

# BOOKING, SCHEDULING & SERVICES

## Salt Palace Convention Center & South Towne Exposition Center

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### A. BOOKING & SCHEDULING:

#### *SALT PALACE*

1. The Salt Palace Convention Center is primarily designed to attract national and international conventions, trade shows and meetings that provide economic impact to Salt Lake County. The infusion of money into the local economy results in an expansion of the tax base, and justifies the priorities set forth in the Center's official Booking Policy.
2. The Booking Policy provides for priority booking of national conventions and trade shows by the Salt Lake Convention and Visitors Bureau (SLCVB) and Utah Sports Commission (USC). The SLCVB serves as the sales organization for priority business for the Convention Center. The SLCVB and USC have the exclusive right to reserve all Center exhibit and meeting space for any event that will occur 18 months or more in the future. While requests for booking may be made through the CVB or USC, the Center will subsequently execute a contract with the client.
3. All reservation requests within 18 months are booked directly with SMG. When booking directly with SMG, requests must be submitted in writing, identifying in detail overall dates and areas required. Subsequently, a contract will be executed between the client and SMG. For additional booking policy information, please call (801) 534-4777

#### *SOUTH TOWNE*

The South Towne Exposition Center (STEC) is primarily designed to host consumer shows, trade shows, state and local association meetings and provide a venue for the Salt Lake community when the Salt Palace Convention Center (SPCC) is not available due to scheduling conflicts with national conventions. For additional Booking Policy information, please call (801) 565-4400.

### B. PAYMENT TERMS AND DEPOSITS:

1. Specific payment terms and deposits are included in the event License Agreement.
2. An Event Settlement Sheet summarizing rent and any additional charges, along with an invoice, is prepared after each event. Final payment is due upon receipt of invoice.
3. The Center reserves the right to request payment in advance for estimated additional costs beyond minimum rental.
  - a) Services and facilities included in basic rental:
    - General room lighting, heat and air conditioning on show days
    - One standard meeting room set-up, including theater, classroom, or banquet style
    - Up to 5 skirted head tables or registration/handout tables per room
    - Cleaning of public areas
    - Equipment provided will be limited to inventory on hand and availability.
  - b) Available services and facilities not included in basic rental:
    - Show Management electrical service
    - Show Management telecommunications service
    - Audio-visual equipment and dedicated labor
    - Changeovers
    - Show Management air, natural gas, water and drainage service
    - Janitorial and Cleaning
    - Trash hauling
    - Insurance
    - Security or police officer services
    - Emergency Medical Technician services
    - Fire Inspector services
    - Usher and/or ticket taker services
    - Box office services
    - Ticket booth rental
    - Damages to the Center's physical plant and equipment
    - Additional equipment
    - Meeting room keys and lock services
    - Water service for attendees
    - Table linens
    - Coat check services
    - Business Center services (Salt Palace only)

- Package receiving services (Contact your Event Manager for details)

### **C. INSURANCE REQUIREMENTS:**

1. The Center requires each show management organization to have insurance coverage in effect during the entire lease period, including move-in, event days and move-out.
2. Show Management shall secure and maintain through the terms of the License Agreement, at their sole cost and expense, the following insurance:
  - Worker's Compensation Insurance in full compliance with all laws covering the show management company's employees
  - Employer's Liability Insurance, covering injury or death of any employee which may be outside the scope of Worker's Compensation Insurance
  - Comprehensive General Liability
  - Fire Legal Liability Insurance
3. Commercial General Liability and Fire Legal Liability Insurance policies shall name as additional insured, SMG, Salt Lake County and their respective members, officers, directors and employees.
4. Certificates of Insurance and the endorsement shall be furnished at least 30 days before the first day of the event. Certified copies of the Certificate of Insurance or policies shall provide that such coverage may not be canceled within 30 days advance notice to the Center.
5. The General Manager or his/her designee reserves the right to cancel the event upon failure of Show Management to provide such verification within the specified period.
6. The Salt Palace does offer as a courtesy and convenience to tenants, users, and exhibitors the option of purchasing insurance through the Center. For more information please contact the Facility Manager.

