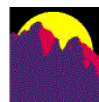


EVENT PLANNING GUIDE

Successful Meeting & Convention Planning



Private Management for Public Facilities



SALT PALACE
CONVENTION CENTER

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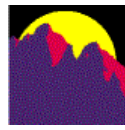
Event Planning Guide

Thank you for selecting the Salt Palace Convention Center or South Towne Exposition Center for your upcoming event. As an SMG managed facility, you have our pledge of personal service, professionalism and performance.

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

(March 2008)

This guidebook supercedes any versions printed before March 2008. Policies, rules & regulations, rental rates and charges noted herein are subject to change without notice.



SALT PALACE

CONVENTION CENTER

Salt Palace Convention Center Staff Phone List

General Manager	(801) 534-6351
Director of Operations	(801) 534-6340
Director of Sales and Marketing	(801) 565-4433
Director of Finance	(801) 534-6315
Director of Events	(801) 534-6322
Events Assistant	(801) 534-6318
Main Number	(801) 534-4777
Main FAX number	(801) 534-6383
Security Manager	(801) 534-6380
Facility Services Manager	(801) 534-6382
Business Center	(801) 534-6301
National Booking Manager	(801) 534-6354
Corporate Booking Manager	(801) 534-6348
Cornerstone AV	(801) 534-6356
Utah Food Services/Catering	(801) 531-0226
Lost & Found	(801) 534-6320
Security Office	(801) 534-6320
Toll Free Number	1-877-547-4656



South Towne Exposition Center Staff Phone List

General Manager	(801) 534-6351
Director of Facilities	(801) 565-4433
Director of Operations	(801) 534-6340
Director of Sales and Marketing	(801) 534-4433
Director of Events	(801) 534-6322
Office Manager	(801) 565-4411
Main Number	(801) 565-4490
Main FAX number	(801) 565-4457
Security Manager	(801) 565-4406
Facility Services Manager	(801) 565-4408
Booking Manager	(801) 565-4413
Cornerstone AV	(801) 565-4446
Utah Food Services/Catering	(801) 531-0226
Lost & Found	(801) 565-4420
Security Office	(801) 565-4420

Event Planning Checklist

TIMELINE OF IMPORTANT DATES AND DEADLINES*:

12 Months Prior:

- ❑ Facility License Agreements are issued
- ❑ Sign and return your License Agreement to your Sales Manager, together with the initial deposit
- ❑ Your Event Manager is then assigned (place them on your mailing lists).

6 Months Prior:

- ❑ Send your Sales Manager your second deposit.
- ❑ Send an exhibitor service kit to your Event Manager.
- ❑ Send a preliminary exhibitor list to your Event Manager.

2 Months Prior:

- ❑ Have your service contractor send three copies of the event's preliminary floor plans to your Event Manager for Fire Marshal approval. (Including exhibits, lobbies, general session/production areas etc.)

1 Month Prior:

- ❑ General Liability Insurance Certificates are due.
- ❑ If applicable, send FDA tax-exemption letter to the City Auditor.
- ❑ Final rental payments are due to your Sales Manager.
- ❑ Schedule of Events, including all event specs with diagrams, are due to your Event Manager. If the specs are submitted prior to one month from the first day of the event you can receive one internet line and one local phone line at no charge.

*Modifications are necessary for events contracted with less than a 12 month timeframe.

Event Planning Services

The following list includes descriptions of each department's services. To contact a specific department, please refer to the phone lists on pages 5-6.

Audio Visual

The Facility's in-house audio-visual provider, Cornerstone Technology, offers a full range of audio-visual services including: slide and video projection, sound reinforcement, video production, etc. We would recommend that a representative from Cornerstone accompany you on your site visits so that the capabilities of the facility can be explained to you. (See also section 11 Sound System Patch Fees.)

Building Security

Each facility maintains an in-house security operation. Our building's security staff maintains 24-hour security coverage for the facility's perimeter areas, life safety alarm systems and camera surveillance systems. They also offer contract services for your event security. Our professional Security Managers coordinate with your Event Manager and show management to create a custom security plan that meets your needs. Please refer to our outline of security recommendations on page 28.

Engineering

Our Engineering Department ensures that heating, cooling, ventilation and other critical building systems work correctly for the comfort and safety of your staff, attendees and exhibitors. Additionally, our engineers take care of all facility lighting requests, and providing water and air drops for clients and exhibitors. The Engineering Department relies on your Event Manager for information as to event hours and HVAC needs. Providing our engineers with the information they need is just another important way in which your Event Manager is working for you!

Event Management

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

Event Services

Through your Event Manager, our Event Services crew sets tables, chairs, risers and other equipment in each room to your specifications once. Re-set of any of these rooms will be charged at one half the room rental rates. The exception to this is if a room is changed for a banquet (or out of a banquet). That change is done at no charge. However if the room is changed to another room set after the banquet set the extra charge will be assessed. Please ask your Event Manager about changeover fees.

Facility Services

The Facility Services staff coordinates and forwards your utility needs to the appropriate departments (i.e. Electrical, Engineering, and Telecommunications) to ensure that your requirements are processed in a timely and cost-effective manner. All show management utility orders (except exhibitor orders) should be included with your event information to your Event Manager. Your Event Manager works closely with Facility Services to communicate your needs. The Facility Services desk is staffed from 8 a.m. to 5 p.m., or as needed. If your show requires a service desk beyond regular business hours, you need to coordinate these times with your Event Manager to ensure adequate coverage.

