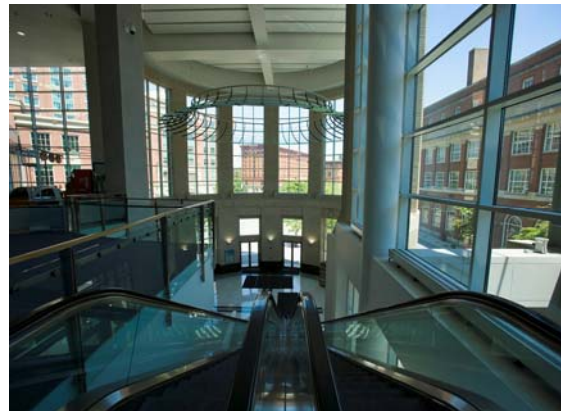




Rhode Island Convention Center

Event Planning Guide





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,

Timothy O. Muldoon
Regional General Manager





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- 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 Event Manager, Sales Manager, or Catering Sales Manager for further questions.



Facility Descriptions and Measurements

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 Event 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 T-1 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	30 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 up to four (4) halls. Each of the four (4) halls has its own entrance to allow self-contained movement.

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. Concession stands and restrooms are available inside all four halls.

Ramp access to the loading dock via West Exchange Street provides direct access to the Exhibit 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 Exhall 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 = 70 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 Serviced	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 = 20-30 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 amplification speakers 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 Event Manager.

General Measurements:

Lighting Level

Meeting Rooms = 50 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 you Event Manager for details.

Show Suites

Available to show management, are four (4) Show Suites overlooking each Exhibition Hall. Occupancy of these areas are designated in the License Agreement. Fully furnished with a desk, chairs, television, and refrigerator, these rooms can accommodate all of your business needs.

General Measurements:

Show Suite A & D = 21.5' x 25' Sq. Ft. = 537 (Each Suite)

Show Suite B & C = 17' x 19' Sq. Ft. = 323 (Each Suite)

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 Exhibit Halls; 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 and Terrace Café

Two separate café areas are available to serve a wide selection of meals and snacks to patrons of all Rhode Island Convention Center meetings and shows. The Terrace Café is located on the Mezzanine level between the Exhibit Hall and the Ballroom/Meeting Room Level. Overlooking downtown Providence, this area can seat up to 30 people at tables and counters and is wheelchair accessible via a lift from the fourth floor. The Metro Café is on the Exhibit Hall level and also serves hot meals, coffee, and snacks throughout the day. Seating for 65 people is available in the Metro Café. Both Cafe areas have free wireless internet access available to attendees with wireless-capable portable computers. Please contact your Catering Sales Manager to request the availability of these areas 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 physically challenged patrons. 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.

