

Moscone Convention Center Regulations

Exhibit Related Regulations

Affixing to the Facility

Exhibitors are not allowed to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at Moscone
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into facility structures (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixture

Booth Configurations

The following booth configurations are acceptable:

- Open top exhibition booths.
- Platforms not exceeding 500 square feet in area.

The following booth configurations will require prior approval:

- Platforms exceeding 500 square feet in area.
- Exhibition booths with canopies.
- Single-level covered exhibition booths.
- Booths/exhibits of a height exceeding 16'.
- Two Story Booths
- Two story booths are permitted in areas with ceilings over 24'.
- Plans must be certified by a licensed professional engineer before they are submitted.
- All areas under multi-level booths must be equipped with a UL approved; battery operated smoke detector attached to the ceiling or under structure.
- A 2A10BC extinguisher is required on each level and easily available.
- If the occupancy load is nine persons or less, one exit is sufficient. If occupancy load is more than 9 persons, two means of exiting are required (Section 10 of the California Fire Code).

All special booth configuration requests must receive approval from Show Management and the Moscone Convention Center no later than 60-days prior to the Event. Contact Show Management for additional details and requirements.

Booth Set-Up and Dismantle

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/ or dismantle their own booths, provided that they use their own bona fide, full-time employees.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dockyard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations.

Combustibles

Literature on display shall be limited to reasonable quantities (one day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes. Storage of any kind is prohibited behind back drapes or display walls, and inside the display area. All cartons, crates, containers, and packing materials which are NECESSARY FOR REPACKING shall be labeled with "EMPTY" stickers and REMOVED FROM THE FLOOR.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials, shall be flame retarded to meet the San Francisco Fire Department and the State Fire Marshal's requirements.

All table coverings, fabric walls, paper, or any decorative material whatsoever must have a California flameproof certificate or tag. Only California certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the facility Fire Marshal.

Lights

All types of clamp-on portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrapping material permanently attached to the lamp holder clamp. Use of ceramic-porcelain or molded composition type of neck-shell is the only type approved for use in the San Francisco Convention Facility. On/off switches are usually located in the neck. Where any spotlight or lamp is subject to physical damage, damp places, or comes into contact with combustible material, it shall be equipped with a substantial guard attached to the lamp holder or the handle. Flexible cord extensions may only be used for portable lamps/appliances that are of allowable amperage for the size and type of three (3) conductor cords connecting to and for the utilization of any equipment. The third conductor is used for equipment grounding purposes.

Materials Requiring Special Permit for Use

Use, display or storage of the following materials, processes or equipment are restricted and subject to approval of the facility Fire Marshal and may also require a permit from the San Francisco Fire Department:

- Natural gas fired equipment.
- Open flame devices (including candles and cooking equipment).
- Exhibits involving hazardous processing or materials.
- Pyrotechnic display
- Fossil fuel powered equipment.
- Lasers.
- Hydraulically powered equipment using flammable fluids.
- Radiation producing devices.
- Flammable liquids.
- Welding, cutting or brazing.
- Other materials or processes judged by the facility Fire Marshal to increase the risk to fire and life safety
- Liquefied petroleum gas (Ref: California Fire Code Chapter 38).
- When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted to be used temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.

- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see Food Preparation within exhibits in the Building Users Manual) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between devices and public.
- No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.

All requests must receive approval from Show Management and the Moscone Convention Center no later than 60-days prior to the Event. Contact Show Management for additional details and requirements.

Obstructions

Nothing shall be hung from or affixed to any sprinkler heads or piping. All exit doors shall be in an operable condition at all times. Exit signs shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies, passageways, and fire and life safety devices shall be unobstructed at all times. Booth construction shall be substantial and fixed in position in a specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond booth area into aisles.

Prohibited Materials

Use of the following materials, processes or equipment *is prohibited*:

- Blasting agents, or explosives
- Pyrotechnics in Moscone West
- Flammable cryogenic gases (including ethanol)
- Smoking within the facilities
- Fueling of motor vehicles
- Wood matches with all-surface strikes
- Cellulose nitrate motion picture film
- Aerosol cans with flammable propellants
- Materials-handling equipment which exceeds established emission levels.
- Electrically powered tools and equipment other than those listed by Underwriters Laboratories, Inc. or approved by a nationally recognized testing laboratory.
- Portable heating equipment.
- Painting with flammable or volatile paints and finishes.
- Any equipment or operation that increases the risk to fire and life safety.