Each facility is both your exclusive telephone company and Internet service provider (ISP). The Facility Services department will address all of your telecommunications needs. Single, multiple, or high-speed data lines, satellite uplinks/downlinks, Internet capabilities and local networks are some of the services we provide.

Business Center services may be arranged prior to conventions and trade shows held at the Salt Palace Convention Center. Services available include, but are not limited to the following: printing, copy work, fax transactions, word processing, small package shipping and receiving, Internet and computer services, coat and bag check, equipment rental (cell phones, laptops, printers, copiers, wheelchairs, power chairs, golf carts, etc). Ask your Event Manager for a complete listing and contact information.

The South Towne Exposition Center does not have a business center onsite, but it does offer similar services through the Security Office. Wheelchairs, power chairs, and small package shipping and receiving are available. Ask your Event Manager for details.

Finance

Room rental charges are due in full prior to the event arrival. Please check your License Agreement for amounts and due dates. Invoices for

deposits may be requested; otherwise the License Agreement is the invoice.

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

First Aid / Emergency Medical Services

Each facility requires all public events, trade shows, and/or events of 1,000 or more attendees to schedule onsite emergency medical personnel through the facility's EMT services. Additionally, any food function of 500 or more attendees also requires on-site emergency medical personnel. For the safety and convenience of all those involved with your event, we maintain a completely furnished First Aid Center in our facilities. In addition, we recommend you consider staffing the First Aid Center during your move-in/move-out periods when your exhibitors are working on-site. During move-in and move-out activities, we have found injuries requiring medical assistance are more likely to occur. Charges for these services and supplies utilized are billed with your final statement. Please contact your Event Manager to order these services.



Food & Beverage / Concession Services

Utah Food Services (UFS) is proud to be the exclusive food and beverage provider at the Salt Palace Convention Center and South Towne Exposition Center. UFS has been a leader in the catering community for more than 20 years. They have earned an excellent reputation for their fresh, innovative menus, the quality and presentation of their food, their professional and courteous staff, their attention to detail and quality, and most importantly, their repeat performance to satisfy our guests.

UFS has assembled a diverse collection of talented food service staff; the common denominator is experience and the desire to be challenged. Their culinary experts include an international contingent of executive chefs, sous chefs, garmache and pastry chefs. Each individual brings unique specialties and experience from around the globe, resulting in eclectic menus. In keeping with the challenges of a variety of clientele, they emphasize that their goal is to always provide each guest with a high-quality food product, freshly prepared and served in an atmosphere of attentive, courteous service. Their experienced sales staff and chefs are always willing to research and design special menus to meet their guests' needs, and vegetarian options are standard on all of their catered banquets.

A UFS sales representative will work closely with you to create a portfolio of delicious and tempting receptions, full-service meals, and a variety of beverage possibilities. Customized menus, ethnic presentations, expedient buffets, exhibitor catering and creative concessions- all with unlimited possibilities-are available to provide the results you expect from your caterer. The UFS staff will also provide water service to lecterns and/or head tables at no charge. A nominal fee for additional water service is charged – see your Utah Foods sales representative for more information.

We encourage you to contact UFS as soon as you are ready to start planning your food and beverage needs. UFS is available to meet with you as early as your first contact with the facility. As your source for planning food service needs, UFS should be included in your site tour. Their personnel will work with your Event Planner to execute everything you need for a successful event. To learn more, view their full-service catering menus and order online, visit: www.utahfoodservices.com

Housekeeping

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

Sales

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

Visitor Information Center and Gift Shop

Located in the North Tower of the Salt Palace Convention Center are the Salt Lake Area Convention and Visitor's Bureau, Visitor Information Center and Gift Shop. Knowledgeable volunteers will help you "know where to go and what to do" while you are in Salt Lake. In addition, the unique gift shop carries impressive selections of gifts and mementos, from 2002 Winter Olympics merchandise, to Native American Artistry. Gift baskets and quantity pricing are available. For more information, you can call or contact them on the web at www.saltlaketogo.com

Facilities Operations Guide

Coat & Parcel Check

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

Equipment Inventory & Rental

Each facility is equipped with its own inventory of tables, chairs, risers and other equipment to meet your event needs. The basic room rental for all rooms (non-exhibit areas only) includes a room set of up to five skirted tables, chairs, a standard 6'x8' riser, a lectern (microphone not included), and house lighting and ventilation during event hours. Please refer to our complete equipment inventory in section 8. Equipment is subject to availability. If your event requires equipment that is not available, rental of such equipment is the responsibility of the licensee. Please check with your Event Manager for available inventory

Electrical Engineering Services

The Salt Palace Convention Center and the South Towne Expo Center require a complete record of all electrical and engineering services installed at our facility. We request that service contractors* provide us with a report that lists all services provided for the event, for both exhibitor and association/show management orders.

Electrical Orders:

For Exhibitor Orders: The report should list detail of individual orders. Include the exhibitor name and booth number, service(s) provided, and dollar amount charged

For Association Orders: The report should list location, what service(s) were provided and the dollar amount.

These reports need to be submitted to the Salt Palace Electrician, or to the Facility Services Department with adequate time for the department to audit before the close of each show. If the contractor has no service desk on-site, please fax the information to (801) 534-6390 for SPCC or 565- for STEC.