### **D. CANCELLATIONS:**

Cancellation fees and terms are set forth in your Use License Agreement.

### **E. MOVE-IN AND MOVE-OUT:**

Events using the exhibit halls will be allowed one (1) move-in or move-out day for each event day up to a maximum of three (3) days. Any additional days or parts of a day required to move-in and move-out are available at one-half (1/2) of the applicable rental rate.

### **F. PHYSICAL ARRANGEMENTS:**

No later than 60 days before the first day of the event, Show management shall provide for Center's approval, five (5) copies of a full and complete floor plan for the event, and, if requested, furnish a description of all electrical, communications systems, and plumbing work. Show management shall provide Center with all other information required by Center concerning the event such as room or hall set-ups, staging, and food and beverage requirements no later than 30 days prior to the start of the event.

### **G. PARKING:**

#### **1. SALT PALACE**

The Center has 988 parking spaces around the convention facility. The Center charges a parking fee to all users of its parking areas at the prevailing rate. Motor home vehicles may use the Center parking area for parking purposes only. Overnight parking on Center property is prohibited. Options are available for the rental of the parking lot areas for outside exhibits and/or exhibitor and patron parking. Contact the Event Management Department for more information.

#### **2. SOUTH TOWNE**

The Center has approximately 1,700 free parking stalls. Motor home vehicles may use the Center parking area for parking purposes only. Overnight parking on Center property is prohibited. Contact the Event Management Department for more information.

### **H. CONCESSIONS & CATERING:**

All food, beverages, and concessions are provided and controlled exclusively by the facilities catering company. Arrangements for serving food and beverage must be made through the Catering Company. No outside food or beverage will be allowed on premises unless purchased through the Center's catering company.

## **I. DECORATIONS:**

Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers. All decorative materials must be flameproof in accordance with Fire Regulations. No helium balloons or adhesive backed decals, signs, etc. are permitted to be given out on the premises.

## **J. PUBLIC TICKET SALES:**

Lessee is responsible for all required licenses, and pays all admission taxes required by any government regulation. Lessee may be required to have tickets printed by a bonded printing firm and submit a certified manifest of all tickets rited to Facility management prior to placing tickets on sale. Show Management shall provide 40 complimentary tickets for the exclusive use of Facility management.

## **K. FIRST AID:**

In addition to event days, First Aid services maybe required during move-in and move-out operations one-half hour before, during, and one-half hour after event hours for all conventions, tradeshows, banquets, meeting etc. (See also Operating Policies and Procedures).

## **L. SPECIAL SERVICES & EQUIPMENT:**

### **1. AIR CONDITIONING AND HEATING**

Air conditioning and/or heating is provided during show hours only. Air conditioning and/or heating are not provided on move-in or move-out days. Additional charges will be assessed for air conditioning and/or heating requested during non-show periods.

### **2. AUDIO SERVICES**

Audio equipment and facility management rates are outlined in a separate price list for audio services. Services of a preferred "in-house" audiovisual production contractor are available through the Center upon request.

### **3. EVENT PERSONNEL**

Determination of the number of personnel and the hours worked by the various categories shall be at the discretion of Center management after consultation with Lessee. All other persons employed by Lessee or affiliated with any event that takes place in the Center shall be the responsibility of the Lessee. Event personnel rates

are outlined on a separate rate schedule. Lessee shall be responsible for the payment of these services at the prevailing labor rates. All individuals working in the Center must wear an identification badge provided by their respective employer or badges can be obtained from the Center's Security Office.

### **4. KEYS AND LOCK CHANGES**

Keys are available and locks can be changed for convenience and added security. All keys required by Lessee, show personnel, or service contractors are subject to a deposit. Requests for keys should be made through the appropriate Event Manager, and all keys must be returned on the last day of the event. Charges for lock changes are listed on a separate schedule.

### **5. RENTAL OF EQUIPMENT**

The prevailing rates for rental equipment are available on a separate rate schedule. All Center equipment will be set-up and operated by authorized Center personnel. Tables and chairs, when used for exhibits, will be charged for at the prevailing rates. Unless included in rate schedule, any labor charges for operator shall be in addition to the rental charge for the equipment.

