



# Event Planning Guide

RHODE ISLAND CONVENTION CENTER





Dear Valued Customer,

Thank you for considering The Greater Providence Area as your meeting destination. The staff at the Rhode Island Convention Center Complex welcomes the opportunity to serve both you and your patrons in the user-friendly fashion that has become our trademark.

We are very proud of our state-of-the-art facility, dedicated workforce and innovative work rules, which are truly unique to the Northeast market. Again this year we have been chosen as a winner of the prestigious "Prime Site Award" by Facilities Magazine. We are honored to be recognized by such an established and respected national publication with this wonderful award.

This Event Planning Guide is designed to assist you with all of your event related questions ranging from such things as fire safety regulations, facility dimensions, and inventory rental rates.

From the very early stages of planning your event at the Rhode Island Convention Center Complex, one of our experienced Event Mangers will be assigned specifically to your event and will work with you in developing such things as; the meeting room layout, provide you with a written cost estimate for your event and personally supervise all aspects of the your event to ensure a successful outcome.

Once you have had the opportunity to review this Guide, if you require any additional information or if you have a question, don't hesitate to contact us at (401) 458.6000. Thank you for your interest in the Rhode Island Convention Center Complex and the Greater Providence Area. We look forward to welcoming you and your patrons to the wonderful state of Rhode Island.

Sincerely,

Lawrence J. Lepore  
General Manager



Letter of Introduction from the General Manager	
Facility Description and Measurements	3
Work Rules and General Conditions	9
Operational Requirements	10
Labor Rates	16
Inventory and Rental Rates	17
Approved and Preferred Vendors	19
Standard Operating Procedure Contract	23
Utilities	31
Building Services	33
Building Rules	38
Directions and Maps	44
Fire and Safety Regulations	46
License, Tax Permit, and Insurance Information	52
Resources	54
Index	55

- This guide is a part of your contract. Please read all relevant parts carefully. Prices, inventory, and regulations are subject to change without notice. Information is updated periodically.
- Please see the Event Checklist included in back of this booklet. This checklist will guide you in providing necessary information to your Event Manager in a timely manner. If you have any questions about this list or any part of this guide, please contact your Sales Manager, Event Manager, or Catering Sales Manager for further questions.
- Event Planning Guide revised **12/09/19**





The Rhode Island Convention Center has been specially designed to accommodate a variety of functions and events, with rooms varying in size from 304 square feet to 100,000 square feet. Entryways, access hallways, dock areas, and elevators/escalators have been situated to provide convenient and safe access to all areas of the building. A "walk-through" of your space prior to your event can be arranged through your Sales Manager. The Rhode Island Convention Center is a non-smoking facility.

### Pre-Function Space

Whenever possible, pre-function space will provide the setting for event registration, information booths, receptions, cocktail parties, and other traditional activities. Electric, telephone, and Internet lines for registration are available at designated areas.

Use of space outside of the rooms directly named within the contract is limited to the area immediately outside the space and may be used for registration purposes only. Use of this space may not in any way disturb or obstruct other occupants. If you have any questions about space availability or use, please contact your Sales Manager.

### FLOOR LOAD

Pre-Function Exhibition Level Floor Load	100 lbs per sq/ft
Pre-Function Ballroom Level Floor Load	100 lbs per sq/ft

### LIGHT LEVELS

Pre-Function	50-60 foot candles at 30" height off the floor (desk top level)
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### The Exhibition Hall

The Exhibition Hall level is a single expanse of one hundred thousand (100,000) square feet of Exhibit space. This space may be configured as a single entity, with up to four (4) points of access, or be acoustically subdivided into as many as four separate (4) halls. Each of the four (4) halls has its own entrance.

The Exhibition Hall floor surface is made up of polished concrete. Utility floor ports are located on thirty foot (30') centers with telephone, electric, plumbing, air compression, and internet connections. Restrooms are available inside all four halls and a concession stand is located in Exhibition Hall B.

Ramp access to the loading dock via West Exchange Street provides direct access to the Exhibition Hall. There are ten (10) truck bays, nine (9) with load leveling capacities and a truck marshaling yard adjacent to the West Exchange Street entrance. There are two (2) loading ramps for vehicle unloading behind Exhibition Hall B & D.



## GENERAL MEASUREMENTS

### Roll Up Doors

Hall A, Hall C, & Hall D = 16' Height X 12' Width

Hall B = 16' Height X 16' Width

Hall D (Access to 3rd Level Pre-function) = 10' Height X 10' Width

### Loading Ramp Doors

Ramp A & B = 16' Height X 16' Width

### Floor Load

Exhibition Level = 350 lbs per sq/ft

### Hanging Load

Exhibition Hall Points (hooks only) = 1,000 lbs per point

### Lighting Level

Exhibition Halls = 60 foot candles at 30" height off the floor (desk top level)

## The Ballroom

The Ballroom can be opened to a 20,000 square-foot space, or divided into up to 5 separate ballrooms of varying sizes. Special features include state of the art audio/visual, dimming, and design lighting systems highlighted by a multilevel ceiling and theatrical-type chandeliers.

## GENERAL MEASUREMENTS

<u>Freight Elevators</u>	<u>Freight</u>	<u>Service</u>
Levels Served	ALL	ALL
Door Size	10' H X 12" W	8' H X 4'6" W
Width X Length	12' X 20'	6'6" X 8'8"
Ceiling Height	12'	9'
Load Capacity	20,000 lbs	6,500lbs

### Ballroom Service Doors

From Service Corridor = 9' 10" Height X 9' 7" Width

From 5th Level Pre-Function = 9' 10.5" Height X 9' 9.5" Width

### Floor Load

Ballroom Level = 150 lbs per sq/ft

### Hanging Load

Ballroom Truss Points (exposed only) - 1000 lbs per point

### Lighting Level

Ballrooms = 45 foot candles at 30' height off the floor (desk top level)





## The Meeting Rooms

The Meeting Rooms are divided into the East (550AB-553AB) and West (554AB-558AB) Wings. These rooms can be divided to offer the meeting planner flexibility in room sizes. There are a total of seventeen (17) rooms available. Electrical, phone, internet, and house sound capabilities are available for installation in each room.

One standard meeting room set up is provided for each room free of charge, subject to inventory availability. A standard room set-up includes:

- Theater, Classroom, U-shape, or Conference Style seating (subject to table availability)
- Head Table
- Podium
- One trash can

\*\*A microphone comes free of charge only if you select Ambient, Inc. as your AV provider.

Use of space outside of the rooms directly named within the contract is limited to the area immediately outside the space, and may be used for registration purposes only. Use of this space may not in any way disturb or obstruct other occupants. If you have any questions about space availability or use, please contact your Sales Manager.

## GENERAL MEASUREMENTS

### Lighting Level

Meeting Rooms = 60 foot candles at 30" height off the floor (desk top level)

## The Rotunda Room

The Rotunda Room is an all-glass enclosure that overlooks downtown Providence and the historic East Side. Executive meetings and high profile functions are appropriate for this elegant room. The room is also equipped with black-out shades that make this room suitable for certain AV programs during daylight hours. Please consult your Sales Manager for details.

## Show Suites

Available to show management, are three (3) Show Suites located inside the Exhibition Hall. Occupancy of these areas are designated in the License Agreement. Fully furnished with a workspace, television, and wet bar/refrigerator, these rooms can accommodate all of your business needs.

## GENERAL MEASUREMENTS

Show Suite A = 12' x 22'	Sq. Ft. = 264
Show Suite C = 20' x 18'	Sq. Ft. = 360
Show Suite D = 12' x 30'	Sq. Ft. = 360



## **Terrace Meeting Rooms**

The Terrace Meeting Rooms, Warwick and Providence, are two (2) individual meeting rooms overlooking both the Exhibition Hall and Pre-Function space. Occupancy of these areas are designated in the License Agreement. Each is equipped with a smart TV, refrigerator, and wet bar to accommodate all of your unique meeting needs.

### **GENERAL MEASUREMENTS**

Warwick = 43.7' x 25.6'	Sq. Ft. = 1,067
Providence = 55.6' x 25.6'	Sq. Ft. = 1,432

## **Loading Dock**

A loading dock with ten (10) bays, nine (9) with leveling capacities, is available for loading and unloading of trucks and other vehicles. Two (2) loading ramps are also available. The loading dock is located on the same level as the Exhibition Hall; a freight elevator can transport materials to the Ballroom level. A marshaling yard for oversized vehicles can be made available. Please contact your Event Manager to make arrangements. Any vehicles under 6'9" must be parked in the parking garage or surrounding areas. No parking is allowed on the loading dock for any reason and any vehicles that are not being unloaded or loaded must be removed from the dock. Any vehicle left unattended will be towed. Loading Dock usage is subject to the Union Rules and General Conditions provided in this guide.

## **Metro Café**

Our Metro Café is available to serve a wide selection of meals and snacks to patrons of all Rhode Island Convention Center meetings and shows. The Metro Café is on the Exhibition Hall level and serves hot meals, coffee, and snacks throughout the day. Seating for 65 people is available in the Metro Café. Please contact your Catering Sales Manager to request the availability of this area for your event.

## **ADA Compliant Facility**

The Rhode Island Convention Center strives to meet the needs of disabled patrons at all events. All areas, including restrooms and food courts, are accessible. Elevators are located on each level, with a wheelchair lift to the Mezzanine level. Both adjacent parking facilities have specifically marked parking spaces for patrons with physical limitations. Van parking for disabled patrons is located at the north end of the parking garage across from the North Garage entrance. A limited number of wheelchairs are available to patrons who need them. Special hearing devices can be hooked in to your sound system if the AV company and Convention Center are informed of their needs in advance. If you have attendees with special needs please let your Event Manager know as early as possible so any necessary accommodations can be made.



## USABLE SPACE & ROOM CAPACITY

BALLROOM							
BALLROOM	Est. (L x W)	CEILING	SQUARE	THEATER	CLASSROOM	BANQUET	RECEPTION
A	100' X 100'	23'	10,000	1,175	756	680	1,400
B	74' X 50'	23'	3,700	414	234	210	520
C	26' X 50'	23'	1,300	120	54	80	190
D	74' X 50'	23'	3,700	414	234	210	520
E	26" x 50'	23'	1,300	120	54	80	190
B+C	100' X 50'	23'	5,000	550	324	280	710
D+E	100' X 50'	23'	5,000	550	324	280	710
ABCDE	100' X 200'	23'	20,000	2,300	1,400	1,400	2,800
Jr. Ballroom	91' X 45.5'	15'	4,004	420	216	240	520
MEETING ROOMS							
550A	31.5' x 19'	15'	598	55	24	40	85
550B	31.5' x 19'	15'	598	55	24	40	85
COMBINED	31.5' x 38'	15'	1,197	110	57	80	170
551A	44' x 22'	15'	968	96	54	60	125
551B	44' x 22'	15'	968	96	54	60	125
COMBINED	44' x 44'	15'	1,936	192	108	120	250
552A	44' x 23'	15'	1,012	99	54	60	130
552B	44' x 23'	15'	1,012	99	54	60	130
COMBINED	44' x 46'	15'	2,024	198	108	120	260
553A	38' x 19'	15'	722	80	36	60	100
553B	38' x 19'	15'	722	80	36	60	100
COMBINED	38' x 38'	15'	1,444	160	90	120	200
554A	38' x 19'	15'	722	80	36	60	100
554B	38' x 19'	15'	722	80	36	60	100
COMBINED	38' x 38'	15'	1,444	160	90	120	200
555A	44' x 23'	15'	1,012	105	54	60	130
555B	44' x 23'	15'	1,012	105	54	60	130
COMBINED	44' x 46'	15'	2,024	210	108	120	260
556A	44' x 22.5"	15'	990	105	54	60	130
556B	44' x 22.5"	15'	990	105	54	60	130
COMBINED	44' x 45'	15'	1,980	210	108	120	260
557	30' x 45'	15'	1,350	132	84	110	190
558A	38' x 8'	15'	304	24	18	20	50
558B	38' x 8'	15'	304	24	18	20	50
COMBINED	38' x 16'	15'	608	60	36	40	100
ROTUNDA	52' Diameter	30'	2,552	212	108	160	350
EXHIBIT HALLS							
A	238' X 116'	30'	27,608	2,880	1,790	2,000	2,840
B	238' X 120'	30'	28,560	2,728	1,638	1,620	2,947
C	238' X 120'	30'	28,560	2,728	1,638	1,620	2,947
D	VARIES	30'	15,272	1,164	576	600	1,632
A/B	238' X 236'	30'	56,168	5,608	3,276	3,620	5,787
B/C	238' X 240'	30'	57,120	5,426	3,222	3,210	5,894
C/D	VARIES	30'	43,832	3,892	2,214	2,220	4,579
ABC	238' X 356'	30'	84,728	8,336	5,066	5,240	8,734
BCD	VARIES	30'	72,392	6,620	3,852	3,840	7,526
ABCD	VARIES	30'	100,000	9,500	5,642	4,040	10,366