Engineering Orders:

A work order that lists all air, water and gas orders should be faxed to the Facility Services Department approximately one week before show move-in for timely installation by the Engineering Department. This report requires the same details as described above for the electrical orders.

*Electrical contractors are required to have a current Utility Service Contract on file with the Salt Palace and/or South Towne.

Housekeeping

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

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

General Contractors

Freeman Decorating	(775) 356-6200
GES	(801) 908-8822
JP Display	(801) 523-7083
Modern Exposition Services	(801) 983-8100

Fire Protection System

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

Hours of Operation

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

Keys - Room Security

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

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

Lighting Services for Exhibit Halls

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

Parking

The Salt Palace Convention Center has two covered parking areas for a total of 1055 parking stalls. The covered parking areas have elevator access from the garage to the facility. Parking at this facility is charged; and rates are subject to change.

The South Towne Exposition Center offers 1700 free parking stalls for the convenience of your attendees and exhibitors. All parking is on ground level, immediately adjacent to the facility.

Room Set-up

Floor diagrams for all meeting space, public space, exhibit areas, and lobby spaces must be submitted to your Event Manager at least two months prior to your event. (Any meeting space specifications received after thirty days prior to the event are subject to an additional charge of one half of the daily room rack rate) Please see page 16 for additional information on floor plan requirements. Initial set-up of standard equipment (tables, chairs etc.) is provided with the room rental. Any changes to the initial room set made within 48-hours prior to your event will be subject to equipment and labor fees. All room sets after the initial room set, will be billed at one half the daily room rental rate. The exception to this is if a room is changed for a banquet. That room set will be done at no charge. However if the room is changed to another room set after the banquet set the extra charge will be assessed. Initial banquet set can be changed to standard set also.

Telephones

Pay telephones are conveniently located throughout each facility and meet ADA requirements. House phones also, to contact facility staff.

Trash Removal

For all exhibit hall events, one open-top 30 cubic yard dumpster is provided for your use. The first trash pull is complimentary; all additional trash pulls will be charged at prevailing rates.

Ventilation

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

Facility Rules & Regulations

Americans with Disabilities Act (ADA)

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

Damages

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

Equipment Storage

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

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

Please contact your Event Manager to initiate approvals.

Event Insurance

All licensees and their sub-contractors are required to provide a certificate of insurance to the facilities. Copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, if requested, must be furnished 60 days prior to the first event date. General and excess liability coverage may be purchased through SMG (see page 27). Contact your Event Manager for details on this option. See page 26 for detailed insurance requirements.

Fire Rules & Regulations

All contractors and vendors are required to comply with facility rules and regulations as outlined in this guide. (See Section 12 Fire Safety Rules & Regulations.)

Floor Load Capacities

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

Floor Plan Approval

Each facility's exhibit and registration floor plan approval process is closely involved with the Fire Department that has jurisdiction. Your Event Manager will work with you to obtain the required approvals from the Fire Marshal.

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

Freight- Delivered

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

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

Freight- Hand Carried

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

Hazardous Materials

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

Permits (Health & Business)

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

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

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

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

For information regarding business licenses in Sandy City (regarding South Towne Exposition Center events), please contact the Business License Department at (801) 568-7252.

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

Utah is a Right to work state and neither the Salt Palace Convention Center nor the South Towne Exposition Center maintains any agreements with union entities. Please be aware that several service contractors do have agreements with unions. Ask your service contractor about any union regulations that may apply to your event.

Pyrotechnics

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

- The pyrotechnics contractor shall hold a valid federal license issued by the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco and firearms for the use of “low explosives.” A copy of this license shall be provided to Facility Management at least one month prior to show date.
- The pyrotechnics contractor shall apply for, and comply with, all permits and requirements of the Salt Lake City or Sandy City Fire Marshal's office, and shall provide a copy of approved permits to Facility Management.
- The pyrotechnics contractor must submit a Pyrotechnic Approval Form to facility management at least one month prior to show date. Contact the Events Assistant at (801) 534-6318 to obtain a Pyrotechnic Approval Form for the SPCC of 565-4411 for STEC.
- The pyrotechnics contractor shall prepare and submit to Facility Management four copies of a complete description of the pyrotechnic activity, it will include:
 1. A plot showing the exact location, type, and number of devices.
 2. Protective materials and equipment for the activity.
 3. Location and number of fire extinguishers for the activity.
 4. Schedule of activities, number of certified pyrotechnic operators, and their locations.

5. Schedule for pre-show pyrotechnic tests to be conducted in the presence of a Salt Lake City or Sandy City Fire Inspector.

- The pyrotechnics contractor shall provide a current certificate of insurance to Facility Management naming SMG, Salt Lake County, as additional insureds.
- The pyrotechnics contractor shall provide certifications on all materials and products used in the pyrotechnic activity, indicating these materials contain no hazardous gases or materials which would cause injury or harm to patrons, show contractors and facility employees.
- The use of pyrotechnics within the licensed is approved by the licensee (show management), who is directly responsible to the facility for all activities as described in the License Agreement.
- The pyrotechnics contractor shall contact the facility's Events Management Department one month in advance of the show to coordinate special requirements and personnel required for the activity. Any additional Salt Palace or South Towne personnel required shall be invoiced at the prevailing labor rates.

