



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.

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

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

Once you have had the opportunity to review this Guide, please do not hesitate to contact us at (401) 458-6000 with any questions or if you require any additional information.

Thank you for your interest in the Rhode Island Convention Center Complex and the Greater Providence Area.

We look forward to welcoming you and your patrons to the wonderful State of Rhode Island.

Sincerely,

Lawrence J. Lepore

Lawrence J. Lepore

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 the back of this Guide. This checklist will guide you in providing necessary information to your Event Manager in a timely manner.
- If you have any questions about this list or any part of this Guide, please contact your Sales Manager, Event Manager, or Catering Sales Manager for further questions.
- Event Planning Guide revised November 2025.



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

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

FLOOR LOAD

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

LIGHT LEVELS

Pre-Function: 50-60 foot-candles at 30” height off the floor (desk top level)

The Exhibition Hall

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

The Exhibition Hall floor surface is made up of polished concrete. Utility floor ports are located on thirty-foot (30') centers with telephone, electric, plumbing, air compression, and internet connections. Restrooms are available inside all four (4) halls and a concession stand is located in Exhibition Hall B. Ramp access to the loading dock via West Exchange Street provides direct access to the Exhibition Halls. There are nine (9) truck bays with load leveling capacities. There are two (2) loading ramps for vehicle unloading behind Exhibition Halls B & C.

General Measurements:

Roll Up Doors

Hall A, Hall C, & Hall D: 16' High x 12' Wide

Hall B: 16' High x 16' Wide

Hall D/Access to 3rd Level Pre-Function: 10' High x 10' Wide

Loading Ramp Doors

Ramps A & B = 16' High x 16' Wide

Floor Load

Exhibition Level = 350 lbs./per sq. ft.

Hanging Load

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

Lighting Level

Exhibition Halls = 60’ 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 up into five (5) separate ballrooms of varying sizes. Special features include state-of-the-art audio/visual, dimming, and design lighting systems, highlighted by a multi-level ceiling.

General Measurements:

Freight Elevators	Freight	Service
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.	6,500 lbs.

Ballroom Service Doors

From Service Corridor = 9'10" High x 9'7" Wide

From 5th Level Pre-Function = 9'10.5" High x 9'9.5" Wide

Floor Load

Ballroom Level = 150 lbs./per sq. ft.

Hanging Load

Ballroom Truss Points (exposed only) = 1000 lbs. per point

Lighting Level

Ballrooms = 45’ 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 and house sound capabilities are available for installation in each room.

One (1) standard meeting room set up is provided for each room at no additional 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 will be provided at no additional charge if you select Ambient, Inc. as your AV provider.

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

General Measurements

Lighting Level

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

The Rotunda Room

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

Show Suites

Three (3) Show Suites, located inside the Exhibition Hall, are available to show management at no extra charge. Each show suite is fully furnished with a workspace, television, and wet bar/refrigerator. These rooms can accommodate all your business needs.

General Measurements

Show Suite A = 12' x 22' Sq. Ft. = 264

Show Suite C = 20' x 18' Sq. Ft. = 360

Show Suite D = 12' x 30' Sq. Ft. = 360

Providence & Warwick Rooms

The Providence and Warwick Rooms are two (2) individual meeting rooms overlooking both the Exhibition Hall and Pre-Function space. Each meeting room is equipped with a smart TV, refrigerator, and wet bar to accommodate your meeting needs. Furniture set is standard in each room. The maximum capacity of each room is 49 people.

General Measurements

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

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

Loading Dock

The loading dock consists of a total of nine (9) bays with loading leveling capacities and is available for loading and unloading trucks and other vehicles. Two (2) loading ramps are also available. The loading dock is located on the same level as the Exhibition Hall with access to a freight elevator that can transport materials to the Ballroom level. 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.

Meters can be rented for exhibitor vehicle parking and can be rented on their behalf through your event manager.

The Exchange Grille

Our Grille is available to serve a wide selection of meals and snacks to patrons of all Center meetings and shows. The Exchange Grille is on the Exhibition Hall level and serves hot meals, coffee, and snacks throughout the day. Please contact your Catering Sales Manager to request the availability of this area for your Event.

The Exchange Bar

Our 2,500 square foot bar & reception space located at the east end of our 3rd function pre-function with an all-glass enclosure that overlooks downtown Providence and the historic East Side. A gathering space to relax during or after your event. The space is also rental for receptions and meetings.

ADA Compliant Facility

The Center strives to meet the needs of disabled patrons at all events. All areas, including restrooms and food courts, are accessible for disabled patrons and ADA compliant. Elevators are located on each level, with a wheelchair lift to the Mezzanine level. Both adjacent parking facilities have specifically marked parking spaces for patrons with physical limitations. Van parking for disabled patrons is located at the north end of the parking garage across from the North Garage entrance. Also, a limited number of wheelchairs are available to patrons. Special hearing devices can be hooked into your sound system if the AV company and Center staff 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 accommodation can be made in advance of your event.

