

EXHIBITIONS

In general, **all exhibitions must conform to the National Fire Protection Association Life Safety Code Special Provisions for Exhibition Halls.**

A “standard” layout is available providing optimum layout of booths in the Center’s exhibit halls. This standard layout accommodates **10’ x 10’ booths** with a double back wall lined up on the floor boxes.

Layouts using 8’ x 10’ booths can be accommodated but will require that power and other services come from the ceiling.

CONTRACTORS

The Center requires that all major contractors and subcontractors be properly qualified and licensed. In addition, we require that they present evidence of insurance in the same minimum amounts and in the same form, as you, the Licensee, must provide.

Service Contractors (Decorators)

Service contractors must have a valid City of Santa Clara Business License and provide evidence of insurance (Commercial General Liability and Worker’s Compensation).

Employees, including labor from Union halls must be identified by name or number on a tag readily visible at all times.

Employees operating forklifts or other powered equipment must have completed training and qualification meeting OSHA standards.

Electrical Contractors

Electrical contractors must also provide evidence of insurance (Commercial General Liability and Worker’s Compensation) and sign an Electrical Agreement with the Center. The Electrical Agreement requires the contractor to make an accounting of the services provided and pay a commission to the Center. Electrical contractors must possess a valid C-b License.

Electrical contractors are expected to close and secure all floor boxes before leaving the site and before cleanup begins.

Riggers

Although there is not a “certification” for riggers, we require that they be trained and qualified. Riggers obtained from the Stagehands Union meet their requirements. Others who have completed any of the recognized programs are also considered to be qualified. If not employed by the Service Contractor, they must also provide evidence of insurance (Commercial General Liability and Worker’s Compensation).

FLOOR PLAN APPROVAL

Your floor plan **MUST** be reviewed before exhibit space is offered for final sale to exhibitors. Please submit four (4) copies of the proposed floor plan, drawn to scale, to your Event Manager before you sell booth space and, in any case, no later than thirty (30) days before move-in.

DO NOT SEND FLOOR PLANS DIRECTLY TO THE SANTA CLARA FIRE DEPARTMENT.

Please be sure to include plans for any lobby space to be used for registration. All plans are subject to review by the Santa Clara Fire Department. The Center can review plans which conform to the general layout that has been accepted by the Fire Department. The floor plan must indicate:

- Show name
- Show dates and times
- Decorator (Service Contractor)
- Booth configurations drawn to scale, including all base dimensions, height and location.
- Aisle locations and dimensions:
 - 10-foot aisles required
 - smaller must be approved by the Fire Marshall
- Exits, aisles, fire and life safety devices (i.e., extinguishers, hose cabinets, pull stations) locations and clearance dimensions. Additional fire extinguishers (2A:2OBC) will be required so that maximum travel distance to an extinguisher will not exceed 75 feet
- Proposed temporary food service areas
- Dimensions and locations of exhibit hall platforms, staging, sound/light mixers, stage lighting scaffolds or speaker system. Fire extinguishers are required at each side of a stage or platform greater than 1,000 sq. ft.
- Registration layout in lobby.

Please include a self-addressed, stamped envelope for returning the floor plans.

Notice of acceptance or rejection of the floor plan will be provided within ten (10) working days of receipt. If the floor plan is rejected, the areas in question will be marked in red. The reasons for rejection will be provided in writing on the floor plan returned to the Decorator. The plan must then be corrected and resubmitted for final review.

Copies of the accepted plans along with any relevant correspondence will be maintained in the master event file. A copy of the accepted plans must be displayed in a conspicuous place in the decorator's service area during setup for examination/ conformance by show management.

Updated versions of a floor plan must be provided, as they are available and are subject to the same review process. Most important, the exhibit hall, as finally set up, MUST conform to the last reviewed drawing.

REGISTRATION

Proposed Registration areas must be shown on a scale drawing and are subject to review and acceptance by the Center and/or the Fire Marshall.

Registration setups in the Main Lobby cannot obstruct egress from Hall A. Registration desks and counters are not permitted in front of the Hall A doors. Entrance units using truss or the GEM system must be supported from the top of the rest rooms on either side of the entrance and/or from the concrete columns.

