are designated handicapped). One garage is located at 200 South 185 West and the other is at 50 South 300 West. The garages have elevator access to the facility. Parking is fee-based and rates are subject to change. There are no in/out privileges.

RECYCLING & SUSTAINABILITY

The Salt Palace Convention Center takes pride in its recycling and sustainability efforts. When possible, materials, such as foam core and event bags are collected after an event and then donated to area charities and school programs. Speak with your Event Manager on making arrangements to have items earmarked for donation. Check out the Salt Palace Convention Center's "green" efforts at <http://www.visitsaltlake.com/salt-palace-convention-center/about-meetings/sustainability/>

SOLAR RENEWABLE ENERGY CREDITS (SRECS)

The Salt Palace features a large rooftop solar array. If you are interested in having your event days powered 100% by sustainable energy, please ask your event manager for details. We can help you "go green"!

SALES

Following the designation of available space, our Sales Representatives may enter a space reservation for your event. All space reservations are entered on either a tentative/pending option, or on a definite basis. Potential date and space availability will be discussed, as appropriate. An event will be regarded as confirmed following the execution of a License Agreement, and payment of the deposit. The parameters for issuing and executing License Agreements are dependent upon the type of event being considered.

SOCIAL MEDIA

We can partner with your event to increase your social media presence across a variety of platforms, including Facebook, Twitter, Instagram, YouTube and Google +. Ask your Event Manager for details.

TELECOMMUNICATIONS (See Facility Services)

VISITOR INFORMATION CENTER & GIFT SHOP

Located near the east (main) entrance to the Salt Palace Convention Center are the Visit Salt Lake offices, Visitor Information Center and Simply Salt Lake gift shop. Knowledgeable staff will help you "know where to go and what to do" while you are in Salt Lake City.

Facilities Operations Guide

COAT & PARCEL CHECK

Coat and Parcel check is available through our Facility Services department. All coat and parcel check services are placed in the most appropriate location for your event, based on the floor plans and available space. Both cash and hosted services are available. Please contact the Facilities Services department for details.

DOCK

A lot attendant is required during move-in, show days and move-out to control and secure the lot from over-congestion, illegal parking and to increase safety and mitigate fire and security concerns. These costs will be the responsibility of the event licensee. In the cases of multiple events being held simultaneously, the hours charged an individual event will be proportionately divided based on space rented and utilization. The Security Department is responsible for all dock lot management, staffing and enforcement.

Only tractor trailers and company vehicles will be allowed to park in the dock loading area. No personal vehicles will be allowed to park in the dock lot. All company vehicles should be identifiable as such (i.e., logo on the vehicle).

All trucks, trailers and vehicles that enter the dock lot will be issued an unloading pass or logged in and recorded. All company trucks, trailers and vehicles must be cleared out of the dock lot at the time the event contract expires, unless permission is granted from facility management to extend the stay.

All trucks/trailers parked at the docks must be chocked and have a safety cone placed at the front of the vehicle.

The lot attendant is on duty one hour prior to exhibitor move-in or at the same hour that the decorating company is scheduled to arrive. Gates are staffed before first arrivals to control and prevent dock-area parking by decorator employees, Salt Palace employees, union workers, exhibitors and others.

Normal business hours are from 7:00 a.m. to 3:00 p.m., Monday through Friday. On non-show days, the gates will be locked during non-business hours. The dock gates for access to Halls 4 and 5 will remain locked unless a dock attendant is present.

Move-in

- During exhibitor move-in, the lot attendant's duties are to work with the decorator and the promoter by routing exhibitors to the closest and most convenient dock door to unload.
- Exhibitors are not allowed to park on the dock. This policy will be strictly enforced.
- The lot attendant will issue a 30 or 60-minute unloading pass to every exhibitor entering the dock lot.
- The unloading pass must be filled out completely by the exhibitor.
- If any of the loading docks are being utilized during move-in, a dock attendant must be scheduled (up to three for a full-facility move-in), in addition to the lot attendant. Dock attendants will work in conjunction with the dock personnel that the decorator provides. Dock attendants will be requested by the Event Manager and scheduled through the Security Department.

Show Days

- Lot attendant duties for show days are the same as move-in days. Show days bring an increased demand for parking space because of the arrival of attendees who may want to park on the dock. For this reason, the gate should be staffed until the show is closed for the night.

Move-out

- Staffing the dock lot for move-out will be based on the specific needs of the event. In a majority of cases, the move-out period will extend to the end of the contracted move-out date. The specific time will be based on the needs and activities of the event.

Violations

- Parking violations may result in varying degrees of penalties, including a violation ticket; penalty boot on the vehicle and fine; or towing at the owner's expense.

TEMPORARY ELECTRICAL & PLUMBING SERVICES

Temporary electrical services are provided exclusively by Facility-approved electrical contractors. Temporary electrical services are defined as service connections and disconnections from floor boxes and wall outlets, power panels, and such other power sources as may be required to energize lighting and electrical systems for displays and exhibits installed, or production events held at the Facility. Temporary plumbing services are defined as water, air, gas and drain connections from the floor boxes, wall outlets and other sources as may be required to provide plumbing services for displays and exhibits installed or held at the Facility. See list of approved contractors below under "General Contractors."

EQUIPMENT INVENTORY & RENTAL

The Salt Palace Convention Center is equipped with its own inventory of tables, chairs, risers and other equipment to meet your event needs. The basic room rental for all rooms (non-exhibit areas only) includes a room set of one topped and skirted table, chairs, a standard 6'x8' riser, a lectern (microphone not included), and house lighting and ventilation during event hours. Please refer to our complete equipment inventory on page 20. Equipment is subject to availability. If your event requires equipment that is not available, rental of such equipment is the responsibility of the licensee. Please check with your Event Manager for available inventory.

FIRE PROTECTION SYSTEM

The Salt Palace Convention Center is fully protected by an automatic fire sprinkler system. In addition, fire extinguishers are located throughout the facility. Exit doors, exit lights, fire alarm sending stations, fire extinguishers and strobe lights are prohibited from being concealed, obstructed or tampered with at any time.

GENERAL CONTRACTORS

Freeman Decorating	775-355-4600
GES	801-908-8822
JP Display	801-523-7083
Modern Expo & Events	801-983-8100

HOUSEKEEPING

Housekeeping charges are assessed at prevailing rates for all exhibit areas used by your event. The cleaning of the public areas, restrooms and meeting rooms is included with your basic room rental fee when the areas are used for public spaces and standard meetings.

Based on your decorating needs, you may need extraordinary housekeeping during or after the event. For example, if confetti is used as a decorative item, fees are applied to accommodate cleaning carpets and common areas where confetti is found. Fees are assessed at prevailing labor rates. Please see your Event Manager for details.

HOURS OF OPERATION

The standard hours of operation for the administrative staff are 8:00 a.m. to 5:00 p.m., Monday through Friday. Our standard operating hours for client-leased spaces are 7:00 a.m. to 12:00 a.m. daily.

KEYS – ROOM SECURITY

The Salt Palace Convention Center provides a convenient locking system to help you maintain security of the various rooms you use. We will also work with you to coordinate other security needs. It is important to remember that the Salt Palace must always have access to all areas, and reserves the right to access any area, if necessary.

