

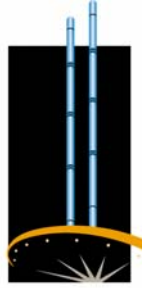
SACRAMENTO CONVENTION CENTER

FACILITY SERVICES GUIDE

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SACRAMENTO CONVENTION CENTER

Welcome!

The Sacramento Convention Center (SCC) is dedicated to serving you and your attendees to the very best of our ability and, in doing so, strive to fulfill our Commitment to Excellence.

We are experienced in staging a wide variety of events and hope that you will consider us a valuable resource throughout the planning stages of your event and, of course, during your time with us.

This Facility Services Guide is designed to familiarize you with the Sacramento Convention Center, Community Center Theater and Memorial Auditorium.

Thank you for selecting us as the venue for your event. We look forward to working with you and to provide the best event experience for you and your attendees.

**Sacramento Convention Center Complex
Administrative Offices**

1030 15th Street, Suite 100
Sacramento, CA 95814

Phone (916) 808-5291 Fax (916) 808-7687

Web Page: www.sacramentoconventioncenter.com

For Virtual Tour: www.discovergold.org//meetings/virtual.cfm

Sacramento Duty Coordinator

1401 K Street
Sacramento, CA 95814
(916) 808-5569

Sacramento Memorial Auditorium

1515 J Street
Sacramento, CA 95814
(916) 808-7812 (During event hours only)

SCC Box Office/Theater

1301 L Street
Sacramento, CA 95814
(916) 264-5181

SCC Loading Dock

1401 K Street
Sacramento, CA 95814

Int'l Alliance of Theatrical Stage

Employees (I.A.T.S.E Local 50)
(916) 444-7654

Classique Catering

1100 14th Street
Sacramento, CA 95814
(916) 446-1215 Phone
(916) 446-1302 Fax
www.classiquecatering.com

Advantage Presentations

1030 15th Street, Suite 100
Sacramento, CA 95814
1-888-544-6338 Phone
(916) 446-3891 Fax
www.advantagepresentations.com

Sac Convention and Visitors Bureau

1608 I Street
Sacramento, CA 95814
(916) 808-7777 Phone
(916) 808-7788 Fax
www.discovergold.com

Wombo Communication

1030 15th Street, Suite 100
Sacramento, CA 95814
1-877-966-2646 Phone
www.wombo.com

Adhesives

Acceptable adhesives are painter's masking tape (wall use only) or gaffer's tape (floor use only) available through hardware or specialty stores.

"Stick-on" decals, signs or similar promotional items may not be used in or around the facility.

Please note that cleaning and removal of non-approved adhesives by SCC staff are chargeable costs.

Advertising, Publicity, Promotions

All printing and/or airing, must be approved by the Box Office Supervisor prior to all advertising for Box Office events held in the Sacramento Convention Center, Community Center Theater or Memorial Auditorium. Information sheets for ticketed events in these (3) venues are available thru your Event Manager or the Box Office Manager. Copies of the SCC logo are available from your Events Manager for reproduction and inclusion in your literature. Please forward copies of proposed advertising materials to your Event Manager for review. For further details regarding advertising, publicity and promotion, please refer to your License Agreement.

Alcohol Consumption

The consumption of alcoholic beverages is restricted to the event area and during those times as designated jointly by the Event Manager and Client. For safety reasons, alcohol consumption is not permitted during set-up, move-in or move-out.

Animals

Animals or pets, with the exception of guide, signal or service dogs, are not permitted in the Sacramento Convention Center, Community Center Theater or Memorial Auditorium except as an approved exhibit, activity or performance legitimately requiring the use of animals. Such animals must be on a leash or in an enclosed pen and under control at all times. The owner is fully responsible for his/her animal.

ATM Machine

An Automated Teller Machine (ATM) is located in the "J" Street Lobby.

Audio Visual Services

Our Preferred Audio Visual provider, Advantage Presentations, provides in-house audio-visual services. For price quotes and detailed information reflecting your specific event needs, please consult our in-house audiovisual representatives at 888-544-6388.

Balloons

Due to the complexity and costliness of retrieving balloons from various areas within SCC, it has become necessary to assess a charge for the retrieval and removal of wayward inflatables.