USABLE SPACE & ROOM CAPACITY

BALLROOM								
ROOM	Est. (L x W)	CEILING	SQ. FT.	THEATER	CLASSROOM	BANQUET (OVALS)	BANQUET (72" ROUNDS)	RECEPTION
A	100' x 100'	23'	10,000	1,175	650	680	768	1,400
B	74' x 50'	23'	3,700	360	234	210	264	520
C	26' x 50'	23'	1,300	120	54	80	84	190
D	74' x 50'	23'	3,700	360	234	210	264	520
E	26' x 50'	23'	1,300	120	54	80	96	190
B/C	100' x 50'	23'	5,000	490	324	280	372	710
D/E	100' x 50'	23'	5,000	490	324	280	336	710
ABC	100' x 150'	23'	15,000	1,522	1,005	1,130	1,068	2,110
ADE	100' x 150'	23'	15,000	2,003	1,002	1,130	1,056	2,110
ABCDE	100' x 200'	23'	20,000	2,100	1,280	1,400	1,344	2,800
EAST JR. BALLROOM	90' x 44'	15'	3,960	370	210	330	240	510
WEST JR. BALLROOM	91' x 45.5'	15'	4,004	395	228	330	240	520
MEETING ROOMS								
ROOM	Est. (L x W)	CEILING	SQ. FT.	THEATER	CLASSROOM	BANQUET (OVALS)	BANQUET (72" ROUNDS)	RECEPTION
550A	31.5' x 19'	15'	598	70	36	40	30	85
550B	31.5' x 19'	15'	598	70	36	40	30	85
COMBINED	31.5' x 38'	15'	1,197	140	72	80	60	170
551A	44' x 22'	15'	968	96	54	60	60	125
551B	44' x 22'	15'	968	96	54	60	160	125
COMBINED	44' x 44'	15'	1,936	192	108	120	120	250
552A	44' x 23'	15'	1,012	99	54	60	78	130
552B	44' x 23'	15'	1,012	99	54	60	78	130
COMBINED	44' x 46'	15'	2,024	198	108	120	156	260
553A	38' x 19'	15'	722	80	36	55	48	100
553B	38' x 19'	15'	722	80	36	55	48	100
COMBINED	38' x 38'	15'	1,444	160	90	110	96	200
554A	38' x 19'	15'	722	80	36	60	48	100
554B	38' x 19'	15'	722	80	36	60	48	100
COMBINED	38' x 38'	15'	1,444	160	90	120	96	200
555A	44' x 23'	15'	1,012	100	54	60	116	130
555B	44' x 23'	15'	1,012	100	54	60	116	130
COMBINED	44' x 46'	15'	2,024	200	108	120	132	260
556A	44' x 22.5"	15'	990	100	54	60	116	130
556B	44' x 22.5"	15'	990	100	54	60	116	130
COMBINED	44' x 45'	15'	1,980	200	108	120	132	260
557	30' x 45'	15'	1,350	132	84	110	84	190

558A	38' x 8'	15'	304	24	15	20	12	50
558B	38' x 8'	15'	304	24	15	20	12	50
COMBINED	38' x 16'	15'	608	60	30	40	36	100
ROTUNDA	52' Diameter	30'	2,552	212	108	120	132	350

EXHIBIT HALLS

ROOM	Est. (L x W)	CEILING	SQ. FT.	THEATER	CLASSROOM	BANQUET (OVALS)	BANQUET (72" ROUNDS)	RECEPTION
A	238' x 116'	30'	27,608	2,880	1,790	2,000	2,064	2,840
B	238' x 120'	30'	28,560	2,728	1,638	1,620	1,980	2,947
C	238' x 120'	30'	28,560	2,728	1,638	1,620	1,968	2,947
D	VARIES	30'	15,272	1,164	576	600	720	1,632
A/B	238' x 236'	30'	56,168	5,608	3,276	3,100	3,216	5,787
B/C	238' x 240'	30'	57,120	5,426	3,222	3,100	3,588	5,894
C/D	VARIES	30'	43,832	3,892	2,214	2,220	2,520	4,579
ABC	238' x 356'	30'	84,728	8,336	5,066	4,600	5,112	8,734
BCD	VARIES	30'	72,392	6,620	3,852	3,840	3,816	7,526
ABCD	VARIES	30'	100,000	9,500	5,500	4,040	5,364	10,366