General Regulations

Animals

Animals for exhibition purposes are welcome at Moscone Center with prior approval. ***If not a service animal, you must obtain approval no later than 60-days from the Event from Show Management and Moscone Convention Center.*** While here, the following policies must be observed:

- Animals must be under the control of a handler at all times.
- Animals may not be within 100 feet of any food service area.
- Animals may not be left at Moscone Center overnight.
- Show Management/Exhibitor is responsible for all cleaning

*This policy does not apply to service animals.



Balloons

Helium balloons are permitted at Moscone Center; however, your General Service Contractor will charge a fee for retrieval of stray balloons.

Cannabis

Cannabis use at the Event is prohibited. State and local laws regarding medical and adult-use/recreational cannabis notwithstanding, all participants of the Event understand the use, possession, and/or distribution of THC products at the Event are strictly prohibited due to local, state and venue regulations.

Copyrighted Music

Copyrighted Music Public performances of copyrighted musical works, including performances during conventions, trade shows, and meetings require a license from the copyright owners. Generally, these are arranged through the American Society of Composers, Authors and Publishers (ASCAP, telephone 800-627-9805) or through Broadcast Music Inc. (BMI telephone 800-669-4264). It is your responsibility to make these arrangements. The Center offers "piped in" music from Peavy through our PA system. The use of Peavy covers all licensing requirements under U.S. copyright law. Team San Jose does not have a licensing agreement with ASCAP, BMI or SESAC. Therefore, it is important that you obtain your own licensing agreements prior to the use of music during your event.

Decorative Materials

Materials may not be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric, or decorative walls.

Additionally, all decorative materials for exhibition must be flameproof in accordance with the Public Safety and Fire Regulations. Please refer to the Moscone Fire Management Plan for additional details.

Docks/Ramps

Loading docks are for loading and unloading only. No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dockyard. All vehicles left in loading areas will be towed away at the owner's expense. When loading and unloading items you must enter and exit through loading dock areas only.

Food and Beverage

All food and beverage items must be supplied and prepared by Savor. No food, beverage, or alcohol will be permitted to be brought into or removed from a San Francisco Convention Facility ("SFCF") by the client or any of the client's guests or invitees without written approval. **Requests must be received by Show Management and Savor no less than four (4) weeks prior to the first day of the event.** Savor reserves the right to assess a charge for such exclusions to exclusivity. Due to the seasonal supply fluctuation of food and beverage products, menu prices will be guaranteed ninety (90) days prior to your event.

All food and beverages samples brought into the SFCF must have approval from Show Management and Savor in writing prior to the event and adhere to Savor's guidelines. These guidelines will be provided once sampling is approved.

Glitter, Confetti, Popcorn, and Other Materials

The use of glitter, confetti, sand, or simulated snow types of material is not permitted. Popcorn is not permitted without prior written approval from Show Management and the Moscone Convention Center Authority. There will be additional costs for cleanup.

Hazer/Fogger Equipment

The DF-50 Diffusion Fogger with a water-based solution is the only unit approved for use within Moscone Center. The schedule for hazing (both rehearsals and event) should be reviewed with your Event Manager, Househead, and the Fire Marshal prior to your event.

Lasers

Use, display or storage of lasers are restricted and subject to approval of the facility Fire Marshal and may also require a permit from the San Francisco Fire Department. **All requests must receive approval from Show Management and the Moscone Convention Center no later than 60-days prior to the Event.** Contact Show Management for additional details and requirements.

Mobility Devices

Scooters

- The use of electric scooters is permissible only under the provisions of the Americans with Disabilities Act (ADA). Rental arrangements can be made directly with a local provider such as Scoot-Around : (888) 441-7575 Or www.scootaround.com

Segway's

- The use of Segway's is only permitted under the provisions of the ADA.

Bicycles

- The use of bicycles is restricted to move-in and move-out periods and on concrete surfaces only (Exhibit Halls). Use of bicycles in any public space is prohibited.

Wheelchairs

- Moscone Center does not have wheelchairs available for attendee use. Rental arrangements can be made directly with a local provider such as Scoot-Around: (888) 441-7575 or www.scootaround.com

Hoverboards

- The use of hover boards is prohibited within the facility.