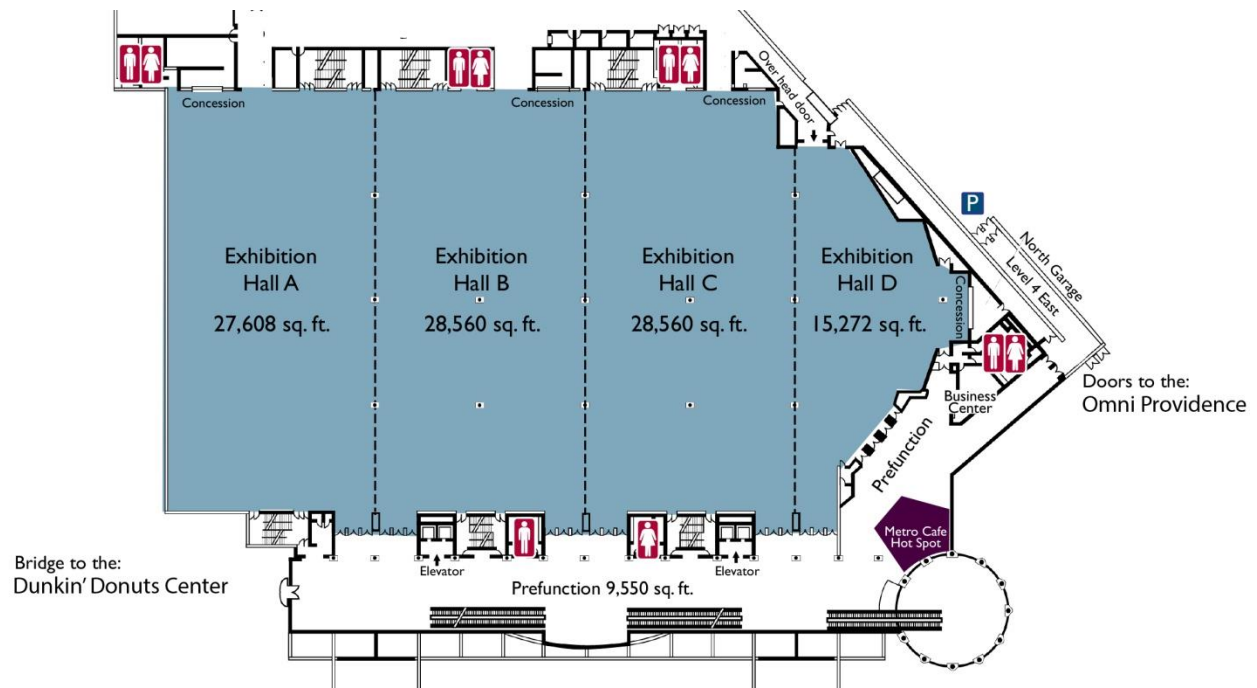
**\*\*All Theater-Style & Classroom Set-Ups were calculated with an 8' Head Table and a Podium.**

**\*\*Figures are based on current RICC Inventory. Confirm Inventory and Set-Ups with your Event Manager.**

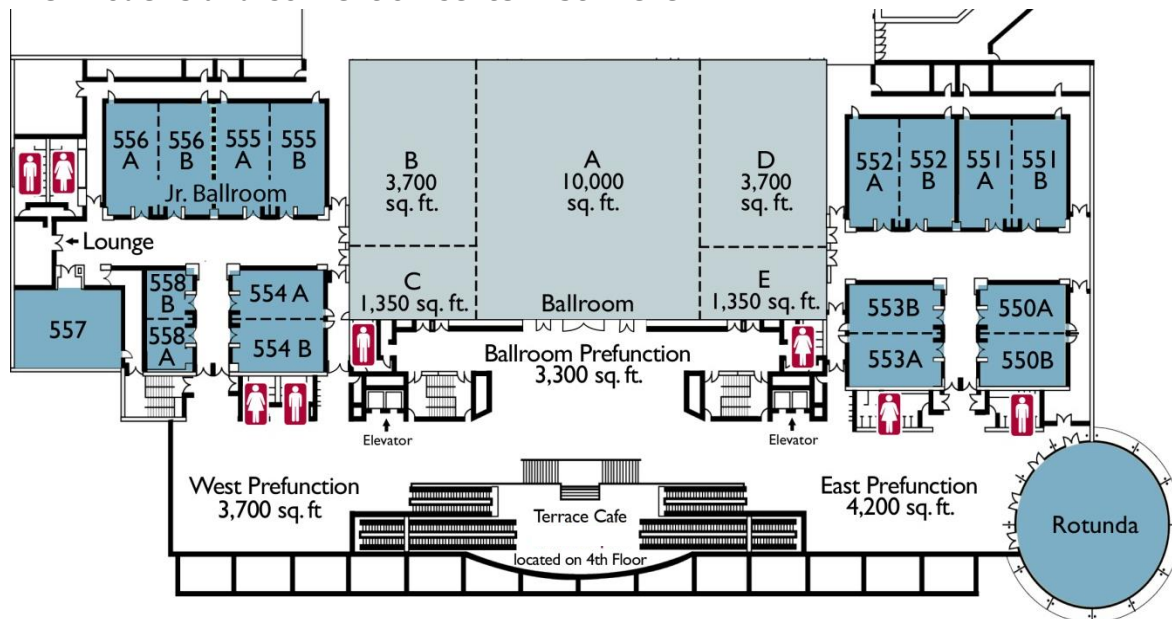




## The Rhode Island Convention Center - 3rd Level



## The Rhode Island Convention Center - 5th Level





## Work Rules and General Conditions



The Rhode Island Convention Center and our approved service contractors maintain a wall-to-wall agreement with the International Laborers Local 271 which has jurisdiction over the loading/unloading of **all** trucks (including box trucks of any size and all rental vans) and approved service contractor's needs (floor marking, ground-supported pipe & drape, banner/sign hanging, etc.). The approved service contractor will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the approved service contractor.

Work rules for exhibitor participation are extremely flexible in that they may choose to load/unload uncrated materials from a **mini-van, station wagon, or pick-up truck**. The use of mechanical equipment (i.e. forklifts, pallet jacks, lifts, etc.) is prohibited. The registered exhibitors may perform all set-up/tear-down of their booth, displays, and/or product materials (including the use of power tools) subject to safety policies established by the Center.

**Electrical, Telephone, Plumbing, Cleaning, Rigging, and Food and Beverage Services** are EXCLUSIVE SERVICES performed by the Rhode Island Convention Center. Licensed electricians provide all building power sources and perform hard-wiring installations when required. Plumbers provide all water/drain/compressed air sources to the booth (final connections are included in the price). Tele-communications technicians will provide all communications and data lines. **(Please visit [www.riconvention.com/exhibitors/online-exhibitor-services](http://www.riconvention.com/exhibitors/online-exhibitor-services) or call the Exhibitor Services Department at 401-458-6103.) All Rigging and Stage Hand Work must be contracted through Ambient, Inc.** They also can provide complete AV support for any event and the on-site manager can be reached at (401) 458-6342. Lifts and Forklifts, whether they are owned by the center or brought from an outside source, must be operated by authorized RICC personnel or by Ambient, Inc. and are subject to industry safety standards.

The Center's work rules prohibit the solicitation and acceptance of gratuities by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Director of Security or a Security Supervisor at 401-458-6023, as soon as possible.





## Operational Requirements



You will be provided with a Cost Estimate during the sales process to help you determine the labor and material rental costs associated with operating an event within the building. The following information provides the basic guidelines used by your Event Manager to develop this estimate. There may be variations in your cost estimate based on information about your particular show. The Cost Estimate is not a pricing guarantee, and may be adjusted for changes in labor rates, changes in the requirements to operate an event safely and successfully, or to accommodate changes in an event. Your Event Manager will work closely with you to ensure that your costs reflect your needs.

Any room turnovers are subject to a turnover fee based on the labor needed to do the turn. Please speak with your Event Manager if you will need a change in room set-up at any time during your meeting to determine what the cost will be.

Overtime Rates may apply on Saturday, Sunday, or Holidays. The following services must be provided through the RI Convention Center. **All labor services are based on a four hour minimum**, and are specific to each show. Please note that additional labor charges are incurred when laborers need to unload/reload AV trucks that are not contracted with Ambient, Inc. Please note that there will be additional costs when ordering electrical, plumbing, telephone, or internet service.

### **PUBLIC SHOWS**

#### Box Office Supervisor

All Show Hours; plus one hour before and one hour after Show.

#### Ticket Sellers

Minimum of two for all Show Hours; plus one half hour before and one half hour after Show. Additional based on estimated attendance and number of box office locations.

#### Ticket Takers

At least two for all Show Hours; plus one half hour before and one half hour after Show; Additional based on estimated attendance and requirements at post (hand stamping, wrist banding, etc.)

#### Switchboard Operator

All Show Hours

#### RICC Dock Guard

All Show Move-in and Move-out Hours; charges based on estimated Loading Dock traffic and potential security concerns.

#### RICC Security Guard

All Show Hours; charges based on potential security concerns and additional needs



Fire Marshal

All Show Hours

Police Officer

All Show Move-in and Move-out times to regulate street traffic; charges based on estimated street traffic and potential security concerns.

Nurse

All Show Hours

Cleaners

Minimum of two for all Show Hours, plus one for every Exhibit Hall/Ballroom used as exhibit space. Charges based on estimated attendance and nature of show.

Electrician

All Show Hours

Building Engineer

All Show Hours and all Show Move-in and Move-out Hours

Final Cleanup

\$1110.00 per Hall/Ballroom; For dumpster fees/trash removal/final room clean-up.

Aisle Carpet Vacuuming

Five cents (\$.05) per square foot per cleaning per day, for Show Management ONLY.

Entertainment License

The Rhode Island Convention Center will apply for an entertainment license, required by the City of Providence, for all Public Shows. The cost is \$100.00 per show day.

**Shows that Involve: Food Products and/or Food Preparation**

**Sink:** One sink per 25 food exhibitors (contact your Catering Sales Manager)

**Shows that Involve: Construction Materials, Mulch, Dirt, and/or other heavy materials** Additional clean-up charge per hall to be determined based on past history and/or prevailing rates.

**Shows that Involve: Vehicle Requirements**

Please contact your Event Manager for special requirements if any vehicles will be entering the building during move in or move out periods.



## **TRADE SHOWS/CONVENTIONS WITH EXHIBITS**

### RICC Dock Guard

All Show Move-in and Move-out Hours; charges based on estimated Loading Dock traffic and potential security concerns.

### RICC Security Guard

All Show Hours; charges based on potential security concerns and additional needs.

### Fire Marshal

All Show Hours; based on shows anticipating 1,000+ attendees

### Police Officer

All Show Move-in and Move-out times to regulate street traffic; charges based on estimated street traffic and potential security concerns.

### Nurse

All Show Hours; based on shows anticipating 1,000+ attendees, or the nature of the show dictates.

### Cleaners

Minimum of two for all Show Hours, plus one for every Exhibit Hall/Ballroom used as exhibit space. Charges based on estimated attendance and nature of show.

### Electrician

All Show Hours

### Final Cleanup

\$1110.00 per Hall/Ballroom; For dumpster fees/trash removal/final room clean-up.

### Aisle Carpet Vacuuming

Five cents (\$.05) per square foot per cleaning per day, for Show Management ONLY.

### **Shows that Involve: Food Products and/or Food Preparation**

**Sink:** One sink per 25 food exhibitors (contact your Catering Sales Manager)

**Shows that Involve: Construction Materials, Mulch, Dirt, and/or other heavy materials** Additional clean-up charge per hall to be determined based on past history and/or prevailing rates.

### **Shows that Involve: Vehicle Requirements**

Please contact your Event Manager for Special requirements if any vehicles will be entering the building during move in or move out periods.



## **CONVENTION WITH NO EXHIBITS**

### Security Guard

All Show Hours; charges based on potential security concerns and additional needs

### Nurse

All Show Hours; based on shows anticipating 1,000+ attendees, or the nature of the show dictates

### Fire Marshal

All Show Hours; based on shows anticipating 1,000+ attendees

### Cleaners

Minimum of two for all Show Hours based on shows with an estimated attendance of 500+ attendees, or the nature of the show.

## **COMPETITIONS, PAGEANTS, ATHLETIC EVENTS**

### RICC Security

All Show Hours; charges based on potential security concerns and additional needs

### Nurse

All Show Hours; additional staffing may be required based on type of event

### Fire Marshal

All Show Hours; based on shows anticipating 1,000+ attendees

### Cleaners

Minimum of two for all Show Hours, plus one for every Exhibit Hall/Ballroom used as exhibit space. Charges based on estimated attendance and nature of show.

## **BANQUET EVENTS AND MEETINGS**

### Nurse

All Show Hours; based on shows anticipating 1,000+ attendees, or as nature of show dictates

### Fire Marshal

All Show Hours; based on shows anticipating 1,000+ attendees

### RICC Security

Based on nature of show

### Cleaners

Minimum of two for all Show Hours based on shows with an estimated attendance of 500+ attendees, or nature of the show.





**Meetings that Involve: More than (10) Exhibits**

Meetings with more than (10) exhibits will require a RICC loading dock guard for All Show Move-in and Move-out Hours; charges based on estimated Loading Dock traffic and potential security concerns.