Banners

Banners can be suspended in some locations inside event space. However, to do this in the safest possible way, we require a clear floor during installation and dismantle. If your plans include banners and signs, please let your Event Manager know right away. In some cases, a labor fee for installation and removal fee is charged.

Booking

First time users/promoters are required to fill out an “application for use” form prior to holding space at the SCC. This allows the SCC to familiarize itself with your company.

Once your application has been approved, you will be working with the Booking Office to discuss date options and rental space appropriate for your event.

Upon receiving your contract, please sign the SCC copy and return it within the designated time frame or the space you are holding may be cancelled. Clients who fail to return their signed documents and/or deposits by the due date noted on the contract may lose the use of that space. After the SCC receives the signed contract, an Event Manager will be assigned to your event to answer logistical questions regarding set up, sound, equipment, etc.

Box Office

Tickets sold for events at the SCC are controlled through the SCC Box Office. For your convenience and protection, the SCC Box Office is the primary box office for ticketed events and should be listed as such in all advertising. Questions regarding box office issues should be directed to the Box Office Manager at (916) 442-4763.

Business License – See licenses (page 16)

Candles – The use of candles is permitted if the flame is enclosed by glass one inch above the flame. Please check with your coordinator for specifics regarding candle use.

Catering – See Food and Beverage Service for more information. (page 15)

Award Winning Classique Catering is the exclusive food service provider in the SCC. For menu selection or questions, they may be contacted at (916) 446-1215 or visit www.classiquecatering.com

All staff cancellations require notice of 48 hours (not including weekends or holidays) otherwise a minimum charge of four hours per staff will be incurred. Cancellations during shift will result in charges for the balance of each shift. Special rates for overtime and statutory holidays may apply.

A guaranteed final figure for all Food & Beverage functions is required 48 hours prior to the function (not including weekends or holidays) otherwise the estimated number will be taken as the guarantee and invoiced accordingly. For functions over 1,000 people, 72 hours advance notice is required.

Cleaning

Our maintenance crew takes exceptional care of everything from the carpet to the concrete surfaces to the stainless steel. They keep the restrooms; lobbies, corridors and other public areas clean during all event hours. Meeting rooms can also be refreshed between meeting sessions. Please provide your Event Manager with anticipated cleaning schedules or restricted areas.

Policies

- Clean up of exhibit booths and aisles is the responsibility of the Exhibitors and the Exhibit Decorator from the time of move in to move out.
- The SCC will be responsible for monitoring the trash from receptacles, to cleaning the restrooms and maintenance of public areas.
- Clients/exhibitors are expected to remove all signs, advertisements, etc. connected with their event by the completion of that event. This includes the removal of all wire, tape or other materials from all surfaces prior to exiting the building.
- The Licensee shall remove debris from theme décor set up; (trees, plants, bark, mulch, crate and pallets.) see Garbage & Pallet removal for more information – page 15.

Special Cleaning

There may be an occasion where “special cleaning” is required during or after the event. If glitter or confetti is used as a decorative item, a fee will be charged to clean the area. The fee will be determined by the size and location of the material and is based on the labor required to restore the space to the condition found at move-in.

Broom Clean

The SCC requires the Exhibit Areas to be left in “broom clean” condition upon completion of your event. You may contract with outside cleaning services to accomplish the clean up.

Coat Check Facilities

Coat checkrooms are located on the second floor of the Activity Building and on the north side of the Ballroom level located on the third floor. Portable coat racks are available in limited quantities and upon request. SCC does not accept responsibility for items left in coat checkrooms or on coat racks. Staffing for coat check services is available through your Event Manager.

Communications

- **Cable Television:** the SCC can provide Cable television programming signal in Exhibit Halls A & B and all rooms on the Ballroom level. Licensees need to arrange for audio-visual equipment associated with transmitting the signal.
- **Courtesy Phones:** courtesy phones are provided throughout our facility for immediate access to the Event Supervisor on site.
- **Video Display Screen:** The video system has seven (7) video monitors strategically placed in various locations throughout the facility. The programmable video system displays the events of the day.
- **Satellite Dish Placement:** Should your event require set-up installation of satellite dishes, please notify your Event Manager. A satellite dish is available with down link capabilities only. Locations for up link dish are limited. The SCC satellite dish signal can be routed to Exhibit Halls A & B and rooms on the ballroom level.
- **Telephones:** Temporary telephone installation and rental is available through the exclusive provider in the facility – Wombo, Telecommunications, Inc at 1-877-966-2646.