Not more than six (6) standard registration counters may be set in a row on the left side (nearest the stairway) of the Main Lobby. Counters in front of the Box Office cannot extend beyond the 20' x 20' area immediately in front of the Box Office.

Registration areas in the Great America Lobby must fit inside the designated area in the center. Additional tables may be permitted along walls in the corridors, subject to approval on a case-by-case basis.

Show offices laid out using pipe and drape or by other means cannot obstruct egress through the Hall B or D corridors

BOOTH CONFIGURATION

All exits and aisle ways must be kept clear at all times. Placement of chairs and easels in aisles and corridors is strictly prohibited. Neither booths nor displays including easels are permitted in any aisles or in front of exits.

Booths, displays and their furnishings and equipment must not block fire hoses, fire extinguishers or fire alarms and strobes, doors to electrical or other service areas and signs.

Booths may not be placed in front of OPEN concession stands.

Open top booths are readily acceptable. Other booth configurations must be approved by the Santa Clara Fire Department. These include:

- Booths with canopies. (See below)
- Booths or exhibits which exceed 12 feet in height
- Booths with a second level. (These must have two exits and a licensed professional engineer must certify the design. Certified drawings must accompany the floor plan when submitted for approval.)

The concern with taller and larger booths includes strength and stability in the event of an earthquake.

Limited use of canopies or booths with canopies may be permitted in the exhibit halls with the advance approval of the Fire Marshall. In general, five (5) 10 x 10 booths (or, equivalent area) per 25,000 sq. ft. hall will be acceptable. The proposed location and size must be shown on a floor plan and the **fabric must bear the California Fire Marshall's Certificate as flame retardant**. Covered exhibits cannot be over 4 feet wide.

Umbrellas and any other similar top cover will be considered under the same rules.

INTERIOR FURNISHINGS AND FINISHES

All fabrics including table coverings, fabric walls, etc., must be made of materials bearing the California Fire Marshall's Certificate as flame retardant.

All materials and furnishings used in booths must be made from noncombustible material or treated and maintained in a flame retardant condition by an approved flame retardant solution or process.

Flame retardant materials or processes must meet the requirements of the Santa Clara Fire Department and/or the State Fire Marshall's office. Treatments must be renewed as necessary or after cleaning. All treated materials or items must have a tag affixed (or a sign displayed in the booth) showing the date and type of treatment and the name of the firm, which applied the treatment.

All decorative items including Christmas trees, hay and straw, bamboo, etc., must be treated with a flame retardant. The Center reserves the right to limit the quantity of such materials permitted in each booth.

All materials, fabrics or decorations made of plastic must also be flame retardant and are subject to the approval of the Santa Clara Fire Department. Plastic shall be limited to Class A or Class B for interior wall and ceiling finish.

Each Decorator shall have on file at the Center a letter addressed to the Santa Clara Fire department stating that no drapes, hangings, curtains, drops or any other decorative materials will be used at the Center unless it has been treated or made from materials that meet these requirements.

MOVE IN/OUT

You are responsible for informing contractors, subcontractors, invitees and exhibitors of the rules and regulations of the Center.

Your move-in and move-out dates and times are specified on your Use Agreement. You must not assume that dates prior to or after those dates will be available. Move-in or out activities scheduled between 1:00 AM and 6:00 AM may be permitted and are subject to an added fee of \$250.00 per hour.

Only hand-carried items may be brought through the front entrance of the Center. All freight must move across the docks or through the rollup drive through doors in the exhibit halls.

Arrangements can be made to move small quantities of materials on handcarts and dollies through loading doors at the rear of the building subject to limitations imposed by union decorators.

If the decorator is under union contract, you and all exhibitors are subject to the union rules, which may limit what can be done by other than union workers. In general, these rules prohibit an exhibitor from setting up an exhibit unless it does not require hand tools or more than one person and can be accomplished within 30 minutes. Exhibitors may also bring only hand-carried items to the booth themselves.

