TRADESHOW CONTRACTOR FAQ’s
Revised 6/2019

The following guidelines are excerpts from the Palm Springs Convention Center Facility Guidelines and are provided for your convenience. Please be aware that during all load in/load out AND all show hours, contractors’ personnel are required to be on-site to handle any exhibitor questions, requests or freight.

APPROVAL OF PLANS AND METHODS
The use of heavy equipment, sound equipment, rigging equipment, rigged signage, draping materials, motorized lifts, etc. must be discussed and approved by the Event Manager.

CABLES
Power cables and lines may not block ingress/egress and/or any emergency exit doorways. ALL power cables must be flown up and over emergency exits. For additional details on this Fire Code, please contact your Event Manager.

Cable ramps/yellow jackets are only permitted in backstage areas with prior approval. Please make arrangements with the Event Manager thirty (30) days in advance of arrival.

CHILDREN
No one under the age of 16 is permitted in the exhibit halls or on the loading dock during load in/load out hours.

CLEANING SERVICES
Please make arrangements for pre/post exhibit hall cleaning prior to your arrival. The Palm Springs Convention Center offers cleaning services. Fees and arrangements may be discussed with the Event Manager.

CRATE STORAGE
Crates, wooden boxes, packing materials, etc. may not be stored in exhibit halls, meeting rooms or interior building areas under any circumstances. Please discuss crate storage with your Event Manager prior to your arrival.

Crates may not be stored in dock wells or on the dock apron.

Crates may be stored along the dock wall or inside trailers.

DOORWAYS AND WALLS
All doorways and walls must be protected during load-in and load-out so surfaces are not scratched or damaged. Equipment may not be propped or leaned against doors or walls. Items (including cables/cords) may not block ingress/egress, including, but not limited to, doorways.

ELECTRICAL SERVICES
Please inform the Event Manager as to which company will be providing electrical services in the exhibit hall in order for appropriate agreements to be processed.

FIRE CODE REQUIREMENTS/PROPS:
Drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits or as props, must be flame retardant and be accompanied by a Fire Certificate of Flame Resistance. All such materials are subject to inspection and on site testing by the Fire Marshal. Fire fighting equipment, fire extinguishers, fire hose cabinets, exits and/or exit signage may not be hidden or obstructed. All other City of Palm Springs Fire Regulations must be adhered to.

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FLOORPLANS
All floorplans are to be drawn to scale and must show detail including placement of vehicles as part of any exhibit. Fire prevention equipment and exit signage must be unobstructed. Aisles may not be less than 10 ft. wide. **Floorplans are to be submitted to Event Manager** for Fire Marshal approval a minimum of (60) sixty days prior to occupancy date. **If vehicles are a part of your event**, they must be shown on the floorplan when submitted. A copy of the approved floorplan(s) must be on file before the event may open. Failure to comply may result in delay of show opening.

FLOOR PROTECTION
Responsibility for protecting all carpeted areas rests solely with the Contractor or Service Provider responsible for performing the work in carpeted locations. This applies to areas receiving crates, pallets, freight boxes, road cases, or other large/heavy materials likely to cause carpet damage.

No cutting of carpet, foam core or other materials is permitted on carpeted areas without protection.

Only gaffers tape may be used on carpeted areas.

Scissors, boom, knuckle, and all other lifts require 100% protection from damage including tire wrapping or ironman Visqueen.

The use of paint, glue, ink, dyes, oil, solvents, or other industrial liquids or adhesives is not permitted without 100% protection.

Electric vehicles/scoters may not be parked on carpeted surfaces for charging.

Motor vehicles must have a plastic drop cloth large enough to cover the entire undercarriage of the vehicle, and must be used during display.

Any items that are likely to snag carpet fibers or leave a residue may not be used on carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails, Velcro, rough lumber, metal, glass, or other similar items.

LIFTS & LIFT STORAGE
**If a lift is required**, arrangements should be made to rent this equipment from an outside source. Lifts may be delivered to the loading dock area the day prior to load in, and a bay will be assigned for staging. All lift operators must wear a clip in harness per OSHA requirements.

**The floor weight load limit** is 3,500 psi. We will locate and uncover the floorboxes for you in order to avoid them as the weight of the lift may cause damage.

**If wheels are not "non-marking"**, they must be shrink wrapped before entering the facility to prevent carpet damage.

LOADING DOCK
Tradeshow Contractors/subcontractors are to provide specific loading dock activity information to the Event Manager. Please complete the Loading Dock Questionnaire and forward to your Event Manager 30 days prior to the date of occupancy.

A **9-bay loading dock** is located on the north end of the building and affords easy access to the Oasis Exhibit Halls. The largest of the three roll up doors in 15’ 4” high and 17’ 11” wide. To maintain safe and efficient operations, your Event Manger shall assign dock marshals to assist with traffic coordination during load in and load out.