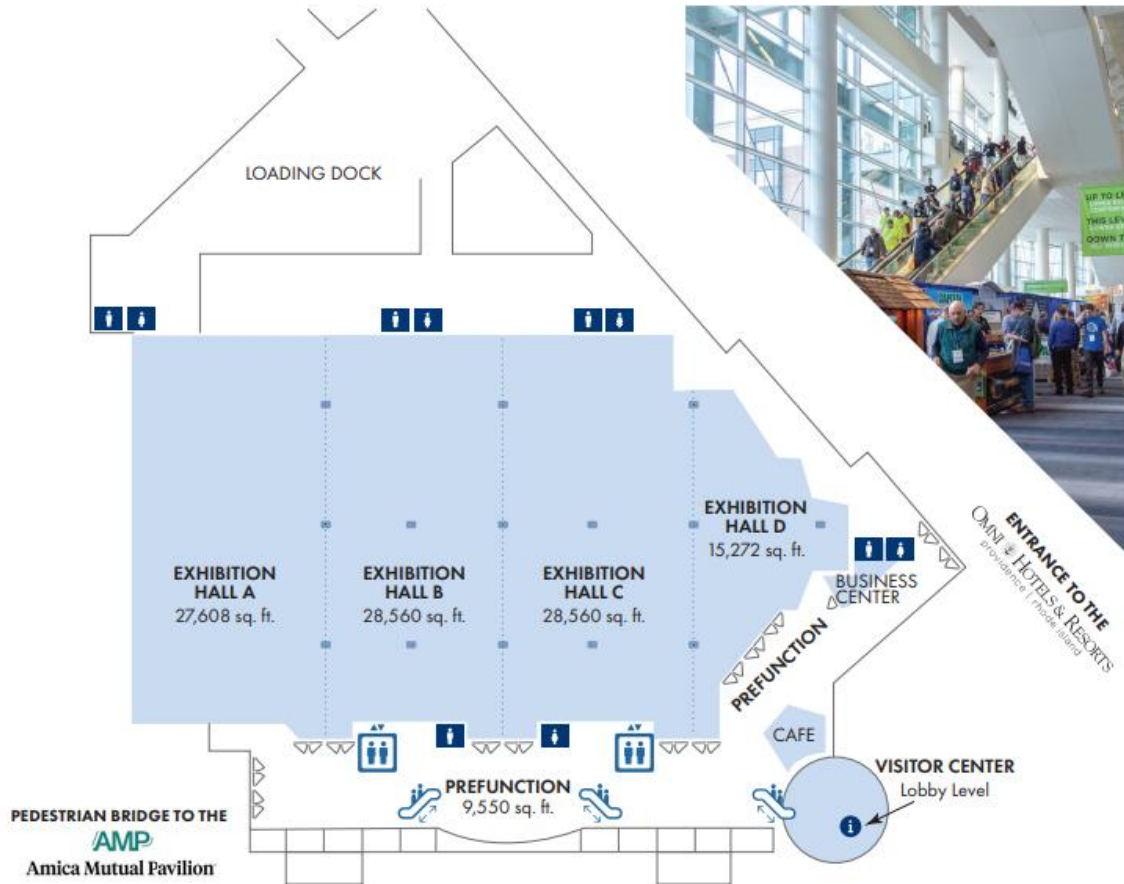
PROVIDENCE AND WARWICK ROOMS

ROOM	Est. (L x W)	U-SHAPE	HOLLOW SQUARE
PROVIDENCE	23' x 52'	20	24
WARWICK	23' x 42'	20	24

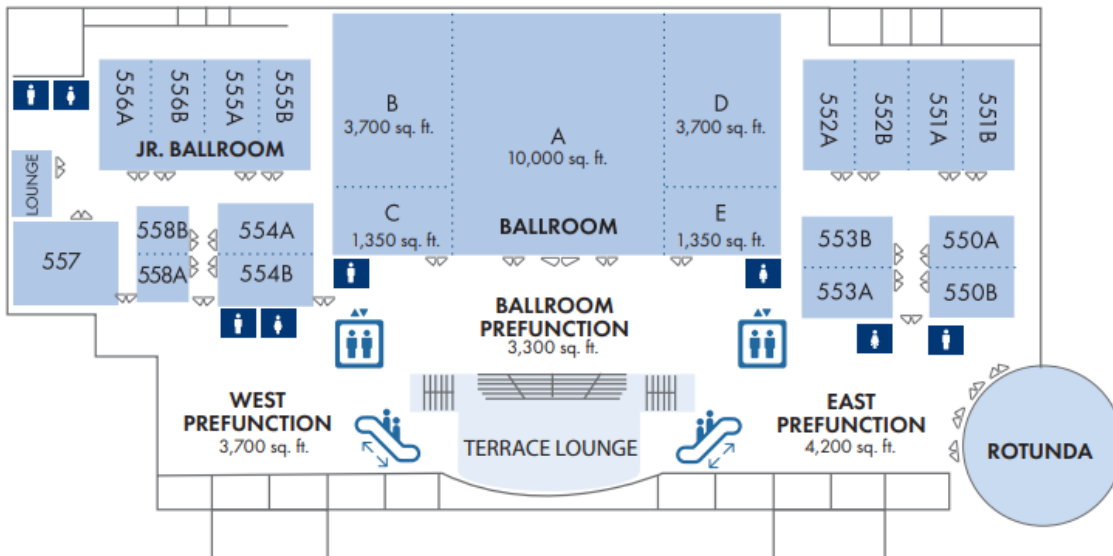
*All set-ups were calculated with no additional inventory added.

*Figures are based on current RICC inventory. Confirm inventory and set-ups with your Event Manager.

Rhode Island Convention Center - 3rd Level



Rhode Island Convention Center - 5th Level





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

Work rules for exhibitor participation are extremely flexible in that they may choose to unload/load uncrated materials from a **mini-van, station wagon, or pick-up truck**. Personal vehicles have a 15-minute unloading period when on the loading dock. The use of mechanical equipment (i.e., forklifts, pallet jacks, lifts, etc.) is prohibited. The registered exhibitors may perform the 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, Internet, Plumbing, Cleaning, Rigging, and Food and Beverage Services are EXCLUSIVE SERVICES performed by the Center. Licensed electricians provide all building power sources and perform hard-wiring installations when required. Plumbers provide all water/drain/compressed air sources to any booth (final connections are included in the price). Tele-communications technicians will provide all communications and data lines. (Please visit <https://www.riconvention.com/plan-your-event/exhibitor-services-ordering> or call the Exhibitor Services Department at (401) 458-6103. **All Rigging and Stagehand Work must be contracted through Ambient Inc.** Ambient Inc. can also 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 Center 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. Should solicitation occur, please report the incident to our Director of Security or a Security Supervisor/Management at (401) 458-6023 as soon as possible.



An Operational Cost Estimate will be provided during the sales process to help 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 event. 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 turnover. Please speak with your Event Manager if there is a change to your room set-up at any time during your event to determine the additional cost of doing so.

Overtime Rates may apply on Saturdays, Sundays, and/or Holidays. The following services must be provided through the Center. **All labor services are based on a four (4) hour minimum and are specific to each show. All labor calls require a minimum of two (2) laborers to unload and reload all trucks.** Please note that additional labor charges are incurred when laborers need to unload/reload AV trucks that are not contracted with Ambient, Inc. Please note that additional costs will be incurred when ordering electrical, plumbing, or internet service.

On the next few pages there are breakdowns of the operational needs for each type of event.



Public Shows

Sr. Ticket Seller

A Sr. Ticket Seller is required during all show hours, as well as one (1) hour before and one (1) hour after the show.

Ticket Sellers

A minimum of two (2) ticket sellers are required for all show hours, as well as thirty (30) minutes before and thirty (30) minutes after the show. Additional ticket sellers may be necessary based on the estimated attendance and the number of box office locations.

Ticket Takers

At least two (2) ticket takers are required for all show hours, as well as thirty (30) minutes before and thirty (30) minutes after the show. Additional ticket takers may be necessary based on the estimated attendance and requirements at post locations (hand stamping, wrist banding, etc.)

RICC Dock Security Guard

A RICC Dock Security Guard is required for all Move-in and Move-out hours. Additional security may be necessary based on Loading Dock traffic and any potential security concerns.

RICC Security

In-house security is required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Fire Marshal

A Fire Marshal is required for all show hours.

Police Detail

A Providence Police detail may be required during all show Move-in and Move-out hours to regulate street traffic and alleviate any potential security concerns.

Nurse

A Nurse is required during all show hours.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Electrician

A minimum of one (1) Electrician is required during all show hours.

Building Engineer

One (1) Building Engineer is required during all show hours and all show Move-in and Move-out hours.

Final Cleanup

A Final Cleanup will be charged in the amount of \$1,100.00 per Hall/Ballroom. The final cleanup will cover dumpster fees, trash removal, and final room clean-up. Additional fees may apply and are dependent upon the nature of the event and if there is excessive trash left behind.

Aisle Carpet Vacuuming

There is a charge of five cents (\$0.05) per square foot per cleaning per day, for Show Management ONLY.

Entertainment License

An Entertainment License is required by the City of Providence for all public shows at the Center. An application will be submitted on the show's behalf and the cost associated with an Entertainment License is \$100.00 per show day.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.

For Shows that Involve Food Products and/or Food Preparation

- One (1) sink per 25 food exhibitors (contact your Catering Sales Manager)

For 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 are entering the building during move-in or move-out periods.



Commencements

RICC Dock Security Guard

A RICC Dock Security Guard would be required for all Move-in and Move-out hours should there be any load-in or load-out where a sprinter van or larger is utilized for dropping off or picking up materials.

RICC Security

In-house security is required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Fire Marshal

A Fire Marshal is required for all show hours for events with 1,000+ attendees.

Police Detail

A Providence Police detail may be required during all show Move-in and Move-out hours to regulate street traffic and alleviate any potential security concerns.