DOCKS & TRAFFIC CONTROL

The principal decorator is responsible for maintaining control of the docks and exhibit hall floors during setup and dismantling. Control of docks includes maintaining a clear roadway in the area of all docks permitting ready access of emergency equipment to the site.

Use of the Overflow Parking area across San Tomas Creek behind the Center as a marshaling yard for all trucks is recommended. You must provide adequate staff to control the flow of vehicles from the marshaling area to the docks so that roads are not blocked. If the system you set up is inadequate, the Center will hire off-duty Santa Clara Police Officers to provide the necessary control. Any costs incurred by the Center will be billed to the Decorator.

All fire lanes including the roadway behind the Center must be kept clear and unobstructed at all times. Vehicles, which block fire lanes or fire equipment will be cited and/or towed at the owner's expense. THIS INCLUDES ALL RED CURB AREAS.

The signed "Yellow" Freight Loading area along the back road behind the Center is intended for commercial vehicles only prior to backing to a dock for loading or unloading.

CLEANING RESPONSIBILITIES

During your event, the Center will empty trash containers which we shall place throughout the halls, clean and stock rest rooms and provide all necessary cleaning associated with food and beverage service provided by the Center's caterer.

The client is responsible for all other cleaning (including booth and aisle cleaning) within the exhibit halls (including ballrooms when used for exhibits) during an event (including move-in and move-out). Such services are usually obtained through your service contractor.

At the set move-in time, the Center will turn over to the client a clean, empty hall or ballroom. At the conclusion of the move-out period, the client must return an "essentially" empty and clean hall (or ballroom when used for exhibits) to the Center. "Essentially empty and clean" is interpreted to mean:

- All excess show and display materials removed from the building and/or placed in trash containers (including the compactors) provided by the Center.
- All equipment not belonging to the Center will have been removed from the premises.
- All wooden crates, pallets, etc. will have been removed from the building. (Disposal at your expense).
- All tape or other marking methods used will have been removed from the floor of the exhibit halls. Carpets in ballrooms used for exhibits must be vacuumed.
- All hazardous materials, which cannot legally be disposed of to landfill with the trash, will have been properly packaged and removed from the premises at your expense. or unloading.

Final cleaning, performed by the Center should require only scrubbing of the floor. **You will be charged for any additional labor at current rates (\$40.00 per hour, straight time).**

Included in the space rental fee is disposal of normal quantities and types of trash to the landfill. You will be charged all costs for removal of excessive amounts of trash including the costs associated with obtaining and hauling trash containers. You will be charged for all costs associated with removal of wooden crates, pallets, hazardous materials and equipment left behind. The Center assumes no responsibility for equipment or materials left behind. A reasonable effort will be made to contact owners of such items. Items not claimed will be discarded.

The Service Contractor/Decorator must prevent trash and other materials from blowing around the grounds of the Center. He is responsible for cleaning of the dock areas 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 the docks to the ground.

The Service Contractor will be invoiced by the Center or the Maintenance District for any excess cleaning costs.

DISPLAY VEHICLE RULES

Vehicles including autos, trucks, motorcycles, boats, other motorized vehicles or other devices with flammable fueled engines (gasoline or diesel) which will be displayed inside the building shall conform to the following requirements:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Fuel tanks must be less than one-quarter (1/4 the~ full or contain less than five (5) gallons of fuel.
3. Batteries shall be disconnected in an approved manner.
4. Fueling or defueling of vehicles shall be prohibited.
5. Vehicles shall not be moved during show hours.
6. Drip pan under engine and transmission.

UTILITIES AND SERVICES

Electrical connections and telephone connections are available in floor boxes strategically located throughout the Exhibit Hall on a 30' x 32' grid.

Electrical and telephone connections are also available from ceiling drops. Compressed air and water piping are located overhead. A compressor must be supplied at client expense and installed by a plumber.

All electrical connections and set ups must be done by licensed electrical contractors who have been approved to work in the Center. All such contractors pay the Center a fee equal to 20% of their gross billing as a connection fee and to cover the cost of electrical energy used.

Connections to the Center's sound system are located at stations in the walls of the Exhibit Halls and in all meeting rooms and ballrooms. **A Center or PSAV technician must make all connections.**

Drain connections are located near the walls of the Exhibit Halls.

PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT

Use of the following materials, processes or equipment is prohibited:

- Fireworks or pyrotechnics (See below)
- Blasting agents
- Explosives
- Compressed flammable gases including LPG
- Aerosol cans with flammable propellants
- Toxic materials including any substance regulated under California's Proposition 65
- Gas operated cooking equipment.
- Wood matches with all-surface strikes
- Cellulose nitrate motion picture film
- Portable heating equipment

The Fire Marshall MAY approve the use of pyrotechnics subject to the following guidelines:

- Each performance **MUST** have a permit (obtained from Fire Marshall)
- All persons who will be handling the pyrotechnics **MUST** be licensed.
- A demonstration of the performance **MUST** be scheduled at the Center in advance to verify whether fire sensors will alarm.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (1 day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.

Show management shall assure responsibility for daily adequate janitorial and rubbish pickup service and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily.

Storage of empty cartons in exhibit booth area is not permitted. Storage of any kind is prohibited behind the back drapes or display wall, or inside display area. All cartons, crates, containers, packing materials, etc., which are **NECESSARY FOR REPACKAGING** shall be labeled with "EMPTY" stickers and **REMOVED FROM THE FLOOR.**

NONHAZARDOUS COMPRESSED GASES

Compressed gas cylinders shall be located in an approved area suitable for such storage. Full and empty cylinders shall be kept separate and individually secured with chain 1/3rd from the top and 1/3rd from the bottom to a fixed object or cart designed for the movement of compressed gas cylinders. Valve protective caps shall be kept in place when the cylinder is not in use. Cylinders shall be used in the valve end up position and may not be inclined more than 45 degrees from the vertical.

EXHIBIT CRATE STORAGE

Limited storage of empty crates & pallets will be permissible in the truck dock area and in unused portions of exhibit halls that you have rented if approved by show management and Center Operations staff.

Such storage will be in piles of stacks of limited size separated by 8-foot aisles on all sides. None will be stored against walls and a (3) foot vertical distance from any sprinkler is mandatory. Exits cannot be obstructed - inside or outside.

Crates and other equipment may not be stored in front of stairs leading from Exhibit Halls C & D.

PORTABLE SPOTLIGHTS

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

Ceramic-porcelain or molded composition is the only types of neck-shell approved for use in any Santa Clara Convention Facility. On/off switches are usually located in the neck. Where any spotlight or lamp is subject to physical damage, damp places, or comes into contact with combustible material, it shall be equipped with a substantial guard attached to the lamp holder or the handle.

Extension cords must be the three (3) -wire types and the wire size must be suitable for the portable lamps and/or appliances used.

OBSTRUCTIONS

Nothing shall be hung from or affixed to any sprinkler head or piping. All exit doors shall be in an operable condition at all times. Exit signs shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies and passageways, fire and life safety devices shall be unobstructed at all times. Easels, signs, etc., shall not be placed beyond booth area into aisles.

BALLOONS

If, at the conclusion of your event, balloons used during your function are drifting in the ceilings of the Santa Clara Convention Center, you may be charged labor costs for removal of the balloons.

Since we are in the flight path from San Jose International Airport, balloons attached outside the building must not exceed FAA limits as follows:

1. Total height above ground cannot exceed 150 feet.
2. A minimum of two lines each of sufficient strength to secure the balloon must secure each balloon and, must be tied to separate anchor points.
3. Guy lines must be used to prevent the balloon from blowing into the building or other stationary object.

4. If a balloon should break its tether, SJ Airport Operations must be notified immediately (408) 277-4759.

SUSPENDED LOADS

Suspending loads from overhead trusses, which are part of an exhibit, may be permitted and will be considered on a case-by-case basis. To assure that structural limits are not exceeded, all such requests must be reviewed and certified by a structural engineer at the exhibitor's expense and must be approved by the Center. Requests must be received at least 30 days before the event.

You may not use the T Bar ceilings in the exhibit halls as a hang point for any purpose. Likewise, you may not use nails, screws or other similar devices to attach things to walls, ceilings or soffets.