Meetings with exhibits which have more than (10) electrical service orders will require an Electrician for all Show Hours.

Meetings with more than (10) exhibits will incur a Final Cleanup fee \$1100.00 per Hall/Ballroom; for dumpster fees/trash removal/final room clean-up.

**CONCERTS/DANCE EVENTS****Box Office Supervisor**

All Show Hours; plus one hour before and one hour after Show

**Ticket Sellers**

Minimum of two for all Show Hours; plus one at half hour before and one half hour after Show. Additional based on estimated attendance and number of box office locations.

**Ticket Takers**

At least two for all Show Hours; plus 30mins. before and 30mins. after Show; additional based on est. attendance and requirements at post (hand stamping, wrist banding, etc.)

**RICC Security Guard**

All Show Hours (Number of guards determined by attendance); charges based on potential security concerns and additional needs.

**Fire Marshal**

All Show Hours

**Police Officer**

All Show Move-in and Move-out times to regulate street traffic; charges based on estimated street traffic and potential security concerns.

**Nurse**

All Show Hours

**Cleaners**

Minimum of two for all Show Hours, plus one for every Exhibit Hall/Ballroom used as exhibit space. Charges based on estimated attendance and nature of show.

**Final Cleanup**

\$1110.00 per Hall/Ballroom; For dumpster fees/trash removal/final room clean-up.

**Entertainment License**

The Rhode Island Convention Center will apply for an entertainment license, required by the City of Providence, for all Public Shows. The cost is \$100.00 per show day.



The Rhode Island Convention Center, RICC reserves the right to:

- a) Collect full payment 30 days prior to the contracted event.
- b) Dictate the use of Ticketmaster and full control over the Box Office Operations.
- c) No general admission seating.
- d) All patrons must purchase an assigned seat.
- e) Perform detailed history checks on each act to better understand the operational and public safety needs of the concert.
- f) Provide full executed signed contract between the promoter and the act or acts.
- g) Institute a no re-entry policy.
- h) Insist that a technical rider be provided by each act 20 days prior to contracted event.
- i) Conduct a security search, including the use of magnetometer
- j) Required marketing plan from the promoter as to how the event will be presented to the public
- k) Require a \$2,000.00 refundable damage deposit
- l) Require promoter to schedule a hearing with The Providence City Licensee Board, prior to issuing an Entertainment License of the City of Providence

\*\*Please note that additional charges may be incurred for renting staging, chairs, tables, and other equipment. Additional costs will also be charged for electrical, plumbing, telephone, and internet service if ordered.





Position	Hourly Rate	
Box Office Manager	\$25.50	
Ticket Sellers	\$20.50	
Ushers/Ticket takers	\$17.50	
Switchboard Operator	\$17.50	
Security Captain	\$33.00	
Dock/Show/Overnight Security (4 hr. min.)	\$23.00	
Fire Marshal	\$85.00	
Police (Show Hours/Move In & Out)	\$70.00	
Medical	\$47.00	
Medical – EMT Package(2 EMT's + Ambulance)	\$79.00	
General Labor (Maintenance/Set Up/Move In & Out)	\$48.50	
Electricians	\$76.50	
Electricians	\$114.75	(OT)
Plumber	\$75.00	
Plumber	\$112.50	(OT)
Carpenter	\$65.00	
Carpenter	\$97.50	(OT)
Building Engineer	\$75.00	
Building Engineer	\$112.50	(OT)
Setup Labor	\$48.50	
Move In/Move Out Labor	\$48.50	

## **Terms and Conditions**

1. All rates subject to change **(Revised 12/09/19)**
2. All labor services will be based on a (4) hour minimum





## Inventory and Rental Rates



A standard room set-up includes theater, classroom, u-shape, or conference style seating (subject to table availability), a head table, podium, and one trash can. Please discuss availability with your Event Manager, as other events may require similar inventory. Reserve inventory early to ensure availability. Any additional materials other than RICC inventory is the responsibility of the lessee. All materials are subject to 7% RI State Sales Tax in addition to the below.

### Staging:

8'x8' StageRight Staging 32", 36", 40", 44", 48"	\$75.00 per panel incl. labor to assemble
6'x8' risers, 16", 24", 32"	\$35.00 per panel incl. labor to assemble
Stair Units	\$10.00 per unit

### Dance Floor:

4x4 cherry panels	\$20.00 per panel incl. labor to assemble
3x3 parquet panels	\$15.00 per panel incl. labor to assemble

### Exhibitor Package:

6' or 8' table (Topped and Skirted)	\$75.00 per table **Includes 2 Chairs
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### Tables:

6' x 30" Tables	\$10.00 per
8' x 30" Tables	\$10.00 per
Ovals (5' x 6')	\$10.00 per
Rounds (72")	\$10.00 per
Classroom Tables (6' x 18")	\$10.00 per
Adjustable Height Cocktail Tables (36" Round)	\$10.00 per

### Chairs:

*\*\*House Inventory Includes Up to 2000 chairs*

*\*\*Additional labor fee for any chairs above 2000*

Ballroom/Meeting Rooms	\$3.00 per
Exhibit Halls	\$3.00 per

### Easels:

Tripods	\$20.00 per
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### Water Cooler Rental:

5 Gallon Water Cooler with paper cups	\$35.00 per
Additional Refill	\$25.00 per
Water Service (6 glasses and pitcher)	\$4.00 per

### Forklift and Operator:

Daily Rental	\$350.00
Fork Lift Operator	\$194.00 (4 hour Minimum Required)
	\$48.50 (each additional hour over 4)



**Lifts (Genie Boom or Scissor Lift) and Operator:**

Daily Rental	\$350.00
Lift Operator	\$194.00 (4 hour Minimum Required)
	\$48.50 (each additional hour over 4)

**Portable Box Office** \$300.00 per office

**Rope and Stanchion** \$8.50 per 7' length

**Turnstile/Drop box** \$25.00 per pair

**Lock Changes** \$30.00 per lock change  
\$50.00 for keys not returned to Event Manager

**Floor Mats (Rubber/Carpet)** \$25.00 per mat

**Pipe and Drape** \$24.00 per 8' section (Limited Availability)

**Linens (for non-Food tables)** \$5.00 per table



## Approved and Preferred Vendors



The Rhode Island Convention Center maintains exclusive rights on: Food and Beverage, Electrical, Compressed Air, Plumbing, and Cleaning services within the building. Ambient, Inc has an exclusive contract on Rigging within the building.

We have carefully selected and approved vendors for decorating needs (pipe and drape, drayage, etc.) and security. Other companies must sub-contract through an approved vendor. Please see the following list of approved vendors for these services. Sixty days (60) in advance of the first move-in day, the Licensee shall submit in writing a list of all service contractors and companies providing service to the exhibitors.

**\*\*\*Service Contractors are responsible for all aspects of labor associated with your event to include: Setting Show, Installation & Dismantle, Loading and Unloading Freight.**

We have preferred vendors for Audio-Visual, Floral, and Internet. These vendors have special access to the building and building equipment. If you choose an alternate vendor, please check with your Event Manager to see if there will be any additional costs. Any vendors not included on this list need to be approved by the Rhode Island Convention Center at least 60 days in advance, and must provide sufficient liability insurance as well as sign a Standard Operating Procedure (pg.28) agreement to work under the rules of the Rhode Island Convention Center.

### **Approved Service Contractors**

**FERN** Exposition & Event Services  
1605 King Street  
Alexandria, VA 22314

***Sheila Pannell***

Office Phone: 816-701-1003

Website: [www.fernexpo.com](http://www.fernexpo.com)

**CAPITAL** Convention Contractors  
153 Northboro Road, Suite 6  
Southborough, MA 01772

***Eric Palm***

Phone: 877-335-3700

Website: [www.captalconventions.com](http://www.captalconventions.com)

**SER** All American Exposition Services  
35B New Street  
Worcester, MA 01605

***Cindy Phillips***

Phone: 508-757-3397 ext. 124

Website: [www.serexpo.com](http://www.serexpo.com)

**SHEPARD** Exposition Services  
7079 Oakland Mills Road  
Columbia, MD 21046

***D. Michael Goodwin***

Office Phone: 443-304-3125

Website: [www.shepardes.com](http://www.shepardes.com)

**FREEMAN**

275 Bodwell St  
Avon, MA 02322

***Janice Bowers***

Phone: 508-894-5000

Website: [www.freeman.com](http://www.freeman.com)

**GES**

203 Kuller Road  
Clifton, NJ 07011

***Kris Gustafson***

Office Phone: 201-708-8332

Website: [www.ges.com](http://www.ges.com)





## **Approved Security/Ambulance Providers**

### **Rhode Island Convention Center Security** (in-house)

Contact your Event Manager  
1 Sabin Street  
Providence, Rhode Island 02903  
(401) 458-6000

### **Med Tech Ambulance Service**

Contact your Event Manager  
290 Armistice Blvd.  
Pawtucket, RI 02861  
Office: 401-726-2000

## **Audio Visual, Sound, Lighting, and Production**

### **Ambient, Inc.** (in-house)

One Sabin Street  
Providence, Rhode Island 02903  
Phone: (401) 458-6342  
Fax: (401) 458-6318

Ambient, Inc. is the preferred AV supplier to the Rhode Island Convention Center. They also have the **exclusive rigging contract, exclusive limited stagehand contract, and control of the house sound system**. Outside vendors will be subject to labor charges for loading and unloading as well as an access fee to the sound system.

## **Floral Decorations**

### **Golden Gate Studios**

Jay Lane  
2003 Broad Street  
Cranston, RI 02905  
Phone: (401)-461-2299  
Cell: (401)-529-7973

### **Check the Florist**

342 Public Street  
Providence, Rhode Island 02905  
Phone: (401) 331-8984  
Fax: (401) 831-4033

Special rates are available to show managers if arrangements are made through your Catering Sales Manager. The above florists are able to provide a wide range of floral and decorative plants for your function. Other florists may be subject to a labor charge for loading and unloading as well as storage fees.



## **Internet Service**

### **COX Advanced Convention Services**

700 North Rancho Drive, Las Vegas, NV 89106

702-545-1225

[ACS@cox.com](mailto:ACS@cox.com)

Cox Business Services offers hard wire and wireless internet connections throughout the building. An on-site technician will set up your connection and assist with your questions. Wireless internet is complimentary throughout the facility. Please check with your Event Manager for details.

## **Rental Car Service**

### **Enterprise Rent-A-Car**

One Sabin Street

Providence, Rhode Island 02903

Phone: (401) 861-4408

Enterprise Rent-A-Car offers rental car service in the lobby of the Rhode Island Convention Center located on Sabin Street. Please visit our website for further details.



# WELCOME TO NATIONAL AND ENTERPRISE Rhode Island Convention Center Exhibitors



**National Car Rental** and **Enterprise Rent-A-Car** welcome you to the Rhode Island Convention Center! As the preferred car rental vendor for the convention center, we are pleased to offer you discounted rates on your trip to Rhode Island.



We are conveniently located at two locations to service your needs:

**National and Enterprise  
Providence Airport**  
700 Jefferson Blvd  
Warwick, RI 02886  
(401) 737-4800

*Located at the Car Rental Interlink*

**Enterprise Rent-A-Car  
Rhode Island Convention Center**  
1 Sabin Street  
Providence, RI 02903  
(401) 861-4408

*Main Lobby of Convention Center*

## Enterprise Convention Center Features

- 15-minute parking available for reservations and general inquiries
- Vehicles located in the Convention Center South Garage, sheltered from inclement weather conditions
- Walking distance from hotels and shopping destinations
- Minutes from the Providence Amtrak Station and Kennedy Plaza
- Easy access to highway routes 95 North, 95 South, 195 East, 6 West, and 10 South

## Rate Discount

To start saving today, simply reference discount code **49B9267**, Pin Code **RIC**, at [www.nationalcar.com](http://www.nationalcar.com) or [www.enterprise.com](http://www.enterprise.com).



As the largest car rental company in the industry, we look forward to providing the vehicle you need when you come to the Rhode Island Convention Center.





## Article # 1

### **WORKMANSHIP, LABOR & RULES OF CONDUCT**

- A. The contractor shall provide all services in accordance with the highest industry standards and act in the best interest of the Rhode Island Convention Center (Center), ASM GLOBAL as the organization with whom the Center has contracted with to provide management of the Center and the Rhode Island Convention Center Authority (RICCA), a public corporation.
- B. The contractor shall provide, at its own expense, qualified or licensed labor in the applicable trades for the performance of the work. All employees shall be uniformly dressed and are to be clean and neat in appearance. All employees must display identification prominently visible while on Center premises. All employees performing work shall be qualified and properly trained in the handling and use of all equipment used in and/or around the Center. ASM GLOBAL has the right of approval of any and all employees used in connection with the performance of the work.
- C. All services provided shall be performed in a professional, timely and cost-effective manner. ASM GLOBAL is relying on the high level of expertise and experience which the contractor has in regard to the work. The contractor shall have total responsibility for the appropriate staffing, on-site and off-site equipment, reporting, coordination and attendance at meetings to accomplish the purposes of the contract and perform the work.
- D. Disorderly behavior, possession or consumption of alcoholic beverages or drugs on the premises is strictly prohibited and violators will be promptly discharged from the site.
- E. No contractor employee shall possess or use weapons of any kind (including firearms and knives) on the Center property at any time, unless specifically authorized by ASM GLOBAL.
- F. No contractor employee shall gamble, including engaging in bookmaking or card playing, on Center property at any time.
- G. **PARKING:** Temporary parking on RICC loading dock is allowed only for off-loading and loading contractor company vehicles. Contractors must check-in and out with Security Command Center personnel. Contractors are not allowed to park on Center sidewalks, curbs or any other unauthorized area.
- H. The Rhode Island Convention Center is a state facility, therefore smoking of any kind is prohibited throughout the Center at any time.
- I. At no time can any food or beverage be brought into the Center.



