



**SANTA FE  
COMMUNITY  
CONVENTION CENTER  
OPERATIONS  
USER'S GUIDE**

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**All appropriate fire codes will be noted in red.**

# WELCOME

We at the Santa Fe Community Convention Center are thrilled that you are considering our beautiful facility for your upcoming event.

The following guide will assist both your group and our staff in making your event a true success.

Although not all regulations will apply to your event, we ask that you read the entire document in case an unforeseen situation arises. This is a stipulation of your signed contract.

The current staff members that you are likely to have contact with are:

Randy Randall	Executive Director	505-955-6209
David Carr	Director of Sales	505-955-6206
	Director of Sales Cell	505-690-9723
Kim Harmon	Sales Manager	505-955-6228
April Gallegos	Sales Manager	505-955-6231
Justin Cox	Sales Manager	505-955-6218
Stephanie Scrimshaw	Convention Services Mgr.	505-955-6223
Melissa Glick	Convention Services Mgr.	505-955-6217
Melanie Moore	Operations Manager	505-955-6219
	Operation Manager's Cell	505-629-2288
Ramon Romero	Operations Leader	505-955-6229
Matt Harding	Operations Leader	505-955-6229
Mona Baca	Sales Assistant	505-955-6220
Jay Horany	Chavez Security	505-670-7681

## **BOOKING POLICIES**

**BOOKING POLICY** - The Santa Fe Convention and Visitors Bureau (hereby known as SFCVB) exercises booking control of the facility and adheres to the following guidelines: meetings and events with sleeping room blocks booked through the SFCVB (or confirmed by participating hotels) with room blocks greater than 250 room nights may be booked at any time; those events with no sleeping rooms or sleeping room blocks under 250 room nights will not be confirmed until ten months prior to the event date(s).

The SFCVB reserves the right to accept, modify, refuse or terminate bookings in accordance with all guidelines. Additionally, SFCVB may solicit, develop or promote any event consistent with SFCVB and SFCCC objectives and the interests of the City of Santa Fe. The SFCVB will consider the following factors in evaluating potential bookings:

- Projected economic benefit to the City of Santa Fe
- Seasonal factors and repeat booking potential
- Client's performance with respect to prior events at the SFCVB and/or similar facilities.
- Client's performance with respect to actual room night booking requirements
- Projected direct revenue to the SFCVB.
- Value of the event to the community

Bookings are held on a first-come basis. The issuance of contracts further out than three (3) years, will be at the discretion of the SFCVB. Contracts, when issued, are not valid unless accompanied by the required rental deposit amount.

When space is available, the SFCVB reserves the right to rent to two or more parties during the same dates and times. Exclusivity is only available when a group rents the entire facility. Should two or more parties engaged in the same type of business desire to rent the facility at the same time, preference will be given to the group currently under contract. Both parties must agree in writing, in order for the SFCVB to issue the second contract for the remaining space.

Rental rates are based on current market indicators, such as, time of year, holidays and number of room nights booked. Local and New Mexico non-profit rates are available as is a special rate structure for City meetings. A premium rate may be charged for use of the facility between mid-night and 7:00AM and during major holidays. All rates are subject to change.

The SFCCC accepts cash, business checks, cashier's checks, money orders, most major credit cards, and wire transfers for the payment of all deposits and fees. Please make checks payable to the Santa Fe Convention Center/City of Santa Fe.

**CANCELLATIONS** - Refer to the Use License Agreement.

**DEPOSITS** - Refer to Exhibit B of the Use License Agreement.

**INSURANCE REQUIREMENTS** - Licensee must provide a certificate of comprehensive general liability insurance with limits of coverage in the maximum amount of two million dollars (\$2,000,000.00) with one million fifty dollars (\$1,050,000.00) coverage per occurrence which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. The City of Santa Fe must be named as an additional insured party.

For events using pyrotechnics, lasers, etc., additional insurance may be needed.