Please designate a single member of your staff to receive all keys for your event, and coordinate their distribution to your designees. This person will also be responsible for the return of all keys. Keys can be issued at our Security Office upon your arrival. No deposit is required. However, an automatic charge of \$200 for each key not returned on your move-out day will be imposed. For a higher level of security, the facility has the capability to change door locks to designated rooms for an additional fee. Please contact your Event Manager for details.

LIGHTING SERVICE FOR EXHIBIT HALLS

Show lighting services begin one half hour prior to each show-day, and ends one half hour after the scheduled closing. Work lighting services are provided through all move-in and move-out days. All additional lighting services are billed at the prevailing rates.

PARKING

The Salt Palace Convention Center has two covered parking areas for a total of 1055 parking stalls. One garage is located at 200 South 185 West and the other is at 50 South 300 West. The covered parking areas have elevator access from the garage to the facility. Parking at this facility is fee-based and rates are subject to change. There are no in/out privileges.

RECYCLING & SUSTAINABILITY

Please work with your Event Manager to develop a plan to recycle materials that may be left over from your event. The Salt Palace distributes foam core, show bags and other merchandise to local non-profits and school districts.

ROOM SET-UP

Floor diagrams for all meeting space, public space, exhibit areas and lobby spaces must be submitted to your Event Manager at least two months prior to your event. (Any meeting space specifications received after 30 days prior to the event are subject to an additional charge of one half of the daily room rack rate.) Initial set-up of standard equipment tables, chairs, etc., is provided with the room rental. Any changes to the initial room set made within 48-hours prior to your event will be subject to equipment and labor fees. All room sets after the initial room set, will be billed at one half the daily room rental rate. The exception to this is if a room is changed for a banquet. If the total food and beverage spent in that room is equal to or exceeds twice the standard room rental rate, there will be no charge for the re-set. If the amount spent is less than twice the room rent, the amount of the charge will be reduced by 25% of what is spent on food and beverage. Please ask your Event Manager about changeover fees.

SECURITY

The Salt Palace maintains a 24-hour, in-house security operation that provides coverage for the facility's perimeter areas, life safety alarm systems and camera surveillance systems. We also offer contract services for added event security. Our professional Security and Safety manager coordinates with your Event Manager and show management to create a custom security plan that meets your needs. Please refer to our outline of security recommendations on page 19.

TRASH REMOVAL

The facility has open-top, 30 cubic yard Dumpsters in the exhibit halls. We charge \$225.00 per compactor for trash removal. This charge will be assessed to all exhibit shows. If an exhibit show has excessive trash, and we are required to have more than one pickup, we will charge an additional fee for each pickup.

VENTILATION

Ventilation service (air conditioning/ heating) begins one hour prior to each scheduled event, and ends one hour after the scheduled closing. Additional ventilation required during move-in/move-out must be requested by the licensee and will be billed at prevailing rates.

Facility Rules & Regulations

AMERICANS WITH DISABILITIES ACT (ADA)

The Salt Palace is in compliance with the requirements of the Americans with Disabilities Act (ADA). Provisions include ramp access, restroom facilities, phone and fire alarms for the hearing impaired.

DAMAGES

A damage evaluation report will be prepared by the facility after the completion of your event. The responsibility of scheduling pre- and post -“walk-through’s” is that of the licensee. Contact your Event Manager to make arrangements. All damage, except for normal wear and tear, is the responsibility of the licensee. If the facility is not returned in the same condition as rented, the licensee is responsible for the cost necessary to clean, repair and/or replace any damage that occurred throughout the course of the event. All cleaning, replacements and/or repairs are completed by the Salt Palace. Any damage to the facility property is to be reported immediately to the Security Department.

EQUIPMENT STORAGE

Crates, cardboard boxes, hazardous materials, waste products, gasses and other packaging and holding materials are prohibited from being stored or staged within the facility or on the loading docks. They may be kept in trailers with closed, unlocked doors, or in available dock bays. Limited storage of required show management and event contractor equipment may be permitted within the facility if the area is identified on the floor plan, has adequate fire suppression systems, and has been approved by Facility Management and the Fire Marshal. Air wall pockets, facility storerooms, hallways, emergency exits, concession stands and meeting rooms are not available for storage at any time. All emergency exits must be completely free from storage and debris. Storage of equipment within the facility is limited to the following items:

- Decorator equipment and ladders
- Carpet pigs and various decorator equipment containers
- Electrical and decorator boxes
- Accessible storage

Please contact your Event Manager to initiate approvals.

FIRE RULES & REGULATIONS

All contractors and vendors are required to comply with facility rules and regulations as outlined in this guide. See Fire Safety Rules & Regulations on page 26.

FLOOR LOAD CAPACITIES

All floor load capacities must be observed. (Any variation must have prior written approval from the facility.)

FLOOR PLAN APPROVAL

The Salt Palace exhibit and registration floor plan approval process is closely involved with the Salt Lake Fire Department. Your Event Manager will work with you to obtain the required approvals from the Fire Marshal.

Your Event Manager can also provide you with floor plan layout guidelines. You must provide three copies of your floor plan to your Event Manager for both the facility and Fire Marshal’s approval at least two months prior to the first event date. Remember, floor plans should be approved prior to commitment of space to exhibitors! Non-approved floor plans will be returned to the licensee with explanations. All decisions made by the Fire Marshal will be considered final.

FREIGHT -- DELIVERED

Freight or materials, including overnight freight services, will not be accepted prior to your contracted move-in date. All freight must be shipped to your service contractor/decorator who will deliver it to the facility during the approved move-in period. Any freight scheduled for delivery to the facility during the move-in periods must be to the attention of the service contractor/decorator. The facility will not accept freight deliveries on behalf of the licensee, service contractors, decorators, exhibitors, etc.

The facility will not accept C.O.D. shipments under any circumstances, nor will it accept responsibility for the costs associated with freight delivery/pick-up. The facility will not be liable for the security of freight left in the facility following the conclusion of your move-out dates, nor can we assume the liability for the shipping of such freight. Freight left in the facility will be disposed of at the licensee's expense.

FREIGHT – HAND-CARRIED

Move-in or move-out through the facility lobbies is strictly limited to hand-carried items. Dollies, flatbeds or anything mechanical is prohibited. Materials that require the use of wheeled or mechanical equipment must be delivered via the loading docks. Passenger elevators and escalators are designed for passenger use only, and are not intended to carry freight.

HAZARDOUS MATERIALS

Use, display and storage of hazardous materials within the facility is restricted and subject to written approval by the Fire Marshal. MSDS Material Safety Data Sheet documentation must be supplied to the facility prior to product arrival. Transportation, storage, security, disposal and MSDS documentation is the sole responsibility of the material owner.

INSURANCE

All licensees and their sub-contractors are required to provide a certificate of insurance to the facility. Copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, if requested, must be furnished 60 days prior to the first event date. General and excess liability coverage may be purchased through SMG (see page 17). Contact your Event Manager or the event's assistant for details on this option. See page 17 for detailed insurance requirements.

PERMITS – HEALTH & BUSINESS

Please note: All contractors are required to register with the facility before work can be performed on site. Electrical contractors are also required to have a current Utility Service Contract on file with the facility.