Decorators

Your Event Manager can provide a list of decorator firms who are members of the Sacramento Convention and Visitors Bureau. Decorators are used for events that require pipe and drape, drayage, carpeting, electrical, tables and chairs.

Policies:

1. Decorator companies are required to set up and tear down within the dates and times specified on the License Agreement.
2. Decorator companies must sign a Permit Agreement before working at the SCC.
3. Decorator equipment, large boxes or crates cannot be stored in or around the building without prior approval of the SCC.

4. Damage, rental, clean up or other costs incurred by the Decorator display or labor contractors are the responsibility of the Licensee.
5. Materials should be delivered to the SCC via the “K” Street loading dock. The Licensee/Decorator supplies labor and equipment for unloading and loading materials including, but not limited to forklifts, man lifts, hand trucks and dollies. (Forklifts, man lifts, hand trucks, flat bed carts, etc. are not available for use from the SCC.)
6. The Licensee/Decorator is responsible for the exhibitor needs and requests during the event. These may include, but are not limited to extension cords, ladders, furniture and lights.
7. A representative of the Decorator must be present and available at all times during an exhibitor move in and move out.
8. To protect the Licensee from incurring damage charges during exhibitor move in and move out, only hand carried items are allowed over the carpeted areas.

Deliveries

Commercial - The SCC cannot accept freight shipments on behalf of exhibitors before or during scheduled move-in times. Show/Event management will be responsible for consignment of all freight shipments. Show/Event management is responsible for the arrangements and related costs for off-site storage before, during and following the license period outlined in the License Agreement.

Non-Commercial -The SCC accepts shipment two days prior to contracted move-in. Shipments arriving prior to that may be refused and requested to be returned to the SCC during the agreed upon move in time.

The SCC is not responsible for loss or damage to deliveries made directly to the facility.

Should you have special requirements for deliveries, please contact your Event Manager.

Diversity Commitment

The SCC is committed to treating all clients, guests, employees and suppliers with dignity and respect. Our goal is to help create an environment free from any form of harassment, discrimination or violence. Clients, their staff and suppliers are encouraged to support the facility in its efforts.

Dressing Rooms

The Theater has 12 (twelve) dressing rooms located in the backstage area. Each room contains chairs, mirrors and lighting. Shower facilities are available on the first floor.

The Memorial Auditorium has a total of 21 (twenty-one) dressing rooms. Located on the second floor, each chorus room is equipped with a restroom and shower facilities.

Electrical

Electrical equipment used or exhibited must be UL approved. Electrical hook-ups are to conform to the current National Electrical Code. Electrical feeder and branch circuits are not to be supported in a manner which would cause damage to the facility. All installations must be approved before electrical power is provided and installed by a certified electrician.

Electrical Cables

All electrical cables must be secured and matted to conform to electrical/safety standards and are subject to inspection at any time.

Suppliers will install their own matting, which must be inspected by SCC prior to the event start date.

Entrances

There are several entrances to the SCC. Prior to publishing facility directions, ask your Event Manager which entrance best suits your attendees needs.

Locations:

Exhibit Halls A - D and Ballroom Level	1400 J Street
Exhibit Hall E, West Lobby and Activity Building	13 th and K Street
Community Center Theater	1301 L Street
Memorial Auditorium	1515 J Street

Elevators

Freight Elevators – The SCC is equipped with two (2) freight elevators. Use of freight elevators may be arranged through the Event Manager. For the safety and well being of all individuals, freight elevators are not licensed for passenger use.

The Activity Building freight elevator is located on the first floor in the operations hallway. This freight elevator services rooms 201-205.

*Capacity: 7,500 pounds

*Cab Size: 8'W x 7'H x 7'D

The loading dock freight elevator is located in the middle of the "K" Street loading dock. This freight elevator services rooms 301-319.