Nurse

A Nurse is required during all show hours.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Electrician

A minimum of one (1) Electrician is required during all show hours.

Building Engineer

One (1) Building Engineer is required during all show hours and all show Move-in and Move-out hours.

Final Cleanup

A Final Cleanup will be charged in the amount of \$1,100.00 per Hall/Ballroom. The final cleanup will cover dumpster fees, trash removal, and final room clean-up. Additional fees may apply and are dependent upon the nature of the event and if there is excessive trash left behind.

Aisle Carpet Vacuuming

There is a charge of five cents (\$0.05) per square foot per cleaning per day, for Show Management ONLY.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.



Tradeshows

RICC Dock Security Guard

A RICC Dock Security Guard is required for all Move-in and Move-out hours. Additional security may be necessary based on Loading Dock traffic and any potential security concerns.

RICC Security

In-house security may be required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Fire Marshal

A Fire Marshal is required for all show hours with 1,000+ attendees.

Police Detail

A Providence Police detail may be required during all show Move-in and Move-out hours to regulate street traffic and alleviate any potential security concerns.

Nurse

A Nurse is required during all show hours when anticipating 1,000+ attendees, or the nature of the show dictates.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Electrician

A minimum of one (1) Electrician is required during all show hours.

Final Cleanup

A Final Cleanup will be charged in the amount of \$1,100.00 per Hall/Ballroom used as exhibit space. The final cleanup will cover dumpster fees, trash removal, and final room clean-up. Additional fees may apply and are dependent upon the nature of the event and if there is excessive trash left behind.

Aisle Carpet Vacuuming

There is a charge of five cents (\$0.05) per square foot per cleaning per day, for Show Management ONLY.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.

For Shows that Involve Food Products and/or Food Preparation

- One (1) sink per 25 food exhibitors (contact your Catering Sales Manager)

For 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 are entering the building during move-in or move-out periods.



Conventions With Exhibits

RICC Dock Security Guard

A RICC Dock Security Guard is required for all Move-in and Move-out hours. Additional security may be necessary based on Loading Dock traffic and any potential security concerns.

RICC Security

In-house security may be required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Fire Marshal

A Fire Marshal is required for all show hours when anticipating 1,000+ attendees.

Police Detail

A Providence Police detail may be required during all show Move-in and Move-out hours to regulate street traffic and alleviate any potential security concerns.

Nurse

A Nurse is required during all show hours when anticipating 1,000+ attendees.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Electrician

A minimum of one (1) Electrician is required during move-in and/or show hours.

Final Cleanup

A Final Cleanup will be charged in the amount of \$1,100.00 per Hall/Ballroom used as exhibit space. The final cleanup will cover dumpster fees, trash removal, and final room clean-up. Additional fees may apply and are dependent upon the nature of the event and if there is excessive trash left behind.

Aisle Carpet Vacuuming

There is a charge of five cents (\$0.05) per square foot per cleaning per day, for Show Management ONLY.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.

For Shows that Involve Food Products and/or Food Preparation

- One (1) sink per 25 food exhibitors (contact your Catering Sales Manager)

For 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 are entering the building during move-in or move-out periods.



Conventions Without Exhibits

RICC Security

In-house security may be required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Fire Marshal

A Fire Marshal is required for all show hours when anticipating 1,000+ attendees.

Nurse

A Nurse is required during all show hours when anticipating 1,000+ attendees.

Cleaners

A minimum of two (2) cleaners are required for all show hours based on the estimated attendance of 300 + attendees or the nature of the show.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.



Meetings

RICC Security

In-house security may be required for the duration of the Event. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

Nurse

A Nurse is required during all show hours when anticipating 1,000+ attendees.

Fire Marshal

A Fire Marshal is required for all show hours when anticipating 1,000+ attendees.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.

For Meetings with Exhibits:

- Requires a RICC loading dock guard for all Show Move-in and Move-out Hours; charges based on estimated Loading Dock traffic and potential security concerns.
- Requires an Electrician for Move-In and/or Show Hours based on the nature of the show.
- Incurs a Final Cleanup fee of \$1,100.00 per Hall/Ballroom used as exhibit space.



Athletic Events Without a Box Office

RICC Dock Guard

A RICC Dock Security Guard may be required for all show Move-in and Move-out hours. Additional security may be necessary based on Loading Dock traffic and any potential security concerns.

RICC Security

In-house security is required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Nurse

A Nurse is required during all show hours for patrons only. Any medical needs for athletes or event participants must be discussed with your Event Manager.

Fire Marshal

A Fire Marshal is required for all show hours when anticipating 1,000+ attendees.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Final Cleanup

A Final Cleanup will be charged in the amount of \$1,100.00 per Hall/Ballroom. The final cleanup will cover dumpster fees, trash removal, and final room clean-up. Additional fees may apply and are dependent upon the nature of the event and if there is excessive trash left behind.

Entertainment License

An Entertainment License is required by the City of Providence for all public shows at the Center. An application will be submitted on the show's behalf and the cost associated with an Entertainment License is \$100.00 per show day.

Police Detail

A Providence Police detail may be required during all show Move-in and Move-out hours to regulate street traffic and alleviate any potential security concerns.

Additional Requirements

- All labor calls are for a four-hour minimum with a minimum of two (2) laborers.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.



Athletic Events with a Box Office

Sr. Ticket Seller

A Sr. Ticket Seller is required during all show hours, as well as one (1) hour before and one (1) hour after the show.

Ticket Sellers

A minimum of two (2) ticket sellers is required for all show hours, as well as thirty (30) minutes before and thirty (30) minutes after the show. Additional ticket sellers may be necessary based on the estimated attendance and the number of box office locations.

Ticket Takers

At least two (2) ticket takers are required for all show hours, as well as one-half hour before and one-half hour after the show. Additional ticket takers may be necessary based on the estimated attendance and requirements at post locations (hand stamping, wrist banding, etc.)

RICC Dock Guard

A RICC Dock Security Guard may be required for all show Move-in and Move-out hours. Additional security may be necessary based on Loading Dock traffic and any potential security concerns.

RICC Security

In-house security is required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Fire Marshal

A Fire Marshal is required for all show hours when anticipating 1,000+ attendees.

Police Detail

A Providence Police detail may be required during all show Move-in and Move-out hours to regulate street traffic and alleviate any potential security concerns.