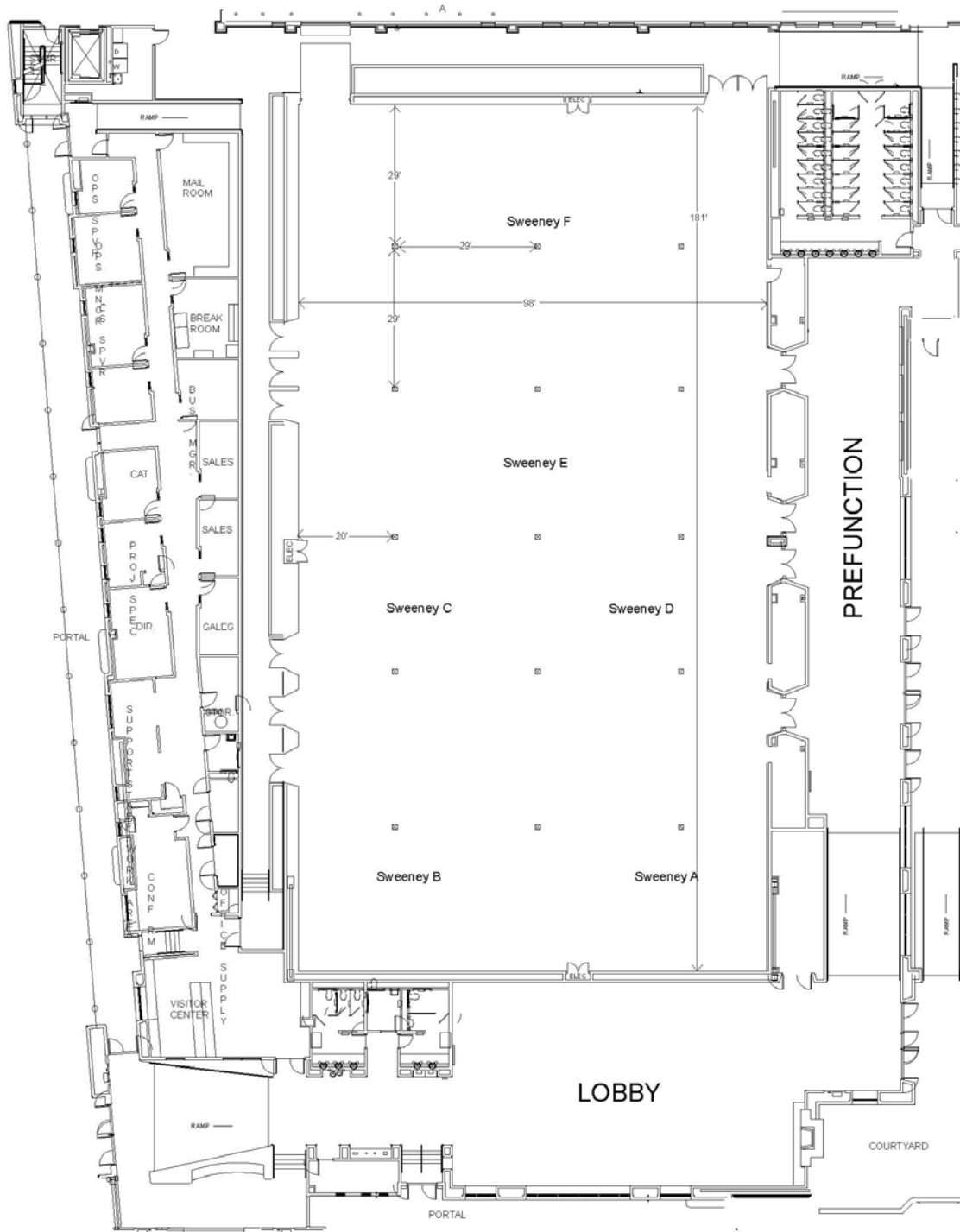
## **FUNCTION SPACE INFORMATION**

**ATTENDANCE/ROOM CAPACITIES** - Room occupancy is determined by the Santa Fe Fire Department and fully supported by SFCCC Staff and Security. The licensee agrees not to exceed posted occupancy loads.

**COURTYARD AND TERRACE** - The courtyard may be tented at licensee's expense and with possession of a Certificate of Approved Use from the City of Santa Fe's Fire Prevention Division, this certificate may have associated fees, your Convention Services representative will have more information. Cooking is not allowed in the courtyard or on the terrace without special permission from the Operations Manager. All food should be cooked in our kitchens or off premises then transferred to serve for courtyard and terrace functions. For functions in Courtyard, between the hours of 9pm to 7am sound levels cannot exceed 50DbA

For events that require more than 50DbA a permit is required. You or your Conference Services representative can request one from the City of Santa Fe Code Enforcement Department at (505) 955-6689

**LOBBY SPACE/PRE-FUNCTION** - Lobby space and pre-function areas are not intended for exhibits or booths. Your Conference Services Representative will supply you with additional information.



## EVENT TYPES

There are different types of events and not all of our policies apply to all event types.

**CONFERENCES/TRADE SHOWS/RETAIL SHOWS** - See "Use of Facility" in Use License Agreement

**DANCES/PROMS** - The licensee and/or caterer is responsible for cleaning all trash from tables. All big items/trash on floor needs to be removed and disposed in proper trash containers. Final cleaning, performed by Convention Center staff should require only vacuuming, scrubbing of the floors and emptying trash receptacles. We recommend that you recycle all material that can be recycled. There are recycle bins located in loading dock area. For youth events the SFCCC requires one (1) adult per thirty (30) youths.

**FOOD SHOWS** - For food shows, carpet protection (visqueen or thick plastic) is required around the serving areas at licensee's expense. Additional cleaning deposits may be required, please contact Convention Center management for more information.

**YOUTH EVENTS** - For events that involve youth only (under the age of 21) like proms, youth concerts etc...The SFCCC requires chaperones at a ratio of one (1) adult per thirty (30) youths.

## ADA

**AMERICANS WITH DISABILITIES ACT**-With respect to any Event at the SFCCC, the City of Santa Fe and the Licensee recognizes that they are subject to the provisions of Title III of the Americans With Disabilities Act, as amended, and all similar applicable state and local laws (collectively, the "ADA"). Licensee represents that it has viewed or otherwise apprised itself of the access into the Facility, together with the common areas inside, and accepts such access, common areas, and other conditions of the Facility. Licensee shall be responsible for ensuring that the Licensee complies and continues to comply in all respects with the ADA, including accessibility, usability, and configuration insofar as Licensee modifies, rearranges or sets up in the Facility in order to accommodate Licensee's usage. Licensee shall be responsible for any of Licensee violations of the ADA. Licensee shall be responsible for providing auxiliary aids and services that are ancillary to its usage and for ensuring that the policies, practices, and procedures it applies in connection with an Event are in compliance with the ADA.



## **BUILDING OPERATIONS**

**ADDITIONAL STRUCTURES** - Special platforms, staging or other structures may be used by licensee and/or service contractors only with the prior written approval from SFCCC Management. Any structure that is used in the SFCCC is subject to safety inspection.

**ATTACHING TO SURFACES** - Signage and decorations may not be taped, nailed, tacked or otherwise attached (including decals) to the SFCCC's surfaces or fixtures, such as, walls, elevators, doors, windows, ceilings etc... However, approved tape and adhesive backed materials (non-residue, easily removable) are permitted for use in the centers **carpeted** areas. Approved tapes are Shurtape-PC-618 cloth tape or Shurtape – DF-642 double face cloth tape, Bron tape-BT-100 or BT-105, Bron tape-BT-279 AV Cord Tape (2" or 3" in width). For flip chart paper, painters tape can be used to post charts on walls. Any other tape is prohibited. For your convenience the SFCCC has a limited number of easels available and approved tapes.

