

Anchorage Convention Centers

Service Company/Decorator Policy

Thank you for booking your event with the Anchorage Convention Centers (ACC). We welcome Service Companies or Sub Contractors of your choice, such as Decorators, Event Planners and Audio-Visual Services companies to perform event-related tasks you have contracted for under the terms and conditions below.

Please note that special conditions apply to A/V work. We recommend using our Preferred Provider Imig Audio-Visual Inc. but should you opt for another A/V Company, they will need to coordinate their activity with and via IMIG, as access to our Communication Rooms is limited to IMIG or ACC personnel only, and access fees (see attachment) will apply.

1. Service Company shall provide ACC with current proof of insurance. Insurance requirement minimums include the following; General liability - \$1,000,000 aggregate (\$1,000,000 per Occurrence, \$1,000,000 Products Compensation, \$1,000,000 Personal & Advertising Injury, \$1,000,000 Fire Damage, Medical Expense (Any one person) \$5,000, Automobile Liability - \$1,000,000 aggregate; Workman's Compensation – Statutory Limits for each event.
2. Service Company shall provide ACC with a copy of their business license annually.
3. Intended décor/lighting/rigging plan to be submitted to ACC management no later than two weeks prior to event.
4. Requested Setup Time (start to finish) is to be approved by ACC management in writing.
5. All setup and strike work to be accomplished within the hours defined by client's rental agreement.
6. All setup and strike work not accomplished during client's rental agreement timeline "may" be completed during regular business hours (8am – 5pm) the day prior or day after, if room is available, upon request to and with ACC management written approval.
7. All other setup or strike times performed outside of the approved timeline will be charged to the client (note: not to Service Company) at the rate of \$300.00 per hour, on written ACC management approval.
8. Please note that the use of glitter and confetti of any kind, including snowflakes/stars, grass, hay, decorations or feathers, etc. is prohibited. If prohibited items are used a cleaning fee will be applied. For larger rooms, glitter

removal from chairs and carpeting can be in excess of \$3,000. Cleaning fee determination is at the sole discretion of ACC management. If you are unsure whether your particular items are allowable, please ask your Sales or Event manager.

9. Open flames of any kind are prohibited.
10. Helium balloons may be used for decorations, but a labor charge of \$25 *per balloon* will apply if they escape to the ceiling and ACC has to retrieve.
11. Please note that **no** items of any kind may be taped or otherwise attached to the building's walls, paneling, doors or windows.
12. Patch Fees for client provided audio/visual equipment – see attached. Fees are the responsibility of the contractor and should be reflected in the quote/estimate to the contractor's client.

Name of Event

Date of Event

Client Signature

Date

Service Company Name

Service Company Contact



Worldwide Entertainment and
Convention Venue Management

ANCHORAGE CONVENTION CENTERS / SMG POLICIES AND PROCEDURES FOR AV RIGGING AND SIGN/BANNER RIGGING

We extend to you a warm, Alaskan welcome to the Anchorage Convention Centers (“ACC”) and look forward to servicing your event with utmost professionalism. It is our mission to assist in the successful planning and production of your convention, trade show or special event. To deliver the kind of successful meeting and to demonstrate services that your attendees and exhibitors deserve, a smooth and well-coordinated relationship between our staff and yours is essential. In an effort to help establish this kind of collaboration, we have assembled this guide which is designed to make your job easier. It is designed on the premise that we can never provide too much information. Our goal is that this guide will answer your questions, provide time lines and deadlines, and it will offer definitions to help us speak the same language. In addition, it will introduce rules and regulations to protect us both, and it will offer helpful advice for each step in the event-planning process.

A. Signage and Banners

***Rule:* Within existing protocols, signs or banners may be displayed on the interior of the ACC with written approval from the facility.**

***Reason:* We retain complete control over our facility, which limits event-related signage and decoration to its interior spaces. This not only helps us in maintaining 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.**

B. Rigging and Hanging

***Rule:* Rigging and Hanging in the ACC is permitted in the Exhibit Hall and Ballroom at the Dena’ina Center and the Explorer Hall, Multi-purpose room at the Egan Center.**

***Reason:* Safety is the primary issue. It is our job to be concerned with the safety of attendees, our employees and to maintain facility hang points and ceiling structures. Rigging and hanging carry significant liabilities for the responsible**

party. It is our goal to eliminate any potential problems or hazards before they occur.

Reason: All rigging and hanging from the hang points throughout the facility is subject to *mandatory* approval by facility management and is expected to meet generally accepted industry standards.