All contractors, including but not limited to, General Service, Electrical, Decorative, etc., are required to register with the facility when working on premises in any capacity. Registration materials include a valid business license, insurance and other supporting documents, if necessary. Upon registration, the facility will provide all rules and regulations needed to work within the facility. Registration is required. Failure to register will result in an interruption of work in progress until such time as the proper paperwork is filed with the facility.

Permits are the responsibility of the licensee and exhibitors. The facility will assist you with information necessary for submission. However, we cannot secure such permits on your behalf.

For information regarding business licenses in Salt Lake City for Salt Palace Convention Center events, contact the Building Services and Licensing Division at 801-535-6644.

Businesses that anticipate selling a tangible product or rent real property at an event must apply for a Temporary Utah State Sales Tax Number. Contact the State Tax Commission/Special Events Section at 801-297-6303 for more information.

Utah is a Right to Work state, and the Salt Palace Convention Center does not maintain any agreements with union entities. Please be aware that several service contractors do have agreements with unions. Ask your service contractor about any union regulations that may apply to your event.

PYROTECHNICS

The use of pyrotechnics within the facility is strictly regulated by the Salt Lake City Fire Marshal and facility rules and regulations. They are designed to ensure the safety of all patrons and workers, as well as protecting the interior of the building. The guidelines for such activities are described below:

- The pyrotechnics contractor shall hold a valid federal license issued by the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms for the use of "low explosives." A copy of this license shall be provided to Facility Management at least one month prior to show date.

- The pyrotechnics contractor shall apply for, and comply with, all permits and requirements of the Salt Lake City Fire Marshal's office, and shall provide a copy of approved permits to Facility Management.
- The pyrotechnics contractor must submit a Pyrotechnic Approval Form to Facility Management at least one month prior to show date. Contact the Event Assistant at 385-468-2210 to obtain a Pyrotechnic Approval Form for the Salt Palace Convention Center.
- The pyrotechnics contractor shall prepare and submit to Facility Management four copies of a complete description of the pyrotechnic activity, including:
 - A plot showing the exact location, type and number of devices.
 - Protective materials and equipment for the activity.
 - Location and number of fire extinguishers for the activity.
 - Schedule of activities, number of certified pyrotechnic operators, and their locations.
 - Schedule for pre-show pyrotechnic tests to be conducted in the presence of a Salt Lake City Fire Inspector.
- The pyrotechnics contractor shall provide a current certificate of insurance to Facility Management naming SMG, Salt Lake County, as additional insured's.
- The pyrotechnics contractor shall provide certifications on all materials and products used in the pyrotechnic activity, indicating these materials contain no hazardous gases or materials which would cause injury or harm to patrons, show contractors or facility employees.
- The use of pyrotechnics within the license is approved by the licensee show management, who is directly responsible to the facility for all activities as described in the License Agreement.
- The pyrotechnics contractor shall contact the facility's Events Management Department one month in advance of the show to coordinate special requirements and personnel required for the activity. Any additional Salt Palace personnel required shall be invoiced at the prevailing labor rates.

RIGGING & HANGING

All rigging at the facility must be installed by qualified riggers and be in accordance with national, state and local safety codes. These include, but are not limited to, OSHA, BOCA and facility policy. See PSAV *Production Rigging Policies and Procedures* on page 23.

Hanging points from only the facility's superstructure are allowed. No hanging from fixtures, vents, sprinklers, pipes, false ceilings, ceiling tracks or handrails.

SIGNS & BANNERS

Signs, banners and flags that promote the event may be hung on the exterior of the facility only with consideration and written approval from Facility Management and no sooner than 48 hours prior to the event opening. This not only helps us maintain an orderly event setting, but also prohibits unauthorized advertising or other messages being installed by individual exhibitors or other events, which may occupy different portions of the building. Contact your Event Manager for details on availability and authorized locations, and any fees which may be involved.

The Salt Lake City Sign Ordinance, the relevant section of which is printed below for your reference, prohibits exterior temporary signage.

21.92.425 Prohibited Signs:

The following signs are expressly prohibited by this title. Also, signs not specifically allowed by this title are prohibited:

- **Wall Signs:** Wall signs, as defined by this title, are prohibited in all residential zones, B-3 business, and C-1 and C-4 commercial zoning districts.
- **Handbills, Posters, Advertisements & Notices:** No sign, handbill, poster, advertisement or notice of any kind or sort shall be fastened, placed, posted, painted or attached in any way or upon any curbstone, lamppost, telephone pole, electric light or power pole, hydrant, bridge, tree, rock, sidewalk or street, except signs owned and erected by a public agency or erected by permission of an authorized public agency as required by law.

- Moveable Sign: Any sign not properly located in a fixed position on the property or within a building or car, such as an A-frame, trailer sign, or pedestal-type sign, is prohibited.
- Temporary Signs: Any sign, banner, pennant, valance, or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard, or other light materials, with or without light frames, intended to be displayed out-of-doors for a short period of time, is prohibited.

SMOKING POLICY

Utah State Law prohibits smoking in all public facilities (this includes the use of E-cigarettes). The Salt Palace Convention Center provides a smoke-free environment. In compliance with the Utah Clean Air Act, smokers must be at least 25 feet from all doors.

SURFACE PROTECTION

Contractors must use the utmost care to protect all surfaces in the facility from damage. Protection may include padding, the use of non-marring products, Visqueen, plywood, rubber bumpers and tires, and proper supervision. The use of transfer tape is strictly prohibited on all surfaces within the facility. In addition, Velcro or similar products are not allowed on air walls or fabric surfaces.

- Carpet:

All carpeted areas require the wheels on freight handling equipment and lifts to be suitably covered, or use non-marking wheels approved by the facility. If forklifts or pallet jacks are used on carpeted surfaces, then the application of protective covering to the floor is required. The cost to repair damage to carpeted areas will be billed directly to the general service contractor. When installing carpet in the exhibit space, specific tape has already been approved by the facility (check with your Event Manager), and must be used by your service contractor. The removal of this tape is the personal responsibility of the licensee and the service contractor.

 - *Protection:* 100% with Ironman Visqueen. Approved tape only.
 - *Vehicles:* Electric pallet jacks, pallet jacks, dollies, handcarts only.
 - *Crates & Pallets:* Placed on protective surfaces including carpet scraps, Visqueen, plywood, etc.
 - *Exceptions:* Forklifts with plywood by written permission only.
- Paint:

Contractors must provide complete protection from paint and paint products in all areas of the facility including the exhibit floor. Under no circumstances may spray paints, airless sprayers, power painters, airbrushes or similar tools be used within the facility without written consent from the facility.

 - *Protection:* 100% protection from scratches and abrasions. No nails, tacks, Velcro, transfer tape or any other type of tape.
 - *Attachment:* Hanging points from facility superstructure only. No hanging from fixtures, vents, sprinklers, pipes, false ceilings, ceiling tracks or handrails.
 - *Exceptions:* None.
- Air Walls:
 - *Protection:* 100% protection from scratches, dirt and abrasions. No Velcro or tape.
 - Attachment: None.
- Stainless Steel & Permanent Signage:
 - *Protection:* 100% protection from scratches and abrasions.
 - *Attachment:* Approved tapes only. No removal or backing behind screws.
 - *Exceptions:* By written approval only.
- Glass:
 - *Protection:* 100% protection from scratches and abrasion. No glazing removal.
 - *Attachment:* Tapes, static, suction. Contractor responsible for cleaning costs.