**ANIMALS** - Animals are **not** permitted in the SFCCC except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of animals. Your Conference Services Representative will assist you in obtaining all appropriate permits. Guide, assistance and service animals are permitted in the SFCCC.

**CHANGEOVERS & MODIFICATIONS** - We encourage all changeovers and set-ups be approved well in advance of your event. The SFCCC will do everything possible to accommodate your special requests. Changes to the set-ups, depending on the scope and timing of the request, may result in additional fees.

**DAMAGES-** The licensee is responsible for all damages, except normal wear and tear. The SFCCC Management will inspect all leased space prior to move-in, during move-out and after the conclusion of the event to determine existing conditions. Damage caused by your contractors, subcontractors, or others unless acknowledged by them in writing, is the licensee's responsibility. The licensee will be informed of all damages with written reports and pictures as soon as they are documented. Final settlement could be delayed pending the receipt of estimates to cover the cost of repairing identified damages.

Holes may not be drilled, cored, or punched into any part of the facility, exterior of building, court yard, terraces, stages and equipment.

The licensee will be billed the full current replacement and/or repair cost for any damage to Convention Centers equipment caused by licensee, licensee's staff, or exposition services contractor through abuse, negligence or failure to follow accepted operating procedures or policies. This also applies to unauthorized

modifications to equipment or facilities. The use of staples to apply skirting to convention center tables is strictly prohibited.

**EVENT PERSONNEL** - For Security purposes, all service contractors, temporary help, and other workers associated with an event using the SFCCC, must be identified by either identification badge or uniform provided by their respective employer while working in an official capacity at the SFCCC.

Outside Service Providers are responsible for the conduct of their employees. Employees under their supervision, who do not comply with facility rules, regulations or policies will be subject to expulsion from the SFCCC and may be restricted from the premises as deemed appropriate by SFCCC management.

Restricted areas marked “Authorized Personnel Only” are off limits to all personnel except employees of the Convention Center.

Outside Service Providers, stagehands, and other contracted employees are responsible for keeping all work areas clean at all times. Areas include loading dock, loading dock office break areas, corridors, and all storage areas. SFCCC management reserves the right to apply cleaning charges to those areas not returned to a clean condition.

#### **Fire Extinguishers-**

*906.0 The SFCCC has 5lb commercial ABC fire extinguishers for every 3000 sq. ft. and one water fire extinguisher for fireplaces.*

**FIREPLACES** - The SFCCC has four (4) fireplaces. Only SFCCC Staff can operate, maintain and fuel fireplaces by order of the Fire Marshall.

**FLOOR LOAD CAPACITIES** - Main Exhibit Hall is 150 pounds per square foot. Pre-function and meeting rooms are 125 pounds per square foot.

**HANGING LOCATIONS/RIGGING** - The SFCCC has rigging points strategically placed on main exhibit hall ceiling. Rigging and hanging from the hang points is subject to approval by the SFCCC Operations Manager and is expected to meet general accepted industry standards. All rigging must comply with the Rigging Rules and Regulations of the SFCCC.

- Approved, qualified and trained riggers must perform all rigging and hanging.
- Rigging and hanging may only be performed by trained employees or subcontractors of the General Service contractor who are familiar with the rigging points, load limits, calculations, and rules and regulations.
- All custom rigging and hanging (trussing, slings) must have owner's identification attached.
- Homemade trusses can be used as long as they have the engineering specifications in order to be installed. Any trusses not manufactured by

industry-recognized truss companies or carrying an engineer's or an ANSI tag are considered "homemade" will not be allowed to be used in the Convention Center.

- All rigging equipment (cable, shackles, etc...) must be set up with rated, stamped, and approved hardware only and is subject to inspection at licensee's expense.
- All rigging points and ceilings must be protected against damage.

At the end of the event, all rigging points, trussing, cables, sound and lighting equipment used must be removed and the exhibit hall restored to normal conditions. If any of the houses equipment (lights, trussing etc...) had to be removed from rigging points they must be put back and fastened securely in their original positions after event has ended.

The SFCCC will charge the licensee or rigging contractor for any cost associated with damage done to the facility, the removal of contractors rigging supplies, and restoring to original conditions.

**HAZARDOUS MATERIALS** - Licensee must notify the SFCCC management at least sixty (60) days in advanced prior to the first day of Use License Agreement that you, an exhibitor or one of your service contractors intends to bring hazardous material in the Convention Center. The licensee or contractor must provide a copy of the applicable Material Safety Data Sheets for such hazardous materials. SFCCC management may also require the licensee or contractor to implement a plan for handling any releases or threats of release of such hazardous material in the SFCCC. As stated in the Use License Agreement, the licensee and/or their exhibitors, staff or contractors, must handle, transport, remove and dispose of all hazardous materials, including hazardous waste, medical waste, hazardous and toxic substances, in a safe, proper and lawful method. Use of any hazardous material may require additional insurance coverage.

### **Hazardous Materials-**

**2701.5 Permits.** *Permits shall be required as set forth in Sections 105.6 and 105.7.*

*When required by the fire code official, permittees shall apply for approval to permanently close a storage, use or handling facility. Such application shall be submitted at least 30 days prior to the termination of the storage, use or handling of hazardous materials. The fire code official is authorized to require that the application be accompanied by an approved facility closure plan in accordance with Section 2701.5.3*

*These codes are part of City Ordinance; your Convention Services Manager will assist you with the proper forms and permits.*

**2703.4 Material Safety Data Sheets.** *Material Safety Data Sheets (MSDS) shall be readily available on the premises for hazardous materials regulated by this chapter. When a hazardous substance is developed in a laboratory, available information shall be documented.*

**315.1 General.** *Storage, use and handling of miscellaneous combustible materials shall be in accordance with this section. A permit shall be obtained in accordance with Section 105.6.*

**315.2 Storage in buildings.** *Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.*

**315.2.1 Ceiling clearance.** *Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.*

**315.2.2 Means of egress.** *Combustible materials shall not be stored in exits or exit enclosures.*

**315.2.3 Equipment rooms.** *Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.*

**LIFTS** - The SFCCC has one (1) genie lift and one (1) scissor lift for rent. Only trained, certified and insured personnel will be allowed to use such equipment. When using this equipment all safety rules, regulations and manufacturer's recommendations must be adhered to. The use of any lifts must be requested and reserved in advance.