C. Rigging:

The only area in the convention centers where rigging from the ceiling is permitted in the Exhibit Hall and Ballroom at the Dena'ina Center, the Explorer and Summit Halls at the Egan Center. Rigging is to be done as close to the pre-installed rigging points as possible and only from structural steel/wall tracks, not from any duct work or sprinkler piping. A rigging plot must be submitted for approval by the facilities no later than 2 weeks prior to designate load-in date and must include at a minimum, floor plans with hang points / specifications (weight loads, type of material/equipment/hangers.) Plan is also to include move-in and strike schedule – note, additional labor fees and lift rental fee may apply. The Center may prohibit the rigging of any item(s) not approved in advance or not in compliance with the approved request for rigging. There is to be no rigging of lights, sound, etc. from any other ceiling in the Centers, including: atrium lobby, pre-function area, registration area, meeting rooms, corridors, etc. Please contact your Event or Sales Manager for specific instructions and details.

*Failure to abide by these rules and regulations will result in the immediate removal of noncompliant items. Time and labor required to review and/or remove such hanging or rigging will be billed to the responsible party. If you have further concerns or questions, please contact our Operations Department at (907) 263-2800.

D. Contractors/Sub-Contractor Employees

All sub-contractors are required to provide a Certificate of Insurance evidencing the following minimums; General liability - \$1,000,000 aggregate (\$1,000,000 per Occurrence, \$1,000,000 Products Compensation, \$1,000,000 Personal & Advertising Injury, \$1,000,000 Fire Damage, Medical Expense (Any one person) \$5,000, Automobile Liability - \$1,000,000 aggregate; Workman's Compensation – Statutory Limits for each event

All sub-contractors operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure a safe workplace. All sub-contractors must adhere to all policy rules and regulations for the Anchorage Convention Centers and SMG of Alaska, Inc. Failure to provide plans may result in the onsite denial or removal of said rigging. The procedures set forth in this policy are mandatory and must be followed.

RIGGING CONTRACTOR'S RESPONSIBILITIES

The primary rigging contractor is responsible for the following:

1. Inspect all hanging and rigging hardware, all fasteners and gear must be O.S.H.A. and/or A.N.S.I. approved and in safe working condition.
2. Ensure that installations are accomplished without damage to the building.
3. Inspect building attachments such as welded hang points to ensure they are in good condition and safe to use. If damage is found, report it to the Anchorage Convention Center management staff immediately.
4. Inspect and ensure that all lighting truss, equipment and/or display pieces are assembled properly as engineered, structurally sound, and safe to suspend.
5. Ensure that all rigging is done in a safe and professional manner using only professional rigging methods, and properly trained employees.
6. No rigging is allowed to the air conditioning vents/ducting or water pipes.
7. Rigging from air wall tracks shall be with approved hangers only. Load tested and certified hangers manufactured specifically for air wall tracks.
8. Ensuring that all rigging must be done and installed so that a minimum clearance of 24'' (inches) is maintained from every fire sprinkler head.
9. Rigging must be designed and installed in such a fashion that cables or other equipment do not come in contact with other parts or systems of the building such as drywall, lighting fixtures, HVAC ducting, etc.
10. Ensure a properly rated secondary safety cable is to be installed around a structural beam to facilitate a "mechanical safety" for safeguarding against point failure. Said cable is to be installed in accordance with professional rigging methods ensuring that no slack exist and that the load would not slide down the beam overloading other points of attachment in the event of point failure. The Anchorage Convention Center requires a steel safety cable to be installed at every hang point.
11. The Anchorage Convention Center prohibits any bridling of any kind in the Dena'ina exhibit hall (to support steel with spray-on fire retardant). All rigging must be done in compliance with authorize hanging points (Building Structure).
12. Ensure AVC chain motors has required certification according to manufacturers guidelines and ASME standard.

13. Ensure that all lighting truss, signage/banners, speakers equipment and other display pieces are installed and loaded (weight/tension) according to the engineered specifications.
14. Under no circumstance may a person be suspended, walk, crawl or climb upon any building structure or supporting structure attached to the ceiling with rigging points without approved use of safety harness.

BANNER & SIGNAGE

1. All signs, banners, and decorations hung in exhibit halls, ballrooms, pre function areas of the building must be inspected and approved by the Anchorage Convention Center management staff.
2. Banners placement may not obstruct fire strobes and or sprinkler heads and must have a clearance of no less than 24 inches.
3. All signs must hung by approved contractors – individual vendors or exhibitors are not allowed to “hang their own” signage/banner(s).