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches (12") of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Open Flame Permit

A permit is required for any type of open flame, including but not limited to, candles, propane burners, butane burners, cooking demonstrations and fireplaces. Permits must be obtained directly from the San Francisco Fire Department. The most commonly requested permit types are:

- Portable Cylinder Use Permit/Temporary-For any portable containers holding propane or other flammable materials.
- Open Flame Permit/Sterno-For anyone who will be cooking inside their booth.
- Open Flame Use Permit/Temporary-For any other open flame request (including candles).

All open flame requests must receive approval from Show Management and the Moscone Convention Center no later than 60-days prior to the Event. Contact Show Management for additional details and requirements.

Pyrotechnics

Use of pyrotechnics in Moscone North and South is allowed with a permit issued to the Pyro Operator by the San Francisco Fire Department and with approval by the Moscone Center Fire Marshal. All City, State and Federal laws must be observed, and a permit must be pulled by a certified Pyro Operator. Effects work is under the jurisdiction of I.A.T.S.E. Local 16 and should be closely coordinated with your House Head.

All requests must receive approval from Show Management and the Moscone Convention Center no later than 60-days prior to the Event. Contact Show Management for additional details and requirements.

Recycling Program

San Francisco's Mandatory Recycling and Composting Ordinance requires everyone to properly separate recyclables and compostable and keep them out of the landfill using a color-coded system. Participate by putting all your recyclable materials mixed together for greater convenience (e.g., all paper, plastic, aluminum and glass) in the blue colored bins. Food scraps and any SAVOR provided food serve ware can go into green colored bins. Put any trash that remains into the landfill bound black bins. Helpful tips can be found here: Green Meetings.

Leftover merchandise, samples, and giveaways can be donated to local nonprofits by placing a blue "Donate" sticker on the box or item at the close of the show. Donation stickers are available at the General Service Contractor's Service Desk.

San Francisco has two other ordinances designed to reduce waste and are relevant to activities planned for your event:

The Plastic Bag Reduction Ordinance discourages the distribution of any single-use bags. The intent of this ordinance is to reduce litter and waste, as well as contamination in recycling and composting programs. In addition, this law will improve water quality in San Francisco Bay and the ocean by reducing pollution. All retail businesses, even bookstores at shows, must charge for bags they provide. Three types of bags are acceptable, but subject to a minimum 10 cent nominal charge:

- Compostable plastic bags labeled with a compostable certification logo;
- Paper bags labeled with 40% post-consumer recycled content; and
- Reusable bags designed for at least 125 uses and that are washable.

The Food Service Waste Reduction Ordinance prohibits vendors from using Styrofoam or other polystyrene foam food service ware. At Moscone Center, SAVOR uses certified compostable food service ware and it goes into the green bin along with food scraps and other organic materials. Ensure any food service ware you purchase is certified compostable – *not biodegradable*.



Remote-Controlled Devices

Products such as remote-controlled cars, drones, planes, helicopters, etc. are prohibited at all times within the Moscone Convention Center.

Security

We recommend locking or removing valuables from your booth nightly or ordering overnight booth security from the official show security provider. The official show security provider's information is located under General Information in the Exhibitor Service Manual. This is the only approved security service for the facility.

Smoking

Moscone Center is a smoke-free facility (this includes the use of electronic or ecigarettes). Smoking of any tobacco, cannabis or other plant product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. This includes vaping. Designated smoking areas are located outside the building.

Trash

Moscone Center will pass along to you the charges for removal of all compactors and debris boxes for your event. Charges for trash compactor pulls will be billed on final settlement based on usage. Debris boxes for oversized or non-compactable items will be billed to the General Service Contractor based on usage.

If your booth generates boxes or trash during show hours, porter service is recommended. This service may be ordered through the show's general contractor.

Please remember not to throw boxes or trash generated during show hours into the aisles.

Vehicles on Display

Exhibiting vehicles in the facility is entirely possible. Gas powered vehicles may be exhibited in any exhibit space as well as the lobbies in Moscone Center North & South. Exhibitors wishing to display motorized vehicles within their exhibit space **must contact Show Management no later than 60-days out from Event** for approval and further instructions.