### **6. CLEANING AND TRASH REMOVAL**

The Facilities maintain all public spaces external to the exhibit area, including hallways, corridors, areas, food service areas, and all restrooms, when used as "public spaces", at no charge. The Facilities will clean and maintain public space and aisles (not exhibit booths) within exhibit area during move-in, show days and move-out at prevailing labor rates. A minimum compactor charge for trash removal will be assessed to all exhibit shows. An additional dumpster charge will be assessed for each additional pickup ordered.

### **7. BOX OFFICE**

Box office services for "day-of-event" sales are available at the facilities. Contact the Event Management Department.

## **M. SECURITY:**

Lessee is responsible for security in all areas leased, including exhibit areas, meeting rooms, loading dock areas, and emergency exits from the time of initial occupancy until completion of move-out. Such services, when required, will be at the expense of the Lessee. See Security Section of Policies and Procedures for more information about security at the Center.

#### **N. UTILITY SERVICES:**

Utility services may be provided through the centers Facility Services Department or your primary service contractor. Contact the Event Management Department for more information and rates. Operating policies and rates for the Center are listed on separate service order forms.

#### **O. FIBER OPTIC CABLE:**

The Center is equipped with both multi-mode and single-mode fiber optic cabling with access from virtually any location in the Center. The Center's Fiber Optic Cabling is available for data and video feeds, satellite downlinks, connecting computers for LAN's, etc. The cost for using the Center's fiber infrastructure is outlined in a separate rate schedule.

#### **P. INTERNET SERVICES:**

The Center has high-speed services available for connection to the Internet. Service is available for dedicated or shared access. Access is from virtually any location in the Center. Charges for Internet services are listed on a separate rate schedule.

#### **Q. SATELLITE SERVICES:**

The Center can downlink video and audio on C-band and KU band transmissions. Satellite up-link service is available from an independent contractor. Contact the Center's Facility Service Department for more information and rates.

#### **R. TELECOMMUNICATIONS:**

The Center has Category 5 (Cat. 5e) wire installed throughout the building to maximize the efficiency and quality of both voice and high-speed data communications. Telecommunication services, including telephones can be ordered through the Center's Facility Services Department.

#### **S. BUSINESS CENTER (SALT PALACE ONLY)**

Located at the north end of the Convention Center's upper concourse, the Business Center is your source for office supplies, copies, faxes and presentation materials. You can access email, high-speed Internet and MS Office on our public computer stations or take advantage of our office equipment rentals. We feature a wide selection of copies, fax machines, computers and printers. Business Center rates are available on a separate rate schedule.

# POLICIES AND PROCEDURES

## SALT PALACE CONVENTION CENTER & SOUTH TOWNE EXPOSITION CENTER

These Facility Operating Policies and Procedures, along with referenced publications, have been established to ensure the Facilities, its personnel, lessee, and related service contractors are working in a safe and orderly environment. These policies and procedures should serve as a guideline for all concerned, and are in addition to regulatory codes, ordinances, and laws governing events and building operations. Any questions, requests for variations, or exceptions should be promptly submitted to the Event Management Department, and must be approved in writing by Facility Management.