MEETING ROOMS

1. The only building attachments allowed for use in the meeting rooms is the portable wall ceiling channel and the intended use is for very lightweight signs or banners.
2. The maximum allowable load to be attached to the wall channel is three (3) lbs per point. The minimum distance between any two points of attachment is four (4) feet.
3. Only hardware and/or devices that have been approved by ACC/SMG management staff can be used on the wall channels. Using approved devices is the “only” allowable means of attaching to the wall channels.
4. Lifting ceiling tiles and tying around the suspended ceiling “t-track” channel is prohibited.

TIKAHTNU (COOK INLET) BALLROOM

1. The only building attachments allowed for use in Ballrooms A-F are the fixed hang points and pre-approved bridling equipment.
2. The maximum allowable load of each fixed hang point is **500 lbs**. These points can only be loaded vertically (no horizontal loading)
3. Multiple loads on a single hang point shall be added together. The sum of the loads must not equal more than the maximum allowable load of **500 lbs**.

4. Drilling holes or enlarging existing holes is not allowed. Rigger must use existing holes and hang points as they are.

IDLUGHET (EKLUTNA) EXHIBIT

1. The only building attachments allowed for use in the Dena'ina Exhibit Hall are the low steel beams 30' (feet) hang points.
2. The maximum allowable load for each hang point is 2,500 lbs.
3. **WRAPPED HANG POINT from building structure is not permitted.** Beams must not be wrapped and padded with burlap or other material.
4. Load limit from air wall track is 200 lbs per point. Minimum distance between points is five (5) feet and only approved T-type hangers are allowed.

EXPLORER HALL

1. The only building attachments allowed for use in the Explorer Hall are the structural beams with steel clamps and the portable wall track with approved T-Type hangers.
2. The maximum allowable load for each hang point is 500 lbs.
3. Load limit from air wall track is 200 lbs per point. Minimum distance between points is five (5) feet and only approved T-type hangers are allowed.

SUMMIT HALL

1. The only building attachments allowed for use in the Summit Hall are the portable wall tracks with approved T-Type hangers.
2. Load limit from air wall track is 200 lbs per point. Minimum distance between points is five (5) feet and only approved T-type hangers are allowed.

Load-In/Out:

All exhibitors loading in and out of the facilities must utilize the loading dock located at the rear of the Convention Centers. Parking in front of the building and using the lobby to load/unload is prohibited and vehicles can be towed at the owner's expense. Once exhibitors have unloaded all materials from their vehicle, vehicles should then be moved to a Parking Lot prior to set-up.

Prior to load-out no exhibitors will be allowed into the loading dock until the specified load-out time period, unless approval has been given through show management and the facility. Parking in the loading dock areas except for the sole purposes of loading and unloading is strictly prohibited. Contractor employee personal vehicles are prohibited from parking behind the centers.

SMG Contractor Safety Assurance Requirements Follows:

APPENDIX A - CONTRACTOR SAFETY PROGRAM, INSURANCE CERTIFICATES AND LICENSE REQUIREMENTS PROGRAM

- 1) Access to the Anchorage Convention Centers (aka; William A. Egan Civic & Convention Center and the Dena'ina Civic and Convention Center.)
 - a) Stop at control room/security desk and alert guard of your arrival; when parking do not park in assigned spaces, and do not block doors, ramps, docks or walk-ways.
 - b) Sign-in with Security; obtain visitor's pass; leave cell phone number.
 - c) Have preauthorization and MSDS sheets for all hazardous materials to be brought on to the property.
 - d) All hazardous materials must be labeled and in proper containers.
 - e) All hazardous materials must be removed each evening.
 - f) If overnight storage is required, obtain prior approval from the Director of Operations.
 - g) Contractors are responsible for the proper disposal of all hazardous chemicals or waste.
 - h) Access is limited to the contractors' work area.
 - i) All packages, including lunch boxes and tool boxes are subject to inspection upon arrival and departure of the property.
 - j) Enter and leave the property through the Security Office.
 - k) Contractors' must provide all safety equipment, including but not limited to hard hats, protective eye wear, gloves, boots, and harness type - fall protection.
- 2) On Site Hazard:
 - a) Observe and obey all instructional signs.
 - b) Follow all OSHA regulations.
 - c) Wear all appropriate protective gear.
 - d) Do not enter unauthorized areas.
 - e) Use the "Lock-out/Tag-out Process" when working with boilers, pressurized CO2 and electrical equipment.
 - f) Core cutting, penetrations and excavations require prior approval from the Director of Operations.
 - g) Roof access requires prior approval of the Director of Operations or Senior Building Management.
- 3) Anchorage Convention Centers Requirements and Expectations.
Follow all regulatory requirements including:
 - a) OSHA
 - b) EPA
 - c) DOT
 - d) Company requirements
 - e) Appropriate approvals and permits must be obtained; Lock-out/Tag-out procedures must be followed.
 - f) All materials, supplies and tools must not obstruct walkways, stairways, doors, or fire suppression equipment
 - g) All upright cylinders must be stored in the upright position in accordance with OSHA standards and have a protective cap in place when not in use.
 - h) Areas which pose unsafe conditions must be appropriately blocked-off with caution tape and/or barricades.
 - i) All incidents, including but not limited to injury, chemical spill or release, or property damage must be reported to security immediately