- *Exceptions:* None.

VEHICLES (Operations & Staging)

Vehicles are permitted in exhibit hall areas strictly for the purposes of loading and unloading freight. Unless the vehicle represents an integral part of a display, they may not remain parked in the exhibit halls. Display vehicles must conform to fire codes as they pertain to fuel tanks and battery connections. See Fire Safety Rules and Regulations on page 26.

For the safety of everyone, motorized vehicles, including forklifts and trucks, must not exceed speeds of five miles per hour (5 mph) in all areas of the facility. The General Service contractor, on behalf of the event, is responsible for informing all vehicle drivers entering the facility regarding these rules, regardless of their affiliation with the event.

- *Vehicle Staging:* All event-related vehicles must be staged in assigned and designated portions of the loading docks. There must be a clear and accessible fire lane around the facility at all times. Staging is not allowed without prior authorization from the facility administration. All trucks, trailers and equipment must be off the property at the completion of the event contract time. Failure to remove such items will result in impound fees at the expense of the contractor.
- *Truck Marshalling:* Truck marshalling arrangements must be coordinated with your general service contractor. The facility may be hosting multiple events simultaneously, and we must maintain access to our loading docks and lobby entrances for all of our clients.

Shipping and Receiving Policies

In order to accommodate the high volume of incoming and outgoing shipments, the Salt Palace Convention Center has issued the following guidelines for Shipping and Receiving:

RECEIVING

Show Materials: The Salt Palace Convention Center recommends shipping booth materials and supplies through the show decorator or service contractor. Before shipping, please be sure to confirm shipping address and event name and dates. Please ensure the anticipated arrival date for the shipment corresponds with the authorized arrival dates set by the decorator.

Packages not labeled in care of a specific show, booth or exhibitor may be accepted by the Business Center. Receiving fees will apply. The Business Center will make every effort to contact the sender immediately. Unclaimed packages will be returned at the sender's expense. The Salt Palace Convention Center reserves the right to refuse any unauthorized packages.

The Salt Palace Business Center will receive packages and show materials for events not using a decorator.

SHIPPING

The Salt Palace Convention Center recommends the show decorator or service contractor to be the first source of shipping for outgoing freight and their selected small package carriers. However, small package shipping services are also available through the Business Center.

The Business Center offers UPS and FedEx shipping services with daily pickups. Packages must be delivered to the Business Center for carrier pickup. Dollies are available for temporary use, if needed.

ON-SITE SHIPPING STATIONS

For added convenience, an on-site shipping station can be set up in a location that is easy and convenient for exhibitors and attendees. Please contact Facility Services for details.

The Salt Palace Convention Center reserves the right to provide exclusive small package shipping sales within the facility. Shipping stations and similar contracted services not arranged through the Salt Palace Convention Center are prohibited.

- *Contacts*
Facility Services Manager: 385-468-2225
Business Center: 385-468-2228

Insurance **COMMERCIAL GENERAL LIABILITY INSURANCE**

REQUIREMENTS

Licensee shall secure and maintain Commercial General Liability Insurance through the term of the *Use License Agreement* with The Salt Palace Convention Center, including move-in and move-out days. The *Commercial General Liability Insurance* shall have limits not less than one million dollars each occurrence combined single limit for bodily injury and property damage, including coverage for personal injury, contractual and operation of mobile equipment, products and liquor liability (if applicable).

As stated in the *Use License Agreement*, Commercial General Liability and Automobile Liability insurance policies shall name as additional insured's:

- SMG.
- Salt Lake County and their respective members, officers, directors, agents and employees.

DEADLINE TO PROVIDE PROOF OF INSURANCE

Copies of additional insured endorsements, primary coverage endorsements and, if requested, complete copies of policies satisfactory to the operator shall be provided for the operator at least 30 days before the first day of the event. Certified copies of the Certificate of Insurance, or Policies, shall provide that they may not be canceled without 30 days' advance written notice to the operator. *SMG insurance will automatically be purchased for the course of your event at a rate of \$0.65 - \$0.77 per person, per day if we have not received your proof of insurance, and it is 14 days or less until your first date of facility occupancy.*

SHORT-TERM BOOKINGS

Any booking requested 14 days or fewer from the first date of move-in/occupancy will be required to provide a certificate of insurance or request SMG's optional insurance prior to being issued a *Use License Agreement*.

SMG INSURANCE POLICY

As a convenience and courtesy to tenants, users and renters of the Salt Palace Convention Center, SMG can arrange for you Commercial General Liability Insurance. *This must be requested at least 14 days before your event start/move-in date.* Commercial General Liability Insurance is available to provide protection against negligent acts for which you or your organization may be held responsible, including property damage or bodily injury. This policy provides basic liability protection for the premises of the Salt Palace Convention Center and the operations you conduct while on the premises. The premium paid by you protects you from any claims occurring during your event, including move-in and move-out days. This insurance is based on an Occurrence Basis, which means a claim can be submitted after you have vacated the premises and long after your event has been held. Standard Liability exclusions do apply. The policy provides the following insurance limits:

- \$1,000,000: Per Occurrence Limit. This is the limit that applies to all parties seeking recovery for a single occurrence at your event.
- \$1,000,000: Products/Completed Operations Limit.
- NIL: Policy Aggregate Limit.

The General Liability Insurance coverage offered by SMG is written by TIG. TIG holds a Best Guide Rating of an XI, reflecting a financially stable and strong insurer able to meet claim obligations. We hope this offer alleviates the need for you to find separate insurance policies.

Please note that as the tenant and user of the Salt Palace Convention Center, you are the Named Insured on this policy. A Certificate of Insurance will be issued upon your request, and the cost for this coverage will appear on your final settlement statement. *The cost of this program is \$0.65 - \$0.77 per person, and is based upon the number in attendance per day, or a minimum charge of \$125.*

Salt Palace Security Services

Safety and security of our guests is our number one priority. Our Security Department is staffed 24/7 and is always reachable on one of the house phones located throughout most of the facility and the parking garages.

You may schedule security personnel – door attendants, badge checkers, etc. – through the Salt Palace Security Department. If your event is over 1,000 attendees, a Salt Lake City Police Officer is required (See *EMT, Police & Fire Department Services* document). Please contact your Event Manager to discuss your coverage options and pricing.

When deciding upon your coverage, please consider the following:

- Security officers are charged at a minimum of four hours per shift.
- For every four officers working the same shift, an additional person must be hired to provide breaks.
- To avoid additional costs, please provide a final list of your security needs to your Event Manager at least 30 days before the first contracted day of the event.
- Selecting security coverage through the Salt Palace allows billing to be added directly to your final settlement invoice.