**OBJECTIONABLE PERFORMANCES OR PERSONS** - Any use of the facility that is contrary to the public policy, or not in the best interests of the City of Santa Fe, or is in violation of any laws of the United States, the State of New Mexico, Santa Fe County, or the City of Santa Fe shall be in violation of the Use License Agreement and shall be grounds for immediate revocation of the Use License Agreement. Any person whose conduct is objectionable, disorderly, or disruptive to the facility, or in violation of any law, shall be refused entrance or shall be immediately ejected from the SFCCC.

**OPENING AND CLOSING TIMES** - The licensee is required to provide the SFCCC Conference Services representative with a list of events and the schedule times for their events four (4) weeks prior to the event so personnel can be schedule to open and close the facility accordingly.

**OPERABLE WALL PANELS** - The SFCCC main exhibit hall and all meeting rooms (except the Tesuque Room) have Operable wall panels (**air walls**) that allow flexibility to provide the size of space necessary for the event. The arrangement of these walls panels is complex and adjustments may be time consuming. Only the SFCCC staff members are authorized to move the wall panels. Any changes to these walls during the event must be planned in advance. Additional charges may occur for last minute on-site changes. When planning for your room changeovers, please keep in mind that these walls can take as long as 45 minutes to reposition.

**PAINTING** - Painting of interior or exterior of facility is strictly prohibited. Licensee, service contractors, and exhibitors may **not** paint any of their equipment, (props, hard walls etc...) while inside the SFCCC without prior

approval and protection. Painting can be done in loading dock area provided that the floor is protected at all times. All paint has to be environmentally safe and LEED certifies. It must be dry so no fumes are released. All items that are painted in loading dock area will **not** be allowed into the SFCCC until all paint is completely dry to the touch and does not emit strong fumes/odors. Licensee and /or service contractors will be billed additional fees for cleaning any paint residue left on carpets or walls of the SFCCC.

**RECYCLING/GREEN** - The SFCCC is a Gold LEED Certified facility. LEED means Leadership in Energy and Environmental Design and considers site sustainability, energy and water efficiency, content of materials and resources as well as indoor environmental quality and innovative design. As such, we encourage our clients to partner with us in this “Green” fulfillment by recycling; conserving and embracing a concept of a building with a vision for years. We encourage you, your staff, service contractors, and attendees to recycle all plastic, paper, glass etc... there are recycle bins throughout the facility. For additional bins please let us know in advance, so we can arrange it through our Solid Waste Division.

**SMOKING** - The SFCCC is a Smoke free facility (Per section 10-6.1 through 10-6.17 of the City of Santa Fe Smoke Free Ordinance No. 2006-20) Smoking is **not** permitted with-in twenty five (25) feet from any entrances to the SFCCC including loading dock. Smoking receptacles are available outside the building under the Marcy Street Portal.

**SOUND LEVELS** -Maintaining sound levels will make sure that you do not disturb nor interrupt other events. SFCCC staff reserves the right to require sound levels to be adjusted.

## **CONVENTION SERVICES MANAGEMENT**

**DELIVERIES FOR CONVENTIONS** - The SFCCC has very limited storage. If storage is available, up to five (5) pallets of convention material may be shipped, by the Meeting Planner, to arrive forty eight (48) hours prior to event start date. When delivery arrives, SFCCC staff members will compare the number arriving with bill of lading, will note any visible damage and sign the bill of lading as accepted.

Your Convention Services Representative will be able to supply more information and availability.

If noted prior to the first day of the Use License Agreement, assistance in moving convention materials can be organized. All material must be shipped out by licensee on last day of their Use License Agreement.

The SFCCC is not responsible for lost or stolen items or items left on the premises without prior approval.

For your convenience, the SFCCC has arranged services with a private contractor to provide material warehousing, delivery and porter services.

**EMERGENCY & PUBLIC SAFETY REQUIREMENTS** - Depending on the type of event and number of attendees, the SFCCC may require the licensee to provide certified first aid personnel for the event including move-in and move-out. Licensee assumes total responsibility for the qualifications and action of these first aid personnel. Licensee may also be required to provide first aid equipment. A minimum of supplies to handle cuts, scrapes, and other minor injuries, headaches and minor pains, are available through the SFCCC Operations staff. If any accidents take place and first aid is provided to a convention or show attendee, staff or employee, it must be reported to the Operations staff immediately. The licensee should consider providing wheelchairs or scooters, through the first aid personnel, for their attendees, as the SFCCC does not provide this equipment. The licensee or its agents must not obstruct any portions of ramps, sidewalks, entries, doors, hallways, lobbies, stairways, elevators, aisles or corridors. These areas are strictly used for ingress or egress only. All public concession stands areas, utilities, fire safety equipment, heating and air conditioning vents shall not be obstructed or covered at any time by licensee or its agents.

**EXPENSE ESTIMATES** - In addition to rental expenses, there are fees associated with the use of SFCCC equipment. Equipment includes audio-visual apparatus, staging, risers, dance floors, vis-tick, velon, and other such materials. Other expenses will include electricity, if required, and the estimated cost of security. About two months prior to an event, the convention services manager will prepare an estimate of expenses which will need to be paid within thirty (30) days of the start of the event. Within ten (10) days after the event, a final settlement will be held and charges will be settled at actual cost. Refunds or additional payments will be handled at that time.