Rigging & Hanging

All rigging at the facilities must be installed by qualified riggers and be in accordance with national, state and local safety codes. These include, but are not limited to, OSHA, BOCA, and facility policy. See rigging policy for capacities and further details.

Hanging points from facility superstructure only. No hanging from fixtures, vents, sprinklers, pipes, false ceilings, ceiling tracks, wall tracks or handrails.

Signs & Banners

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

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

21.92.425 Prohibited Signs:

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

- A. Wall Signs: Wall signs, as defined by this title, are prohibited in all residential zones, B-3 business, and C-1 and C-4 commercial zoning districts.
- B. Handbills, Posters, Advertisements & Notices: No sign, handbill, poster, advertisement or notice of any kind or sort shall be fastened, placed, posted, painted, or attached in any way or upon any curbstone, lamppost, telephone pole, electric light or power pole, hydrant, bridge, tree, rock, sidewalk or street, except signs owned and erected by a public agency or erected by permission of an authorized public agency as required by law.
- C. Moveable Sign: Any sign not properly located in a fixed position on the property or within a building or car, such as an A-frame, trailer sign, or pedestal-type sign, is prohibited.
- D. Temporary Signs: Any sign, banner, pennant, valance, or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard, or other light materials, with or without light frames, intended to be displayed out-of-doors for a short period of time, is prohibited.

Smoking Policy

Utah State Law prohibits smoking in all public facilities. The Salt Palace Convention Center and South Towne Exposition Center provide smoke-free environments.

Surface Protection

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

Carpet:

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

your Event Manager), and must be used by your service contractor. The removal of this tape is the personal responsibility of the licensee and the service contractor.

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

Paint:

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

- *Protection:* 100% protection from scratches and abrasions. No nails, tacks, Velcro, transfer tape or any other type of tape.
- *Attachment:* Hanging points from facility superstructure only. No hanging from fixtures, vents, sprinklers, pipes, false ceilings, ceiling tracks, wall tracks or handrails.
- *Exceptions:* None

Airwalls:

- *Protection:* 100% protection from scratches, dirt and abrasions. No Velcro or tape.
- *Attachment:* None

Stainless Steel & Permanent Signage:

- *Protection:* 100% protection from scratches and abrasions.
- *Attachment:* Approved tapes only. No removal or backing behind screws.
- *Exceptions:* By written approval only.

Glass:

- *Protection:* 100% protection from scratches and abrasion. No glazing removal.
- *Attachment:* Tapes, static, suction. Contractor responsible for cleaning costs.
- *Exceptions:* None.

Vehicles (operations & staging)

Vehicles are permitted in exhibit hall areas strictly for the purposes of loading and unloading freight. Unless the vehicle represents an integral part of a display, they may not remain parked in the exhibit halls. Display vehicles must conform to fire codes as they pertain to fuel tanks and battery connections. See Fire Safety Rules and Regulations on page 37.

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

Vehicle Staging: All event-related vehicles must be staged in assigned and designated portions of the loading docks. There must be a clear and accessible fire lane around each facility at all times. Staging is not allowed without prior authorization from the facility administration. All trucks, trailers and equipment must be off the property at the completion of the event contract time. Failure to remove such items will result in impound fees at the expense of the contractor.

Truck Marshalling: Truck marshalling arrangements must be coordinated with your general service contractor. The facility may be hosting multiple events simultaneously, and we must maintain access to our loading docks and lobby entrances for all of our clients.

Shipping and Receiving Policies

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

Receiving

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

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

Palace Convention Center reserves the right to refuse any unauthorized packages.

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

Shipping

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

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

On-Site Shipping Stations

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

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

Contacts

Facility Services Manager: 801-534-6382
Business Center Supervisor: 801-534-6301



The South Towne Exposition Center does not have a Business Center nor the ability to ship packages, however the Security Office will accept most packages up to three days before an event begins if the event is not using a decorator. Please read the following package receiving policies carefully.

RECEIVING

Event Managers will be able to resolve any shipping and receiving concerns prior to the start of the show. Any questions the Security Office has regarding receiving policies within these guidelines will be directed to the Event Manager; the Event Manager will then decide if other arrangements are necessary. The sender is responsible to ensure the packages are shipped correctly in accordance to the policies set forth in this document.

- Security will accept packages and/or deliveries up to three days prior to the beginning of the show date.
- Packages may not exceed 150 pounds in weight.
- The South Towne Exposition Center will not pay for any package delivery fees, but will refer the delivery person to the proper receiver if they are on-site, otherwise the shipment will not be accepted.

Fees:

- Box (0-50lbs): \$10.00
- Box (50-150lbs): \$20.00
- Storage per Box: \$5.00 per night

Payment Method: Cash or Credit Card.

Insurance

COMPREHENSIVE GENERAL LIABILITY INSURANCE

Requirements

- Licensee shall secure and maintain Comprehensive General Liability Insurance through the term of the License Agreement with The Salt Palace Convention Center and/or South Towne Exposition Center including move-in and move-out days. *The Comprehensive General Liability Insurance shall have limits not less than one million dollars each occurrence combined single limit for bodily injury and property damage, including coverage for personal injury, contractual and operation of mobile equipment, products and liquor liability (if applicable).*
- As stated in the License Agreement, Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured's:
 1. SMG
 2. Salt Lake County and their respective members, officers, directors, agents and employees.