*Capacity: 15,000 pounds

*Cab Size: 7'5"W x 9'11"H x 16'9"D

Public Passenger Elevator - The Activity Building has two (2) passenger elevators located off the 13th and K Street entrance. The Ballroom level has one (1) passenger elevator located on the east side of the "J" Street Lobby. The Theater has two (2) passenger elevators, one on each side of the main lobby.

In consideration of all individuals who use these elevators, furniture and equipment cannot be transported in them.

Escalators

An escalator is located on the east side of the "J" Street lobby to provide transportation to the Ballroom level. Equipment and furniture cannot be transported on these escalators. Guests with wheelchairs and strollers are requested to use the Public Passenger elevators.

Emergency Procedures

The SCC Emergency Plans & Procedures are updated regularly and drills are conducted annually. Should there be an emergency; the facility has a trained Emergency Response team that will initiate the implementation of the plans and procedures. If you would like more detailed information on the SCC Emergency Plan and Procedures, please contact your Event Manager.

Evacuation

If for any reason evacuation of the facility becomes necessary, please exit quickly but calmly following the directions of the SCC staff in the area. If possible, take staff and attendees lists and proceed as directed by SCC staff.

Event Manager

Once a License Agreement has been issued and signed, an Event Manager will begin working with you. The Event Manager will assist in organizing staff and services available through SCC to ensure your event requirements are fully met.

During your event, you will be able to contact either the Event Manager or Event Supervisor at the Duty Office located at the west end of the loading dock. The Duty

Office can be reached from any courtesy phone by dialing 9-808-5569 or (916) 808-5569 from an outside line.

Event Staff

The SCC requires event staff for specific events including but not limited to ticketed events, social functions and events open to the public. The number of event staff required will be determined with your Event Manager prior to your event date. Staff cancellations require 48 hours or a minimum charge of four (4) hours per staff member will be incurred. The SCC can provide several types of staff to help with your event. These include crowd control, crowd directors, coat check, door guards, greeters, ticket takers, traffic management, ushers etc.

Exhibits

All exhibits are brought into the SCC via the Loading Dock located at 1401 K Street. The public space of SCC cannot be obstructed by exhibits or closed to general public access. Doors, windows, fire cabinets, pull stations and house lighting attachments cannot be covered or obstructed. All exhibit layouts require the advance approval of SCC prior to selling exhibit space.

Facilities for People with Disabilities

SCC has elevators, restrooms, concessions and telephones which are designed to accommodate the needs of those with disabilities.

Any specialized requirements you may have should be discussed with the Event Manger at the earliest time possible.

Fire Regulations

All floor plans require advance written approval of the SCC. (Also see Floor plans - Page 14)

Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed. Adequate facility staff must be hired to guide vehicle traffic in these areas during move-in and move-out.

Easels, signs, chairs, etc., cannot be placed beyond booth areas into aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner.

Show management is responsible for advising exhibitors that booths must be cleaned of combustible rubbish daily.

All decorations, drapes, signs, banners, acoustical materials, moss, bamboo, plastic cloth and similar decorative materials must be flame retardant.

Hay, straw, oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant, therefore their use is prohibited.

Table coverings must be flame treated unless they lie flat, with an overhang of no greater than six inches.

First Aid

The Licensee must supply first aid equipment and personnel. Emergency services can be reached by dialing 9-808-5569 from any courtesy phone located throughout the facility.

First aid attendants are strongly recommended for move-in, move-out and event hours. Please see your Event Manager for more information.

Flammable Liquids

No open flames are allowed anywhere in the SCC, with one exception. Classique Catering has small decorative votive candles which have been approved by the Sacramento Fire Department.

Floor Loads

Exhibit Halls - 350 pounds per square foot.
Ballroom Level – 150 pounds per square foot

Please discuss your needs with the Event Manager if there are any concerns regarding floor load capacities.

Floor Plans and Rigging Plans

To ensure maximum safety, floor and rigging plans require advance approval of SCC Engineering Services. To expedite the process, we would request that all plans are to-scale and submitted 90 days prior to event date.

- Event name, date and location;
- Event type (trade show, consumer show, banquet, special event);
- Approximate daily attendance;
- Exits/entrances clearly marked;
- Aisles and aisle widths; and
- Dimensions of booths, displays, staging and other special items.