### A. GENERAL OPERATING POLICIES:

1. The Center's exclusive caterer provides food service for the Facilities. No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking lots, decks, truck docks, and drives, which constitute the "premises".
  2. Audio visual services are provided through a preferred service contractor.
  3. Work performed in connection with events held in the facilities is accomplished primarily by private contractors who may maintain labor agreements with local unions. Clients must check with their contractors regarding jurisdictional requirements in connection with their event.
  4. Telecommunication and Internet services are available through the buildings Facility Services Departments. Telephone services include single phone lines, multi-line key sets, direct dial lines, and voice mail. Service order forms are available from the Centers on request.
  5. The Salt Palace has an exclusive full service business center operated on the premises. Services include: copying, fax services, word processing, small package shipping, and cellular telephone rental.
  6. SALT PALACE:  
The Facility has 988 parking spaces around the convention center. The Facility charges a parking fee to all users of its parking areas at the prevailing rate. The Event Manager will provide show management with up to five (5) approved parking permits for vehicles parked on Facility property. These permits are approved for specific events. The permits are transferable during the event, but are not transferable for other events.
- Vehicles without approved parking permits parked on Facility property are subject to towing.
- SOUTH TOWNE:  
The Center has approximately 1,700 parking stalls available to all users of the facility.
7. Utah law prohibits smoking in any public space in the facilities. This includes exhibit halls, rest rooms, lobbies, corridors, and meeting rooms.
  8. As facilities of public accommodation, they comply in all respects with the Americans with Disabilities Act. Clients are also required to comply with the provisions of this law in the design and set-up of their event.
  9. Upon the expiration or sooner termination of the License Agreement, Show management shall immediately remove all goods, wares, merchandise, property, and debris owned by Show management or which Show management has placed or permitted to be placed on or at the Facilities. Any such property not so removed shall be considered abandoned and, at Facility's option, be removed and stored by Facility management at Show management's expense or disposed of in any manner Facility management deems expedient. Show management waives all claims for damage resulting from removal, storage and disposal of such property and indemnifies Facility management from any damages or costs including reasonable attorney's fees resulting from such storage, removal and disposal.
  10. In no event shall attendance be permitted in excess of the established capacity of the Authorized Areas. Show management shall not admit a larger number of persons than can safely and freely move about in the Authorized Areas; the decision of Facility management and/or the City's Fire Marshal in this respect shall be final.
  11. Facility management shall not be obligated to accept delivery of Show managements or its agents or exhibitors property addressed to Show management at the Facilities except upon prior approval of Facility management. Facility management shall not be liable for damage to such property and Show management shall indemnify and hold harmless Facility management for and against any loss of or damage to such property and to any damage

caused by such property to other persons or property.

12. All advertising of Show management's event shall be accurate and true in all respects. All advertising space in the Facilities is the exclusive property of Facility management. Advertising of events by Show management in Facilities publications, reader boards or other advertising media under the control of Facility management shall be provided as availability permits with no guarantee that such advertising space shall be available. Contact Facility Management for rates and availability. The content of all advertising by the Show management is subject to approval by Facility management in writing. All in-house publications and advertising in such publications are the exclusive property of Facility management. Facility management reserves the right to distribute its in-house publications to attendees within the Facilities.
13. Show management shall obtain all necessary licenses and shall pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other property subject to any trademark, patent or other proprietary right, which is used or incorporated in the event. Show management shall indemnify, defend and hold Facility management and all other Indemnities designated in the License Agreement harmless from any liability, claims or costs, including attorney's fees, arising from the use of any such materials or such claims of infringement or violation of the rights of the owner.
14. No collections or donations, whether for charity or otherwise, shall be made, without permission of Facility management.

## **B. SECURITY AND PUBLIC SAFETY:**

1. The Facility management, along with show management, will evaluate each event according to the nature of the event, profile of the attendees, areas in use, and consideration for other events when determining staffing of certified first aid personnel. Lessee is responsible for all costs of certified first aid personnel during their lease term.
2. Safety of all occupants of the Facilities is of primary concern. Any unsafe condition or activity should be immediately reported to the Facilities Security personnel for corrective measures.
3. The Facilities maintains a 24-hour staffed security office. Show management is responsible for all security needs with regard to their event. The

Facility management along with show management will evaluate each event according to the nature of the event, profile of the attendees, areas in use, and consideration for other events when determining additional security requirements, including exhibitor move-in and move-out periods.

The Facilities Security Departments provides all locks for securing leased space. At the request of show management, custom locks are available for many doors for an additional fee. Contact the Event Management Department for all special door lock requests.

5. All Facility employees wear Facility photo identification badges while servicing events. Show management may refuse access to employees without visible and proper Facility identification. Properly badged Facility employees on Facility business have the right of access, as needed, to all Facility space at all times. Facility employees are not obligated to wear additional identification for right of access.
6. Animals and pets are not permitted in the building except in conjunction with an authorized exhibit, display or performance; or, as aids to the disabled. Where an animal is used in an authorized exhibit, display or performance, the animal is to remain in a properly enclosed pen or cage when not performing. Animals must have proper licensing and certificates and follow health and safety guidelines as may be required by local authorities and Facility management.
7. If it becomes appropriate in the judgment of Facility management to evacuate the premises for reasons of public safety, then, after such evacuation, Show management may continue to use the premises for sufficient time to complete presentation of the event without additional fees providing such time does not interfere with another Show.
8. Facility management shall have the sole right to collect and have the custody of articles left in the premises by persons attending any performance, exhibition, or entertainment event given or held in the Facilities, and Show management or any person in the Show management's employ shall neither collect nor interfere with the collection or custody of such articles.