**EXCLUSIVE SERVICES** - The SFCCC will provide the licensee a list of approved vendors for food and beverage, security, as well as recommendations for convention services, and audio visual. Your Sales or Convention Services Representative will be able to supply you with additional information

**EXHIBITOR GUIDELINES & RULES** - The SFCCC is turned over to the Licensee under a "clean hall to clean hall" policy. When used for exhibits, the SFCCC staff will provide a clean orderly exhibit hall, meeting rooms, loading dock and common areas. The licensee is required to return all rented facility space in the same clean and orderly condition. SFCCC staff will be responsible for all aisle and public area cleaning during the event. The SFCCC does not provide booth cleaning or booth porter service.

The licensee will be invoiced for any required cleaning or trash removal necessary after the Use License Agreement period has ended. We recommend that all recyclable waste be put in recycle bins.

The following rules will be compulsory during events at the SFCCC:

- All exhibitors are subject to the Fire Marshal Regulations of the State of New Mexico.
- Exhibitors may only access loading dock during the move-in/ move-out hours designated by licensee or show management. No exhibitor or vendor will be allowed access to the loading dock prior to the official start time for move-in and end time of the event for move-out.
- Exhibitors will have up to thirty (30) minutes to load/unload vehicles and **are required to remove their vehicles from the loading dock and Grant Avenue loading area immediately following load/unload, as a precursor to set-up.** All vehicles entering or exiting both loading areas are subject to inspection.
- There is no event or overnight parking permitted on the loading dock or the Grant Street loading area. Unauthorized vehicles will be towed at owner's expense.
- Exhibitors must have their event badges/ credentials visible at all times. Exhibitors without their show identification/ badges will not be permitted in the exhibit areas.
- When moving pallets or crates into carpeted area, plastic or a protective floor covering must be used to cover the carpet. When bringing in vehicles, plastic or plywood must be used to cover the entire route on the carpeted area. Golf carts, fork lifts, or any motorized vehicles are not permitted in carpeted areas or lobbies without approval from SFCCC Management. Any vehicles, fork lifts or scissor lifts must have white tires or tape must be placed over black wheels. **Black wheels are not permitted in carpeted areas.**
- The SFCCC is not responsible for trash generated by the Exhibitor. Additional dumpsters or roll off dumpsters may be required. If so, they will be at the licensee's expense.
- Exhibitors, show management, service contractors or licensee must remove all carpet tape immediately following the event.
- Exhibitors distributing food products must comply with City and State Health Codes. Exhibitors are not permitted in the SFCCC kitchens. Only approved caterers may have access.

#### **EXPOSITION SERVICES CONTRACTOR RESPONSIBILITIES:**

- Cleaning, maintaining and trash removal from all booths and carpeted areas, furnished by their company, including meeting rooms.
- Recycling of all waste that is taken out of SFCCC. Recycle bins are located in loading dock area.

- All excess show and display materials removed from the building and/or placed in trash containers (including the trash compactor) provided by the SFCCC.
- All equipment not belonging to the SFCCC will have to be removed from the facility on last day of Use License Agreement or before if it becomes a safety hazard.
- If loading dock area is utilized by the service contractor, it must be cleaned every night prior to end of service contractor's workday.
- All wooden crates, paper, bulk trash, pallets, etc... Will have to be removed from facility at licensee's expense before the start of the event. Items that cannot be recycled or fit in dumpsters or compactor must be removed from facility. At no time can you throw wooden crates, pallets, etc...into dumpsters or compactor.
- All hazardous materials, which cannot legally be disposed of to landfill with the trash, will have been properly packaged and removed from the facility at licensee's expense.
- Must prevent trash and other materials from blowing around the grounds of the SFCCC. They are responsible for cleaning of the loading dock on a daily basis during the event. All packing materials and trash must be swept up and placed in appropriate trash receptacles. It is not acceptable to sweep trash from loading dock to the grounds.

**MOVE-IN/MOVE-OUT** - The licensee is responsible for informing service contractors, subcontractors, attendees, and exhibitors of all guidelines of the SFCCC and shall be responsible for their enforcement. Your move-in and move-out dates and times are on the Use License Agreement. However, earlier move-in times as well as later clean-up times for caterers should be discussed with your Conference Services representative. The licensee must not assume that dates prior to or after those dates will be available. Move-in or move-out activities scheduled between 12:00AM and 7:00AM must be approved by SFCCC Management and may be subject to additional charges.. All freight and large items must be moved in through the main loading dock and not through any other locations.

**MOTORIZED VEHICLES** - Absolutely no forklifts are allowed on any carpeted area without prior approval by SFCCC management. A certified operator must operate all forklifts or other heavy equipment within the facility. All operators must be in compliance with OSHA standards. Service contractors shall provide copies of operator's certificate to the SFCCC Operations Manager. Facility damage due to the operation of equipment will be charged to the licensee and/or service contractor. Any operator using equipment in an unsafe manner as determined by Convention Center staff shall be subject to removal from the premises. No tracked vehicles may be displayed on the carpeted areas. Any vehicles for display must be clean and dry when they are brought into the SFCCC. Vehicles and displays with snow, slush, water, ice etc. on them will not be allowed into the



facility until they are completely dry and clean. No vehicles are allowed to load or unload on carpeted areas. Protection from leaks and spills must be provided under all displayed vehicles and equipment. During inclement weather, a minimum area of 20 feet from loading dock entrance into carpeted area must be protected with a minimum of 6-mill visqueen plastic with plywood or carpet during all move-in and move-out activities. Vehicles that are to be displayed on carpeted areas must be parked with plywood or carpet scraps under the tires to prevent damage to the carpet. The area under the vehicle must be protected at all times with visqueen or other thick plastic. No more than five (5) gallons of gas should be in vehicles gas tank and the cables on the battery need to be disconnected. SFCCC Management may request an additional key for emergency evacuation of facility.