- J. Permits and Fees are the responsibilities of the contractor.
- K. All work must comply with all applicable codes.

## **Article # 2**

### **SAFETY**

- A. The contractor is responsible for providing all personal protective equipment and requiring their use for controlling hazards to their employees while on the job-site; to include but not limited to, the following suitable safety protection as per current OSHA construction/safety standards:
  - 1. Hearing Protection
  - 2. Eye Protection
  - 3. Respiratory Protection
  - 4. Fall Protection as required with the threshold height of six (6) feet for providing consistent protection.
  - 5. Hard Hat Protection
- B. Hard hats will be worn by all persons working on or entering an area where overhead construction is being performed.
- C. Eye protection must be worn by anyone exposed to any possible eye hazards.
- D. All tools, ladders, scaffolding, lifts, cords, ropes and any other equipment required in the performance of the work contracted, shall be provided by the contractor and delivered to the Center in good condition and comply with all OSHA regulations. All forklifts and aerial lifts must be properly maintained and meet ANSI/SIA A92.3-1900 standards.
- E. It shall be the responsibility of each contractor to ensure at all times the protection of public and RICC property. The proper supply and installation of guards, barriers, caution tape and any other protection needed to ensure safe access shall be the sole responsibility of the contractor, and shall be in place before any work is performed.
- F. The contractor shall furnish the Rhode Island Convention Center with "Material Safety Data Sheets" of all incoming hazardous materials, paints, solvents, cleaners or other such chemicals he/she will be using on the premises.
- G. All areas of work that are to be used for storage must be neat and kept safe from hazards throughout the project.
- H. The contractor must ensure that all work being done in "Confined Spaces" be executed in accordance with OSHA standards and the Rhode Island Convention Center Confined Space Policy. Entry into a "Confined Space" will be allowed only by written permit.
- I. It shall be the responsibility of the contractor to ensure that all employees have been trained in a fall protection program. Potential fall hazards must be properly identified and all OSHA regulations must be maintained at all times.



- J. Contractors must use the Rhode Island Convention Center "Lockout/Tagout" program to prevent injury and/or equipment damage from accidental machine, equipment, electrical circuit, equipment or stored energy start-up.
- K. Contractor on-site supervisory representative shall be charged with making frequent safety inspections. Violations shall be addressed and corrected immediately before work resumes or work shall be stopped by Center management until safe conditions are satisfied.
- L. **POWER OPERATED HAND TOOLS:**
1. Electrical power operated tools shall be of the approved double insulated type or grounded by use of a three (3) wire plug.
  2. Pneumatic power tools shall be secured to the hose by a positive means to prevent the tools from becoming accidentally disconnected. Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachment from being accidentally expelled.
  3. Safety glasses shall be used at all times no matter what job is being done during chipping and grinding operations and when using compressed air.
  4. All fifteen (15) and twenty (20) ampere receptacles or outlets used for single phase circuits throughout the jobsite will be protected by approved Ground Fault Circuit Interrupters (GFC) operating ground fault current of not more than 20 milliamperes. The device will be tested daily and results recorded daily. Operational problems will be reported to the Rhode Island Convention Center's Electrical Foreman immediately and the device taken out of service.
- M. **SAFE CLEARANCE PROCEDURES:**
1. Before repairing, connecting or adjusting any mechanical, electrical, alarm, pressure, hydraulic, or stored energy systems, inadvertent operation will be prevented by the use of the center's "Lockout/Tagout" program to lock off switches, controls, valves, moving parts or stored energy. Authorization for interruption of systems must be obtained from the Director of Operations or the Maintenance Manager by advanced preparation of approved schedule of work, identification of responsible supervisor of the work, and submission of safe operating procedures. Authorization for safe clearance will be obtained in advance and no system will be interrupted without following an approved "Safe Clearance Procedure."





**Article # 3**  
**PROTECTION OF PROPERTY**

- A. It is the sole responsibility of the contractor to ensure that all walls, ceilings, floors, fixtures, furniture and all other property belonging to the Rhode Island Convention Center be properly protected at all times from elements of construction.
- B. An ABC rated fire extinguisher(s) will be available at the work area whenever any welding, metal cutting, soldering, or other similar work is being performed. Objects to be welded, cut or heated shall be moved to safe locations or, if the objects to be welded, cut or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected by fire blankets/flameproof screens.
- C. No volatile liquid, fuel or any type of combustible material may be placed inside the Center at any time, except with the express written approval of the Director of Operations or the Director of Security & Public Safety.
- D. All surfaces must be adequately protected from fuel, lubricant, coolant or hydraulic leakage from vehicles, forklifts, manlifts, tools and equipment used by the contractor.

**Article # 4**  
**HOUSEKEEPING / SANITATION**

- A. The contractor shall at all times maintain a clean and safe work environment in and around his/her area of work.
- B. The contractor must insure that all debris (filings, dust, material and tools) be picked up by the end of each work day.
- C. The contractor is responsible for all waste removal. At no time shall any waste generated from construction be placed in any Rhode Island Convention Center's waste receptacle or dumpster.
- D. The contractor must always maintain suitable, safe ventilation.

**Article # 5**  
**MISCELLANEOUS**

- A. Contractors on-site supervisor shall notify the Maintenance Manager and Security Command Center personnel daily before the start of work, informing them of the location where they will be working. Notification the above mentioned personnel will also be given prior to leaving the premises at the end of the workday.
- B. It is the sole responsibility of the contractor to provide all tools, equipment, lifts, materials, etc., needed to perform his/her work. At no time will any property of the Rhode Island Convention center be borrowed by any contractor, without the express written approval of the Rhode Island



Convention Center's Director of Operations or Operations Coordinator.

- C. Absolutely no material, tools or equipment of the contractor can be stored on-site without the consent of the Operations Coordinator, or Maintenance Manager.
- D. The Rhode Island Convention Center is not responsible for anything stored or left behind on or off the premises.
- E. The Rhode Island Convention Center is not responsible for receiving deliveries for the contractor.

## **Article # 6**

### **DEFINITIONS, INSURANCE & INDEMNIFICATION**

#### **A. Definitions:**

**Center:** Means the Rhode Island Convention center located in Providence, Rhode Island

**ASM GLOBAL:** The organization with whom the Rhode Island Convention Center Authority contracted with to provide management of the Center.

**RICCA:** Means the Rhode Island Convention Center Authority, a public corporation.

**Term:** Means the term of the contract in which work will be installed.

#### **B. Insurance:**

The contractor shall provide proof of coverage in the amounts of one million dollars (1,000,000) of combined single coverage to include: Comprehensive Form, Premises/Operations, Contractual, Broad Form Property Damage and Products Completed Operations. The term of such coverage shall coincide with the term. Such insurance shall specifically include ASM GLOBAL, The Center and The Rhode Island Convention Center Authority (RICCA/ "Authority"), the State of Rhode Island, their respective directors, officers and employees, as additional insured. Such insurance shall cover any damage or injury to any and all persons or property connected with the Contractor when such persons or property are located at the center. If the contractor has not provided ASM GLOBAL with such insurance certificate at least thirty (30) days, prior to commencement of the Term, ASM GLOBAL in ASM GLOBAL's sole discretion may obtain such insurance at the Contractors expense without prior notification to the Contractors. All policies must state that the policy may not be cancelled or reduced by the insurance carrier without giving twenty (20) days prior notice in writing to ASM GLOBAL and the contractor. The Contractor agrees to provide Worker's Compensation Coverage for Contractors Employees to comply with the laws of the State of Rhode Island.

#### **C. Indemnification:**

The contractor shall indemnify, hold harmless and defend ASM GLOBAL and the Authority, their respective directors, officers, agents and employees, from and against any and all losses, claims, liability, damage, action, or expense (including without limitations, costs and attorney's fees) arising out of or relating to (i) the contractors use of the Center, (ii) the conduct of Contractor



business or from any activity, work or thing which may be permitted or suffered by Contractors in or about the Center, (iii) any breach or default in the performance of any obligation of the Contractor under this agreement, (iv) any negligence of the Contractor or any of its agents, employees, sub-contractors, invitees, attendees, patrons and guests, (v) failure by the Contractor, its agents, employees, suppliers or sub-contractors to observe and comply with all applicable federal, state and local laws, (vi) the theft or misappropriation of any Contractors property or property of others brought into the Center. The contractor hereby assumes all risk damage to its property placed at the Center or injury to its officers, directors, employees, agents, sub-contractors, invitees, attendees, patrons, guests or any attendees at or in the Center for any cause, and hereby waives all claims in respect thereof against ASM GLOBAL and the Authority/RICCA.

## **Article # 7**

### **REMEDIES**

In the event that either party shall fail to perform its obligations under the contract or any representation or warranty in the contract shall be insolvent or a case in bankruptcy or receivership shall be filed by or against it or if the party is dissolved or liquidated or there is change (without prior written consent of ASM GLOBAL) in the ownership of more than fifty (50%) percent of its issued and outstanding capital stock of the contractor, then the other, at its election shall have all rights and remedies at law and in equity (including all rights as a secured creditor) and, at its election, may terminate the contract.

## **Article # 8**

### **EFFECT OF TERMINATION**

Upon termination or expiration of the contract, the contractor shall turn over to ASM GLOBAL all property of RICCA and ASM GLOBAL in its possession. Upon expiration of the contract, all equipment shall be certified by the contractor, in operational compliance and conforming with industry standards.

## **Article # 9**

### **CIVIL RIGHTS**

The contractor, in execution of the terms of this agreement, agrees to observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations, State Executives Orders, and RICCA policy governing civil rights. The contractor asserts that no person shall, on the grounds of race, color, national origin, religion, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity undertaken in behalf of the contract.

## **Article # 10**

### **GOVERNING LAW**

This agreement has been entered into in the State of Rhode Island and shall be governed by and construed in accordance with the laws of the State without regard to its conflicts of law provisions. The contractor consents to the jurisdiction of the courts of the State of Rhode Island and in any action or proceeding arising out of or relating to the contract, waives personal service of any summons complaint or other process and agrees that service may be made by certified mail to the address set forth herein.



**Article #11**  
**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

The contractor is required to demonstrate the same commitment to equal opportunity as prevails under federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375. Affirmative action plans shall be submitted by the contractor, to ASM GLOBAL, if required.

**Article # 12**  
**PREVAILING WAGE REQUIREMENT**

In accordance with Title 37, Chapter 13 of the General Laws of Rhode Island, payment of the prevailing rate of per diem wages and the general prevailing rate for regular, overtime and other working conditions existing in the locality for each craft, mechanic, teamster or other type of workman needed to execute the work is a requirement for the contractor and any of its agents or sub-contractors in connection with the performance of work.

**Article # 13**  
**DRUG – FREE WORKPLACE REQUIREMENT**

In accordance with Executive Order No. 91-14, the contractor shall abide by Rhode Island’s drug – free workplace policy as if the Executive Order were applicable to the contractor and the contractor shall so attest by signing a certificate of compliance.

**Article # 14**  
**USE OF FACILITY**

Employees of the contractor must check – in and exit the Center at the designated security door only. The contractor shall take all precautions necessary and shall be solely responsible for the safe performance of the work, safety and adequacy of the methods and means it employs in performing the work. The contractor, while on the Center’s grounds, must also observe any safety requirements that may be imposed by ASM GLOBAL. The contractors failure to abide by the rules, regulations, contract terms and compliance reporting provisions as established shall be grounds for forfeiture and penalties.

**Article # 15**  
**ACCESS TO FACILITY**

The contractor shall be afforded access to the Center at all reasonable times for the administration of the terms of the contract.

**Article #16**  
**LICENSES**

The Contractor shall be required to provide and maintain any permits and licenses required by law at its own expense.

**RHODE ISLAND CONVENTION CENTER**  
**Standard Operating Procedures**  
**Acknowledge Sheet**

I acknowledge that I have read the foregoing Standard Operating Procedures for contractors and sub-contractors, I understand the procedures set forth and agree to comply at all times.