**RHODE ISLAND CONVENTION CENTER
USABLE SPACE & ROOM CAPACITY**

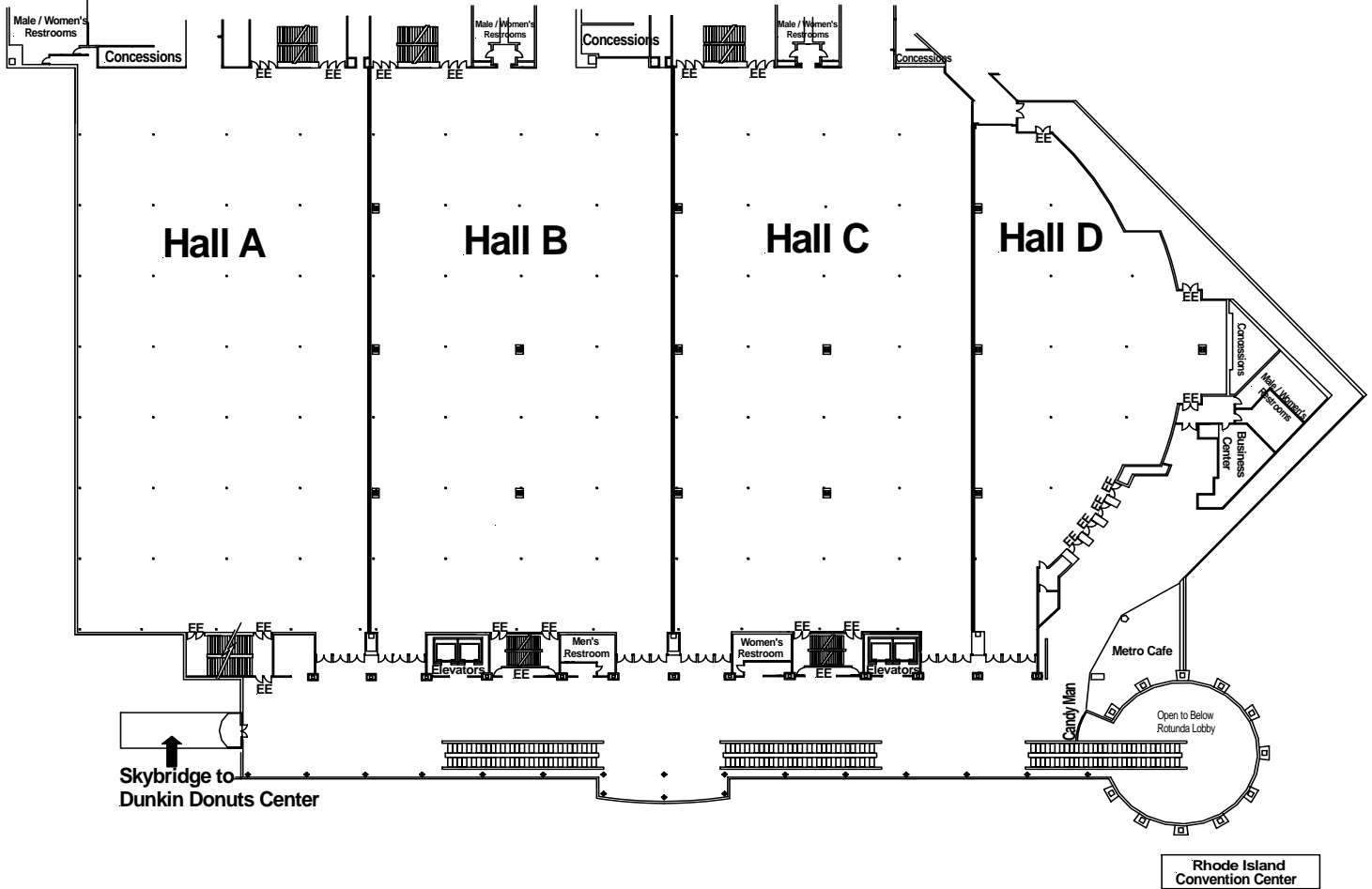
Revised: September 2010

BALLROOM							
ROOM NUMBER	(L x W) ESTIMATED USABLE SPACE	CEILING HEIGHT	SQUARE FEET	THEATER	CLASSROOM	BANQUET	RECEPTION
Ballroom A	100' X 100'	23'	10,000	1,175	756	680	1,400
Ballroom B	74' X 50'	23'	3,700	414	234	210	520
Ballroom C	26' X 50'	23'	1,300	120	54	80	190
Ballroom D	74' X 50'	23'	3,700	414	234	210	520
Ballroom E	26" x 50'	23'	1,300	120	54	80	190
Ballroom B+C	100' X 50'	23'	5,000	550	324	280	710
Ballroom D+E	100' X 50'	23'	5,000	550	324	280	710
Ballroom 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							
Exhibit Hall A	238' X 116'	30'	27,608	2,880	1,790	2,000	2,840
Exhibit Hall B	238' X 120'	30'	28,560	2,728	1,638	1,620	2,947
Exhibit Hall C	238' X 120'	30'	28,560	2,728	1,638	1,620	2,947
Exhibit Hall D	VARIABLES	30'	15,272	1,164	576	600	1,632
Exhibit Halls A/B	238' X 236'	30'	56,168	5,608	3,276	3,620	5,787
Exhibit Halls B/C	238' X 240'	30'	57,120	5,426	3,222	3,210	5,894
Exhibit Halls C/D	VARIABLES	30'	43,832	3,892	2,214	2,220	4,579
Exhibit Halls ABC	238' X 356'	30'	84,728	8,336	5,066	5,240	8 8,734
Exhibit Halls BCD	VARIABLES	30'	72,392	6,620	3,852	3,840	7,526
Exhibit Halls ABCD	VARIABLES	30'	100,000	9,500	5,642	4,040	10,366

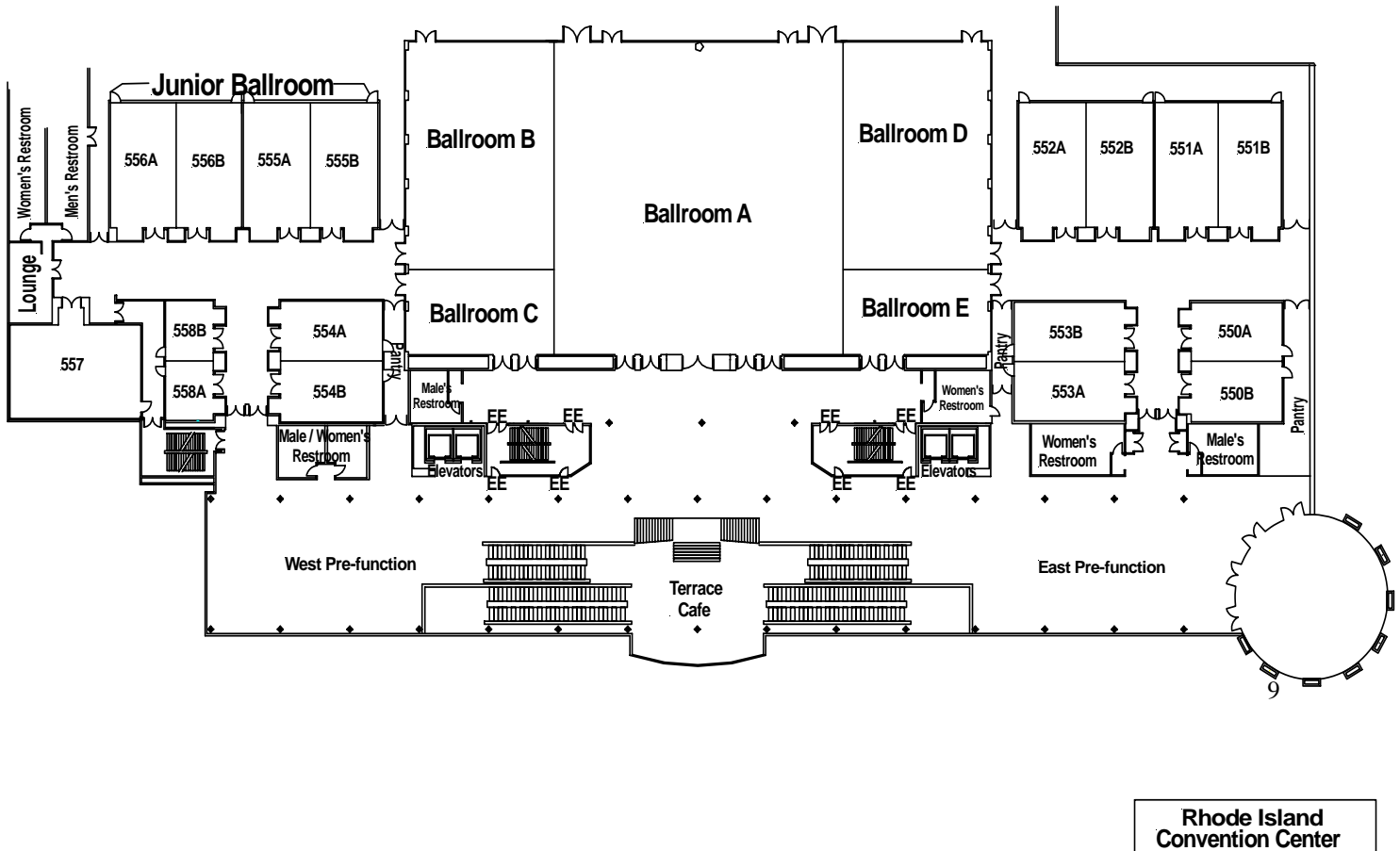
**All Theater-Style & Classroom Set-Ups were calculated with an 8' Head Table and a Podium.