### **Motorized Vehicles-**

**105.6.27 Liquid or gas-fueled vehicles or equipment in assembly buildings.** *An operational permit is required to display, operate or demonstrate liquid or gas-fueled vehicles or equipment in assembly buildings.*

**314.4 Vehicles.** *Liquid or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:*

- 1. Batteries are disconnected.*
- 2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).*
- 3. Fuel tanks and fill openings are closed and sealed to prevent tampering.*
- 4. Vehicles, boats or other motorcraft equipment are not fueled or de-fueled within the building.*

## **DECORATIONS**

**BANNERS/SIGNAGE** -. The Convention Center has specific areas within and outside the facility for the hanging of licensee or sponsor banners. The hanging of up to four (4) exterior banners (2'6" wide x 5'6" high) is permitted on the SE and SW corners of the SFCCC. Number permitted is based on the number of groups in-house. A copy and location of exhibitor or sponsor banners and the time frame they can be displayed must be approved by SFCCC Management, and may be subject to additional fees. The SFCCC will not assume responsibility or liability for banners left in the facility following the conclusion of the event.

### **Balloons/Banners-**

**806.1.3 Obstruction of means of egress.** *No decorations or other objects shall be placed to obstruct exits, access thereto, egress there from, or visibility thereof.*

The SFCCC management must approve in advance the method and locations of all decorations. Final approval will be determined after consideration of other facility clients occupying the space at the same time.

## **Guidelines for Decorations**

- Decorations may not be taped, nailed, fastened to ceiling, painted surfaces, columns, walls, or windows. (see also Attaching to Surfaces under Building Operations)
- Decorations may not block doors, fire extinguishers, emergency signage or equipment, sprinklers, exits, or lighting and sound systems.
- Telephones, kiosks and plasma screens may not be blocked.
- All decorations must be constructed of flameproof material or treated with approved fire retardant solution. A spot test by fire marshal may be performed if decorations are in question.
- The use of adhesive-backed decals or stickers for decorations or distribution is prohibited anywhere on the premises.
- Confetti, glitter, rice and hay may not be used in carpeted areas of the SFCCC without prior approval by SFCCC Management.
- Only SFCCC staff may move planters, lobby furniture, artwork and other equipment in the public areas.
- Distribution of helium balloons in the SFCCC is not allowed. If helium balloons for display purposes become detached, the labor cost to retrieve the balloons will be charged to the licensee. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent from falling over.
- Decorative fountains, pools or water decorations must be waterproofed and carpet has to be properly protected from getting wet. All water decorations must be approved by SFCCC management before installation.
- Licensee will be responsible for proper floor coverings under as well as removal and cleaning of any dirt, bark, mulch or similar materials used for decorating purposes.

*All decorations, open flames, candles, lasers, fog effects, etc. must comply with City of Santa Fe Code requirements.*

## **FOOD & BEVERAGE**

**FOOD AND BEVERAGE** - The SFCCC has an exclusive catering and beverage provider list. (See attached) Please feel free to contact any one on the provider list that will suit your event needs. These approved caterers are charged 10% of their F&B revenue (does not include caterers' equipment rental or labor costs) as a rental fee for use of the SFCCC. Under separate contract, they have agreed to pay this fee as a cost of business. There "may" be a surcharge for food and beverage as catering companies are required to pay the CCC a 10% commission for the use of the catering facilities. This surcharge should only apply when quoted the standard rates where there is no facility charge factored into the quote.

The consumption of alcoholic beverages is not allowed unless purchased from an approved caterer and consumed on premises. This includes move-in and move-out times. Due to New Mexico liquor commission regulations appropriate security is required to monitor alcohol in the SFCCC. Possession and/or consumption of unauthorized alcohol at your event could result in the immediate termination of your function. Your Conference Services Representative will supply you with additional information

**KITCHENS** - The SFCCC kitchens are turned over to approved contacted caterers under a “clean kitchen to a clean kitchen” policy. A cleaning and damage deposit is required for use of kitchens. The two full size kitchens are to be used by an approved caterer only. The family kitchen can be used to prepare food that is not commercially catered for attendees of 300 and under. For clients and caterers that use kitchens, you will have to comply with all State, City, health, and safety regulations. The SFCCC does not supply equipment like pots, pans, utensils, baking sheets, etc.

## **AUDIO VISUAL**

**AUDIO/VISUAL** - It is highly recommended that the licensee uses an Audio Visual contractor from our Service Providers List for conventions, meetings and events requiring Audio Visual services. The SFCCC does not maintain AV technicians for events, but does have a limited amount of equipment to rent in conjunction with licensee's provider. A certificate of liability is required from the AV vendors.

**DIGITAL READER BOARDS** - The SFCCC is equipped with a state of the art digital signage system. This system is capable of displaying several events during the same times which are happening throughout the facility. As part of your facility rental, you are entitled to utilize these screens to show your schedule of events, meetings or receptions at no additional charge provided you supply our Marketing Assistant with the copy at least two full weeks prior to your event (includes up to twenty lines of text). Your logo may also be included. Should you choose to request more than twenty entries, add additional graphics or animation for any reason (advertising, sponsor recognition, etc.) additional charges will apply. This service is provided by a third party vendor and your Convention Services Representative or our Administrative Assistant can provide you with contact information should you desire to add any additional lines of text, graphics or animation.

**TELECOMMUNICATIONS & DATA SERVICES** - The SFCCC offers free wireless Internet. Data services such as wired Internet access, phone lines & international dialing will need to be ordered three (3) weeks prior to event. Your Convention Services Representative will have additional information.

## ELECTRICAL

**ELECTRICAL** - The SFCCC has electrical floor boxes and wall outlets throughout the facility. There is a charge for electrical use. Please refer to the Equipment Rate Sheet for current pricing. Your Convention Services Representative will be able to supply you with additional information. There are fifteen (15) floor utility boxes throughout the main ballroom. When designing your floor plans, we strongly recommend that all floor plans be designed so that booths have access to floor boxes. For shows moving in heavy equipment, please do not run over these boxes or park heavy equipment on them especially when cords are plugged into them.