Individual vendors and exhibitors may independently schedule their own security coverage to protect their property during non-event hours. Schedule vendor or exhibitor coverage at least 30 days in advance online at: <http://www.visitsaltlake.com/salt-palace-convention-center/exhibit-meetings/order-services/>

The following chart lists the recommended security coverage for loading docks, exhibit halls, the ballroom and meeting rooms for all events. Please note that the ballroom and meeting rooms can be re-keyed (Licensee access only) to avoid room security charges (re-key fee applies).

Location	Security Recommendation	Time Frame
Facility Entrances	1 Security person per pedestrian entrance	During show hours when lobby areas are utilized by exhibits
Facility Entrances & Exits	1 Security person per pedestrian entrance/exit	During exhibitor move-in & move-out when lobby areas are utilized by exhibits
Loading Docks A-E & 1-5	1 Security person per point of entry	From move-in through move-out
Exhibit Halls	1 Security person per dock door	During exhibitor move-in/move-out
Exhibit Halls	1 Security person per pedestrian entrance	During exhibitor move-in/move-out
Exhibit Halls	1 Security person per pedestrian entrance	During show hours
Exhibit Halls	1 Security person per 48,600 square feet (event dependent)	From close of show to opening of show overnight
Meeting Rooms	1 Security person per room	When articles of value are present
Ballroom	1 Security person per room	When articles of value are present
Lobbies	1 Security person per location	From move-in through move-out

EMT, Police & Fire Department Services

Many events, based on the number of attendees, will require additional security and/or medical staffing, such as Salt Lake City Police Officers, EMTs or Salt Lake City Fire Department Paramedics.

When deciding upon your coverage, please consider the following:

- The Salt Palace has two First Aid stations that can be utilized during a full-facility event.
- If your event has more than 1,000 attendees or a food function with more than 500 attendees, EMT or Paramedic coverage is required during the event.
- Please note that Paramedics are required to work in pairs.
- A Salt Lake City Police Officer is required for any event day that has a minimum of 1,000 attendees.
- Licensee has the option to add additional police coverage. Please consult with your Event Manager.
- In most instances, police coverage will be during show hours. However, requirements may vary; please discuss with your Event Manager.
- In addition to the required Salt Lake City Police presence, the Police Department can also provide uniformed or plain clothes officers to enhance your event's security.
- EMT, Salt Lake City Police, Salt Lake City Fire and Salt Palace Security orders are charged at a minimum of four hours per shift.
- Orders for any of these services that are within two weeks of the first contracted day will be subject to a premium hourly rate.
- Selecting Salt Palace Security, EMT, Police or Fire coverage through the Salt Palace allows billing to be added directly to your final settlement invoice.

Please contact your Event Manager to discuss your coverage options.

Requirements for All Show Types from Move-in through Move-out

Food Function	500+	1000+
Required	1 EMT	
Event		
Required		1 Police Officer
		1 EMT

For information on Salt Palace Security options, please refer to the *Salt Palace Security* document.

Equipment List

Equipment Description	Quantity
Folding Chairs	10,400
Ballroom Chairs	2975
Meeting Room Chairs	7,507
8'X18" Classroom Tables	370
6'X18" Classroom Tables	534
6'X30" Tables	200
4'X30" Tables	10
8'X30" Tables	420
60" Round Tables	442
72" Round Tables	580
60'X40' Stage heights from 48"-78", 8'X6' sections	2
Risers 6'X8'X16" to 24" Stage right	45
Risers 6'X8'X24" to 32" Stage right	40
Handicap Ramps 0-24"X24'	2
Veep Portable Coat Racks	20
Tensor Stanchions	25
American Flag	4
Utah State Flag	3
Turnstiles	3
Wheelchair Lift	1
Conference Lectern 25"	16
Conference Lectern 32"	1
One-Piece Lectern Executive	2
One-Piece Lectern Oak Style	3
Lectern Pine	4
Conference Table-Top Lectern 25"	13
3' by 3' Dance floor sections	200



PSAV is the Salt Palace Convention Center's preferred audio-visual provider offering a complete range of services including: creative services video projection, sound reinforcement, interactive services, video production, rigging and lighting services. The facility's preferred provider also exclusively operates the in-house sound system. If your event selects an audio-visual provider other than our preferred in-house group and uses the in-house sound system, patch fees will be applied at the prevailing rate.

SOUND SYSTEM PATCH FEES

Meeting Rooms – Daily rate is \$80 per room. Any combination of rooms that are joined together as one space is \$80.

Ballrooms – Daily rate is \$80 per room. Any combination is \$80 times the amount of rooms.

Exhibit Halls – Daily rate is \$80 per room. Any combination is \$80 times the amount of rooms.

MIXERS ARE REQUIRED IN ALL THE ROOMS

The Salt Palace meeting rooms, ballrooms and exhibit halls sound system requires a mixer in each room for it to operate. This means that in order to have even one microphone in any of these areas a mixer **is required**. If needed, mixers and microphones can be rented from PSAV or you may bring your own. If you would like a detailed list of equipment and services PSAV offers, please call 385-468-2242.

AUDIO SYSTEM ENGINEER

A dedicated PSAV audio system engineer is recommended but not required to monitor the Salt Palace sound system when there are more than five patches being used. The daily charge is \$700.00 from 8am to 5pm Monday through Friday or \$70/hr. with a four hour minimum. Weekends and any additional hours will be billed at prevailing rates.

ROOM MONITORS (Floating Techs)

A PSAV audio floater is recommended but not required to monitor rooms when five or more rooms are being used. It is recommended that one floater can service five rooms. An additional floater is recommended for each set of five rooms. If you have 10 rooms, we recommend two floaters, etc. The daily charge is \$700.00 per floater from 8am to 5pm Monday through Friday. Weekends and any additional hours will be billed at prevailing rates.

SOUND SYSTEM SUPPORT

If a PSAV representative has not been booked to assist you with your sound system needs please call: Monday – Friday 8am-5pm 385-468-2242.

Night and weekends call 331-215-2108. Your call will be answered within 30 minutes.

Note: If a Technician is required after hours, a \$105 per hour charge will be billed to the event.

PRODUCTION RIGGING POLICIES AND PROCEDURES

RIGGING ADVANCE & APPROVAL PROCESS

- All rigging plots and rigging attachments at the Salt Palace Convention Center must be reviewed and approved prior to load-in.
- A Rigging Request form must be submitted along with a scaled rigging plot a minimum of 14 days prior to load-in. <http://www.psav.com/Rigging-Services>
- Trade Shows will be subject to a \$25 per point review fee.
- Production rigging will be subject to an hourly review fee.
- Determination of time to review shall be at Facility's discretion and plan re-submissions for any reason are billable.
- Rigging plans must be scaled and in .DWG, .DXF or .VWX formats. Plots must include all flown equipment, weight load per point, trim height and include the reflective ceiling plan.
- A load calculation will be conducted of all rigging points and confirm adherence to the working load limits of the Salt Palace Convention Center structural engineering documents.
- Any overweight points or unsafe scenarios will be addressed and will need to be changed, upon which the entire document must be resubmitted for approval.
- On-site additions or modifications to the rigging plot must be reviewed and approved before being implemented and allowed to fly.
- The rigging contractor must be able to demonstrate, upon request, all equipment and labor safety requirements as detailed within this document. Any unsafe or unapproved practices will not be permitted.