Company (Please Print): \_\_\_\_\_

Contractor's Supervisor Printed Name: \_\_\_\_\_

Contractor's Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RICC Management Representative  
Printed Name & Title: \_\_\_\_\_

RICC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc     RICC General Manager  
       RICC Director of Event Services  
       RICC Director of Finance  
       RICC Operation's Department File



The Rhode Island Convention Center is the exclusive provider of Electrical, Phone, Internet, Plumbing, and Cleaning services in the building. Please refer to our online ordering system located under the "Exhibitor Tab" on our website ([www.riconvention.com](http://www.riconvention.com)) for information on the pricing and availability of these services. If you have any questions, contact Exhibitor Services at (401) 458-6103. The following utilities are available in the floor boxes (30' centers) on the Exhibit Hall floor.

- Electricity - 120/208v (480 Power available at designated locations.)
- Telephone - 25 pair
- Compressed Air - 90 psi-125psi
- Water and Drain - 45-55 gpm, at 90-100 psi

### **Electrical**

Electrical Service can be provided throughout the building. Exhibit booths must be set up to provide service aisle (double-back drape) that line up with the utility floor boxes. All prices are contingent on this layout; additional charges will apply if there are variations.

### **Telephone**

Phone lines with various phone services can be provided to most areas of the building. All lines require a prefix of "9" to get an outside line. Special arrangements for direct-dial lines should be made at least 30 days in advance through our Exhibitor Services Department.

### **Cleaning/Porter Service**

The Rhode Island Convention Center staff takes great pride in the cleanliness and care of the facility. Exhibitors can individually order cleaning service, or Show Management can provide wall-to-wall cleaning. Aisle carpet cleaning is billed to Show Management at a rate of \$.05 per square foot per cleaning.

### **Air Compressors/Plumbing**

Rhode Island Convention Center must provide ALL compressed air connections. Use of portable air compressors is prohibited. Compressed air is supplied through a 1/2" line. Hose terminations are equipped with 1/4" Hanson Quick-Disconnect type connectors. Exhibitors may save on hose connection charges by providing a manifold to connect with a single line provided by the Center. Special adapters and multiple connections will require additional charges for parts and labor. Air pressure varies, minimum 90psi to maximum 125psi. A pressure regulator is suggested as well as a filter for water connections for drinking apparatus. All water fill and drains must be performed by trained Rhode Island Convention Center personnel.





**Internet**

Internet access is provided through COX Advanced Convention Services, who can provide access and technical assistance for any internet need. All access is through dedicated Ethernet lines or wireless connections, and can be brought to almost any area of the building. An on-site technician will set up your connection and assist with any questions. The Rhode Island Convention Center provides complimentary basic Wi-Fi in all exhibit, meeting, and public spaces. For higher bandwidth or hard lines, prices will be quoted by COX Advanced Convention Services when detailed specifications are submitted. Please contact your event manager for more information.

**Parking**

Our parking facility is attached to the building and the Omni Hotel. Parking passes and validations are available for purchase if previous arrangements are made through the parking garage office. The Rhode Island Convention Center does not validate parking. Exhibitor Parking Passes are created on a show-to-show basis. They are available either through our online ordering system at [www.riconvention.com](http://www.riconvention.com) or by contacting Exhibitor Services at 401-458-6103. \*Event rate is based on activity in the complex, we reserve the right to adjust rate accordingly.



## **Additional Utilities**

Air conditioning/heat, escalators, and lighting are provided during show hours ONLY. Air and heat are not provided for contracted move-in and move-out times. Work lights (50%) are used for all move-in and move-out hours.

Services can be provided at the following rates:

Air Conditioning - Exhibit Hall \$125/hall/hour

*\*\*Not available when the loading dock doors are open.*

Air Conditioning - Meeting Rooms \$100/wing/hour

Air Conditioning - Ballroom \$125/hour

Lighting - Show Lights (100%) \$85/hall/hour

Escalators \$125/hour

## **Aisle Carpet Cleaning**

The Rhode Island Convention Center holds the exclusive cleaning contract in the building. Please arrange aisle carpet cleaning times with your Event Manager. The rate for aisle carpet cleaning, for show management, is five cents per square foot per cleaning.

## **Audio Visual**

Ambient Inc., the in-house AV vendor at the Rhode Island Convention Center, can provide everything for your event from microphones to lighting and sound packages for full productions. They also hold the exclusive rigging and limited stage hand contract at the Rhode Island Convention Center. A free podium mic is included with every meeting room if you contract Ambient Inc. as your Audio-Visual company. Please be aware that any electrical that is needed for your AV production must be ordered through the Rhode Island Convention Center.

Outside AV vendors are subject to approval and must provide the Rhode Island Convention Center with proof of insurance 10 days in advance of the event. Outside vendors will be subject to and must be made aware of charges with respect to truck loading and unloading, house sound system usage fees, and electrical fees. The Licensee is responsible for informing the contractor of these charges and is ultimately responsible for the payment of these charges.

**Please ensure that you contract enough time for the complete move-in and out of your Audio-Visual supplier. You will be responsible for all late charges should they need additional time.**



### **Box Office**

If admission to your event is charged, all ticket sales shall be made by the Rhode Island Convention Center's Box Office through the ticket system utilized by the Center or other locations selected by the Center.

At least sixty (60) days prior to the time Licensee desires the sale or distribution of tickets to commence, Licensee shall deliver to the Center all information required in order for such tickets to be printed. The Center will give Licensee an accounting of all tickets. The Center reserves the right to charge its prevailing customer ticket service charge on all tickets sold through the Center's ticket system. The prevailing customer ticket service charge is subject to change at any time without notice. Rolled tickets are adequate when there is no reserved seating and no advance ticket sales. These reserved tickets are pre-printed and pre-numbered and are sold only at entrance doors when Licensee offers tickets at fixed prices to the general public. Charges to Licensee for this service are estimated as reimbursable expenses.

The Center's box office will maintain control of ticket distribution, box office operation, ticket sales personnel, and ticket sales revenue through the completion of final settlement. All expenses will be deducted from box office receipts at settlement. The issuing of complimentary tickets will be limited to five (5%) percent of capacity or as dictated by prudent business practice. **Additionally, the Rhode Island Convention Center requires a minimum of one hundred tickets for each show day/performance for its own use.**

At least one Senior Box Office Manager, two Ticket Sellers, and two Ticket Takers are required for all ticketed events. The Box Office Manager and Ticket Sellers are scheduled starting one hour before the event to one hour after the event closes. The Ticket Takers are scheduled one-half hour before and after the event. The number of Sellers and Takers needed is determined by the Box Office Manager and Event Manager depending on estimated attendance, past event turnout, and/or special events related to your event. There is an additional charge for the use of any box office besides the lobby box office. If credit cards are accepted, any applicable service charges will be passed to the Licensee.

By execution of the License Agreement, Licensee grants the Center a security interest in all box office receipts and agrees that receipts may be held by the Center's Authority. These receipts may be applied to payment of all sums of money which shall become due and owing for payments by Licensee to the Center; including, but not limited to, all amounts which shall become due and owing for payments by Licensee for personnel, services, materials, and equipment furnished under the License Agreement. The Center will remit, out of Box Office receipts, to the State of Rhode Island, City of Providence, and/or any other taxing authority any applicable taxes due on the Licensee's behalf. Any surplus remaining shall first be applied in satisfaction of any remaining obligation or liability under the License Agreement, including without limitation, any damages, whether stipulated herein or not, to which the Center may be entitled to reason of any breach of the License Agreement.

Within fifteen (15) working days after the conclusion of the Event, the Center shall furnish the Licensee with a Box Office statement and at the Licensee's request, make a provisional settlement, with the Center withholding such sums from such provisional settlement as it deems reasonable. Within fifteen (15) days after the event, the Center shall pay to the Licensee such



monies as shall be due and owing the Licensee. The Licensee agrees to examine such statement and notify in writing of any error or of any objection to any charge within five (5) business days after delivery of such statement, and unless the Licensee shall notify the Center of such claimed error or objection within five (5) business days, such statement shall be deemed to be a true, correct, and final statement of the account between the Center and the Licensee. The Licensee agrees to pay the Center promptly any amounts shown to be due on such final statement which were not paid by the application of box office receipts. In the event any checks received by the Center do not clear the bank for any reason the sum total of such checks not collected, plus any fees incurred for same, shall be deducted from box office receipts as an expense.

### **Business Center**

The RICC Business Center is located on the third floor across from Exhibit Hall D near the Omni Connector.

The Business Center provides an array of services to show managers and exhibitors. All services provided by the Rhode Island Convention Center can be found on our website [www.riconvention.com](http://www.riconvention.com). The Business Center is routinely opened daily (the hours of operation may vary due to events taking place). Please contact Exhibitor Services with any rate questions or general questions 401-458-6103.

This Business Center provides show managers, attendees, and exhibitors the convenience of complete office services away from home. The Business Center accommodates almost any need from making full color and black and white copies to faxing, scanning, office supplies, and moderate shipping (FedEx, under 5 lbs). Spacious workstations with PC's are available for word processing, desktop publishing, printing documents, internet access and checking email.

### **Catering**

The Rhode Island Convention Center maintains exclusive catering privileges within the building. Your Catering Sales Manager will provide you with a menu and work with you to ensure that every part of your food function is a success.

The Convention Center's kitchen is a state-of-the-art facility that can prepare full meals for up to 2,000 guests in an evening. Our creative staff prides themselves on delicious meals and excellent presentation. Your Catering Sales Manager will work closely with you to ensure your event has the look and feel that will make your meal a hit.

The Rhode Island Convention Center works closely with local vendors, your Catering Sales Manager will be happy to assist you in every aspect of your event i.e. linens, floral, and entertainment.

The Rhode Island Convention Center reserves to itself or its agents, contractors, or concessionaires, the sole right to the following services:

A. Sales and serving of all foods and confections for consumption in the Center, beverages (alcoholic and non-alcoholic), and tobacco. Licensee shall not give away or sell items without written permission of the Food & Beverage Director at the Center. Licensee is responsible for entering into a separate agreement with the RI Convention Center's Food and Beverage



department covering the services to be provided. There is a \$250.00 per day sub-contractor fee upon approval.

B. Sales of souvenirs, novelties, and other merchandise without prior approval.

Exhibitors who manufacture, process, or distribute food in the normal course of business may distribute food samples, provided their food samples are not larger than two (2) ounces, and the beverages are no larger than three (3) ounces.

Exhibitors who do not manufacture, process, or distribute food in the normal course of their business and would like to distribute food samples must purchase their food samples from the RI Convention Center's Food and Beverage department.

### **Coat/Luggage Check**

Coat Check arrangements can be made through your Catering Sales Manager. Both cash and hosted coat checks are available at \$2 (two dollars) per item. If less than the minimum items are checked, the client is responsible for the difference. A portable coat check stand allows convenient placement of the check area to your event. Unattended coat racks are available as well, but coats and other items left at the racks are not the responsibility of the Rhode Island Convention Center.

### **Concession Stands**

A concession stand is located in Exhibition Hall B. Fifteen feet of space must be left in front of the stand for seating and lines to form. A Concession area is also available on the 3rd level near the Business Center and Hotel Connector. To arrange specific concession times or locations, please contact your Catering Sales Manager.

Concession Stands will open during show hours; your Catering Sales Manager will work with you concerning concession hours. For your convenience we open ½ hour prior to show hours to allow your exhibitors a chance to make a purchase.

Concessions do not open during move-in but if you would like to make arrangements for concessions during that time contact your Catering Sales Manager. There is a \$300 minimum; the Licensee is responsible for the difference should the minimum not be met.

### **First Aid Station**

A fully-stocked first aid station is available for use if a Rhode Island Convention Center nurse is hired for your event. This station is located on the Lobby Level (1). Wheelchairs can be distributed from this location. For events attended by more than one thousand (1,000) people, you must employ and pay for a RICC Staff - Registered Nurse, who is licensed by the State of Rhode Island. Events less than one thousand (1,000) people may require a RICC Staff - Registered Nurse at the discretion of the Director of Security/Public Safety and your Event Manager. You must also provide and pay for first aid personnel and services in connection with any injury or sickness occurring to your agents, employees, contractors, invitees, attendees, patrons, and guests while within or about the Rhode Island Convention Center or the premises during your event.



## **Parking**

A 2,400-car parking garage is attached to the Convention Center and Omni Hotel. Validated Parking can be purchased through the Parking Garage Office at (401) 458-6339. Exhibitor Parking Passes can be purchased through the Business Center (401) 458-6103. Handicapped parking is available. Parking for oversized vehicles should be arranged through your Event Manager. **Event rate is based on activity in the complex, we reserve the right to adjust rate accordingly.**

## **Security**

The Rhode Island Convention Center maintains security for the Center perimeter. Licensees are responsible for complete security within the premises at their sole cost and expense. The Convention Center bears no responsibility for equipment, property, or possessions left unattended, without hired security to protect the same. For events attended by more than one thousand (1,000) people, or that are deemed to have a special risk factor (i.e. alcohol service, celebrity attendance, political situations), you must employ and pay for a security guard licensed in the State of Rhode Island and approved by the Rhode Island Convention Center. The Rhode Island Convention Center in-house security can be contracted through your Event Manager. You have the option to use an outside approved vendor for additional security above and beyond the required guards. The security agency shall provide an adequate number of guards for the regulation of traffic, maintenance of order, and protection of persons and property on the premises. You must notify the Center in writing thirty (30) days prior to your event as to the number, placement, hours, and agency employed to provide security, all of which shall be subject to the approval of the Center. Outside security forces must be in uniform and display identification badges, and must be from an approved security vendor. The use of armed guards is prohibited without prior approval of the Rhode Island Convention Center. Security services are available and recommended through the Rhode Island Convention Center. Please contact your Event Manager to arrange a security schedule for your event.