## **C. FIRE SAFETY:**

- 1 The NFPA 101 Life Safety Code and the International Fire & Building Code are the

established standards for review of occupancies and events in the Salt Palace Convention Center and South Towne Exposition Center. Highlights of pertinent provisions are outlined below.

- All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.
  - Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device must not be hidden, obstructed or otherwise disturbed.
  - Crates, packing material, wooden boxes and other highly combustible materials may not be stored in the building.
  - The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit and unusual displays incorporating a large amount of combustible materials (i.e. house structures) must be individually reviewed by Facility management and the City Fire Marshal.
  - Additional provisions are contained in the schedule of Fire Safety Rules and Regulations.
2. Small directional signs may be placed in the interior entrances subject to approval in advance by Event Management Department. Signage requests will be coordinated with other events utilizing the facilities.
  3. All sign material used should be flame retardant to the satisfaction of the City Fire Marshal.
  4. Signs and banners may not be attached, taped, nailed or otherwise fastened to any surface including, ceiling, window, painted surface, columns, fabric wall or movable wall of the Facilities.
  5. Fees may be assessed for any promotional advertising located within the facility premises.

#### **D. EVENT FLOOR PLAN APPROVAL PROCESS:**

1. Five (5) copies of the event floor plans should be submitted to the facility Event Management Department for review and approval at least eight (8) weeks prior to the first show day. The plans should be on appropriate sized paper given the facility space utilized and should clearly show adjacent lobbies and exit ways.
2. After Facility Management review and approval, the Event Management Department will forward plans to the Fire Marshal for review and approval.

3. After Fire Marshal review and approval, the Event Manager will return a stamped and approved set of plans to show management and to the official service contractor. The review process generally takes between three and four weeks.
4. Floor plans are not considered approved without signed and stamped approval from both Center Management and the Fire Marshal, and should not be published without stamped approval.
5. The Fire Marshal approval of a floor plan is conditional. The final approval is given after an on-site inspection by field inspectors.
6. If the final floor plan is different from the initially approved floor plan, it must be submitted and processed for approval. The resubmitted plan must be approved before the first day of move-in.
7. All floor plans should clearly show the following:
  - Name and date of the event
  - Name of the area in use
  - Official service contractor
  - Date of initial drawing and all revisions
  - Labeled location of all exits
  - Dimensions of all aisle widths
  - Bone yards and all contractor storage areas that will be maintained as on- site storage during exhibition hours.
8. Life safety guidelines for acceptable exhibit floor plans are as follows unless approved by Facility management and Fire Marshal:
  - All points of entrance and egress should have a minimum of 15 feet clear space on all sides. Specific clearances are established for each major entrance and exit, and may be confirmed with the Event Manager.
  - All aisles must be a minimum of 10 feet wide.
  - A person should have to travel no more than 200 feet from any point in the hall to the nearest exit.
  - Dead-end aisles may be no longer than 50 feet.
  - All fire hose connections, extinguisher cabinets, and alarm call stations must be visible at all times.

#### **E. MAINTANENCE, CLEANING AND PROTECTION OF BUILDING FURNISHINGS, EQUIPMENT AND FINISHES.**

1. DAMAGES  
Damages of any kind should be promptly reported to the Event Manager. Lessee is responsible for any damages to the building,

furnishings or equipment. Lessee and its contractors are invited to inspect the facilities prior to move-in and following move-out, accompanied by a representative of Facility Management.