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

The Rhode Island Convention Center - Third 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 contractors needs (floor marking, 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 see Service Order Forms or call the Exhibitor Services Department at 401-458-6100.) All Rigging and Stage Hand Work must be contracted through Ambient, Inc.** They also can provide complete AV support for any event. **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 **Chief 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 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; changes based on estimated Loading Dock traffic and potential security concerns.
RICC Security Guard	All Show Hours; changes 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; changes 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. Changes 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	\$1050.00 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 (see HVAC Service Order form)

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; changes based on estimated Loading Dock traffic and potential security concerns.
RICC Security Guard	All Show Hours; changes 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; changes 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. Changes based on estimated attendance and nature of show.

Electrician	All Show Hours
Final Cleanup	\$1050.00 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 (see HVAC Service Order form)

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; changes 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	Based on Nature of Show

Competitions, Pageants, Athletic Events

RICC Security	All Show Hours; changes 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. Changes 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

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 one half hour before and one half hour after Show; Additional based on estimated attendance and requirements at post (hand stamping, wrist banding, etc.)
RICC Security Guard	All Show Hours (Number of guards determined by attendance); changes 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; changes 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. Changes based on estimated attendance and nature of show.
Final Cleanup	\$1050.00 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 Ticket Master 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.



Labor Rates

Position	Hourly Rate
Box Office Manager	\$23.60
Ticket Sellers	\$19.50
Ushers/Ticket takers	\$16.00
Switchboard Operator	\$15.50
Security Captain	\$28.50
Dock/Show/Overnight Security (4 hr. min.)	\$21.00
Fire Marshall	\$54.60
Police (Show Hours/Move In & Out)	\$63.00
Medical	\$40.00
General Labor (Maintenance/Set Up/Move In & Out)	\$40.25
Electricians	\$70.00
Electricians	\$105.00 (OT)
Plumber	\$60.75
Plumber	\$89.75 (OT)
Carpenter	\$56.30
Carpenter	\$54.50 (OT)
Building Engineer	\$60.75
Building Engineer	\$89.75 (OT)
Setup	\$40.25
Labor	\$40.25

Terms and Conditions

1. All rates subject to change (***Revised 12/10/10***)
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.

Staging:

8'x8' Sico risers, 32", 36", 40", 44", 48"	\$35.00 per panel incl. labor to assemble
6'x8' risers, 16", 24", 32"	\$25.00 per panel incl. labor to assemble
Stair Units	\$10.00 per unit

Dance Floor:

4x4 grey panels	\$18.00 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	

Tables:

6' x 30" Tables	\$10.00 per
8' x 30" Tables	\$10.00 per
Ovals (5' x 6')	\$10.00 per
Classroom Tables (6' x 18")	\$10.00 per
Cocktail Tables (30" Round)	\$10.00 per
Standing 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 Room Green	\$3.00 per
Exhibit Halls/Meeting Room Red	\$3.00 per

Easels:

Tripods	\$20.00 per
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Water Service:

Water Cooler with paper cups Refill	\$25.00 per
Water Service (6 glasses and pitcher)	\$3.00 per

Forklift and Operator:

Daily Rental	\$350.00
Fork Lift Operator	\$161.00 (4 hour Minimum Required)
	\$40.25 (each additional hour over 4)

Lifts (Genie Boom or Scissor Lift) and Operator:

Daily Rental	\$350.00
Lift Operator	\$161.00 (4 hour Minimum Required)
	\$40.25 (each additional hour over 4)

Portable Box Office \$300.00 per office

Rope and Stanchion \$15.00 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 \$25.00 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. Thirty days (30) 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 30 days in advance, and must provide sufficient liability insurance as well as sign a Standard Operating Procedure (pg.29) agreement to work under the rules of the Rhode Island Convention Center.

Approved Service Contractors

BREDE Exposition Services
100 Industrial Park Road
Hingham, MA 02043
Scott O'Keefe
Phone: 781-741-5900
Website: www.brede.com

CAPITAL Convention Contractors
10 Technology Drive, Suite 40 #395
Hudson, MA 01749
Eric Palm
Phone: 877-335-3700
Website: www.captalconventions.com

CHAMPION Exposition Services
139 Campanelli Drive
Middleboro, MA 02346
Greg Costello
Phone: 617-719-0078
Website: www.championexpo.com

DES-DEMERS Exposition Services
180 Johnson Street
Middletown, CT 06457
Scott Ling
Phone: 860-344-9919
Website: www.demersexpo.com

FREEMAN Decorating Company
1515 Washington Street
Braintree, MA 02184
Janice Bowers
Phone: 781-380-7550
Website: www.freemanco.com

GES Exposition Services
125 North Street
Teterboro, NJ 07608
Office Phone: 201-814-1313
Website: www.gesexpo.com

SER All American Exposition Services
35B New Street
Worcester, MA 01605
Cindy Phillips
Phone: 508-757-3397
Website: www.serexpo.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

New England Ambulance Service

Contact John Vernancio
PO Box 8627
Cranston, RI 02920
Office: 401-421-1859 ext 112
Fax: 401-421-2553

Additional Vendors

Audio Visual, Sound, Lighting, and Production

Ambient Inc.

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 stage hand 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

John 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 T-1 Service

Cox Business Services

One Sabin Street
Providence, Rhode Island 02903
Phone: (401) 458-6100
Fax: (401) 458-6298

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 in our Metro and Terrace Cafés. Please check with your Event Manager for details.

Standard Operating Procedure Contract

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), SMG 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. SMG 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. SMG 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 SMG.
- 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

SMG: 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 SMG, 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 SMG with such insurance certificate at least thirty (30) days, prior to commencement of the Term, SMG in SMG'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 SMG 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 SMG 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 SMG 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 SMG) in the ownership of more that 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 SMG all property of RICCA and SMG 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 SMG, 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 SMG. The contractor’s 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 #12 **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



Utilities Service Order Forms

The Rhode Island Convention Center is the exclusive provider of Electrical, Phone, Internet, Plumbing, and Cleaning services in the building. Please refer to the following service forms for information on the pricing and availability of these services. If you have any questions, contact Exhibitor Services at (401) 458-6100. The following utilities are available in the floorboxes (30' centers) on the Exhibit Hall floor.