Floor Types

- Exhibit Halls Concrete
- Activity Building Carpet
- Ballroom Level Carpet
- Theater Carpet
- Memorial Auditorium Wood/Concrete

Food and Beverage Service

Award-winning Classique Catering is the exclusive provider of all food and beverage in the Center, offering quality food and beverage at competitive prices. Arrangements for food and beverage are made directly with Classique Catering at (916) 446-1215. Offices are located at 1100 14th Street. This exclusive contract also extends to the sales of novelties, souvenirs and similar items.

Alcohol Policy

Classique Catering has the exclusive rights to the sale and service of alcoholic beverages in the SCC. Licensees are prohibited from bringing their own alcohol on site. The consumption of alcoholic beverages is restricted to the event area as designated in the License Agreement. Exceptions to these policies must be negotiated directly with Classique Catering and the SCC. Events serving alcoholic beverages must use security personnel.

Concessions

Classique Catering provides concessions stands for private or public events and requires notice for scheduling.

Sampling

Food and beverage sampling is permitted with the approval of Classique Catering and the SCC. Please submit Classique Catering a written request outlining the sampling program.

Water Service

Water is provided on a complimentary basis for head tables and podiums. (one set up in the morning & one set up in the afternoon.) Additional water services for event attendees are contracted through Classique Catering. Please contact Classique Catering for cost estimates at (916) 446-1215.

Garbage and Pallet Removal

Please identify any specialized waste removal needed for your event. This includes debris from theme décor set-ups (i.e. trees, plants, and bark-mulch) or from your event's activities (i.e. food sampling, non-reusable crates/wrapping.) There may be some chargeable costs. Your Event Manager will be able to advise you in greater detail.

Helium

All helium tanks brought into the SCC for use during events are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. On-site storage of helium tanks requires discussion with your Event Manager

House Phones

House phones are located on each level of the facility.

J Street near BO
Near 100 A & B
Second Floor across from 203
Each end of Ball room hall ways

These are configured as "hot line" and only dial out (automatically) to the Duty office.

Indemnification

The Client shall pay all costs and fees arising from the use of patented, trademarked, copyrighted or franchised materials, devices, processes, music, dramatic and other rights used in connection with the production of the Event. The Client shall indemnify and hold SCC harmless from any and all claims, damages, costs or expenses, including legal fees, suffered or incurred by SCC, in connection with the Event.

Insurance

Please refer to the appropriate section of your License Agreement for details pertaining to insurance coverage.

Keys

Keys for specific approved areas may be obtained through the Event Manager with advance notice and must be returned to the Event Manager or Event Supervisor on duty at the conclusion of your event. Keys not returned are subject to a minimum fee of \$25.00 per key and \$75.00 per Cyber key.

Labor

SCC provides information as to the types of labor required within the facility. When SCC Staff provides labor, the cost is charged directly to the Licensee. Your Event Manager can supply you with a cost estimate for SCC employees only.

Licenses

The Licensee is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for staging the Event (including business licenses, amusement licenses.) The cost of these licenses will be the responsibility of the Client.

Lighting Levels

To conserve energy and lighting during move-in, set up and move out will be kept at levels suitable for working and may be adjusted by SCC staff.

- House lighting levels during events should be pre-planned with your Event Manager.
- High Intensity Discharge (HID) lights in Exhibit Halls A&B can not be dimmed and require a ten minute start-up period with a cooling off period prior to being turned on again. The florescent lights can be turned on or off quickly if needed.
- The Activity Building and the Ballroom Level both contain options of florescent or incandescent lighting.

Loading Docks

Exhibitor and freight entry to the Convention Center is via the loading dock. Located on "K" Street between 14th Street, the loading dock features 12 truck height bays, four of which feature adjustable loading plates. There are three direct access-loading ramps.

Thirty-amp power is available in three bays with an L21-30 connector. Additional power up to 100A three-phase can be pulled into the same bays. Licensee must provide own extension cords.

Freight may not be stacked or stored on the loading dock, in the loading bays or against fire exits, fire pull stations or fire hose cabinets.

Due to commitments to other events, not all bays and load-in areas will be available at all times. Usage requests for loading dock space should be directed to your Event Coordinator.