Deadline to Provide Proof of Insurance

- Copies of additional insured endorsements, primary coverage endorsements and, if requested, complete copies of policies satisfactory to the operator. They shall be provided for the operator at least 30 days before the first day of the event. Certified copies of the Certificate of Insurance, or Policies, shall provide that they may not be canceled without 30 days advance written notice to the operator.
- *SMG insurance will automatically be purchased for the course of your event at a rate of \$0.55 per person, per day if we have not received your proof of insurance, and it is 14 days or less until your first date of facility occupancy.*

Short Term Bookings

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

SMG Insurance Policy

--Must be requested at least fourteen days before your event start/move-in date--

As a convenience and courtesy to tenants, users and renters of The Salt Palace Convention Center and/or South Towne Exposition Center, a Master Venue Program has been arranged to allow you access to comprehensive, convenient and affordable General Liability Insurance.

General Liability Insurance is available to provide protection against negligent acts for which you or your organization may be held responsible for property damage or bodily injury. This policy provides basic liability protection for the premises of the Salt Palace Convention Center/South Towne Exposition Center, and the operations you conduct while on the premises. The premium paid by you protects you from any claims occurring during your event, including move-in and move-out days. This insurance provision is based on an Occurrence Form, which means a claim can be submitted after you have vacated the premises and long after your event has been held. Standard Liability exclusions do apply. The policy provides the following insurance limits:

- \$1,000,000: Per Occurrence Limit. This is the limit that applies to all parties seeking recovery for a single occurrence at your event.
- \$1,000,000: Products/Completed Operations Limit.
- NIL: Policy Aggregate Limit.
- \$50,000: Fire Damage Limit. This coverage provides protection for your legal obligations in the event of property damage caused by fire to the rented area.
- \$50,000 Medical Payments Insurance (per person). This coverage allows the insurance company to pay various medical expenses to others, regardless of your negligence or liability.

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

Please note that as the tenant and user of the Salt Palace Convention Center/South Towne Exposition Center, you are the Named Insured on this policy. A Certificate of Insurance will be issued upon your request, and the cost for this coverage will appear on your final settlement statement.

The cost of this program is \$0.55 per person, and is based upon the number in attendance per day, or a minimum charge of \$125

Security Guidelines

Recommended Guidelines:

Location	Security Requirement	Time Frame	Show Type
Facility Entrances	2 Security persons per pedestrian entrance	During show hours (when lobby areas are utilized by exhibits)	All
Facility Entrances & Exits	1 Security person per pedestrian entrance/exit	During exhibitor move-in & move-out (when lobby areas are utilized by exhibits)	All
Loading Docks (A-E & 1-4)	1 Security person per point of entry	From move-in through move-out	All
Exhibit Halls	1 Security person per dock door	During exhibitor move-in/move-out	All
Exhibit Halls	1 Security person per pedestrian entrance	During exhibitor move-in/move-out	All
Exhibit Halls	2 Security persons per pedestrian entrance	During show hours	All
Exhibit Halls	1 Security person per 48,600 square feet	From close of show to opening of show (overnight)	All
Meeting Rooms	1 Security person per room	When articles of value are present	All
Ballroom	1 Security person per room	When articles of value are present	All
Lobbies	1 Security Person per location	From move-in through move-out	All

<u>Location</u>	EMT Requirement	Time Frame	Show Type
First Aid Offices	2 EMT for full-facility event	From move-in through move-out	All
First Aid Offices	1 EMT for events with 1000 people or more in attendance	From move-in through move-out	All
First Aid Offices	1 EMT for food functions with 500 people or more in attendance	From move-in through move-out	All

Note: A Security Supervisor must be present on-site for every 4 Security Personnel scheduled.

Show Management is responsible to make available and review event security schedules with the facility at least 30 days prior to the first event move-in day.

Facility Specifications

SALT PALACE CONVENTION CENTER

Room Name	Room Dimensions			Room Capacities		
	SQ. FT.	Dimension	Ceiling	Theater	Banquet	Class Room
Exhibit Hall A	48,600	180X270	30'	5,300	2,700	2,700
Exhibit Hall B	24,300	90X270	30'	2,600	1,350	1,300
Exhibit Hall C	48,600	180X270	30'	5,300	2,700	2,700
Exhibit Hall D	48,600	18X270	30'	5,300	2,700	2,700
Exhibit Hall E	64,800	240X270	30'	7,100	3,600	3,400
Exhibit Hall 1	48,600	180X270	30'	5,300	2,700	2,700
Exhibit Hall 2	16,200	90X180	30'	1,700	900	700
Exhibit Hall 3	16,200	90X180	30'	1,700	900	700
Exhibit Hall 4	66,500	190X350	30'	6,500	3,000	3,000
Ballroom A-J	36,000	208X175	30'	4,900	2,900	2,500
Room A	3,820	70X56	30'	400	200	190
Room B	3,820	70X56	30'	400	200	190
Room C	3,820	70X56	30'	400	200	190
Room D	3,820	70X56	30'	400	200	190
Room E	3,820	70X56	30'	400	200	190
Room F	3,820	70X56	30'	400	200	190
Room G	3,820	70X56	30'	400	200	190
Room H	3,820	70X56	30'	400	200	190
Room I	3,820	70X56	30'	400	200	190
Room J	3,820	70X56	30'	400	200	190
South Foyer						
North Foyer						
East Registration						