- Electricity - 120/208v (480 Power available at designated locations.)
- Telephone - 25 pair
- Computer/Internet - 25 pair (in most areas)
- 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 floorboxes. 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 Communications, 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. Wireless “Hot Spots” are located at our Metro Café and Terrace Café. This is a complimentary service provided to laptop users. The Rhode Island Convention Center does provide wireless access in our Exhibition Halls, Show Suites, Ballrooms, or Meeting Rooms. This service can be arranged by contacting Exhibitor Services at 401-458-6100.

Parking

Our parking facility is attached to the building and the Westin 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 or by contacting Exhibitor Services at 401-458-6100.

***Event rate is based on activity in the complex, we reserve the right to adjust rate accordingly.**



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only:
EL:

ELECTRICAL SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided.
ELECTRICAL SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.
Please call for a quote on rates for higher wattage and voltage.

STANDARD ELECTRICAL SERVICE						
120volts – per single receptacle	*Pre Paid Rate*	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
5amp (480 watts) Max	\$72.00	\$87.00				\$
10amp (960 watts) Max	\$85.00	\$102.00				\$
15amp (1440 watts) Max	\$90.00	\$108.00				\$
20amp (1920 watts) Max	\$94.00	\$113.00				\$

*208 Volts Per Connection	* Pre Paid* Single Phase	*Pre Paid* 3 Phase	Standard Single Phase	Standard 3 Phase	Quantity	Subtotal	RI 7% Tax	Total
10 amp	\$94.00	\$136.00	\$113.00	\$163.00				\$
20 amp	\$110.00	\$198.00	\$132.00	\$238.00				\$
30 amp	\$174.00	\$264.00	\$209.00	\$317.00				\$
40 amp	\$220.00	\$325.00	\$264.00	\$390.00				\$
50 amp	\$273.00	N/A	\$328.00	N/A				\$
60 amp	\$325.00	\$343.00	\$390.00	\$412.00				\$

Please check here is 24 hour power is required.
 Add 50% of rate to the subtotal for a Service Fee.

Subtotal:	\$
Tax (7%)	\$
TOTAL	\$

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER						
	Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% Tax	Total
Extension Cord	\$18.00	\$22.00				
Power Strip	\$ 25.00	\$31.00				
Quad Box	\$29.00	\$34.00				
Triple Tap	\$13.00	\$16.00				

*Booth and Flood Lighting Available. For Special Electrical Needs, Please Contact the Exhibitor Services Center at (401) 458-6100.

Subtotal:	\$
Tax (7%)	\$
TOTAL	\$

ELECTRICAL LABOR – CHARGES INCLUDED WITH STANDARD ELECTRICAL SERVICE ONLY					
• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour					
	Standard Rate	Quantity	Subtotal	No Tax	Total
Straight Time: Monday - Friday	\$70.00 / hour			\$	
Premium Time: Saturday/Sunday/Holidays	\$105.00 / hour			\$	

TOTAL	\$
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Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Total for All Services \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

Standard Booth

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G
H
T

**** DO NOT send this form to the decorator company. Please read policies on second page of form.****



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only
 TS: _____

TELEPHONE SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided.
TELEPHONE SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

TELEPHONE SERVICE (800 NUMBERS AND LOCAL CALLS ONLY)

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Single Service Line	\$165.00	\$198.00				\$
Single Service Line w/ Speakerphone	\$186.00	\$216.00				\$

If Handset Needed, please check here

Subtotal:	\$
Tax (7%)	\$
	\$

ADDITIONAL SERVICES – PLEASE CONTACT RICC FOR ALL OTHER PHONE SERVICES

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Voice Mail Service	--	\$30.00				\$

❖ Long Distance Authorization Signature: _____

Subtotal:	\$
Tax (7%)	\$
TOTAL	\$

TELEPHONE SERVICE LABOR

• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

	Standard Rate	Quantity	Subtotal		Total
Straight Time: Monday - Friday	\$70.00 / hour			No Tax	\$
Premium Time: Saturday/Sunday/Holidays	\$105.00 / hour			No Tax	\$

TOTAL	\$
--------------	----

*Please contact a local Verizon provider, as well as the RICC Electrical Department 60 days in advance for all Direct Dial Out, ISDN and DSL services. For price quote, please call Exhibitor Services.

Total for All Services \$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Please Attach floor plan for specific installation. Thank You.

Instructions: REAR R
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 T T

Standard Booth

*** Do Not send this form to your decorating company. Please read the policies on the second page of this form. ***



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only
 CL: _____

BOOTH CLEANING SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided.
BOOTH CLEANING SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.
Pre-show cleaning will be provided overnight, after the first move in day and before event opening.

BOOTH VACUUMING SERVICES					
COST PER DAY	*Pre Paid Rate	Standard Rate	Number of Days	Square Feet (100 sq ft minimum)	Total
Pre-Show	.22/sq.ft.	.25/sq.ft.	-----		\$
Additional Days	.18/sq.ft.	.21/sq.ft.			\$
Subtotal:					\$

PORTER SERVICES / HOURLY TRASH REMOVAL					
COST PER DAY	*Pre Paid Rate	Standard Rate	Number of Days	Square Feet (100 sq ft minimum)	Total
Every Show Day	\$70.00	\$75.00		-----	
Only Days Specified	\$70.00	\$75.00		-----	
Subtotal:					\$

COMMENTS OR ADDITIONAL REQUIREMENTS

Total for All Services
\$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

*****DO NOT send this form to your decorating company. Please read polices on second page of form.*****



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only

PA:

HVAC SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. HVAC SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

For connections over 10 feet, an additional charge may apply based on booth placement corresponding with a house connection.