Lost and Found

All lost and found articles are catalogued and stored for 30 days. After that period, all articles are disposed of at the sole discretion of SCC.

Any inquiries regarding Lost & Found items should be directed to the Administrative Offices at 916-808-5291 Monday through Friday, 8:00 am – 5:00 pm or to your Event Manager.

Motorized Vehicles

All motorized vehicles owned by SCC are to be operated by authorized SCC personnel.

Vehicles which are on display are subject to the following conditions: gas tanks are less than ¼ full, gas caps locked or sealed, batteries disconnected, drip pans are required under all vehicles while inside the facility and keys are to be left with the Event Manager. Consult your Event Manager if you have any concerns or questions.

Parking

Metered parking is available at various locations surrounding the SCC. There is a 1,065-space parking garage located on “H” Street with easy access from both 14th and 15th Streets. Special parking arrangements may be made by contacting City Parking at (916) 808-5354. For additional information, visit www.sacramenities.com/parking.

Photography

SCC retains the right to take photographs of events for its own records and for publicity purposes. The SCC will follow the dictates of the promoter with respects of allowing cameras and video recording equipment into the complex.

Plumbing

For plumbing services contact your decorator. Cold-water service is available in the Exhibit Halls. Due to restricted access to water sources on the exhibit floor, it is crucial that all plumbing requirements are ordered well in advance of the move-in for your show.

Restrictions for the use of drains include, but are not limited to those outlined below. Please DO NOT USE DRAINS for the following:

- Disposal of grease of any kind
- Disposal of solids of any kind
- Disposal of solvents of any kind
- Disposal of hazardous materials of any kind

Propane

In accordance with state and local safety codes, the use of propane is restricted to forklifts only. When not in use, propane tanks are to be removed from the interior of the facility. Please contact your Event Manager for any additional proposed uses.

Pyro Tech

Permits for Pyro Tech shall be requested not less than 14 days in advance of the show. Requests are to be directed to your Event Manager in conjunction with the Sacramento Fire Department.

Rigging and Hanging Points

Prior to move-in, plans and locations for any items to be hung or rigged must be submitted to your Event Manager for approval. Any equipment necessary to rig is the responsibility of the licensee.

SCC approved personnel must perform all rigging and hanging.

All rigging and hanging apparatus, hardware, fasteners, gear etc. must meet OSHA and ANSI regulations and must conform to the manufacturer's specifications. Each chain motor must have a current annual certificate of inspection and service as required by OSHA.

Rigging and hanging is subject to inspection by the SCC for compliance with rules and regulations. Failure to comply with these rules and regulations will result in the immediate removal of those items not in compliance. Time and labor required for reviewing and/or removing "non-compliant" hanging or rigging will be billed to the Licensee. Please check with your Event Manager for updates in the rules and regulations.

Ballroom (Rooms 306-315) – hanging points are located throughout the ceiling of the Ballroom. Capacity for each of these hanging points is 1,000 pounds. Due to the height of the Ballroom ceiling, SCC approved labor must be utilized to hang from these points.

Exhibit Halls A & B – hanging points are located throughout the ceiling of Exhibit Halls A & B. The capacity for each point is 1,000 pounds. Due the height of the ceiling in Halls A & B, SCC approved labor must be utilized to hang from these points.

Exhibit Halls C, D & E - Signs and banners can be hung throughout the entire grid system overhead. Loads hung from the grid system cannot exceed 1,000 pounds per 30' section. SCC approved personnel must be utilized for this job.

Memorial Auditorium – The Memorial Auditorium has a counterweight system. It has 35 lines with 15 general purpose lines available without prior arrangements. Limited rigging is available from the hall ceiling.

Theater – The SCC has a counterweight rigging system with 48 line sets with 25 general purpose lines available without prior arrangements.

Room Capacities

Room capacities will vary depending upon your specific function requirements such as staging, lighting and audiovisual set-up. Please discuss your proposed function details with your Event Manager to ensure safe and appropriate allocation of space.

Satellite Dish Placement

Should your event set-up require installation of satellite dishes, please notify your Event Manager. A satellite dish is available with down link capabilities only. Locations for up link dishes are limited. The SCC satellite dish signal can be routed to Exhibit Halls A & B and rooms located on the ballroom level.