Nurse

A Nurse is required during all show hours for patrons only. Any medical needs for athletes or event participants must be discussed with your Event Manager.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Final Cleanup

A Final Cleanup will be charged in the amount of \$1,100.00 per Hall/Ballroom. The final cleanup will cover dumpster fees, trash removal, and final room clean-up. Additional fees may apply and are dependent upon the nature of the event and if there is excessive trash left behind.

Entertainment License

An Entertainment License is required by the City of Providence for all public shows at the Center. An application will be submitted on the show's behalf and the cost associated with an Entertainment License is \$100.00 per show day.

Additional Requirements

- All labor calls are for a four-hour minimum with a minimum of two (2) laborers.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.



Banquet Events

RICC Security

In-house security may be required for all event hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

Nurse

A Nurse is required during all show hours when anticipating 1,000+ attendees.

Fire Detail

A Fire detail may be required for all show hours with 1,000+ attendees.

Cleaners

A minimum of two (2) cleaners is required based on the nature of the show.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.

For With Exhibits:

- Requires a RICC loading dock guard for all Show Move-in and Move-out hours; charges based on estimated Loading Dock traffic and potential security concerns.
- Requires an Electrician for Move-In and/or Show Hours based on the nature of the show.
- Incurs a Final Cleanup fee of \$1,100.00 per Hall/Ballroom for dumpster fees/trash removal/final room clean-up.

Important Information Regarding Concerts

The Rhode Island Convention Center reserves the right to:

- a) Collect full payment thirty (30) days prior to the contracted event.
- b) Dictate the use of Ticketmaster and full control over the Box Office operations.
- c) Not allow general admission seating.
- d) Dictate that 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) Request a copy of the fully executed signed contract between the promoter and the act(s).
- g) Institute a no re-entry policy.
- h) Insist that a technical rider be provided by each act twenty (20) days prior to the contracted event.
- i) Conduct a security search, including the use of magnetometer.
- j) Request a 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 a promoter to schedule a hearing with the City of Providence Bureau of Licenses prior to issuing an entertainment license for the event.

**Please note that additional charges may be incurred for rentals, including but not limited to staging, chairs, tables, and other equipment. Additional charges also apply for electrical, plumbing, telephone, and internet service if ordered.



RI State Sales Tax Guidelines

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

Promoters/show managers must complete and submit the “Promoter’s Application for Permit” at least ten (10) days prior to the show date. Promoters are responsible for collecting and remitting sales tax from all their vendors who are making sales at retail. Any trade show or convention that has an “open to the public” component must also file a Promoters Permit.

See <http://www.tax.ri.gov/taxforms/> for forms and information pertaining to the following:

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

Promoters must:

1) Apply for the promoter permit at least ten (10) days prior to the opening of each show.

- Note: A separate permit is required for each show held in Rhode Island.

2) Prominently display the promoter permit at the main entrance to the show.

- No promoter shall operate a show without obtaining a permit.

3) Pick up the permit, along with the number of temporary vendor permits specified on your application, when approved.

4) Ensure all vendors have secured their permit packet.

- The packet contains 4 carbon pages.

5) Ensure all Rhode Island vendors holding a Rhode Island sales tax permit show the promoter their valid and current permit.

- Promoter is required to maintain a copy of this permit.

6) Ensure all permits are on display at each vendor booth.

7) Collect the pink and white copies of each vendor packet at the close of the show.

8) Collect a check for the sales tax collected from each vendor at the close of the show.

Collect pink copy and check together.

- Collect checks and/or money orders only. Cash cannot be accepted.

9) Deliver pink forms and checks to the Division of Taxation on or before the 20th of the month following the close of the show.

- Division of Taxation office is located at the Powers Building, 1 Capitol Hill, Providence, RI 02908.

Note: Any vendor selling food/beverages is required to have a sales tax permit and must also pay the litter permit fee, which is \$25.00 for periods through December 31, 2023, after which the litter permit will be eliminated. A food vendor must submit both the sales tax return and the meals and beverages returned to the promoter at the end of the show.

No promoter shall operate a show without obtaining a permit to operate the show in accordance with R.I. Gen. Laws § 44-19-1(b). R.I. Gen. Laws § 44-19-1(b)(1) mandates that every promoter of a show shall, at least ten (10) days prior to the opening of each show, file with the tax administrator a notice stating the location and dates of the show by completing the application (form SP-1).

Once approved, applicants will obtain a show promoter permit.

The permit must be displayed prominently at the main entrance to the show in accordance with R.I. Gen. Laws § 44-19-1(b)

Please contact the Division of Taxation with any question via email at tax.excise@tax.ri.gov or by phone (401) 574-8955.



Position	Hourly Rate	
Box Office Manager	\$26.00	
Ticket Sellers	\$21.00	
Ushers/Ticket Takers	\$18.50	
Security Supervisor/Management	\$40.00	
Dock/Show/Overnight Security	\$38.00	
Fire Tech	\$100.00	
Fire Marshal	\$100.00	
Police Detail (Show Hours/Move In & Out)	\$85.00	
Nurse	\$50.00	
Medical – EMT Package (2 EMT’s + 1 Ambulance)	\$250.00	
Electricians	\$78.00	
Electricians	\$117.00	(OT)
Plumber	\$76.50	
Plumber	\$114.75	(OT)
Carpenter	\$70.00	
Carpenter	\$105.00	(OT)
Building Engineer	\$76.50	
Building Engineer	\$114.75	(OT)
Set-Up Labor	\$49.00	
Move In/Move Out Labor	\$49.00	
Custodial	\$49.00	

Terms and Conditions

All rates subject to change **(Revised November 2025)**

All labor services require a four (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. All rentals are subject to 7% RI State Sales Tax in addition to the below.

Staging:

4'x8' Stage Right Staging (with staging heights of 32", 36", 40", 44", 48")	\$75.00 per panel (includes labor to assemble)
6'x8' Risers (with riser heights of 16", 24")	\$35.00 per panel (includes labor to assemble)

Dance Floor:

4' x 4' Cherry Panels	\$15.00 per panel (Includes labor to assemble) *If using in Exhibit Hall other charges may apply.
4'x4' Grey Panels	\$15.00 per panel (Includes labor to assemble) *If using in Exhibit Hall other charges may apply.