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

SALT PALACE CONVENTION CENTER

Room Name	Room Dimensions			Room Capacities		
	SQ. FT.	Dimension	Ceiling	Theater	Banquet	Class Room
Meeting Room 150A-G	6,080	89X62	15'	700	350	340
Room 150 A	600	27X21	15'	50	20	20
Room 150 B	590	27X21	15'	60	20	20
Room 150 C	660	27X21	15'	60	20	20
Room 150 D	600	27X21	15'	50	20	20
Room 150 E	590	27X21	15'	60	20	20
Room 150 F	660	27X21	15'	60	20	20
Room 150 G	2,380	35X68	15'	250	140	120
Meeting Room 151A-G	6,500	95X68	15'	700	350	330
Room 151 A	625	27X21	15'	50	20	20
Room 151 B	600	27X21	15'	60	20	20
Room 151 C	670	27X24	15'	60	20	20
Room 151 D	625	27X21	15'	50	20	20
Room 151 E	600	27X21	15'	60	20	20
Room 151 F	670	27X24	15'	60	20	20
Room 151 G	2,710	40X68	15'	250	140	120
Meeting Room 155 A-F	24,000	170x141	15'	2,400	1,000	1,000
Room 155 A	2,530	55X47	15	260	120	120
Room 155 B	3,240	70X47	15	300	150	160
Room 155 C	3,240	70X47	15	300	150	160
Room 155 D	2,530	55X47	15	260	120	120
Room 155 E	3,240	70X47	15	300	150	160
Room 155 F	3,240	70X47	15	300	150	160
Meeting Room 250 A-F	8,300	93X87	20'	850	500	430
Room 250 A	1,450	49X29	20'	120	80	70
Room 250 B	1,470	49X29	20'	120	80	80
Room 250 C	1,480	49X29	20'	120	80	80
Room 250 D	1,300	44X29	20'	110	60	60
Room 250 E	1,300	44X29	20'	110	60	70
Room 250 F	1,300	44X29	20'	110	60	70
Meeting Room 251 A-F	8,800	98X88	20'	900	550	450
Room 251 A	1,300	44X30	20'	110	60	60
Room 251 B	1,300	44X30	20'	110	60	70
Room 251 C	1,600	30X55	20'	110	60	70
Room 251 D	1,600	30X55	20'	120	80	70
Room 251 E	1,600	30X55	20'	120	80	80
Room 251 F	1,700	30X55	20'	120	80	80

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

SALT PALACE CONVENTION CENTER

Room Name	Room Dimensions			Room Capacities		
	SQ. FT.	Dimension	Ceiling	Theater	Banquet	Class Room
Meeting Room 252 A-B	980	33X29	12'	80	50	40
Room 252 A	490	29X18	12'	40	20	15
Room 252 B	490	29X16	12'	40	20	15
Meeting Room 253 A-B	2,000	60X35	12'	200	100	90
Room 253 A	990	35X30	12'	100	40	40
Room 253 B	1,010	35X30	12'	100	40	40
Meeting Room 254 A-C	4,500	102X42	20'	450	240	220
Room 254 A	1,000	41X25	20'	100	60	40
Room 254 B	2,500	52X49	20'	250	120	140
Room 254 C	1,000	41X25	20'	100	60	40
Meeting Room 255 A-F	24,000	170x141	15'	2,400	1,000	1,000
Room 255 A	2,530	55X47	15	260	120	120
Room 255 B	3,240	70X47	15	300	150	160
Room 255 C	3,240	70X47	15	300	150	160
Room 255 D	2,530	55X47	15	260	120	120
Room 255 E	3,240	70X47	15	300	150	160
Room 255 F	3,240	70X47	15	300	150	160
Meeting Room 257 A-B	1,770	26X68	13'	240	80	84
Room 257 A	884	26x34	13'	72	40	36
Room 257 B	884	26x 34	13'	82	30	36
Meeting Room 258	1,420	29X49	13'	140	60	90
Meeting Room 259	1,420	29X49	13'	140	60	90
Meeting Room 260 A-B	1,770	26X68	13'	240	80	84
Room 260 A	884	26x34	13'	72	40	36
Room 260 B	884	26x 34	13'	82	30	36
Meeting Room 355 A-F	24,000	170x141	15'	2,400	1,000	1,000
Room 355 A	2,530	55X47	15	260	120	120
Room 355 B	3,240	70X47	15	300	150	160
Room 355 C	3,240	70X47	15	300	150	160
Room 355 D	2,530	55X47	15	260	120	120
Room 355 E	3,240	70X47	15	300	150	160
Room 355 F	3,240	70X47	15	300	150	160

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

SOUTH TOWNE EXPOSITION CENTER

Room Name	Room Dimensions			Room Capacities		
	SQ. FT.	Dimension	Ceiling	Theater	Banquet	Class Room
Lobby	52,000					
Exhibit Hall 1	48,600	270X180	30'	3,200	2,700	2,700
Exhibit Hall 2	48,600	270X180	30'	2,100	2,100	2,100
Exhibit Hall 3	48,600	270X180	30'	2,100	2,100	2,100
Exhibit Hall 4	48,600	270X180	30'	2,100	2,100	2,100
Exhibit Hall 5	48,600	270X180	30'	3,200	2,700	2,700
Meeting Room 200 A-D	6,400	50X128	18'	600	380	300
Room 200 A	1,600	50X32	18'	154	60	75
Room 200 B	1,600	50X32	18'	154	60	75
Room 200 C	1,600	50X32	18'	154	60	75
Room 200 D	1,600	50X32	18'	154	60	75
Meeting Room 300 A-D	6,400	50X128	18'	600	380	300
Room 300 A	1,600	50X32	18'	154	60	75
Room 300 B	1,600	50X32	18'	154	60	75
Room 300 C	1,600	50X32	18'	154	60	75
Room 300 D	1,600	50X32	18'	154	60	75
Meeting Room 400	2,200	37X49	14'	200	90	90