Smoking

The City of Sacramento has adopted a "Smoke Free Policy." Under this policy, smoking is prohibited in all areas of the SCC. This policy applies to all employees, clients, contractors and visitors. Licensees are responsible for informing their staff and enforcing this city policy. Your Event Manager can direct you to the various smoking area throughout the SCC.

Security

SCC provides 24-hour coverage for general building security. House security is not responsible for goods or property within specific event spaces. Please consult with your Event Manager for an approved list of Security Companies for additional security needs with regards to overnight shifts, tradeshow or crowd control etc.

Set-Up Instructions

SCC will request complete detailed information on the physical set-up of your Event. The sooner this information is available, the better we are in a position to provide for your exact needs. Your Event Manager will be able to provide general timeline as a guide for planning. Placing your Event Manager on your exhibitor and/or delegate mailing list will keep them better informed and allow us to anticipate all aspects of your Event or Show.

SCC facility staff must be employed for guiding traffic during move-in/move-out period. See TRAFFIC MANAGEMENT PLAN for more information.

Exhibitors are requested to bring in their own tools, ladders, brooms, dollies and other items required to build or transport their exhibit.

Additional Set-Up Charges

Last minute changes in set-up requirements may result in additional labor charges.

Shipping & Receiving - See Deliveries (page 10)

Signs & Special Decorations –See Banners (page 7)

Signs, banners, posters and similar material may not be brought into the Center without prior written approval of SCC. Handwritten signs, unless professionally made are not permitted in any area of the SCC.

Sound System

Advantage Presentations is the preferred supplier of in-house audiovisual services. Please see the Event Manager about a meeting with the audiovisual representatives to discuss your event requirements or call them directly at 1-888-544-MEET.

SCC is equipped with public address sound system in the majority of its space. The audiovisual representative would be pleased to discuss event sound arrangements with you and provide a price quote reflective of your needs.

The sound system in the Ballroom is designed for speech reproduction as well as background music. It is possible to connect the Ballroom system to provide one combined system. Audio inputs to the system can be made from various ports.

Each of the meeting rooms is equipped with facilities for audio recording. Divided rooms may combine to form one system. Remote recording is possible for media services.

For detailed information specific to your event needs, please contact your Event Manager or an audiovisual representative.

Taping Fee

Audiovisual taping of event held in the SCC are subject to the following policy guidelines:

- Ticketed commercial events providing audio-visual tapes for sale to attendees are subject to the contractual requirements of Classique Catering who is the exclusive concessionaire of the SCC.
- Events occurring at the SCC commercially rebroadcast will be subject to a fee of \$1,000.00.
- Conventions/Conferences taping general sessions, seminars or workshops and selling tapes to registered participants may be subject to fees. Contact Advantage Presentations Technology for fee information.
- Pre-registered events (i.e. seminars, educational shows), which sell audio-visual tapes of their events to the participants, are subject to a selling fee of \$100.00 with an additional \$50.00 per item sold.

Technology

Wombo Telecommunication's, Inc. is the exclusive provider for all telecommunications and Internet services. They can be reached at 1-877-966-2646.

Ticket Sales & Handling – See Box Office (page 7)

Information pertaining to ticket sales and handling are outlined in detail in your License Agreement. Should you have any questions or concerns, please contact the Box Office Manager at 916-264-5181.

Transportation Management Plan (TMP)

In accordance with the Supplemental Environmental Impact Report submitted by and for the SCC expansion (1992), the SCC has enacted the Transportation Management Plan (TMP). The purpose of the TMP is to mitigate potential traffic problems associated with events. This plan addresses loading, parking, and alternative methods of transportation (i.e. buses). Examples of events needing TMP include:

- Events with exhibitor participation
- Events utilizing the complete "J" Street frontage for attendee drop-off or pick-up
- Events with eight or more trucks at the loading dock

Officers enforcing the TMP are authorized to tow vehicles in violation of the TMP or city ordinances, or any vehicles that compromise the integrity of the facility's life safe systems. For additional information regarding TMP, please contact your Event Manager.

Video Display Screens

The SCC has seven video monitors strategically placed in various locations throughout the facilities. The programmable system displays the events of the day. Your Event Manager can offer suggestions on how to present your event on this system.