**EXTENSION CORDS** - All cords must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Extension cords with splices are strictly prohibited.

**Extension Cords-605.5 Extension cords.** *Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.*

**605.5.1 Power supply.** *Extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multiplug extension cords, shall serve only one portable appliance.*

**605.5.2 Ampacity.** *The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.*

**605.5.3 Maintenance.** *Extension cords shall be maintained in good condition without splices, deterioration or damage.*

**605.5.4 Grounding.** *Extension cords shall be grounded when serving grounded portable appliances.*

## LICENSING

**MUSIC LICENSING** - The SFCCC subscribes to BMI and ASCAP.

**SPECIAL EVENTS LICENSING** - Any person with no established business location within the boundaries of the city who brings into the city goods, wares, merchandise and offers the same for sale is required to obtain a Special Events License (Itinerant license). If you are sponsoring an event in the SFCCC where items are to be sold, you must comply with the following regulations:

- A business license must be established specifically for the event taking place. The cost for a sponsor license is Thirty-Five Dollars (\$35). You must have a CRS number (gross Receipts Tax Number) for the state of New Mexico to complete the business application. If you do not have a CRS one can be downloaded from <http://www.state.nm.us/tax/forms/year99/crsforms.htm> and turned in with your application for the license. Both can be processed at the City's Accounts Receivable Department. Your Sales or Conference Services Representatives will supply you with additional information and assistance

Your Convention Services Manager can help you with the proper forms and permits.

## VISITORS CENTER

**LOST-AND-FOUND** - The Santa Fe Convention Center assumes no responsibility for any losses by licensee, exhibitors, services contractors and attendees due to theft or disappearance of equipment, and items of other personal property. Items are usually turned in to our security office or to the visitor information desk. Should licensee, exhibitors or attendees misplace any items, you may direct them to those two areas. If items are not claimed within two weeks they will be disposed of.

If you would like to have the Visitors Information Center open after hours or on weekends while your group is using the building, please advise your Conference Services Representative at least 4 weeks in advance. There is no charge for this service.

## LOADING/UNLOADING

**DELIVERIES FOR CONVENTIONS** - The SFCCC has very limited storage. If storage is available, up to five (5) pallets of convention material may be shipped, by the Meeting Planner, to arrive forty eight (48) hours prior to event start date. When delivery arrives, SFCCC staff members will compare the number arriving with bill of lading, will note any visible damage and sign the bill of lading as accepted.

Your Convention Services Representative will be able to supply more information and availability.

If noted prior to the first day of the Use License Agreement, assistance in moving convention materials can be organized. All material must be shipped out by licensee on last day of their Use License Agreement.

The SFCCC is not responsible for lost or stolen items or items left on the premises without prior approval.

**FREIGHT/SHIPMENT OF MATERIALS** - The Santa Fe Convention Center cannot accept freight shipments for exhibitions. Freight must be consigned through the licensee, their exposition service contractor or a local provider

SFCCC will not be able to accommodate freight for exhibition, except on the designated move-in date. All freight going out must be completed by the end of Licensee's Use License Agreement. For any different arrangements please contact your Sales or Convention Services Manager to assist you. If freight or equipment is left in the SFCCC after licensee's Use License Agreement has ended the City of Santa Fe will remove or dispose of freight or equipment at licensee's and/or service contractor's expense. Contact SFCCC staff, for help identifying local freight providers. SFCCC is not responsible for any damages, theft, or missing freight and equipment left in Center after the conclusion of the event.

## **PARKING**

**PARKING** - With a 512 space parking facility located underneath the SFCCC. The Parking Division has several pricing options that may be considered. Your Sales or Conference Service Representative may assist in directing your needs to the proper Parking Division personnel.

For those choosing to take public transportation, the most convenient bus stop is in the next block south of the SFCCC, on Sheridan Street. Many hotels offer complimentary shuttles. Taxi service is also available.

## **SECURITY**

**SECURITY** - A Convention Services Representative will assist the licensee in contracting their own event security during the occupancy of the facility including both loading areas for move-in and move-out. The licensee may also be required to provide security for traffic control of both loading areas. **Licensee is required to use the approved security provider of the SFCCC.** In cases of emergency, the licensee's security shall take direction from SFCCC staff and its full time security for evacuations and other emergencies.

Certain events, especially those including alcohol, will require security. The SFCCC Sales Manager will advise you and your caterer the number of security needed.

**WEAPONS & CONCEALED HANDGUNS** - Per **State Statute 30-7-2. Unlawful carrying of a deadly weapon.** No one can bring into the Santa Fe Convention

Center any concealed weapons. Only law enforcement agency personnel that are certified pursuant to the Law Enforcement Training Act [**29-7-1 NMSA 1978**] are allowed to carry a weapon into the SFCCC.

# CONFERENCE CHECKLIST

This checklist is designed to assist you in your planning process. Adhering to this schedule will assist in ensuring a successful event. All items should be submitted to your Conference Services Representative.

**At Signing:** The first 1/3 of your deposit was paid. If booking within 12 months, 1/2 of the deposit should now have been paid.

## 12 Months Prior

- \_\_\_\_\_ Second third of your deposit is due based on contract costs.
- \_\_\_\_\_ Please place your Conference Services Representative on your mailing list
- \_\_\_\_\_ A working copy of your floor plan is due.
- \_\_\_\_\_ Advise Conference Services Representative of proposed contractors

## 6 Months Prior

- \_\_\_\_\_ Final deposit is due.
- \_\_\_\_\_ Your Conference Services Representative will assist you in contacting Catering and Alcohol Providers (if applicable).
- \_\_\_\_\_ Advise your Conference Services Representative of proposed service needs (Telecommunications/Electrical/Rigging/Deliveries).