Exhibitor Package:

6' or 8' table (Topped and Skirted w/2 Chairs)	\$75.00 per table * Please reach out to your Event Manager for all exhibitor inquiries.
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Chairs

- ** House Inventory consists of 3,055 Black Stackable Chairs
- ** House Inventory consists of 4,230 Black Folding Chairs

Easels:

- ** House Inventory consists of 28 Black Easels

Water Cooler Rental:

5 Gallon Water Cooler w/ plastic cups	\$35.00 per cooler
Additional Refill	\$25.00 per refill

Forklifts and Operators:

Per Lift Rental	\$400.00 per forklift
Forklift Operator	\$49.00 (per hour) * 4 hour minimum

Lifts (Genie Boom or Scissor Lift) and Operator:	
Per Lift Rental	\$400.00 per lift
Lift Operator	\$49.00 (per hour) * 4 hour minimum
Portable Box Office	\$300.00 per portable
Rope and Stanchion	\$8.50 per 7' length
Turnstile/Drop Box	\$25.00 per pair
Lock Changes	\$30.00 per lock change \$50.00 for keys not returned
Carpet Floor Mats	\$25.00 per mat
Pipe and Drape	\$25.00 per 8' section
Floor Length Linens	\$15.00 per table



The Rhode Island Convention Center maintains exclusive rights on the following: Food and Beverage, Electrical, Compressed Air, Plumbing, and Cleaning Services within the building. Also, Ambient Inc. has an exclusive contract on Rigging within the building. We have carefully selected and approved vendors for decorating needs (pipe and drape, drayage, etc.) and security. **Other companies must sub-contract through an approved vendor.** Please see the following list of approved vendors for these services. Sixty (60) days in advance of the first move-in day, the Lessee 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 alternative 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 sixty (60) days prior to move-in. Vendors must provide sufficient liability insurance, as well as sign a Standard Operating Procedure Acknowledgement (Page 25) to work under the rules of the Rhode Island Convention Center.

Approved Service Contractors

FERN Exposition & Event Services
1605 King Street
Alexandria, VA 22314
Sheila Pannell
(816) 701-1003
www.fernexpo.com

FREEMAN
275 Bodwell St
Avon, MA 02322
Janice Bowers
(508) 894-5000
www.freeman.com

CORPEVENTS NEW ENGLAND
205 Flanders Road
Westborough, MA 01581
Nicole DeQuattro
(508) 366-8594
www.corp-eventsid.com

CAPITAL Convention Contractors
Northboro Road, Suite 6
Southborough, MA 01772
Cindy Phillips
(401) 752-9005
www.capitalconventions.com

GES
203 Kuller Road
Clifton, NJ 07011
Kris Gustafson
(201) 708-8332
www.ges.com

SHEPARD Exposition Services
7079 Oakland Mills Road
Columbia, MD 21046
D. Michael Goodwin
(443) 304-3125
www.shepardes.com

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347
Pete Crepeau
(781) 819-5139
www.t3expo.com

DEMERS EXPOSITION SERVICES, INC
151 A Park Ave East Hartford, CT 06108
Scott Ling
(877) 926-3976
www.demersexpo.com

Willwork Global Event Services
23 Norfolk Ave
South Easton, MA 02375
Erin Gaughen
Erin.Gaughen@willwork.com
617-828-8595
www.willwork.com

Approved Security/Ambulance Providers

Rhode Island Convention Center Security (In-house)

Contact your Event Manager

1 Sabin Street
Providence, RI 02903
(401) 458-6000

Alert Ambulance

Contact your Event Manager

1290 Wilson Road
Fall River, MA 02720

Audio Visual, Sound, Lighting, and Production

Ambient, Inc. (In-house)

One Sabin Street
Providence, RI 02903
(401) 458-6342
(401) 458-6318 (Fax)

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

Floral Decorations

Golden Gate Studios

2003 Broad Street
Cranston, RI 02905
(401) 461-2299

Check the Florist

76 Taunton Ave
East Providence, RI 02914
(401) 331-8984

Florists may be subject to a labor charge for loading and unloading, as well as storage fees.

Internet Service

Director of Technology Services, Hector Fernandez (In-House)

One Sabin Street
Providence, RI 02903
401-458-6016
itsales@pvdricenter.com

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

Transportation

RZRV Transportation
+1 (844) 797-8247



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 Authority (RICCA), a quasi-state agency, Oak View Group, as the organization with whom the RICCA has contracted with to provide management of the Rhode Island Convention Center (Center).
- 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. Oak View Group 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. Oak View Group relies on the high level of expertise and experience which the Contractor has regarding 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 Oak View Group.
- F. No Contractor employee shall gamble, including engaging in bookmaking or card playing, on Center property at any time.
- G. PARKING: Temporary parking is available on the RICC loading dock for off-loading and loading Contractor company vehicles ONLY. 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 responsibility of the Contractor.
- K. All work must comply with all applicable codes.

Article #2 – SAFETY

- A. The Contractor is responsible for providing all suitable safety protection equipment and requiring their use for controlling hazards to their employees while on the jobsite. Equipment includes, but is not limited to, the following as per current OSHA construction/safety standards:
 - 1. Hearing Protection
 - 2. Eye Protection
 - 3. Respiratory Protection
 - 4. Fall Protection, as required, with a threshold height of six feet (6') 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. At all times, it shall be the responsibility of each Contractor to ensure the protection of public and Center 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 Center with “Material Safety Data Sheets” of all incoming hazardous materials, paints, solvents, cleaners, or other such chemicals that will be used 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 Center’s Confined Space Policy. Entry into a confined 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 Center’s “Lockout/Tagout” program to prevent injury and/or equipment damage from accidental machine, equipment, electrical circuit, equipment, or stored energy start-up.
- K. The Contractor’s 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 job site will be protected by approved Ground Fault Circuit Interrupters (GFC) with an operating ground fault current of not more than 20 milliamperes. The device will be tested daily, and results shall be recorded daily. Operational problems will be reported to the 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 Facilities or the Operations 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 Center is 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 on site. Objects to be welded, cut, or heated shall be moved to safe locations. 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 Facilities or the Director of Security.
- 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 maintain a clean and safe work environment in and around the work area at all times.
- B. The Contractor must ensure that all debris (filings, dust, material, and tools) is removed by the end of each workday.
- C. The Contractor is responsible for all waste removal. At no time shall any waste generated from construction be placed in any waste receptacle or dumpster at the Center.
- D. The Contractor must always maintain suitable, safe ventilation.