The building is secured in the evening after all groups have completed their events. Cleaning crews and other vendors will still have access to the building after hours. Rooms can be secured upon request. Video cameras monitor selected areas within the Convention Center and the Garage. Key requests and change-of-lock requests can be accommodated in most cases. Please contact your Event Manager for pricing and information.

Security personnel from the Rhode Island Convention Center must have full access to every area of the facility. Access cannot be restricted under any circumstance.

Any person in the facility or on Center property who appears to be intoxicated or under the influence of drugs will be expelled from the premises. Please contact security or your Event Manager if you see a suspicious person or package.



## Regulations of Use

Licensees may not use the premises or permit any part of the Rhode Island Convention Center to be used for any purpose other than the event described in the License Agreement. They shall not permit its use:

- a. For lodging
- b. In conflict with any law, ordinance, rule or regulation of any governmental authorities
- c. In any manner which would violate the provisions or insurance coverage on or related to the Rhode Island Convention Center, or increase the rate of such insurance
- d. In any manner which constitutes waste or nuisance
- e. In any manner which cause or threatens to cause alteration or injury to the Center
- f. In any manner that would disturb or obstruct other occupants, including use of pre-function space, high noise levels, obstruction of signage, or any action that in any way violates the quiet enjoyment of any part of the facility for any occupant. Management reserves the right to adjust any sound levels that carry beyond the immediate area of the event.

## Advertising/Promotional Events

All advertising shall be approved by the Rhode Island Convention Center before it is distributed. Advertising should clearly state admission charges. The Rhode Island Convention Center logo should be included in all printed promotional materials. For the logo or photos of the Convention Center, please contact the Sales Department. All promotional events during the show including fashion shows, product demonstrations, and lectures are subject to approval by the Rhode Island Convention Center. Please inform your Event Manager of any events that will be happening during your show.

## Animals/Pets

No live animal, reptile, fish, or bird is allowed in the Center, unless proper precautions have been made to control and restrain such animal, fish, or bird, and for which written permission has been provided. Guide dogs may accompany a disabled or physically challenged person within the Rhode Island Convention Center.

## Bell People/Couriers

Bell People from surrounding hotels, as well as couriers are **NOT** allowed in the building, or onto the show floor. Deliveries must arrive at the Rhode Island Convention Center Loading Dock to be moved by laborers or received by a Convention Center laborer at the doors. Please do not offer any service provider a tip while at the Rhode Island Convention Center.





## Damages

Any damage to any Center property or equipment is to be reported immediately to the Rhode Island Convention Center's Security Department located on the Exhibition Level, by the loading dock. If the facility is not returned in same condition as received, the Center will clean and make necessary repairs and include the estimated cost for such cleaning in the Licensee's settlement. All damage, except for normal facility wear and tear, is the responsibility of the Licensee. You are encouraged to schedule a mutually convenient "walk-through" appointment to verify the condition of the Facility prior to your event with your Event Manager and the Facility Manager. A final walk-through will take place at the completion of the event and a damage evaluation report will be completed.

Licensee shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into any part of the premises. **Licensee shall not erect any decorations or adhesive including tape that would deface the walls, ceilings, floors, facilities, and equipment contained in the premises.**

The walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted by Licensee or have permanent covering applied. Materials may be attached to the premises by means of cords, ropes, or ribbons or in any other manner which will not mar, deface, or damage the premises or its furnishings and fixtures provided prior written consent of Licensors for such method of attachment is obtained. Service contractors may not use tape to mark the carpeted areas of the building.

No trucks, carts, or other devices to move equipment or freight will be allowed on the meeting room or ballroom carpet without the use of plywood, maisonette, or visqueen. Freight access to the meeting rooms is through the freight elevator in the back of the building ONLY. Motorized vehicles, forklifts, gas or electric carts may not be operated in lobbies, concourses, or any carpeted area of the center. Heat tape and double-face tape may not be used on carpeted or terrazzo floors. Additionally, floor coverings over permanent carpet must be approved in advance. Licensee agrees not to exceed the published load limits of any floor areas and ceiling tracks.

## Decorations and Restrictions

Helium filled balloons add to the festive atmosphere of exhibits; however, when released they are difficult and costly to retrieve and may require the use of lifts. The Licensee will be charged for the cost incurred to remove the released balloons at the end of the Term. Please make sure that your event manager is aware of any decorations being used for your event.

The use of glitter, sand, or simulated snow types of material are not permitted in the Rhode Island Convention Center without special permission from the Event Manager, and the Licensee will incur additional charges for the clean-up of these materials. Adhesive backed decals/stickers may NOT be given away or utilized without the express permission of the Center. Any costs incurred by the Center for the removal of these items will be charged to the Licensee in the final settlement.



## **Deliveries/Freight Handling**

The Rhode Island Convention Center does not accept any deliveries prior to the commencement of the contract term. Exhibitor Shipments and any shipments to be handled by the Approved Service Contractor should be shipped to their attention with the show name and booth number clearly written on the label. Shipments for meetings and other events without an Approved Service Contractor should be clearly labeled to the show manager with the show name and location in the building that the shipment is to go to. The mailing address of the Convention Center is:

Your Event/Contact Name  
Event Manager Name  
Event Location  
Rhode Island Convention Center  
One Sabin Street  
Providence, Rhode Island 02903

All deliveries, that are not handled through an Approved Service Contractor, must be delivered to the loading dock and arranged through your Event Manager. Any deliveries made more than 2 days prior to contracted event date or without information regarding their show will be refused. Receiving charges are \$7.00 per box or \$25.00 per pallet. The shipper will be responsible for all associated costs.

Return shipments must be re-packed, labeled, and called in by the shipper. When the box is ready to be shipped, please contact your Event Manager. All packages are held on an unsecured dock for shipping and receiving. The Rhode Island Convention Center is not responsible for lost, damaged, or stolen boxes. All packages remaining after 5 days will be discarded.

## **Elevators/Escalators and Freight Handling**

Under no circumstances are the passenger elevators or the escalators in the front of the building to be used for the transportation of exhibitor materials, freight, boxes or other large items. All freight should be brought in through the loading dock.

## **Entertainment and Speakers**

The Rhode Island Convention Center shall have the right to approve all entertainers and acts to appear in the Event; no substitutions may be made without the prior consent of the Center. No person or persons will be permitted to address an audience in the Center unless prior approval is obtained from the Rhode Island Convention Center.

## **Floor Plans**

A minimum of six (6) copies of floor plan, to the 16th scale, of the event MUST be submitted by an Approved Service Contractor to your Event Manager for submission to the State Fire Marshal. Plans should include the size and location of all aisles, service aisles, utility floor ports, fire extinguishers and hoses, exits, entrance units, exhibits, general service contractor's booths, food



stands or bars, registration areas, information tables, and other displays. The Licensee is required to construct, operate, and maintain the event according to the approved plans. Any changes required by the building must be made and re-submitted to the Rhode Island Convention Center previous to move-in. The licensee will be responsible for covering any costs incurred by problems with the floorplan.

Public aisles must be a minimum of 8' wide. Service aisles (double-back drape) must be adjacent to any booth receiving any utility, must be placed so that a utility box is inside of the aisle, and must be marked by double-back drape. No exhibitor materials can be stored in this aisle way. Any booth needing a utility that is not adjacent to a service aisle will incur additional charges to the Licensee.

Lobbies, concourses, pre-function areas, and the food facilities are considered public areas and not under Licensee control. All activities using public areas, such as registration, special exhibits or displays, etc, must be noted on the floorplan to be approved by the Center and the Fire Marshal. Temporary advertising and banner hanging is prohibited in the public/common areas and pre-function spaces without prior written approval of the Convention Center.

Please note that clear access must be maintained to all restaurants, cafeterias, lounges, permanent food service facilities, restrooms, telephones, as well as all exit or entrance doors.

### **Gratuities**

It is against the Rhode Island Convention Center policy for any employee or service contractor to accept gratuities or gifts from Licensee or exhibitors while in the Convention Center. Violation of this policy will subject the recipient to termination of employment and/or dismissal from the building.

### **Hazardous Chemicals/Waste**

Storage of hazardous waste is prohibited at the Rhode Island Convention Center. For purposes of photo-development, Licensee is required to inform exhibitors on the proper disposal methods. For exhibits that generate a hazardous waste, material data safety requirements must be met as well as providing written instruction on disposal methods.

### **Hot Work**

Hot Work is not permitted in the exhibit hall or any other area inside the building without the consent of management. Hot work includes welding, cutting, open flames, spark producing saws, etc.

### **Media**

The media are welcome to events in the Rhode Island Convention Center, and will be directed to Show Management upon arrival. No media vehicles may be parked on Convention Center property without prior consent of the Rhode Island Convention Center. Under no circumstances



should any vehicle, media or otherwise, be parked in the taxi stand area in the front of the building or on the sidewalk. Any vehicle parked in such a manner will be towed.

## Noise Levels

The Rhode Island Convention Center reserves the right to require any group whose noise levels disturb another group within the building to reduce their sound to a reasonable level that does not disturb any other group. If you feel that your event will have high noise levels at any time (including bands, loud music for dancing, shouting, singing, or other noise), please make arrangements with your Sales Manager and Event Manager to ensure that no other group will be in the vicinity of your event. **The Rhode Island Convention Center is not responsible for any losses or damages associated with sound level requirements.**

## Rigging

All signage, decorations, and other materials must be hung by an approved service contractor and must be approved by the Rhode Island Convention Center. Licensee is responsible for all costs associated with unapproved hanging materials. The rigging of all trussing is the exclusive contract of Ambient, Inc.

## Signage (Event & Directional)

Signage may be hung in the rented area with prior approval of the Rhode Island Convention Center. No signage may be hung that blocks emergency signs/exits or building signage. Small directional signage may be placed on easels in the common areas; however, no promotional materials may be hung without prior approval and cannot infringe on any other group in the building. No signage may be hung or placed on the exterior of the building or on the sidewalk. No signage, event materials, or decorations may be hung, taped, tacked, or nailed into any walls, doors, or columns. Any costs incurred by the Center for the removal or damage from these items will be charged to the Licensee in the final settlement.

## Smoking

The Rhode Island Convention Center is a non-smoking facility. Smoking is not allowed in the building at any time, including move-in and move-out times. Licensee will be responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside of the building.

## Special Effects

The Rhode Island Convention Center does not allow any haze, smoke, fog, or pyrotechnic machines in the facility. Any event that includes any other types of production special effects must inform their event manager of all activity incorporated in the event for authorization.



## **Solicitations**

No solicitations or collections in the Center, whether for charity or otherwise, shall be made, attempted, or allowed without the prior written consent of the Center.

## **Use of Space**

Use of space outside of the rooms directly named within the contract is limited to the area immediately outside the space, and may be used for registration purposes only. Use of this space may not in any way disturb or obstruct other occupants. If you have any questions about space availability or use, please contact your Event Manager. Licensees may not occupy their space anytime before or after the time listed on the contract. This includes time for Set-up, Audio-Visual set-up and break-down, Decorator move-in and out, or storage of materials. Please ensure that your space is contracted to allow you and your service providers sufficient time for move-in and out. You are responsible for ensuring that your sub-contractors have sufficient move-in time and are out by the end of the contracted period. Any hours in excess of this agreement are subject to fines.

## **Vehicles**

Vehicles that are to be brought into the Convention Center must be pre-approved by the Rhode Island Convention Center and all requirements made under that agreement must be followed. In some cases vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot be brought. All vehicles must have carpet squares or plywood under the wheels and plastic under the entire length of the vehicle to be provided by the client. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Rhode Island Convention Center security department. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 37.9 L (10 gal) of fuel, whichever is less. Fueling or defueling of vehicles shall be prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service. At no time during a show may vehicles be moved.



**From the North:**

Interstate 95 South to Exit 22A. Follow the signs towards Downtown/Convention Center. Go through the first light in the right hand lane. Take your first right after the light. Take the next right onto Exchange Street. After the next light, bear right between the Hotel and the Convention Center to the North Garage.

**From the South:**

Interstate 95 North to Exit 22A. Follow the signs towards Downtown/Convention Center. At the light, turn right onto Francis Street. At the next light, go right onto Sabin Street. Bear right between the Hotel and the Convention Center to the North Garage.

**From the East:**

Take 195 West. Merge onto 95 North to Exit 22A. Follow the signs towards Downtown/Convention Center. At the light, turn right onto Francis Street. At the next light, go right onto Sabin Street. Bear right between the Hotel and the Convention Center to the North Garage.