EXHIBIT HALL RIGGING

- Rigging in the Exhibit Hall is subject to a rigging review charge based upon the number of motorized points. An onsite safety review will be performed to verify loads and to ensure adherence to all Salt Palace Convention Center rigging policies.
- The rate for plan reviews is \$25 per motorized point.
- The onsite safety inspection is \$95 per hour (based on a 4-hour minimum).
- In cases where plans have not been submitted or the rigging has not been approved prior to load-in, a designated SPCC ETCP Certified Rigger is required on the show floor while motorized points are being hung to calculate point loads and to determine the appropriate attachment method for each point based upon SPCC structural engineering, as well as to ensure adherence to SPCC rigging policy.
- Trade shows: generally, points need to be determined onsite based upon booth location, orientation and other factors which do not allow final rigging plans with loads to be submitted to the SPCC. Trade shows require a SPCC ETCP Certified Rigger to be on site to calculate loads and determine point placement.
- The base rate for the SPCC ETCP Certified Rigger is \$95 per hour with the following schedule:

Monday – Friday	7:00 a.m. to 5:00 p.m.	Straight time
Monday – Friday	5:00 p.m. to midnight	Time and one-half
Saturday & Sunday	7:00 a.m. to midnight	Time and one-half
Midnight – 7:00 a.m.		Double-time

BALLROOM RIGGING

- Please reference "Salt Palace Rigging Capacities" document for loading criteria.
- All rigging must be completed within the confines of either a scissor lift or boom lift.
- No climbing allowed under any circumstances.
- Rigging in the Ballroom is subject to a rigging review charge based upon the number of motorized points.
- The rates for plan reviews are \$25 per motorized point.

- All attachments made to the existing SPCC permanent points and building structure must be made by SPCC-designated riggers, which consists of a two rigger, 4-hour minimum for both the attachment and detachments of motorized points. The base rate of \$95 hourly per person and the after-hours rates are defined below:

Monday – Friday	7:00 a.m. to 5:00 p.m.	Straight time
Monday – Friday	5:00 p.m. to midnight	Time and one-half
Saturday & Sunday	7:00 a.m. to midnight	Time and one-half
Midnight – 7:00 a.m.		Double-time

- 7-day notice on all rigging calls is required or overtime rates will apply, and 24-hour call cancellation notice is required to avoid being billed for the rigging call.
- Rates to not include lifts. Lifts may be provided by the client or rented directly through PSAV with a minimum of 48 hours advance notice.

RIGGING IN THE FACILITY

LABOR REQUIREMENTS

- All rigging crews shall be led by an ETCP certified rigger. Evidence of current ETCP certification shall be provided to the SPCC Rigging Coordinator at least 48 hours prior to load-in.
- ETCP Certified Riggers are available through PSAV at a rate of \$120 per hour
- The show ETCP Rigger shall be responsible for supervising the crew and enforcing policies within this document.

EQUIPMENT REQUIREMENTS

Rigging Point Attachment & Rigging Hardware

- Rigging is only permitted on building structure that has a stamped working load limit from a PE.
- All rigging must adhere to both vertical and horizontal working load limits set by SPCC structural engineering documentation.
- Hanging from any other objects or fabric of the facility, such as plumbing, electrical fixtures, HVAC or supporting infrastructure is strictly prohibited.
- All rigging point attachments must be created with ANSI-approved hardware.
- All hardware (shackles, pear links, STAC chain, wire rope, slings, Gacflex, etc.) must have a stamped working load limit at a minimum of a 5:1 design factor, and must be product traceable.

Rigging Point Construction Standards

- All points/hitches require the use of either burlap or other padding to protect both facility.
- Bridle points shall not exceed 120° between legs.
- All rigging points must have a minimum of 24" of clearance from every fire sprinkler head.
- All rigging points must be free and clear of any obstruction when loaded (HVAC, lighting fixtures, drywall, etc.)
- The use of steel wire or synthetic cordage must have documented load ratings and be used with a minimum 10:1 safety factor.

Chain Hoists and Aluminum Structures (truss)

- All chain hoists must adhere to ANSI B30.16.
- Proof of annual inspection and load testing must be presented prior to load-in.
- Protective measures must be taken for all hoists needing to make contact with the facility floor or carpet (burlap, or poly).

- The use of manual chain hoists is limited to single points or 2 point trusses, due to the inability to maintain and control the approved load distribution.
- All aluminum structures (truss) must adhere to PLASA E.1.2.5-6
- Polyester and other synthetic slings require a steel safety cable.
- All items flown on truss must have a safety cable.
- All hardware used to suspend items must be rated hardware and used in accordance with OSHA standards and manufacturer specifications.

Air Wall Track Hanging

- Any air wall hanger must be engineered and stamped with load ratings and designed specifically for the make and model of the track to be used.
- The total weight of a single dead hang should not exceed more than 200lbs.
- Each point must be a minimum of 4ft from the next nearest point.
- Loads must be applied vertically and no dynamic loading is permitted.

Banner & Signage Hanging

- Non-motorized banners, aisle signs, aluminum framed hanging signs and structures and other expo elements do not require a review, provided the point load is under 200 pounds. Elements over 200 pounds require review and the use of a chain hoist. All expo elements are required to meet the hardware standards set forth in this document.
- All banner hanging materials must be load rated and documentation of the load rating provided to the SPCC rigging team. The design/safety factor all materials must be a minimum 10:1.
- All banners and signs are subject to oversight by SPCC-designated ETCP riggers.

Safety Requirements in Exhibit Halls A – E & 1 – 5 and the Grand Ballroom

- Please reference “Salt Palace Rigging Capacities” document for loading criteria.
- All rigging must be completed within the confines of either a scissor lift or boom lift.
- No climbing allowed under any circumstances.

Ground Support Structures

- Plans for ground support structures shall be submitted to the SPCC Rigging Coordinator prior to load-in for approval. Failure to submit plans in advance will result in additional charges.
- The standard rigging review charge is \$95 per hour based on a 4-hour minimum.
- All rigging hardware specifications as outlined in this document also apply to ground supported truss structures..]
- All truss structures must adhere to the manufacturer guidelines and application design.
- With regard to all custom truss structures not pre-designed by the manufacturer, the client must provide plans stamped by a structural engineer or a letter of acknowledgement from the manufacturer that the application meets their approval.
- All truss towers have steel base plate and proper ballast weight as dictated by the manufacturer.

Ariel Acts

- If you plan to have aerial performers, please fill out the rigging request form as soon as possible – www.psav.com/rigging-services to begin the approval process.
- Once the form arrives, a PSAV Sales Representative will contact you to manage that process.
- There is a \$500 charge for Risk Management processing and documentation, in addition to the standard rigging review fee.

Fire Safety Rules and Regulations

The NFPA 101 Life Safety Code and the International Fire and Building Code are the established standards for review of occupancies and events at the Salt Palace Convention Center. The information contained in this outline is a summary of relevant provisions contained in these Codes, as well as standard operation procedures established in cooperation with the City Fire Marshal.