CONTRACTOR SAFETY QUESTIONNAIRE

PURPOSE: The purpose of this questionnaire is to provide this employer with necessary information about your company's safety program. All items must be completed.

Company Name:

Address:

Safety Director:

Fax #:

Phone #:

Accident/Injury Experience:

1. Using last year's OSHA 200 Log or Worker's Compensation Documentation, fill in the following:

1a. Number of recordable injuries/illnesses:

1b. Number of restricted work days:

1c. Number of lost work days:

1d. Number of fatalities:

1e. Employee hours worked last year:

1f. Number of injuries/illnesses requiring hospitalization:

2. Overall Safety Program Compliance:

YES / NO

2a. Does your company have a written safety program?

2b. Is the program revised/updated annually?

2c. Does your written program contain a statement that your company abides by all federal (OSHA), state and local rules and regulations relating to safe work practices?

2d. Do you have a new hire safety orientation program?

2e. Do you have handbooks for any of the below safety programs?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
2f. Have you included copies of any of the handbooks?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
3. Does your new hire program include any training on the following?		
<input type="checkbox"/> <input type="checkbox"/> Head Protection <input type="checkbox"/> <input type="checkbox"/> Emergency Response Procedures		
<input type="checkbox"/> <input type="checkbox"/> Eye Protection <input type="checkbox"/> <input type="checkbox"/> Hazardous Substances		
<input type="checkbox"/> <input type="checkbox"/> Hearing Protection <input type="checkbox"/> <input type="checkbox"/> Machine Guarding		
<input type="checkbox"/> <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> <input type="checkbox"/> Barricades		
<input type="checkbox"/> <input type="checkbox"/> Safety Belts & Lifelines or Fall Protection <input type="checkbox"/> <input type="checkbox"/> Electrical Safety		
<input type="checkbox"/> <input type="checkbox"/> Scaffolding <input type="checkbox"/> <input type="checkbox"/> Sling, Rigging & Crane Safety		
<input type="checkbox"/> <input type="checkbox"/> Housekeeping <input type="checkbox"/> <input type="checkbox"/> Hand & Power Tool Safety		
<input type="checkbox"/> <input type="checkbox"/> Welding Safety <input type="checkbox"/> <input type="checkbox"/> Trenching and Excavations Safety		
<input type="checkbox"/> <input type="checkbox"/> Hand Protection <input type="checkbox"/> <input type="checkbox"/> Confined Space Entry		
<input type="checkbox"/> <input type="checkbox"/> Blood borne Pathogens Safety <input type="checkbox"/> <input type="checkbox"/> Office Safety		
<input type="checkbox"/> <input type="checkbox"/> Compressed Gas Safety <input type="checkbox"/> <input type="checkbox"/> Woodworking Safety		
<input type="checkbox"/> <input type="checkbox"/> Flammable & Combustible Liquids Safety <input type="checkbox"/> <input type="checkbox"/> Laboratory Safety		
<input type="checkbox"/> <input type="checkbox"/> Industrial Fire Safety <input type="checkbox"/> <input type="checkbox"/> Ladder Safety		YES/
NO		
4. Do you have a foreman safety training program? Outline included?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
5. Do you conduct regular safety meetings?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
5a. How often?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

6. Do you generate accident investigation reports?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
7. Do you perform project safety inspections?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
Who conducts them?	How often?	
Job Title:		
8. Lockout/Tag Out Compliance		YES/ NO
8a. Does your work involve any “Lockout/Tag Out” situations?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>
8b. Is a copy of your Lockout/Tag Out procedures included?		<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/>

_____ date _____

Completed by