2. **DECORATIONS**  
Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls.
3. **HELIUM BALLOONS**  
Helium balloons may not be given out inside the building but may be authorized for permanent attachment to authorized displays.
4. **ADHESIVE –BACKED DECALS**  
Adhesive-backed decals and stickers may not be distributed anywhere on the premises.
5. **GLITTER**  
Glitter and confetti may not be used in carpeted areas of the building without prior authorization of Facility Management.
6. **MOTORIZED VEHICLES**  
Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment may not be operated on any carpeted areas unless covered with appropriate plastic sheathing.
7. **TEMPORARY FLOOR COVERINGS**  
Carpet runners, show carpet or other temporary floor covering over permanent carpet must be approved. Contact the Event Management Department for specification of approved tapes to use when installing carpet. Double-faced tape and heat tapes are prohibited for direct application to permanent carpeted areas.
8. **TAPE REMOVAL**  
Tape removal from exhibit hall floor is the responsibility of the Lessee and their service contractor.
9. **FACILITY PLANTERS AND FURNISHINGS**  
Facility planters and furnishings may not be removed or repositioned. Facility personnel shall handle any movement of furniture for event purposes.
10. **JANITORIAL SERVICES**  
Facility personnel will clean common use public areas, meeting rooms (except when utilized as exhibit area) and restrooms. All other janitorial and cleaning service, beginning with the first day of move-in, during show day and through final day of move out, is the responsibility of Lessee

and will be billed at the prevailing rate.

#### **F. SIGNS AND BANNERS:**

1. Large exterior signs and banners are not permitted unless approved by Facility Management. Exterior signage is not permitted on the city streets or right-of-way. The placement of signs or advertising in the city or county requires proper license and permits from the appropriate governing agencies.

#### **G. RIGGING:**

All rigging within the facilities shall be in accordance with all national, state, and local safety codes, including, but not limited to, OSHA, BOCA, facility policy, and subject to approval by Fire Marshal and Facility Management.

1. **SALT PALACE BALLROOM**
  - a) The high structural steel has a certified load rating of 1500 pounds at any place along the length of the beam and 2000 pounds at the intersection of the horizontal and angled beams
  - b) Rigging from the wall track, fascia, lighting or any members supporting the wall track, fascia or lighting is strictly prohibited.
2. **SALT PALACE EXHIBITION HALLS**
  - a) The low horizontal steel beams in the exhibition halls have a certified load rating of 1,500 pounds place anywhere along the length and 2,000 pounds at the intersection of the horizontal beams and at the point of intersection between the horizontal and angled vertical beams.
  - b) Rigging from the wall track is prohibited.
3. **SOUTH TOWNE EXHIBITION HALLS**  
The low horizontal steel beams in the exhibition halls have a certified load rating of 1,000 pounds place anywhere along the length.
4. **MEETING ROOMS**  
No rigging is allowed in either facility's meeting rooms.

#### **H. BUSINESS LICENSES**

1. The Show management, their exhibitors, agents, and contractors shall be required to comply with, and acquire any and all applicable federal, state and /or municipal permits or licenses for doing business within the State of Utah and Salt Lake City. For information regarding business licenses

in Salt Lake City, contact the Building Services and Licensing Division at 801-535-6644.

For information regarding business licenses in Sandy City, contact (801) 568-7252.

2. Show management shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons, and invitees to promptly comply with all laws, ordinances, orders, rules, regulations, and requirements of all federal, state, municipal and local governments, departments, commissions, boards and officers, and to conform in all respects with the City Fire Department Management Plan for the Facilities as in effect from time to time, with particular reference to such Plan's Exhibition Guidelines.

#### **I. FOOD SAMPLES:**

Exhibitors who process or distribute food in their normal course of business and would like to distribute food samples may be allowed, provided their food samples are no larger than bite size, and the beverages are no larger than (2) ounces. An exhibitor who does not manufacture, process or distribute food as their normal course of business, and would like to distribute food must purchase their food samples from the SPCC's food service contractor, at retail prices, and no restriction on the size will be applied.

#### **J. RESIDUAL MATTERS:**

All matters, rules and regulation, or deviations there from, not expressly provided for herein, shall be decided by Facility management. Rules and Regulations are subject to change without notice.

# FIRE SAFETY RULES AND REGULATIONS

## SALT PALACE CONVENTION CENTER & SOUTH TOWNE EXPOSITION CENTER

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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