1. All curtains, drapes and decoration must be constructed of flameproof material, or be treated with an approved flame proofing solution. Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.
2. No combustible materials, merchandise or signs shall be attached to, hung from or draped over side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame proofed.
3. All exits, hallways and aisles are to be kept clear and unobstructed at all times.
4. Storage of any kind behind the drapes or display walls or inside display areas is prohibited. All cartons, crates, containers and packing materials that are necessary for re-packing shall be removed from the show floor. Consideration will be given for the storage of crates outside of the facility. Contact the Event Management Department for available areas.
5. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time the facility is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
6. All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the facility.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the facility shall have no more than $\frac{1}{4}$ tank or five gallons of fuel in the tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and at least one battery cable disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicle from the building in the event of an emergency.
8. The use of liquefied petroleum gases (LPG) and/or propane and compressed natural gas (CNG) inside the building, tents or other areas is strictly prohibited, except for demonstration purposed when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz. non-refillable cylinder.
9. All trash and refuse shall be removed daily from the facility.
10. All electrical wiring shall be installed in a manner approved by Facility Management.
11. All standpipes shall be kept clear and unobstructed at all times.
12. All appliances fired by natural gas shall be approved by the Facility Engineering Manager and Fire Marshal, and be installed in accordance with NFPA 54 National Fuel Gas Code before being used.
13. The Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
14. The Facility Management and City Fire Marshal shall check egress of the facility before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until the necessary corrective action has been completed.
 - Schedule for pre-show pyrotechnic test to be conducted in the presence of a City Fire Inspector.
 - Pyrotechnic contractor shall provide a certificate of insurance to Salt Palace management naming SMG and Salt Lake County as additional insured's.
 - In addition to the above requirements, the contractor must be licensed by the State of Utah.
15. There shall be no obstruction blocking exit doors from the outside of the facility, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
16. No curtains, drapes or decorations shall be hung in such a manner as to over any exit signs.
17. No vehicles shall be parked in fire lanes outside the facility.
18. No flammable liquid or material shall be used or admitted inside of the facility except by approval of Facility Management and Fire Marshal. Prohibited materials include, but are not limited to, kerosene, motor fuel, explosives, cryogenic gases, etc.
19. Artificial lighting, such as lanterns and candles, etc., requires approval of the Facility Management and Fire Marshal.
20. The use of all gas-fired heating units, either portable or stationary, needs to be approved by Facility Management and Fire Marshal.

21. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, and installed in accordance with the provisions of the City Building and Fire Codes. Tabletop or portable deep fat fryers that do not exceed oil capacity of 32 pounds may be used without the necessary ventilating hood and fire suppression protection, providing there is (K) class extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.
22. Portable fryers must be placed at the rear of a booth or maintain a separation from the public by five feet to prevent splashing burns.
23. Tables where a portable fryer is used must be made of a non-combustible material or covered with a non-combustible material. This requirement includes up to 18 inches around the portable fryer. Walls, drapery or décor closer than five feet from the fryer must be protected with a non-combustible material.
24. Facility Management and the Fire Marshal should approve booth floor plans prior to Licensee selling booth space. Submit plans to the Event Management Department no later than eight (8) weeks before set-up date.
25. Double Deck and Covered Exhibit plans must be submitted to Event Management for Fire Marshal and Facility Management approval no later than 8 weeks before set-up date.
26. There shall not be any ticket booths, tables, or any other display set up in the lobby without the prior approval of Facility Management and Fire Marshal.
27. All aisles shall be maintained at a minimum of 10 (10) feet clearance unless otherwise approved in advance by Facility Management and the Fire Marshal.
28. All covered structures in excess of one hundred square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
29. All floor plans submitted shall be representative of the halls, rooms, lobby and hallways and/or areas the events are held in, including location of manual pull stations, fire hose standpipe closet, exits, aisles and doors in air wall, etc.
30. Any contractor that intends to use pyrotechnics in the facility shall hold a valid federal license issued by the US Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms, for the use of "low explosives." A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the Show management who shall remain directly responsible to the facility for all activities as describe in the License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the Facility 30 days in advance of the event and include the following information:
 - Permit for City Fire Department
 - Plots showing exact location, type and number of devices
 - Protective materials and equipment for activity
 - Location and number of fire extinguishers for activity
 - Schedule of activities, number of certified pyrotechnic Facility Management and their locations
31. Should there be any questions regarding plans and/or code requirements, contact Facility Management at 385-468-2222.

Technical Specifications

Docks:

- 28 Docks
- 9 Dock Levelers
- 16 Dock Flip Plates

Hall Concourse Roll-up Doors:

	<u>Width</u>	<u>Height</u>
• Hall 1/A		
Door 1	16' 10½"	9' 7"
• Hall A (Starting North)		
Door 1	13' 8"	9' 10"
Door 2	13' 8"	9' 10"
Door 3	13' 8"	9' 10"
Door 4	13' 8"	9' 10"
Door 5	13' 8"	9' 10"
Door 6	13' 7½"	9' 10"
Door 7	13' 7"	9' 10"
• Hall B (Starting North)		
Door 1	13' 8"	9' 10"
Door 2	13' 6½"	9' 10"
Door 3	13' 8"	9' 10"
• Hall C (Starting North)		
Door 1	13' 8"	9' 10"
Door 2	13' 7½"	9' 10"
Door 3	13' 8"	9' 10"
Door 4	13' 7½"	9' 10"
Door 5	13' 7½"	9' 10"
Door 6	13' 7"	9' 10"
• Hall D (Starting North)		
Door 1	11' 6¾"	9' 10"
Door 2	13' 6½"	9' 10"
• Hall E (Starting North)		
Door 1	13' 6¾"	9' 10"
Door 2	13' 6"	9' 10"

Exhibit Hall Dockside Sliders & Roll-up Doors

	<u>Height</u>	<u>Width</u>
• Hall E	19' 11"	24" 2½"
• Hall E (south end roll-up)	9' 7"	8' 1"
• Hall D	20' ½"	23' 7"

• Hall C	20'	22'
• Hall A	20'	22'
• Hall A Roll-up	13' 8"	14' 1"
• Hall 1 Roll-up	14'	12' ½"
• Hall 2 Roll-up	19' ½"	20' 1"
• Hall 3 Roll-up	15' 4"	15' 1"
• Hall 4 Roll-up (East)	15' 3"	15' 1"
• Hall 4 Roll-up (SE)	16'	16'
• Hall 4 Roll-up (SW)	20'	20'
• Hall 5 Roll-up	16'	16'
• Hall 5 Roll-up (ramp)	20'	16'

Freight Elevators

There are two freight elevators in the facility. One is located in the back of house areas of meeting rooms 150/151 and 250/251 (Elevator #1). The second is located in the dock area of Hall D (Elevator 2).

Freight Elevator #1

- Door opening 8' high x 5" wide
- Car length 10.5'
- Weight capacity 6,000 lbs.

Freight Elevator #2

- Door opening: 8' high x 9.5' wide
- Car length: 20'
- Weight capacity 12,000 lbs.