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

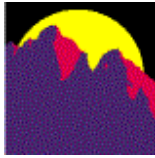
Equipment Lists

SALT PALACE CONVENTION CENTER

Equipment Description	Quantity
Folding Chairs	10,400
Ballroom Chairs	2975
Meeting Room Chairs	4,507
8'X18" Classroom Tables	320
6'X18" Classroom Tables	484
6'X30" Tables	250
4'X30" Tables	10
8'X30" Tables	370
60" Round Tables	442
72" Round Tables	580
60'X40' Stage (heights from 48"-78"),8'X6' sections	2
Risers 6'X8'X16" to 24" (Stageright)	45
Risers 6'X8'X24" to 32" (Stageright)	40
Handicap Ramps 0-24"X24'	2
Veep Portable Coat Racks	20
Tensor Stanchions	25
American Flag	4
Utah State Flag	3
Turnstiles	3
Wheelchair Lift	1
Conference Lectern 25"	16
Conference Lectern 32"	1
One-Piece Lectern (Executive)	2
One-Piece Lectern (Oak Style)	3
Lectern (Pine)	4
Conference Table-Top Lectern 25"	13

SOUTH TOWNE CONVENTION CENTER

Equipment Description	Quantity
Risers (levels 1-6)	4
Risers (levels 7-12)	4
Risers (levels 13-18)	4
Riser Back Railings	18
Riser Side Railings (right)	18
Riser Side Railings (left)	18
Riser Decking	139
18X72 Classroom Tables	200
8X30 Rectangular Tables	150
6X30 Rectangular Tables (Mity-Lite)	20
Round Tables 6' (Mity-Lite)	200
14X29 Table Skirts (black)	20
21X29 Table Skirts (black)	20
60'X40' Stage with (2) 16'X12" Sound Wings	1
Stair Units for Stage	2
Wheel Chair Lift for Stage	1
Stage Barricades	20
8'X36"-56" Skirting	20
4'X36"-56" Skirting	2
16"-24" (height) Fold & Roll Risers	15
2-Step Stairs for Risers	11
3-Step Stairs for Risers	2
Folding Chairs	3375
Tensa Barriers	40
Dry Eraser Board	5
Portable Ticket Booth	2
Black Easel	24
Turnstiles	6



SALT PALACE CONVENTION CENTER

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

Sound System Patch Fees

Meeting Rooms

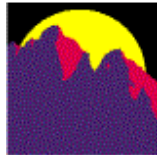
Room	Daily Rate	Room	Daily Rate	Room	Daily Rate
150 A	\$25.00	250 A	\$25.00	255 A	\$25.00
150 B	\$25.00	250 B	\$25.00	255 B	\$25.00
150 C	\$25.00	250 C	\$25.00	255 C	\$25.00
150 D	\$25.00	250 D	\$25.00	255 D	\$25.00
150 E	\$25.00	250 E	\$25.00	255 E	\$25.00
150 F	\$25.00	250 F	\$25.00	255 F	\$25.00
150 G	\$25.00				
		251 A	\$25.00	355 A	\$25.00
151 A	\$25.00	251 B	\$25.00	355 B	\$25.00
151 B	\$25.00	251 C	\$25.00	355 C	\$25.00
151 C	\$25.00	251 D	\$25.00	355 D	\$25.00
151 D	\$25.00	251 E	\$25.00	355 E	\$25.00
151 E	\$25.00	251 F	\$25.00	355 F	\$25.00
151 F	\$25.00				
151 G	\$25.00	252 A	\$25.00	257	\$25.00
		252 B	\$25.00	258	\$25.00
				259	\$25.00
155 A	\$25.00	253 A	\$25.00	260	\$25.00
155 B	\$25.00	253 B	\$25.00		
155 C	\$25.00				
155 D	\$25.00	254 A	\$25.00		
155 E	\$25.00	254 B	\$25.00		
155 F	\$25.00	254 C	\$25.00		

Any Combination of rooms that are joined together as 1 space = \$25.00

Ballrooms

Room	Daily Rate	Room	Daily Rate	Room	Daily Rate
Ballroom A	\$25.00	Ballroom B	\$25.00	Ballroom C	\$25.00
Ballroom D	\$25.00	Ballroom E	\$25.00	Ballroom F	\$25.00
Ballroom G	\$25.00	Ballroom H	\$25.00	Ballroom I	\$25.00
Ballroom J	\$25.00				

Any Combination of Ballrooms that are joined together as 1 space = \$25.00



SALT PALACE CONVENTION CENTER

Sound System Patch Fees

Exhibit Halls

Room	Daily Rate	Room	Daily Rate
Exhibit Hall A	\$50.00	Exhibit Hall 1	\$50.00
Exhibit Hall B	\$50.00	Exhibit Hall 2	\$50.00
Exhibit Hall C	\$50.00	Exhibit Hall 3	\$50.00
Exhibit Hall D	\$50.00	Exhibit Hall 4	\$50.00
Exhibit Hall E	\$50.00	Exhibit Hall 5	\$50.00

Any Combination of Exhibit Halls that are joined together as 1 space = \$50.00

Mixers are required in all Rooms

The Salt Palace meeting rooms, ballrooms, and exhibit halls sound system requires a mixer in each room for it to operate. This means that in order to have even one microphone in any of these areas a mixer **is required**. If needed, mixers and microphones can be rented from Cornerstone or you may bring your own. If you would like a detailed list of equipment and services Cornerstone offers please call 801.534.6356.