WATER AND DRAIN SUPPLY (NON - POTABLE)						
Water (cold) up to 500 gallons	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
1 st Connection	\$240.00	\$288.00				\$
Each Additional Connection	\$120.00	\$144.00				\$
Each Additional 100 Gallons	\$10.00	\$10.00				\$
Drain Connection						
1 st Connection	\$270.00	\$324.00				\$
Each Additional Connection	\$102.00	\$122.40				\$
One Time Fill & Drain - Up to 500 gallons maximum						
One Time Fill and Drain	\$240.00	\$288.00				\$
Per Additional Units	\$90.00	\$108.00				\$
Each Additional 100 Gallons	\$10.00	\$10.00				\$
Sink Rental						
Sink w/ 4gal hot water	\$462.00	\$554.40				\$
Sink w/ cold water	\$390.00	\$468.00				\$
Compressed Air (100lbs of house pressure - must bring own regulator)						
1 st connection	\$225.00	\$282.00				\$
Each Additional	\$100.00	\$125.00				\$
					Subtotal:	\$
					Tax (7%)	\$
					TOTAL	\$

HVAC LABOR - CHARGES APPLY WITH STANDARD RATES ONLY					
• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour					
	Standard Rate	Quantity	Subtotal		Total
Straight Time: Monday - Friday	\$60.75 / hour			No Tax	\$
Premium Time: Saturday/Sunday/Holidays	\$89.75 / hour			No Tax	\$
TOTAL					\$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Check # _____

Visa
 MasterCard
 AMEX
 Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Total for All Services \$

Please Attach floor plan for specific installation. Thank You.

Instructions: REAR R

L Standard Booth I
 E G
 F H
 T T

*** DO NOT return this form to your decorating company. Please read policies on the second page of the form.***



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only

IT:

INTERNET SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received 15 days prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions.

INTERNET SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

Effective April 14, 2008 BOTH Wireless and Ethernet Connections will be supported.

HIGH SPEED INTERNET SERVICE

Dedicated Internet Connection	*Pre Paid Rate	Standard Rate	Quantity	Days	Subtotal	Total
First Day	\$500.00	\$550.00	-----	1		\$
Additional Days	\$250.00	\$275.00	-----			\$
Additional Devices Above One						
Computers	\$100.00 / device	\$110.00 / device				\$
Please check one service: <input type="checkbox"/> Wireless <input type="checkbox"/> Ethernet					TOTAL	\$

Client Must Provide:

Computer with Network Interface Card with an RJ45 jack. The computer must have TCP/IP installed and set for DHCP. Also, all proxy settings must be turned off.

Client must also have a working web browser (Internet Explorer, Mozilla Firefox, Opera, etc.) in order to register the access code.

In regards to wireless, we will be able to provide standard 802.11b/g wireless connectivity.

****Please note: Electrical Services are Charged Separately****

ADDITIONAL SERVICES

Labor costs will accrue with any complex networking needs such as wireless Network Access, Virtual Private Networks (VPN), Virtual Local Area Networks. On-site technicians are available upon request. These services are additional and are quoted depending on the needs of the end user.

Please contact Exhibitor Services for further instruction.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

ACCESS CODE



***** DO NOT send form to your decorating company. Please read the policies on the second page of this form.*****



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only

G:

Exhibitor Parking Pass Order Form

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Parking passes will not be available for pick up until the first day of Exhibitor Move In. All parking passes can be picked up at the Exhibitor Services / Business Center located on the 3rd Level of the Rhode Island Convention Center.

Exhibitor Parking Pass Information

All parking passes are calculated by the length of each event, which include: ALL exhibitor move in days, ALL event days, and ALL exhibitor move out days. These dates are based per Show Management.

Step 1:

Choose a pass type: \$10.00 parking pass (6am-midnight) \$18.00 parking pass (overnight parking)

Step 2:

Enter duration of event. (Includes all move in days, all event days, all move out days)

Step 3:

Choose the number of passes that you need.

Step 4:

Fill in the chart below to create a Grand Total for your parking pass purchase.

Pass type	Duration of Event (all move in , all event, all move out)	Number of Passes	Grand Total
\$ _____ (Step 1)	X _____ days (Step 2)	= \$ _____ X _____ (Step 3)	= \$ _____

***Booth number and Credentials needed for Parking Pass pick-up.**

- *Exhibitor Parking Passes offer you in and out access to the parking facility and guaranteed parking.
- *The parking facility is directly connected to the Rhode Island Convention Center, Westin Hotel and Providence Place Mall. It is open 24 hours and is handicap accessible.
- *All parking passes are to be picked up at the Exhibitor Services / Business Center located on the 3rd Level of the Convention Center, near the Westin Hotel Connector.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Office Use Only

Card ID number(s) _____

Date Processed: _____

Initials: _____

****DO NOT send this form to your decorating company. Please read policies on the second page of this form****



Building Services

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	\$100/hall/hour
<u>**Not available when the loading dock doors are open.</u>	
Air Conditioning - Meeting Rooms	\$ 85/wing/hour
Air Conditioning - Ballroom	\$100/hour
Lighting - Show Lights (100%)	\$ 80/hall/hour
Escalators	\$100/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 Westin 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. 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 401-458-6100.

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 constantly updated 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 2000 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. (For Example 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 Center. Licensee is responsible for entering into a separate agreement with the Center's Food and Beverage department covering the services to be provided.

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 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 one dollar 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 each Exhibit Hall. Fifteen feet of space must be left in front of each stand for seating and lines to form. Concession areas are also available on the Mezzanine (between the Ballroom and Exhibit Hall Level) as well as 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 do 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 Chief 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 2400-car parking garage is attached to the Convention Center and Westin Hotel. Validated Parking can be purchased through the Parking Garage Office at (401) 458-6338. Exhibitor Parking Passes can be purchased through the Business Center (401) 458-6100. 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 (ie 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 (as listed in this guide under Approved Vendors) 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.



Building Rules

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 prefunction 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.

Automobiles

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. Vehicle gas tanks must be less than 3/4 but more than 1/8 full, and the

cap for the fuel tank must be locked closed and cannot be removed while in the building. Vehicle electrical systems must be disconnected by removing at least one battery cable from each set of batteries. At no time during a show may vehicles be moved.

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 Maintenance 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 Licensor 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 contacted 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 Fire Department. 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 they can in no way 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.



Directions and Maps

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. Then 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.