Article #5 – MISCELLANEOUS

- A. The Contractor’s on-site supervisor shall notify the Director of Facilities and Security Command Center personnel daily before the start of work, informing them of the location where they will be working. Notification to the above-mentioned personnel must 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 necessary tools, equipment, lifts, materials, etc. At no time will any property of the Center be borrowed by any Contractor, without the express written approval of the Center’s Director of Facilities or Operations Manager
- C. Absolutely no material, tools, or equipment of the Contractor can be stored on-site without the consent of the Director of Facilities or Operations Manager.
- D. The Center is not responsible for anything stored or left behind on or off the premises.
- E. The 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

“Oak View Group” means the organization with whom the Rhode Island Convention Center Authority contracted to provide management of the Center.

“RICCA” means the Rhode Island Convention Center Authority, a quasi-state agency.

“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 Limit 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 Licensor and Oak View Group, Rhode Island Convention Center, Rhode Island Convention Center Authority ("Authority"), the State of Rhode Island, and their respective directors, agents and employees are included as additional insureds on a primary and non-contributing basis. Waiver of Subrogation in favor of additional insureds applies to the policy. Such insurance shall cover any damage or injury to any and all persons attending, or property connected with the Event when such persons or property are located in the Center. If Contractor has not provided Center with such insurance certificate at least thirty (30) days prior to the commencement of the Term, Center, in Center's sole discretion may (i) obtain such insurance at Contractor's expense without prior notification to Contractor. All policies must state that the policy may not be canceled or reduced by the insurance carrier without giving thirty (30) days prior notice in writing to the Center and Contractor. Contractor agrees to provide Workers' Compensation Coverage for Contractor's employees to comply with the laws of the State of Rhode Island.

C. Indemnification:

The Contractor shall indemnify, hold harmless and defend Center and oak View Group, Rhode Island Convention Center, Rhode Island Convention Center Authority ("Authority"), the State of Rhode Island, and their respective directors, agents and employees from and against any and all losses, claims, liability, damage, action, or expense (including, without limitation, costs of investigation, court costs and attorney's fees) arising out of or relating to (i) the Contractor's use of the Center, (ii) the conduct of Contractor's business, (iii) any activity, work or thing which may be permitted or suffered by Contractor in or about the Center, (iv) any breach or default in the performance of any obligation of Contractor under this Agreement, (v) any negligence of Contractor or any of its agents, employees, contractors, invitees, attendees, patrons and guests, (vi) the use of patented, trademarked or copyrighted materials, equipment, devices, processes or dramatic rights furnished to or used by Contractor, its exhibitors or other persons in connection with Contractor's use of the Center, Contractor hereby assumes all risk of damage to its property placed in the Center or injury to its officers, directors, employees, agents, contractors, invitees, attendees, patrons, guests or any attendees at the Event or in or about the Center from any cause, and hereby waives all claims in respect thereof against Contractor and the Authority. Such indemnification by the Contractor shall apply unless such damage or injury results solely from the negligence, gross negligence, or willful misconduct of the Contractor.

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 Oak View Group) in the ownership of more than fifty percent (50%) 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 the Center all property of the Center 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 comply with all federal, state, and local laws prohibiting discrimination by reason of race, color, age, sex, marital status, sexual orientation, political ideology, creed, religion, ancestry, national origin or the presence of any sensory, mental, or physical handicap or the use of a trained guide dog by a blind, deaf or physically disabled person.

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 prevailed under federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375. Affirmative action plans shall be submitted by the Contractor, to the Center, 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 to 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 premises, must also observe any safety requirements that may be imposed by the Center. 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 #16 – LICENSES

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

RHODE ISLAND CONVENTION CENTER
Standard Operating Procedures
Acknowledgement Sheet

I acknowledge that I have read the foregoing Standard Operating Procedures for Contractors and sub-contractors. Further, 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 Facilities



The Rhode Island Convention Center is the exclusive provider of Electrical, Phone, Internet, Plumbing, and Cleaning Services in the building. Please refer to our online ordering system located under the “Exhibitor Tab” on our website at www.riconvention.com for information on the pricing and availability of these services. If you have any questions, contact Exhibitor Services at (401) 458-6103.

The following utilities are available in the floor boxes (30’ centers) on the Exhibit Hall floor:

- Electricity 120/208v (480 Power available at designated locations)
- 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 a service aisle (double-back drape) that lines up with the utility floor boxes. All prices are contingent on this layout. Additional charges will apply if there are variations.

Cleaning/Porter Service

The Center’s 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 \$0.05 per square foot per cleaning.

Air Compressors/Plumbing

The Center must provide ALL compressed air connections. The 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 Center personnel.

Internet

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

Box Office

If there is a paid admission for your event, all ticket sales shall be made by the Center's Box Office through the ticketing 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 shall provide Licensee with 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 Center requires a minimum of one hundred (100) tickets for each show day/performance for its own use.**

At least one (1) Box Office Manager, two (2) Ticket Sellers, and two (2) Ticket Takers are required for all ticketed events. The Box Office Manager and Ticket Sellers are scheduled starting one (1) hour before the event to one (1) hour after the event closes. The Ticket Takers are scheduled thirty (30) minutes before and after the event. The number of Sellers and Takers needed is determined by the Director of Ticketing and the 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, 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.

First Aid Station

A fully stocked first aid station is available for use if a Center's nurse is hired for your event. This station is located on the Lobby Level (First Floor). Wheelchairs can be distributed from this location.

Parking

Parking is available in the North Garage (99 West Exchange St., Providence, RI 02903), which is conveniently connected to both the Rhode Island Convention Center and the Omni Hotel. To enhance the guest experience, parking may be reserved and prepaid through the Rhode Island Convention Center website for all public events. If you would like to arrange parking in advance for your group's attendees, please contact your event manager. Event parking rates vary by event but typically range from \$25–\$28 plus tax. Oversized vehicle parking is extremely limited and must be coordinated in advance through your event manager. Electric vehicle charging spaces are available on the 4th floor, and accessible parking is available on all levels. The maximum vehicle height clearance is 6'9".

Meters can be rented for exhibitor vehicle parking and can be rented on their behalf through your Event Manager.

Business Center

A mobile Business Center will be located on the show floor during all exhibitor move-in hours. Exhibitors will be able to purchase electrical, internet and parking at this mobile desk. Please contact Exhibitor Services with any rate questions or general questions at (401) 458-6103.

Aisle Carpet Cleaning

The 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 is five cents (\$0.05) per square foot per cleaning, for Show Management ONLY.

Audio Visual

Ambient Inc., the in-house AV vendor at the 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 stagehand contract at the 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 Center. Outside AV vendors are subject to approval and must provide the 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.