Marshaling Yard options may be arranged with your Event Manager and should be addressed no later than thirty (30) days prior to load in.

All basic safety rules and OSHA guidelines are to be followed during load in/load out including, but not limited to:
- The safe operation of equipment and tools
- No smoking within 25 feet of any exterior doors and only in designated areas
- No drinking of alcoholic beverages or use of illegal substances on PSCC property or parking lots
- No refueling, de-fueling, storage of gasoline, kerosene, LPG or other fuels and liquids

**Hallways, doors and fire lanes** may not be blocked with freight, equipment, display material, etc. at any time.

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**LOAD IN/LOAD OUT**

*In order to protect building finishes*, no loading or unloading is permitted through public entrance areas (i.e. front lobby, pre-function areas, etc.).

**Load in/Load Out Lighting**

Fifty percent (50%) "work lights" will be provided at no charge in exhibit halls during load in and load out. One hundred percent (100%) "show lights" will be provided (30) minutes prior to show opening and meetings.

**Load In/Load Out Air Conditioning & Heat**

Air conditioning and heat are not provided in the exhibit halls on load in or load out days. Air conditioning or heat may be requested during these periods, but will only be provided with client approval.

Air conditioning and heat are provided complimentary during show hours. The Exhibit Hall loading doors must be closed on hour prior to start of show in order to provide appropriate heating and cooling levels.

**PARKING**

Arrangements for parking trucks/trailers should be made with the Event Manager. All personnel/riggers, etc. should park in the Palm Springs Convention Center designated parking areas. All van lines and trailers should be staged in an area approved by the Event Manager.

**RECYCLING**

The Palm Springs Convention Center is an active partner in the City of Palm Springs resource conservation and recycling efforts. Please review the outline of the locations of the recycling bins and the materials to be disposed of in each. Failure to observe these practices may result in Palm Springs Convention Center labor fees being assessed.

Contractors are responsible for the removal and disposal of all tape, trash, crates, pallets, packing material, etc. prior, during and upon completion of use. Items are to be placed in the appropriate refuse or recycling bins located in the loading dock area.

**RIGGING/BANNER HANGING**

The Tradeshow Contractor must provide a licensed contractor who is certified to hang banners and/or signage from the Oasis 1 & Oasis 4 steel beams and Oasis 2 & Oasis 3 floating grid. The contractor must use proper hanging equipment for safety measures, and must provide a secondary safety in case of failure.

- **Banners and/or signage that weigh less than 50 lbs.**, and do not require a motor to hang, can be hung from the floating grid in Oasis 2 & 3.
- **Banners and/or signage that weigh over 50 lbs.** must obtain PSAV's & PSCC's approval to hang the elements and must complete the PSAV rigging form [http://riggingadvance.psav.com](http://riggingadvance.psav.com). PSAV must supply all steel and/or motors used for rigging from the ceiling.
- **PSAV's rigging supervisor** will determine rig call and crew, based upon client needs.

Other rigging within the Facility
- **For productions and/or galas**, all rigging is exclusive to PSAV
- **Hanging items from the ceiling of the Primrose Ballrooms** is exclusive to PSAV
- **For hanging light weight banners/signage** in any other areas of the PSCC, please contact your Event Manager for details.

**SIGNAGE**

The PSCC permanent graphics, signs or displays may not be visibly blocked in any manner, nor may temporary signs or decorations be attached to permanent building graphics.

**SUB-CONTRACTED EVENTS**

If your company sub-contracts the event to another, please notify the Event Manager immediately. This will allow the Event Manager to forward pertinent facility information to said sub-contractor.

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VEHICLES ON DISPLAY

Please note the following rules for vehicles on display inside the PSCC. If you have any questions or special conditions please contact your Event Manager for consultation. City of Palm Springs Fire Regulations, under the current code, regarding display of vehicles are as follows:

- Batteries shall be disconnected in an approved manner
- Vehicles or equipment shall not be fueled or defueled within the building or on the surrounding property
- Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or five (5) gallons, whichever is less
- Fuel systems shall be inspected for leaks
- Fuel tank openings shall be locked and sealed to prevent the escape of vapors
- The location of vehicles or equipment shall not obstruct or block exits or exit signage
- Contractor to place visqueen & masonite along the vehicle path to protect the carpet during load in/load out
- PSCC Facility Security will receive keys with a cell phone number and name of a responsible party. The keys will remain with PSCC security until the conclusion of the event.
- Motor vehicles must have a plastic drop cloth large enough to cover the entire undercarriage of the vehicle must be used during display. Once vehicle is placed, visqueen to remain under the vehicle as carpet protection
- Vehicle may not be relocated during show hours
- Electric vehicles may not be parked on carpeted surfaces for charging.