

TRADESHOW CONTRACTOR FAQ's

The following guidelines are excerpts from our 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

All cables must be flown. Cables may not block ingress/egress, including, but not limited to, doorways. Cable ramps are only permitted in approved backstage areas.

CARPETED AREAS

All carpeted areas must be protected by the contractor to prevent soil damage, discoloration, fabric separation, carpet tile pulling up and/or other facility damage. ***The Contractor must lay visqueen (at least 4ml thick), and masonite in all aisles prior to load in and load out. These rules also apply to the tiled areas of the facility. No chalk is to be used on exhibit hall carpets. Only gaffers tape is acceptable.***

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 exit areas. Crates may not be stored in dock wells or on the dock apron; unless they are placed inside trailers. Please discuss crate storage with your Event Manager prior to your arrival.

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.

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 30 days prior to occupancy date. Failure to comply may result in delay of show opening.

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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.

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.

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.

RIGGING/BANNER HANGING

For tradeshows, simple banner hanging in the Exhibit Halls, utilizing the floating ceiling grid is permitted providing there are not more than two hang points, the banner is 2 dimensional, and total weight is less than 25 pounds. All other items must be rigged from hang points in the ceiling.

Hanging items from the ceiling of the Primrose Ballrooms is exclusive to the Palm Springs Convention Center's approved in-house rigger. For hanging in any other area of the Center, contact the Event Manager.

For productions/galas, all rigging is exclusive to the Center's approved in-house rigger.

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.

VEHICLES AS PART OF A DISPLAY

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 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
- Once vehicle is placed, visqueen to remain under the vehicle as carpet protection
- Vehicle may not be relocated during show hours