## 3 Months Prior

- \_\_\_\_\_ Preliminary Program Agenda is due (showing set-ups/staging etc.)
- \_\_\_\_\_ Final floor plans for Fire Marshall approval are due
- \_\_\_\_\_ Hazmat notification (if applicable)
- \_\_\_\_\_ Your Conference Services Representative will assist you in obtaining a Special Event License (if applicable)
- \_\_\_\_\_ Advise Conference Services Representative of names of chosen Catering and Alcohol Providers as well as AV contractors or decorators etc.
- \_\_\_\_\_ You will receive estimated charges for other services

## 30 Days Prior

- \_\_\_\_\_ Insurance Certificate is due
- \_\_\_\_\_ Cleaning/Damage Deposit is due
- \_\_\_\_\_ Kitchen Deposit Due (Family Kitchen use only)
- \_\_\_\_\_ Final list of and contracts for all Outside Contractors is due (Caterer/AV/delivery/decorators) (electrical/rigging/telecommunications) from your Conference Services Representative.
- \_\_\_\_\_ Selected Contractors need to provide list of all personnel working your event to your Conference Services Representative.
- \_\_\_\_\_ Final agenda showing set-ups, hours of use etc. is due to your Conference Services Representative.
- \_\_\_\_\_ Your Conference Services Representative will Schedule Pre-Con
- \_\_\_\_\_ Your Conference Service Representative will send BEO's for approval & Signature. Signed BEOs will be distributed to internal departments



### 2 weeks prior

- \_\_\_\_\_ Your Conference Services Representative will develop and send appropriate information (Fact Sheet) & welcome signs to local partners.
- \_\_\_\_\_ Your Conference Service Representative will send Fact Sheet to internal departments.
- \_\_\_\_\_ Copy for digital reader boards is due (email to mkmoore@santafenm.gov)

### Onsite

- \_\_\_\_\_ Pre-Convention Meeting. Your Conference Services Representative will introduce you to all pertinent on-site Personnel.
- \_\_\_\_\_ Review, discuss last minute modifications, receive required keys, confirm arrival times, confirm authorized signors
- \_\_\_\_\_ Move-in inspection

### Post Event Activities

- \_\_\_\_\_ Move-out inspection
- \_\_\_\_\_ Post-Con
- \_\_\_\_\_ Receive Final Billing
- \_\_\_\_\_ Bill Settlement

### 10 Days After Bill Settlement

- \_\_\_\_\_ Any refund due client will be mailed

***The staff of the SFCCC & TOURISM Santa Fe  
thank you for the opportunity to serve you!***

# CHECKLIST FOR LOCAL & 1 DAY EVENTS TEN MONTHS OUT

This checklist is designed to assist you in your planning process. Adhering to this schedule will assist in ensuring a successful event. All items should be submitted to your Conference Services Representative.

At Signing: The full deposit is due.

## 6 Months Prior

- \_\_\_\_\_ Place your Conference Services Representative on your mailing list
- \_\_\_\_\_ A working copy of your floor plan is due.
- \_\_\_\_\_ Advise Conference Services Representative of proposed contractors.
- \_\_\_\_\_ Your Conference Services Representative will assist you in contacting Catering and Alcohol Providers (if applicable).
- \_\_\_\_\_ Advise your Conference Services Representative of proposed service needs (Telecommunications / Electrical / Rigging / Deliveries)

## 3 Months Prior

- \_\_\_\_\_ Preliminary Program Agenda is due (showing set-ups/staging etc.)
- \_\_\_\_\_ **Final** floor plans for Fire Marshall approval are due
- \_\_\_\_\_ Hazmat notification (if applicable)
- \_\_\_\_\_ Your Conference Services Representative will assist you in obtaining a Special Event License (if applicable)
- \_\_\_\_\_ Advise Conference Services Representative of names of **chosen** Catering and Alcohol Providers as well as AV contractors or decorators etc.
- \_\_\_\_\_ You will receive estimated charges for other services

## 30 Days Prior

- \_\_\_\_\_ Insurance Certificate is due
- \_\_\_\_\_ Cleaning/Damage Deposit is due
- \_\_\_\_\_ Kitchen Deposit Due (Family Kitchen use only)
- \_\_\_\_\_ **Final** list of and contracts for all Outside Contractors is due (Caterer / AV / delivery / decorators / electrical / rigging / telecommunications) to your Conference Services Representative
- \_\_\_\_\_ Selected Contractors need to provide list of all personnel working your event to your Conference Services Representative.
- \_\_\_\_\_ **Final** agenda showing set-ups, hours of use etc. is due to your Conference Services Representative.
- \_\_\_\_\_ Your Conference Services Representative will Schedule Pre-Con
- \_\_\_\_\_ Your Conference Service Representative will send BEO's for approval & Signature. Signed BEOs will be distributed to internal departments

## 2 weeks prior

- \_\_\_\_\_ Your Conference Services Representative will develop and send appropriate information (Fact Sheet) & welcome signs to local partners.
- \_\_\_\_\_ Your Conference Service Representative will send Fact Sheet to internal departments
- \_\_\_\_\_ Copy for digital reader boards is due (email to [mkmoore@santafenm.gov](mailto:mkmoore@santafenm.gov))

## Onsite

- \_\_\_\_\_ Pre-Convention Meeting. Your Conference Services Representative will introduce you to all pertinent on-site Personnel.
- \_\_\_\_\_ Review, discuss last minute modifications, receive required keys, confirm arrival times, confirm authorized signers.
- \_\_\_\_\_ Move-in inspection

## Post Event Activities

- \_\_\_\_\_ Move-out inspection
- \_\_\_\_\_ Post-Con
- \_\_\_\_\_ Receive Final Billing
- \_\_\_\_\_ Bill Settlement

## 10 days after Bill Settlement

- \_\_\_\_\_ Any Refunds due to client will be mailed

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