Lighting

Exhibit Halls:

- Engineering Department controls settings
- Exhibit Hall show lighting:
 - 50 foot candles
 - High Bay T5 Fluorescent fixtures

Grand Ballroom and Meeting Rooms:

- Manual touch pads control settings
- Combination of fluorescent fixtures and dimmable 500 and 250 watt quartz fixtures

Utilities

- Floor Boxes
 - Halls A/B/C/D/E: There are a total of 307 located on 30-foot centers. Innards include:
 - 60 amp, 120/208 volt 3-phase
 - 20 amp twist lock receptacles
 - 120 volt 20 amp receptacles
 - Halls 1/2/3/4/5: Floor boxes are on a 30-foot center. Innards include:
 - 60 amp, 120/208 volt 3-phase
 - 20 amp twist lock receptacles
 - 120 volt 20 amp receptacles
- 3-Phase power
 - Halls A/B/C/D/E:

Facility Specifications

Room Name	Room Dimensions			Room Capacities		
	SQ. FT.	Dimension	Ceiling	Theater	Banquet	Class Room
Exhibit Hall A	48,600	180X270	30'	5,300	2,700	2,700
Exhibit Hall B	24,300	90X270	30'	2,600	1,350	1,300
Exhibit Hall C	48,600	180X270	30'	5,300	2,700	2,700
Exhibit Hall D	48,600	18X270	30'	5,300	2,700	2,700
Exhibit Hall E	64,800	240X270	30'	7,100	3,600	3,400
Exhibit Hall 1	48,600	180X270	30'	5,300	2,700	2,700
Exhibit Hall 2	16,200	90X180	30'	1,700	900	700
Exhibit Hall 3	16,200	90X180	30'	1,700	900	700
Exhibit Hall 4	64,400	190X350	30'	6,500	3,000	3,000
Exhibit Hall 5	130,000		30'	12,000	6,000	6,000
Ballroom A-J	45,000	208X175	30'	4,900	2,600	2,500
Room A	3,820	70X56	30'	400	200	190
Room B	3,820	70X56	30'	400	200	190
Room C	3,820	70X56	30'	400	200	190
Room D	3,820	70X56	30'	400	200	190
Room E	3,820	70X56	30'	400	200	190
Room F	3,820	70X56	30'	400	200	190
Room G	3,820	70X56	30'	400	200	190
Room H	3,820	70X56	30'	400	200	190
Room I	3,820	70X56	30'	400	200	190
Room J	3,820	70X56	30'	400	200	190
South Foyer	9,000		30"			
North Foyer	7,500					
East Registration	5,100					

Note: Maximum capacity does not allow for head table, AV or other special needs.

Room Name	Room Dimensions			Room Capacities		
	SQ. FT.	Dimension	Ceiling	Theater	Banquet	Class-room
Meeting Room 150A-G	6,080	89X62	15'	700	350	340
Room 150 A	600	27X21	15'	50	20	28
Room 150 B	590	27X21	15'	60	20	32
Room 150 C	660	27X21	15'	60	20	32
Room 150 D	600	27X21	15'	50	20	28
Room 150 E	590	27X21	15'	60	20	32
Room 150 F	660	27X21	15'	60	20	32
Room 150 G	2,380	35X68	15'	250	140	120
Meeting Room 151A-G	6,500	95X68	15'	700	350	360
Room 151 A	625	27X21	15'	50	20	28
Room 151 B	600	27X21	15'	60	20	32
Room 151 C	670	27X24	15'	60	20	32
Room 151 D	625	27X21	15'	50	20	28
Room 151 E	600	27X21	15'	60	20	32
Room 151 F	670	27X24	15'	60	20	32
Room 151 G	2,710	40X68	15'	270	150	120
Meeting Room 155 A-F	24,000	170X141	15'	2,400	1,040	1,060
Room 155 A	2,530	55X47	15	260	120	128
Room 155 B	3,240	70X47	15	340	150	168
Room 155 C	3,240	70X47	15	320	150	164
Room 155 D	2,530	55X47	15	260	120	128
Room 155 E	3,240	70X47	15	340	150	168
Room 155 F	3,240	70X47	15	320	150	164
Meeting Room 250 A-F	8,300	93X87	20'	850	490	430
Room 250 A	1,450	49X29	20'	150	80	80
Room 250 B	1,470	49X29	20'	168	80	88
Room 250 C	1,480	49X29	20'	168	80	88
Room 250 D	1,300	44X29	20'	126	60	72
Room 250 E	1,300	44X29	20'	140	60	76
Room 250 F	1,300	44X29	20'	140	60	76
Meeting Room 251 A-F	8,800	98X88	20'	900	560	480
Room 251 A	1,300	44X30	20'	126	60	64
Room 251 B	1,300	44X30	20'	140	60	68
Room 251 C	1,600	30X55	20'	140	60	68
Room 251 D	1,600	30X55	20'	180	80	96
Room 251 E	1,600	30X55	20'	196	80	104
Room 251 F	1,700	30X55	20'	196	80	104

Note: Maximum capacity does not allow for head table, AV or other special needs.

Room Name	Room Dimensions			Room Capacities		
	SQ. FT.	Dimension	Ceiling	Theater	Banquet	Class Room
Meeting Room 252 A-B	980	33X29	12'	80	50	45
Room 252 A	490	29X18	12'	40	20	24
Room 252 B	490	29X16	12'	40	20	20
Meeting Room 253 A-B	2,000	60X35	12'	200	100	96
Room 253 A	990	35X30	12'	110	40	40
Room 253 B	1,010	35X30	12'	100	40	40
Meeting Room 254 A-C	4,500	102X42	20'	450	240	220
Room 254 A	1,000	41X25	20'	100	60	40
Room 254 B	2,500	52X49	20'	250	120	112
Room 254 C	1,000	41X25	20'	100	60	40
Meeting Room 255 A-F	24,000	170x141	15'	2,400	1,040	1,060
Room 255 A	2,530	55X47	15'	260	120	128
Room 255 B	3,240	70X47	15'	340	150	168
Room 255 C	3,240	70X47	15'	320	150	164
Room 255 D	2,530	55X47	15'	260	120	128
Room 255 E	3,240	70X47	15'	340	150	168
Room 255 F	3,240	70X47	15'	320	150	164
Meeting Room 257 A-B	1,770	26X68	13'	170	80	84
Room 257 A	884	26x34	13'	72	40	36
Room 257 B	884	26x 34	13'	84	30	36
Meeting Room 258	1,380	29X49	13'	140	60	84
Meeting Room 259	1,380	29X49	13'	140	60	90
Meeting Room 260 A-B	1,700	26X68	13'	170	100	84
Room 260 A	884	26x34	13'	72	50	36
Room 260 B	884	26x 34	13'	75	50	36
Meeting Room 355 A-F	24,000	170x141	15'	2,400	1,040	1,060
Room 355 A	2,530	55X47	18'	260	120	128
Room 355 B	3,240	70X47	18'	340	150	168
Room 355 C	3,240	70X47	18'	320	150	164
Room 355 D	2,530	55X47	18'	260	120	128
Room 355 E	3,240	70X47	18'	340	150	168
Room 355 F	3,240	70X47	18'	320	150	164

Note: Maximum capacity does not allow for head table, AV or other special needs.

OUTSIDE AREAS

SOUTH PLAZA: Approximately 35,000 square feet. The area has both grass and uneven concrete surfaces with benches and trees scattered throughout.

February 13, 2017