Downtown Providence Public Parking & Trolley Service

 RIPTA Trolley Service





Fire and Safety Regulations

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 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 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. Fire fighting 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, naphtha, 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.

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 or electric cooking equipment, open flame devices, candles, vehicles, welding, cutting or brazing equipment, 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.

Vehicle gas tanks must be less than 3/4 but more than 1/8 full, and the cap for the fuel tank must be locked closed and may not be removed while in the building. Vehicle electrical systems must be disconnected by removing at least one battery cable from each set of batteries. At no time during a show may vehicles be moved. See "Building Rules" for further information.

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.

Fire and Safety Code Fact Sheet

The following is a listing from the NFPA 101 Life Safety Code Handbook - 1994. This listing represents general fire safety rules that the Providence Fire Department has specified as "Must Comply" codes.

It is the responsibility of each Show Manager to review and comply with these codes.

Life Safety Code - 1994

Section 8-4.4.1 - Exhibition Halls - No display or exhibit shall be installed or operated as to interfere in any way with access to any required exit or with visibility of any required exit or any required exit sign, nor shall any display block access to fire fighting equipment.

Section 8-4.4.3 - Exhibits shall comply with the following:

- (a) The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not be greater than 50 feet.
- (b) Exhibit booths shall be constructed of non-combustible or limited-combustible materials, pressure-treated fire retardant wood meeting the requirement of NFPA 703 Standard for Fire Retardant Impregnated Wood and Fire Retardant Coatings for Building of Fire Tests for Flame-Resistant Textiles and Films, both small and large scale tests. Textile wall coverings, such as carpeting have a napped, tufted, looped or similar surface used as wall or ceiling finish, shall comply with 6-5.2.3 Plastic shall be limited to Class A or Class B interior wall and ceiling finish.

- (c) Curtains, drapes, and decorations shall comply with 31.1.4.
- (d) 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 Providence Fire Department. Materials that cannot be treated for flame retardancy should not be used.
- (e) Exhibit booths that are multilevel, consist of multiple rooms with ceilings, or are over 225 sq. ft. with ceilings shall be protected by automatic sprinklers in buildings so protected.

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

Section A-8-4.4.3(d) - The Providence Fire Department 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.

Cooking/Heating

- A. Cooking and food warming devices in exhibit booths shall comply with 31-2.4. and the following:
 - 1. Gas fired devices will not be used.
 - 2. Devices shall be isolated from the public by at least 4 ft. or a barrier between the device and the public.
 - 3. Devices shall be limited to 288 sq.in. (.19sg m) of cooking surface area.
 - 4. Devices shall be placed on noncombustible surface materials.
 - 5. Devices used for cooking shall be separated from each other by a minimum distance of 2 sq ft. (61 cm).
 - 6. Devices shall be kept a minimum of 2 ft (61 cm) for any combustible materials.
 - 7. Single-well cooking equipment using combustible oils or solids shall have a lid available for immediate use. Multi-vat cooking may not be used.
 - 8. Each exhibitor must provide a 20 BC fire extinguisher or an approved automatic extinguishing system located in their booth for the length of the show.

Propane Gas

Section 30-3.3.7.1 – Propane Use in Buildings for Demonstrations or Training, or in Small Containers. Pre-approved 5-pound propane (nominal 5lb (2kg) LP-Gas capacity) 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.

Section 3-4.8.1 - Containers having a maximum water capacity of 12 lb (5.4 kg) [nominal 5 lb (2 kg) LP-Gas capacity] shall be permitted to be used temporarily inside buildings for public exhibitions or demonstrations, including use in classroom demonstrations. If more than one such container is located in the same room, the containers shall be separated by at least 20 ft (6m). All propane tanks must be pre-approved in writing by the Rhode Island Convention Center at least 10 days in advance of the show opening.

Floorplans

Plans, in a form acceptable to the Providence Fire Department, shall be submitted to the Department 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.

Section 8-4.4.4 - Vehicles - Vehicles with an exhibit hall shall comply with the following:

- (a) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than three-quarters or less than one-eighth full.
- (b) At least one battery cable shall be removed from each set of batteries.
- (c) Fueling or de-fueling of vehicles shall be prohibited.
- (d) Vehicles shall not be moved during shows.

Section 8-4.4.5 - Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, and explosives shall be prohibited within exhibit halls.

EXCEPTION: The Providence Fire Department having jurisdiction, may permit the limited use of any of the above items under special circumstances.

Section 31-1.4 - 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.

Section A-31-1.4.1 - For details of flame-retardant treatments and tests thereof, see NFPA 701, Standards for methods of Fire Tests for Fire-Resistant Textiles and Films. Furnishings and decorations tested in accordance with this standard should comply with both the small- and large-scale tests.

Section 31-1.4.2 - Christmas trees not effectively flame-retardant treated, ordinary crepe paper decorations and pyroxylin plastic decorations may be classed as highly flammable.

Section 31-1.4.3 - Fire retardant coatings shall be maintained so as to retain the effectiveness of the treatment under service conditions encountered in actual use.

Section 31-2.3 - Open Flame Devices - No open flame devices shall be used in any assembly occupancy.

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

Section 31-2.4. - Special Food Service Devices - Portable cooking equipment, not flue connected shall be permitted only as follows:

- (1) 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.
- (2) 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 Providence Fire Department. Candle flames shall be protected.
- (3) "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.



License/ Tax Permit/ Insurance Information

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.

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:

200 people and under - Flat fee of \$100.00
201 people and over - @ .60 cents per person

The insurance certificate should list the following as additionally insured:
SMG, 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.

Tax

The following tax information and forms are for any events making retail sales. Show management must collect all taxes and forms from vendors to submit to the State Tax Department.

STATE OF RHODE ISLAND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
DIVISION OF TAXATION
ONE CAPITOL HILL
PROVIDENCE, RI 02908-5800
(401) 222-3195

INFORMATIONAL PUBLICATION

QUESTIONS & ANSWERS ON SALES/USE TAXES FOR A NEW BUSINESS

Although most Rhode Island residents are familiar with the fact that the state has a sales tax, very few people know much about the tax. Lack of knowledge can be costly for the owner of a small business. State law requires businesses to collect sales tax in exchange for the privilege of doing business in Rhode Island. A firm that fails to collect the tax can lose its permit to do business in Rhode Island. Basic information is provided in this publication to help firms avoid the most obvious and potentially costly errors.