Audio System Engineer

A Cornerstone audio system engineer is recommended but not required to monitor the Salt Palace sound system when there are more than 5 patches being used. The daily charge is \$350.00 per day 8am to 5pm Monday thru Friday weekends and any additional hours will be billed at prevailing rates.

Room Monitors (Floating Techs)

A Cornerstone audio floater is recommended but not required to monitor rooms when 5 or more rooms are being used. The daily charge is \$300.00 per day 8am to 5pm Monday thru Friday weekends and any additional hours will be billed at prevailing rates.

Sound System Support

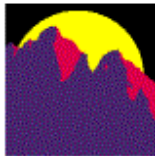
If a Cornerstone representative has not been booked to assist you with your sound system needs please call: Monday – Friday (8am-5pm) 801.534.6356

Night and weekends call 801.510.5342 your call will be answered within 30 minutes.

Note: If a Technician is required after hours an \$82.50 per hr charge will be billed to the event.

Digital Audio Recording of all Meeting Rooms

If you are interested in digital recordings of your meetings please give Cornerstone a call at 801.534.6356 and they will be able to assist you.



SALT PALACE CONVENTION CENTER

FIRE SAFETY RULES AND REGULATIONS **SALT PALACE CONVENTION CENTER & SOUTH TOWNE EXPOSITION CENTER**

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

1. All curtains drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame proofed.
3. All exits, hallways and aisles are to be kept clear and unobstructed at all times.
4. Storage of any kind is prohibited behind the drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. Consideration will be given for the storage of crates outside of the facility. Contact Event Management Department for available areas.
5. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time the facility is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
6. All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the facility.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the facility shall have no more than 1/4 tank or five (5) gallons of fuel in the tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and at least one battery cable disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency.
8. The use of liquefied petroleum gases (LPG) and/or propane and compressed natural gas

(CNG) inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz non-refillable cylinder.

9. All trash and refuse shall be removed daily from the facility.
10. All electrical wiring shall be installed in a manner approved by Facility Management.
11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
12. All appliances fired by natural gas shall be approved by the Facility Engineering Manager and Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
13. The Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
14. The Facility Management and City Fire Marshals shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
 - Schedule for pre-show pyrotechnic test to be conducted in the presence of a City Fire Inspector.
 - Pyrotechnic contractor shall provide a certificate of insurance to either Salt Palace Management or South Towne Management naming SMG and Salt Lake County as additional insured's.
 - In addition to the above requirements, the contractor must be licensed by the State of Utah
15. There shall be no obstruction blocking exit doors from the outside of the facility, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
16. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
17. No vehicles shall be parked in fire lanes outside the facility.
18. No flammable liquid or material shall be used or admitted inside of the facility except by approval of Facility management and Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gases, etc.
19. Artificial lighting such as lanterns and candles etc. requires approval of the Facility Management and the Fire Marshal.
20. The use of all gas-fired heating units, either portable or stationary needs to be approved by Facility management and Fire Marshal.
21. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, and installed in accordance with the provisions of the City Building and Fire Codes. Countertop fryers not exceeding 288 square inches, and single well, may be used without the necessary ventilating hood and surface protection requirement, provided there are two (10) pound (K) class extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.

22. Facility management and the Fire Marshal should approve booth floor plans prior to Licensee selling booth space. Submit plans to the Event Management Department no later than eight (8) weeks before set-up date.
23. Double Deck and Covered Exhibit plans must be submitted to Event Management for Fire Marshal and Facility Management approval no later than 8 weeks before set-up date.
24. There shall not be any ticket booths, tables, or any other display set up in the lobby without the prior approval of Facility management and Fire Marshal.
25. All aisles shall be maintained at a minimum of ten (10) feet clearance unless otherwise approved in advance by Facility management and the Fire Marshal.
26. All covered structures in excess of one hundred sq. ft. in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
27. All floor plans submitted shall be representative of the halls, rooms, lobby and hallways and/or areas the events are held in, including location of manual pull stations, fire hose standpipe closet, exits, aisles and doors in air walls, etc.
28. Any contractor that intends to use pyrotechnics in the facility shall hold a valid federal license issued by the US Department of the Treasury - Bureau of Alcohol, Tobacco and Firearms, for the use of "low explosives". A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the Show management who shall remain directly responsible to the facility for all activities as described in the License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the facility 30 days in advance of the event and include the following information:
 - Permit from City Fire Department
 - Plots showing exact location, type, and number of devices
 - Protective materials and equipment for activity
 - Location and number of fire extinguishers for activity
 - Schedule of activities, number of certified pyrotechnic Facility management, and their locations
29. Should there be any questions regarding plans and/or code requirements, contact Facility Management.

Salt Palace:
(801) 534-4777

South Towne Exposition Center
(801) 565-4400