**From the West:**

Take Route 6 East to the "Route 6 East and I-195 East" on ramp. Merge and stay to the right following the signs to Providence and Route 6 East. Stay on Route 6 East to the end, and take the Providence/Downtown exit. Turn right onto Francis St. Then turn right onto Sabin St. Immediately take your first right onto West Exchange Street to the Convention Center Garage.

**Loading Dock:**

The Loading Dock is located on West Exchange Street about 1/8 mile west of the North Garage entrance. Large trucks should use the following directions for easiest dock access.

**Truck directions from the North:**

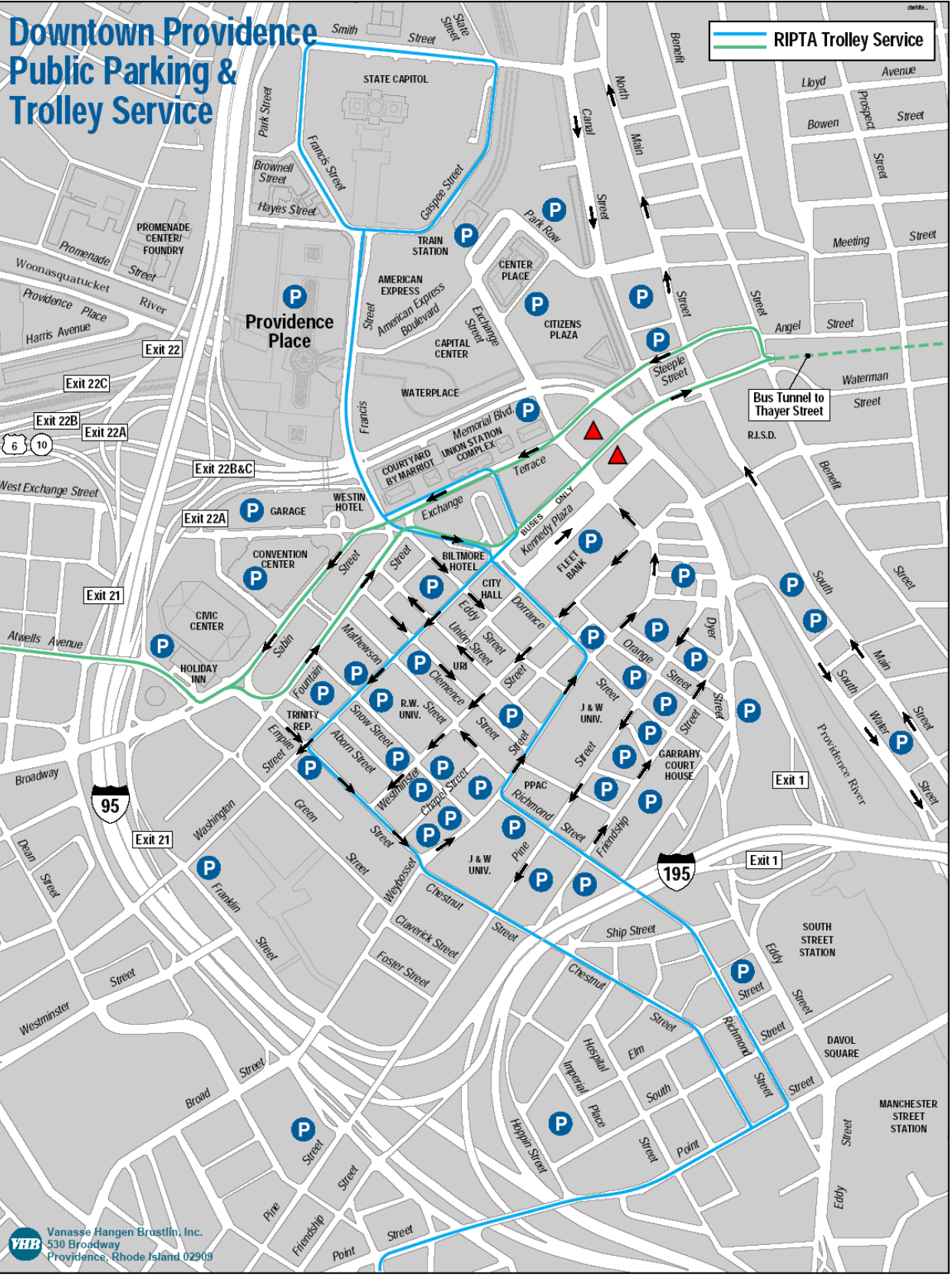
Take Exit 21 (Atwells) from 95 South. Take right off exit. Turn right onto Dean Street. Turn right at the light onto West Exchange Street.

**Truck directions from the South:**

Take Exit 21 (Broadway) from 95 North. Take a Left at the 2nd light (Atwells). Turn right onto Dean Street. Turn right at the light onto West Exchange Street.







Vanasse Hangen Brustlin, Inc.  
530 Broadway  
Providence, Rhode Island 02903



**Event Planning Guide**  
RHODE ISLAND CONVENTION CENTER



### General Regulations

The Rhode Island Convention Center abides by all standards established by the National Fire Protection Agency (NFPA). You and your agents and employees must become familiar with the Rhode Island Convention Center safety procedures and regulations, instruct your agents and employees about the Center's evacuation plan in event of fire or other disaster, and formulate a specific plan to evacuate any disabled person.

All places of assembly, of concentrated or less concentrated use, with an occupancy load of greater than 50 people, but less than 1001 people, being utilized for activities that could potentially cause the place of assembly to be unsafe, dangerous or hazardous shall have one uniformed fire fighter on duty during such activity and any additional uniformed fire fighters on duty when deemed necessary by chief of the local fire department or the designee of the state fire marshal in the local fire department unless this requirement is specifically waived in writing for each such event.

All places of assembly with an occupancy load of greater than 1000 people shall have a uniformed fire fighter, and any additional uniformed fire fighters on duty when deemed necessary by the chief of the local fire department or the designee of the state fire marshal in the local fire department.

All Licensees must, at all times, conduct their activities with full regard for public safety and observe and abide by all NFPA regulations. They also must meet all requests of the Rhode Island Convention Center or duly authorized government agencies and be responsible for the character, acts, and conduct of all person admitted to the premises.

Licensees shall not admit to the premises any number of people that would cause an unsafe condition and/or restrict attendees and personnel from safely and freely moving about in the premises. The decision of the Rhode Island Convention Center and the State Fire Marshal in this respect shall be final.

No portion of the sidewalks, ramps, entrances and exits, corridors, passageways, vestibules, halls, lobbies, stairways, escalators, elevators, driveways, or access to public utilities of the Convention Center shall be obstructed or used for any other purpose than ingress and egress. Access to fire detection and suppression systems, HVAC vents, and house lighting fixtures and controls shall not be covered or obstructed. Firefighting and emergency equipment, including fire extinguishers, fire hose cabinets, and fire alarm pull stations shall not be hidden or obstructed.

The Licensee shall not, without prior written approval, put up or operate any engine, motor, or machinery on the premises, or use oils, burning fluids, camphene, kerosene, or gasoline for either mechanical or other purposes, use any agent other than electric for illumination, or otherwise bring combustible, explosive, or other dangerous or hazardous materials into the center.

Storage of crates is prohibited in the Rhode Island Convention Center without prior approval. Crate storage is the responsibility of the Licensee. Any materials stored in the building in an unsafe manner will be moved at the owner's expense.





Exit signage, fire extinguishers, fire alarms, pull stations, fire hose connections and all fire-related equipment may not be hidden, obstructed, or blocked. Any obstructions will be moved at the expense of the Licensee.

No doors are to be propped or tied open at any time. Automatic closing devices are not to be tampered with. No fire exits may be blocked by any means.

### **Materials Not on Display**

A storage room having an enclosure consisting of a smoke barrier having a minimum 1-hour fire resistance rating and protected by an automatic extinguishing system shall be provided for combustible materials, materials not on display, including combustible packing crates used to ship exhibitors' supplies and products.

Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.

All bunting, table coverings, drapes, signs, banners, decorations, and other materials must be flame resistant and are subject to inspection and flame testing by the Fire Marshal.

All electrical equipment must conform to the National Electrical Code and be UL approved.

The following materials are prohibited without the prior written consent of the Center: gas cooking equipment, open flame devices, candles, vehicles, ammunition, radioactive devices, flammable liquid pressure vessels, exhibits involving hazardous processing and materials, fireworks or pyrotechnics, blasting agents or explosives, flammable cryogenic gases, aerosol cans with flammable propellants, portable heating equipment, and other equipment or materials that increase risk to fire and life safety. Should the use of any of these materials and/or devices be approved, the Licensee is required to provide an adequate number of fire extinguishers or safety materials to be placed in the vicinity of the material/equipment.

### **Open Flame Devices and Pyrotechnics**

No open flame devices or pyrotechnic devices shall be used in any assembly occupancy, unless otherwise permitted by one of the following:

Pyrotechnic special effect devices shall be permitted to be used on stages before proximate audiences for ceremonial or religious purposes, as part of a demonstration in exhibits, or as part of a performance, provided that both of the following criteria are met:

Precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material.

Use of the pyrotechnic device complies with NFPA1126, Standard for the Use of Pyrotechnics before a Proximate Audience.

Flame effects before an audience shall be permitted in accordance with NFPA 160, Standard for the Use of Flame Effects before an Audience.



Open flame devices shall be permitted to be used in the following situations, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material or injury to occupants:

- For ceremonial or religious purposes
- On stages and platforms where part of a performance
- Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected
- The requirement of 13.7.3 shall not apply to heat producing equipment complying with 9.2.2.
- The requirement of 13.7.3 shall not apply to food service operations in accordance with 13.7.2.

Gas lights shall be permitted to be used, provided that precautions are taken, subject to the approval of authority having jurisdiction, to prevent ignition of any combustible materials.

### **Fire and Safety Code Fact Sheet**

The following is a listing from the NFPA 101 Life Safety Code Handbook & NFPA 1 Fire Code - 2015 Editions. This listing represents general fire safety rules that The State Fire Marshal's Office has specified as "Must Comply" codes. It is the responsibility of each Show Manager to review and comply with these codes.

### **Exhibition Halls – Special Provisions for Exposition Facilities**

No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or required exit sign; nor shall any display block access to firefighting equipment

The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not be greater than 50 feet.

Exhibit booth construction materials shall be limited to the following:

- Noncombustible or limited-combustible materials
- Wood exceeding 1/4 in. (6.3 mm) nominal thickness
- Wood that is pressure-treated, fire-retardant wood meeting the requirements of NFPA 703, Standard for Fire Retardant-Treated Wood and Fire-Retardant Coatings for Building Materials
- Flame-retardant materials complying with one of the following:
- Textile wall coverings, such as carpeting and similar products used as wall or ceiling finishes, complying with the provisions of 10.2.2 and 10.2.4 of the fire code.
- Cardboard, honeycombed paper, and other combustible materials having a heat release rate for any single fuel package that does not exceed 150 kW where tested in accordance with one of the following:
  - ANSI/UL 1975
  - NFPA 289, using the 20 kW ignition source



### **Furnishings, Decorations, and Scenery**

Fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be in accordance with the provisions of 10.3.1.

The authority having jurisdiction shall impose controls on the quantity and arrangement of combustible contents in assembly occupancies to provide an adequate level of safety to life from fire

Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame-retardant treated to the satisfaction of the authority having jurisdiction.

The following shall be protected by automatic extinguishing systems:

- Single-level exhibit booths exceeding 300 ft<sup>2</sup> (28 m<sup>2</sup>) and covered with a ceiling
- Each level of multilevel exhibit booths, including the uppermost level where the uppermost level is covered with a ceiling

EXCEPTION: Vehicles, boats, and similar exhibited products having over 100 sq. ft. of roofed area must provide smoke detectors acceptable to the State Fire Marshal's Office.

The State Fire Marshal's Office may use the field flame test contained in NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films, as one method of determining flame retardancy.

### **Prohibited Materials**

The following items shall be prohibited within exhibit halls:

- Compressed flammable gases
  - Flammable or combustible liquids
  - Hazardous chemicals or materials
  - Class II or greater lasers, blasting agents, and explosives
- 13.7.5.5.2 The authority having jurisdiction shall be permitted to allow the limited use of any items specified in 13.7.5.5.1 under special circumstances.

Draperies, curtains, and other similar furnishings and decorations shall be flame resistant where required by the applicable provisions of this chapter. These materials required herein to be tested in accordance with the NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films, shall comply with both the small- and large-scale tests.

The AHJ shall be authorized to allow natural cut or root balled Christmas trees and/or the display of fresh-cut greens in accordance with the provisions of this Chapter in the following locations:

- RI State House and any city hall or town hall;
- Any places of worship; and,
- Any place of assembly fully protected by an automatic sprinkler system.



## **Vegetation Management Plan**

A vegetation management plan or noncombustible base acceptable to the AHJ shall be approved and maintained under and around the installation where required by the AHJ.

Though dirt with minor growth is not considered noncombustible, the AHJ might approve dirt bases as long as any growth is maintained under and around the installation to reduce the risk of ignition from the electrical system. This could be a serious consideration for large ground-mounted photovoltaic systems. Not only should the base be considered under the systems, but also around the systems to the point that the risk of fire from growth or other ignition sources will be reduced.