Q. *What is sales tax?*

A. The sales tax is a levy imposed on the retail sale, rental or lease of many goods and services at a rate of 7%. Any sale is a retail sale if the property or service sold will be used and not resold in the regular course of business. The tax is collected by the vendor and remitted directly to the state. In addition to the sales tax, there is also a 5% hotel tax on the rental of rooms in hotels, motels or lodging houses.

Q. *What kinds of businesses must collect the sales tax?*

A. A business that is selling, renting, or leasing tangible personal property at retail, which includes, but is not limited to the following: home appliances, craft items, household furnishings, antiques, VCR's, tapes, jewelry, stereo & TV equipment, computers and computer software must collect the sales tax.

Q. *How do I register my business?*

A. You can register either by mail or in person at the Division of Taxation, One Capitol Hill, Providence, RI 02808 by filing an Application for Permit to Make Sales At Retail along with the \$10 fee.

Q. *Do I need to register my business for sales tax if I am a wholesaler only?*

A. No. Sales tax registration is required only when all or a portion of your sales are at retail.

Q. *What other state taxes is a business liable for?*

A. A business may be liable for:

Litter Control Participation Permit - If you are a retailer making taxable sales of food and/or beverages, you must apply and pay for a litter permit fee each year.

State Income Tax Withholding - If you are an employer who maintains an office in this state or transacts business in the state and makes payment of wages subject to Rhode Island personal income tax, you must withhold and remit Rhode Island income tax. There is no registration fee.

Unemployment Compensation Tax - You must also contact the Rhode Island Department of Unemployment and Training at (401) 277-3696 if you have employees.

Business Corporation Tax - If your business is incorporated, you may be liable for business corporation tax.

Use Tax - If you purchase taxable goods and services for use by your business without paying Rhode Island tax, you must pay use tax to the State by filing a Consumer's Use Tax Return. It should also be noted that individuals who purchase taxable goods and services for their personal use without paying Rhode Island tax should also pay use tax to the State by filing a Consumer's Use Tax Return.

NOTE: The Internal Revenue Service (IRS) should also be contacted to determine your federal tax requirements. The Internal Revenue Service's toll-free telephone number is 1-800-829-1040.

Q. *Once I have a sale and use tax permit will I ever need to get another one?*

A. Each new business location must have its own seller's permit.

If your business expands and you open a second location, you must obtain a new permit for the new location.

Also, if the ownership or structure of the business changes (for example, if a sole proprietorship becomes a partnership or corporation), a new permit is required.

Q. *What if my business is located out-of-state but I intend to come into Rhode Island and sell (for example at a craft show or flea market)?*

A. You must complete an application for permit. You will be issued a sales tax permit to collect Rhode Island sales tax.

Q. *How do I obtain a new copy of my sales and use tax permit if I change my address or lose the permit?*

A. Notify the Division of Taxation in writing at the following address:

Rhode Island Division of Taxation
Registration Section
One Capitol Hill
Providence, RI 02908-5800

There is no fee for this service.

Q. *Must I make a minimum amount of sales before I am required to register for collection of sales tax?*

A. No. You are required to register before you start your business.

Q. *How often are sales and use tax returns filed?*

A. Generally, sales and use tax returns must be filed on a monthly basis on or before the twentieth day of the month next succeeding the month for which the return is required to be made. However, if your sales and use tax liability for six (6) consecutive months has averaged less than two hundred dollars (\$200) per month, a quarterly return may be made when specifically authorized, in writing, by the Tax Administrator.

Q. *Should I file a return if I have made no sales?*

A. Yes. The return must be completed by showing "zero sales" and "zero taxes."

Q. *On what price do I compute sales tax?*

A. The tax is computed on the selling price (not your cost) of the taxable goods, rental, lease or service.

Q. *When do I report sales that I make?*

A. In general, sellers of taxable goods and services must report sales on the accrual basis. This means that all sales you make must be reported during the filing period in which the sale is made, not when the customer renders payment.

Q. *How do I purchase my inventory of goods for resale without paying sales tax?*

A. Complete a Rhode Island sales and use tax resale certificate bearing your sales tax permit number, and give it to the vendor from whom you make a purchase of goods or services which you intend to resell. If you are not required to hold a permit because you are not making sales subject to tax in this state (e.g. no sales made in this state, wholesale sales, etc.) then an appropriate notation to that effect should be made on the certificate in lieu of a retail permit number.

Q. *What must your customers provide to you to demonstrate that they are exempt from paying sales tax?*

A. The customer must give you a completed Rhode Island sales and use tax resale certificate or one of several types of exemption certificates. Some of the most common are:

If the customer is a charitable or religious organization, the customer must present a Rhode Island Exempt Organization Exemption Certificate. (Rhode Island retailers should not accept Exemption Certificates from other states.)

If the customer is a manufacturer, the customer must present a Manufacturers Exemption Certificate.

If the customer is a farmer, the customer must present a copy of the Farmers Tax Exemption Certificate.

If the customer is the State of Rhode Island, a Rhode Island municipality, or the Federal Government, the sale is exempt and no certificate is required. Purchases made by state or municipal governments from other states are subject to Rhode Island sales tax.

Q. *If I make a sale and deliver the goods outside Rhode Island, do I collect Rhode Island sales tax?*

A. No. However, depending upon your activities in the other state, you may be required to register and collect sales tax for that state. However, a resident of another state making a purchase and taking possession of the item in Rhode Island must pay Rhode Island sales tax.

Q. *What are the penalties and interest if I file a sales and use tax return later.*

A. There is a penalty of 10% of the tax due for the late payment of the tax. Interest at the current rate is also calculated on the underpayment of tax.

Q. *What records must I keep to verify the figures on my sales and use tax return?*

A. The following records must be kept at least three years:

Sales receipts	State and Federal Tax Returns
Purchase invoices	Documents that show price change
Cash register tapes	Exemption certificates

Under certain circumstances, you may be required to produce records for more than three years.

Q. *I am closing my business. What should I do?*

A. You must cancel your sales and use tax permit by doing the following:

File your monthly or quarterly return and check the "Yes" box following the question, "Are you out of business now?"

Enter the last business date in the block provided.

Also, write the word FINAL prominently across the top of the return.

Enclose your permit card with the return.

For further information contact the Excise Tax Section of the Rhode Island Division of Taxation, Monday through Friday 8:30 a.m. to 4:00 p.m. at (401) 222-3064.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF REVENUE
DIVISION OF TAXATION
ONE CAPITOL HILL
PROVIDENCE, RI 02908
TELEPHONE: (401)574-8955 FAX: (401)584-8913

SHOW/ FESTIVAL PROMOTER REQUIREMENTS

Every Promoter of a show shall, at least ten (10) days prior to the opening of the show, file with the Tax Administrator a notice (Promoter's Application for Permit), stating the location and dates of such show. The Tax Administrator shall, within five (5) days after the receipt of such notice; issue to the promoter without charge, a permit to operate such show. No Promoter shall operate a show without obtaining a permit. The permit must be prominently displayed at the main entrance to the show. A person who engages in business as a Promoter in this state without a permit shall be guilty of a misdemeanor.

NOTE: A separate permit is required for each show in RI.

The Promoter's Application for Permit must contain the name, address and date of the event; the name, address and phone number of the Promoter, and the number of vendors setting up at the show.

A Rhode Island vendor holding a Rhode Island sales tax permit must show the Promoter their valid and current permit. Promoter is required to maintain a copy of this permit.

All out of state vendors must obtain a Temporary Retail Sales Permit from the Promoter at a cost of \$10.00. All temporary permits must be completely filled out by the vendor, and signed by the Promoter.

Any vendor selling food/beverage is required to have both a sales tax permit and a meals/beverage permit. Food vendors must pay a fee of \$35.00 (\$10.00 sales tax permit and \$25.00 litter fee). The vendor must submit both the sales tax return and meal and beverage return to the Promoter at the end of the show.

All permits must be on display at each vendor booth.

At the end of the show the Promoter is required to collect all completed tax returns and payments. The Promoter is responsible for submitting the vendors' tax return and tax collected. All payments must be by check or money order made out to the RI Tax Division.

Promoters must submit on the first business day after the show all returns, temporary sales tax permits, fees collected and tax payments. In addition a "Monthly Report of Show Promoter" or a "Computerized list of vendors" is required to be submitted on or before the 20th (twentieth) day of the month following the show.

Any questions please call (401)574-8955



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DEPARTMENT OF REVENUE
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TELEPHONE: (401)574-8955 FAX: (401)584-8913

MONTHLY REPORT OF SHOW PROMOTER
LOCATED WITHIN THE STATE OF RHODE ISLAND

For the month of20.....

Name of Promoter.....Permit No. P-.....

Address of Promoter.....

(DUE ON OR BEFORE THE TWENTIETH (20TH)
 DAY OF THE MONTH FOLLOWING THE MONTH COVERED)
 Attach separate Schedule A for each show location

SCHEDULE A

Address of Show _____ Dates of Show _____

List below the names, addresses and sales tax permit numbers of every person you permitted to display or sell tangible personal property, services or food and/or beverages at the above location. Attach additional sheets if necessary.

NAME	ADDRESS	SALES TAX PERMIT NO.
SIGNATURE	TITLE	DATE

Revised 3/2010



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF REVENUE
DIVISION OF TAXATION
ONE CAPITOL HILL
PROVIDENCE, RI 02908
TELEPHONE: (401)574-8955
FAX: (401)584-8913

FOR OFFICE USE ONLY	
Date:	Promoter Number:

PROMOTER'S APPLICATION FOR PERMIT
TO OPERATE A "SHOW"
UNDER THE SALES AND USE TAX ACT, EFFECTIVE MAY 11, 1978
NO FEE REQUIRED

Every promoter of a show shall, at least ten (10) days prior to the opening of each such show, file with the Tax Administrator this application stating the location and dates of such show. The Tax Administrator shall, within five

(5) days after the receipt of this application, issue to the promoter without charge, a permit to operate such show.

No promoter shall operate a show without obtaining such permit. Such permit shall be prominently displayed at the main entrance to the show. A person who engages in business as a promoter in this state without a permit shall be guilty of a misdemeanor. NOTE: A separate permit is required for each show in Rhode Island.

1. Name of Promoter (Please Print or Type)		2. Federal Identification No.	
3. Promoter Address		4. Business Phone No.	
5. City or Town	State	Zip	
6. Name of Show			
7. Show Address			
8. City or Town		State	Zip
9. List dates show will operate at this location. NOTE: If any Vendors are selling food or beverages at the show, they must fill out a Business Application Form. (Copies enclosed)		10. List estimated number of vendors at show.	
The undersigned hereby makes application for a Permit(s) under the Sales and Use Tax Act, and certifies that the information given on this form is true and correct to the best of his or her knowledge and belief.			
DATE	SIGNATURE OF PROMOTER		TITLE

THIS APPLICATION MAY BE FAXED TO THE REGISTRATION SECTION AT (401) 574-8913



Resources

Providence Warwick Convention & Visitors Bureau

144 Westminster Street
Providence, Rhode Island 02903
401-456-0200 Fax # 401-351-2090
Website: www.pwcvb.com

Providence Chamber of Commerce

30 Exchange Terrace
Providence, Rhode Island 02903
401-521-5000 Fax # 401-751-2434
Website: www.provchamber.com

Newport Convention & Visitors Bureau

23 America's Cup Avenue
Newport, RI 02840
401-845-9123
Website: www.gonewport.com

Providence Journal

75 Fountain Street
Providence, Rhode Island 02903
401-277-7600 Fax # 401-277-7461
Website: www.projo.com

Providence Business News

300 Richmond Street
Providence, Rhode Island 02903
401-274-2201 Fax # 401-274-0670
Website: www.pbn.com



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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 Marshall approval. (If Applicable)
- Security, Nurse, Police, and or Fire Marshall 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
 - Electrical/Internet/Phone 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

2 Weeks Out

- 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.