Fire retardant coatings shall be maintained so as to retain the effectiveness of the treatment under service conditions encountered in actual use.

EXCEPTION No. 1: When necessary for ceremonial, religious, or demonstration purpose, the State Fire Marshal's Office permit open flame devices under such restrictions as are necessary to avoid danger of ignition of combustible materials or injury to occupants.

## **Cooking/Heating**

Cooking and food-warming devices in exhibit booths shall comply with 13.7.2 and all of the following:

- Gas-fired devices shall comply with all the following:
  - Natural gas-fired devices shall comply with 9.1.1.
  - The requirement of 13.7.5.3.9(1)(a) shall not apply to compressed natural gas where permitted by the authority having jurisdiction.
  - The use of LP-Gas cylinders shall be prohibited.
  - Nonrefillable LP-Gas cylinders shall be approved for use where permitted by the authority having jurisdiction.
- The devices shall be isolated from the public by not less than 48 in. (1220 mm) or by a barrier between the devices and the public.
- Multi-well cooking equipment using combustible oils or solids shall comply with 9.2.3.
- Single-well cooking equipment using combustible oils or solids shall meet all the following criteria:
  - The equipment shall have lids available for immediate use.
  - The equipment shall be limited to 2 ft<sup>2</sup> (0.2 m<sup>2</sup>) of cooking surface.
  - The equipment shall be placed on noncombustible surface materials.
  - The equipment shall be separated from each other by a horizontal distance of not less than 24 in. (610 mm).
  - The requirement of 13.7.5.3.9(4)(d) shall not apply to multiple single-well cooking equipment where the aggregate cooking surface area does not exceed 2 ft<sup>2</sup> (0.2 m<sup>2</sup>).
  - The equipment shall be kept at a horizontal distance of not less than 24 in. (610 mm) from any combustible material.

A portable fire extinguisher in accordance with Section 9.9 shall be provided within the booth for each device, or an approved automatic extinguishing system shall be provided.



## **Special Food Service Devices**

Portable cooking equipment, not flue connected shall be permitted only as follows:

- Equipment fueled by small heat sources that can be readily extinguished by water such as candles or alcohol-burning equipment (including solid alcohol "sterno"), may be used provided adequate precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials.
- Candles may be used on tables used for food service if securely supported on substantial, non-combustible bases so located as to avoid danger of ignition or combustible materials and only if approved by the State Fire Marshal's Office. Candle flames shall be protected.
- "Flaming Sword" or other equipment involving open flames and flamed dishes, such as cherries jubilee, crepes suzette, etc., may be permitted provided that necessary precautions are taken and subject to the approval of the authority having jurisdiction.

## **Propane Gas**

Propane Use in Buildings for Demonstrations or Training or in Small Containers. Pre-approved tanks may be used in exhibits. All propane tanks must be separated by at least 20 feet. All tanks must be approved 10 days in advance of the show in writing by the Rhode Island Convention Center.

The use of LP-Gas cylinders shall be prohibited. Non-refillable LP-Gas cylinders shall be approved for use where permitted by the authority having jurisdiction.

## **Floorplans**

Plans, in a form acceptable to the Rhode Island State Fire Marshal, shall be submitted to the Rhode Island State Fire Marshal Office for approval 120 days prior to the move-in of any exhibit or trade show. The plan shall show all details of the proposed exhibit or show. No exhibit or trade show shall occupy any exhibit hall without approved plans.

Plans for the exposition, in an acceptable form, shall be submitted to the authority having jurisdiction for approval prior to setting up any exhibit.

The plan shall show all details of the proposed exposition.

No exposition shall occupy any exposition facility without approved plans

## **Vehicles**

Vehicles on display within an exposition facility shall comply with the following:

- All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gal (38 L) of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fueling or defueling of vehicles shall be prohibited.
- Vehicles shall not be moved during exhibit hours.





### Entertainment License

The City of Providence requires any show open to the public to have an entertainment license. The Rhode Island Convention Center will order the license for you. Cost is one hundred dollars per day that the show is open. This cost will be included in your operational cost estimate. If you have any questions about this permit please contact your Event Manager.

### RI State Sales Tax Guidelines

Promoter permits are required for any event that is "open to the public" where exhibitors/vendors are making sales at retail. This applies to all public shows whether a box office is used or not.

Promoters/show managers must complete and submit the "Promoter's Application for Permit" at least ten (10) days prior to the show date. Promoters are responsible for collecting and remitting sales tax from all of their vendors who are making sales at retail. Any trade show or convention that has with an "open to the public" component must also file a Promoters Permit. See <http://www.tax.ri.gov/taxforms/> for forms and information pertaining to the following:

- Show/Festival Promoter Requirements
- Promoter's Application For Permit
- Application for Temporary Retail Sales Permit

Events that are not open to the public (i.e. industry trade shows, meetings, conventions with exhibits) are **not** required to file a "Promoter's Application for Permit", even when sales are being made at retail on the show floor.

For those events in which show management is not required to file a Promoter's Permit, it is important to note that exhibitors that make sales on the show floor at retail are individually required to submit sales tax to the State of RI, including filing an "Application for Temporary Retail Sales Permit". Show management must inform their exhibitors who will be making sales at retail that they are individually required to fill out an "Application for Temporary Retail Sales Permit" and submit their application and taxes collected to the State. This information should be included in all exhibitor packages.

### Insurance

Every event must provide a certificate of liability insurance from your insurance company or purchase it through the Rhode Island Convention Center in the amount of at least one million dollars. Increased coverage may be required for some shows. Insurance can be purchased through the Rhode Island Convention Center on the following price scale:

Up to 180 people = \$135.00 flat fee premium

191 people or more = .75 cents per person



The insurance certificate should list the following as additionally insured:

ASM GLOBAL, The Rhode Island Convention Center, the Rhode Island Convention Center Authority, The State of Rhode Island, their respective Directors, Officers, Agents and employees are named as additional insured on a primary and non-contributing basis. Waiver of Subrogation in favor of additional insured's applies to the policy.

Certificate Holder is the Rhode Island Convention Center, 1 Sabin Street, Providence, RI 02903.

Insurance should include your policy number, the effective dates of the policy, and the following breakdown (minimum) for limits:

Each Occurrence: \$1,000,000

Fire Damage: \$50,000

Med Exp (any one person): \$5,000

Personal & Adv injury \$1,000,000

General Aggregate: \$2,000,000

Products Comp/OP Agg: \$1,000,000

Under workers compensation, you need to include your policy number and effective dates.

Please contact the Finance Department at the Rhode Island Convention Center at 401-458-6003 with any questions.



**Providence Warwick Convention & Visitors Bureau**

10 Memorial Blvd.  
Providence, Rhode Island 02903  
Tel. 401-456-0200  
Fax 401-351-2090  
Website: [www.goprovidence.com](http://www.goprovidence.com)

**Providence Chamber of Commerce**

30 Exchange Terrace  
Providence, Rhode Island 02903  
Tel. 401-521-5000  
Fax 401-751-2434  
Website: [www.providencechamber.com](http://www.providencechamber.com)

**Newport Convention & Visitors Bureau**

23 America's Cup Avenue  
Newport, RI 02840  
Tel. (401) 849-8048  
Website: [www.discovernewport.com](http://www.discovernewport.com)

**Providence Journal**

75 Fountain Street  
Providence, Rhode Island 02903  
Tel. 401-277-7600  
Fax 401-277-7461  
Website: [www.providencejournal.com](http://www.providencejournal.com)

**Providence Business News**

220 W Exchange Street  
Providence, Rhode Island 02903  
Tel. (401) 273-2201  
Fax 401-274-0670  
Website: [www.pbn.com](http://www.pbn.com)





<b>A</b>	
Accessibility	6
Air Conditioning	33
Animals	38
Approved Service Contractors	19
Approved Security Providers	20
Approved Vendors	19
Approved Vendor Contract	23
Athletic Events, requirements and costs	13
Audio Visual Services	9, 20, 33, 43
Ambient, Inc	5, 19, 33, 42
<b>B</b>	
Banquets, requirements and costs	13
Bell Person Deliveries	38
Box Office	10, 14, 16, 18, 34, 52
Business Center	35
<b>C</b>	
Candles	47, 48, 51
Capacities	7
Carpet Cleaning	11, 12, 31, 33
Catering	35, 36
Cleaning Service	31
Coat Check	36
Competitions, requirements and costs	13
Compressed Air	9, 19, 25, 31
Concessions	3, 36
Contractors, approved	19
Conventions, requirements and costs	12, 13
COX Business Services	21, 32
<b>D</b>	
Damages	15, 39, 42
Decorations	39, 42, 47, 49
Deliveries/Freight Handling	38, 40
Directions	44
<b>E</b>	
Electrical Labor & Service	3, 5, 9, 10-12, 15, 16, 19, 31, 33
Elevators/ Escalators	3, 6, 40
Elevator, Freight	4, 6, 39
Event Advertising	38
Event Checklist	58
Exhibition Hall, description	3, 4
Exhibitor Services	9, 31, 32, 35
<b>F</b>	
Fire & Safety Regulations	46-51
First Aid Station	36
Flammable Gas	47, 49
Floor Plans	40, 58



Florists, Approved	20
Freight Deliveries/Handling	19, 39, 40
<b>G</b>	
General Conditions	9
Gratuities	9, 41
<b>H</b>	
Hazardous Waste	41
Hot Work	41
Hotel Deliveries	38
<b>I</b>	
Internet	3, 5, 10, 15, 19, 21, 31, 32, 35
Inventory, price list	17, 18
<b>J</b>	
<b>K</b>	
<b>L</b>	
Labor Rates	16
Loading Docks, description	6
Lock Changes, costs	18
<b>M</b>	
Maps	45
Marshalling Yard, description	6
Measurements, Ballroom	4
Measurements, Exhibition Halls	3, 4
Measurements, Loading Dock	6
Media	41
Medical Services	36
Meeting Rooms, descriptions	5
Meetings, requirements and costs	13
Metro Café	6
<b>N</b>	
Noise Levels	38, 42
<b>O</b>	
Operational Requirements	10
Operational Requirements, Athletic/Competition/Pageant Events	13
Operational Requirements, Banquet Events	13
Operational Requirements, Trade Shows/Convention with Exhibits	12
Operational Requirements, Convention, no Exhibits	13
Operational Requirements, Meetings	13
Operational Requirements, Public Shows	10, 11
<b>P</b>	
Pageants, requirements and costs	13
Parking	6, 23, 32, 37
Plumbing Service	3, 9, 10, 15, 19, 31
Pre-function Space, description	3
Promotional Events	38
Public Show, requirements and costs	10, 11
<b>Q</b>	
<b>R</b>	
Registration Space	3, 5, 41, 43
Regulations of Use	38



Rental Rates, Inventory	17, 18
Resources	54
Rigging	9, 19, 20, 33, 42
Room Capacities	7
Rotunda Room, description	5
<b>S</b>	
Security	19, 20, 37
Show Suites, description	5
Signage	38, 42
Smoking	3, 23, 42
Solicitations	9, 43
Standard Operating Procedure	23-30
<b>T</b>	
Telephone Service	3, 9, 10, 15, 31
Trade Show, requirements and costs	12
Turnover charges	10
<b>U</b>	
Union Rules	9
Use of Space	43
Utilities	31
<b>V</b>	
Vehicles, regulations regarding	6, 11, 12, 43
Vendors, approved	19, 20, 21
<b>W</b>	
Work Rules	9
<b>X</b>	
<b>Y</b>	
<b>Z</b>	



# Event Planning Checklist



This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensuring a successful event.

## **12 Months Out**

- Your Event Manager is assigned (Place your Event Manager on your mailing lists).

## **6 Months Out**

- Schedule a site visit/planning meeting with your Event Manager.
- Read Event Planning Guide.
- Discuss preliminary Food and Beverage needs with your Catering Sales Manager.
- Provide contact information for key service companies:
  - Service Contractor
  - Production Company
  - Audio Visual Company

## **2 Months Out**

- Have your Service Contractor send 6 large copies of the event's preliminary floor plans for Fire Marshal approval (if applicable).
- Security, Nurse, Police, and or Fire Marshal Requirements are due (if applicable).
- Schedule a Pre and Post Convention Meeting with your Event Manager (if applicable).
- An Event Timetable is to be provided to your Event Manager:
  - Move In Schedule
    - Decorator
    - Exhibitors
    - Registration
    - Utility Orders
  - Show Office
  - Exhibits
  - Meetings
  - Food and Beverage Events
  - Move Out Schedule
- Receive Event Cost Estimate from Event Manager.

## **1 Month Out**

- Items that are due:
  - Certificate of Insurance
  - Final Menu Selections/Event Timetable
  - Final Audio Visual Needs
  - Return Signed Event Cost Estimate to Event Manager with Full Pre-Payment of estimated charges.
  - Return Signed Banquet Event Order to Catering Sales Manager with Full Pre-Payment of estimated charges.

*Modifications are necessary for events contracted with less than a 12 month time frame.*