Concession Stands

A concession stand is located in Exhibition Hall B. Fifteen feet (15') of space must be left in front of the stand for seating and lines to form. A Concession area is also available on the third floor near the Hotel Connector. To arrange specific concession times or locations, please contact your Catering Sales Manager. Concession Stands may be open during show hours. Your Catering Sales Manager will work with you concerning concession hours. For your convenience, we open thirty (30) minutes 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 minimum of two thousand dollars (\$2,000) in sales, and the Licensee is responsible for the difference should the minimum not be met.

Coat/Luggage Check

Coat Check arrangements can be made through your Catering Sales Manager. Both cash and hosted coat checks are available at two dollars (\$2.00) per item. A minimum number of coat checks may be required to cover the cost of labor. Please discuss your needs with your Catering Sales Manager. A portable coat check stand allows for convenient placement 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 Center.

Catering

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

- Menu Selections
 - Select a menu from the Catering Menu listings or have us custom design a menu for your particular needs. Menus selections are due at least (60) days prior to the event and final guarantees are due (3) weeks prior to the event. Additional fees may apply to late menu selections.
- China & Glassware Service
 - China & Glassware service is standard for catering services with the exception of the Exhibit Hall, Exhibit Hall Pre-Function areas and outdoors unless they have been fully carpeted. High-grade disposables products will be used in uncarpeted areas of the venue and in events with theater style seating. There is an additional fee of \$5.00 per person if China & Glassware is requested in these areas.

The Center works closely with local vendors. Your Catering Sales Manager will be happy to assist you in every aspect of your event (i.e., linens, floral, and entertainment). The 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). Licensee shall not give away or sell items without written permission of the Food & Beverage Director at the Center. Licensee is responsible for entering into a separate agreement with the Center's Food and Beverage Department covering the services to be provided. There is a \$250.00 per day subcontractor fee, upon approval.
- b. Sales of souvenirs, novelties, and other merchandise, without prior approval.

Exhibitors who manufacture, process, or distribute food in the normal course of business may distribute food samples, provided their food samples are not larger than two (2) ounces, and the beverages are no larger than three (3) ounces. Exhibitors who do not manufacture, process, or distribute food in the normal course of their business and would like to distribute food samples, must purchase their food samples from the Center's Food and Beverage Department.



Tasting Authorization Request Form for Food & Beverage Sampling:

Exhibitors may distribute food & nonalcoholic beverage samples in authorized spaces but must not compete with products or services offered by OVG. This form is due to your Catering Manager 14 days prior to the opening of your event.

Please review the following policies:

1. Samples must be representative of products manufactured or sold by the exhibiting company.
2. Alcoholic beverage samples are prohibited for distribution.
3. Free samples are limited to 2 oz. nonalcoholic beverages and 2 oz. of food.
4. If an exhibitor's request for sampling exceeds the predetermined portion size or quantities within the sampling guidelines, it may be deemed appropriate by OVG Hospitality to assess a Buy Out Fee for the privilege of bringing their product into the Rhode Island Convention Center.

Exact Description of Sample: _____

Exact Portion Size of Sample: _____

The undersigned has reviewed these regulations and understands and agrees to the terms. ***2oz. Alcoholic Beverage Samples Have Been Approved by the General Manager of Food and Beverage for the (Event Name & Date)***

Business Name _____

Address _____

Phone Number _____

Printed Name _____

Signature _____

Date _____



Buyout Request Form for Food & Beverage Sales:

Exhibitors that are selling food & nonalcoholic beverage products are subject to pay a Buyout Fee per day you are selling on the premises. This fee will be determined by the nature of the show and discretion of the Rhode Island Convention Center. This form and full payment are due to your Catering Manager 14 days prior to the opening of your event. Payment can be made by credit card (5% processing fee applied), check, or ACH.

Please review the following policies:

1. Items must be representative of products manufactured or sold by the exhibiting company.
2. Alcoholic beverage sales or samples are prohibited for distribution.
3. Free samples are limited to 2 oz. non-alcoholic beverages and 2 oz. of food (please see additional sampling waver for more information on sampling products).

Exact Description of Items Sold: _____

The undersigned has reviewed these regulations and understands and agrees to the terms.

Business Name

Address

Phone Number

Printed Name

Signature

Date

Security

The Center maintains security for the Center's perimeter. Licensees are responsible for complete security within the premises at their sole cost and expense. The Center bears no responsibility for equipment, property, or possessions left unattended, without hired security to protect the same. For events attended by more than one thousand (1,000) people, or that are deemed to have a special risk factor (i.e., alcohol service, celebrity attendance, political situations), security guards licensed in the State of Rhode Island and approved by the Center, must be employed, and paid for by Licensee. The Center's in-house security can be contracted through your Event Manager. You have the option to use an outside, approved vendor for additional security above and beyond the required guards. The security agency should 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 Center. Security services are available and recommended through the 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 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 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 escorted from the premises. Please contact security or your Event Manager if you see a suspicious person or package.

Regulations of Use

Licensee may not use the premises or permit any part of the Center to be used for any purpose other than the event described in the License Agreement. Licensee 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 Center or increase the rate of such insurance.
- d. In any manner which constitutes waste or nuisance.
- e. In any manner which cause or threatens to cause alteration or injury to the Center.
- f. In any manner that would disturb or obstruct other occupants, including use of pre-function space, high noise levels, obstruction of signage, or any action that in any way violates the quiet enjoyment of any part of the facility for any occupant. Management reserves the right to adjust any sound levels that carry beyond the immediate area of the event.

Advertising/Promotional Events

All advertising shall be approved by the Center before distribution. Advertising should clearly state admission charges. The Center's logo should be included in all printed promotional materials. For the logo or photos of the 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 Center. Please inform your Event Manager of any events that will be happening during your show.

Media

The media are welcome at events taking place at the Center and will be directed to Show Management upon arrival. No media vehicles may be parked on Center property without prior consent of the Center. Under no circumstances should any vehicle, media or otherwise, be parked in front of the Center or on the sidewalk. Any vehicle parked in such a manner will be towed at the owner's expense.

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. Service dogs may accompany their handler within the Center when properly identified.

Hotel Attendants/Couriers

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

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 Center.

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.

Rigging

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

Decorations and Restrictions

Helium filled balloons add to the festive atmosphere of an Event. 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 any released balloons at the end of the Term. A balloon waiver will need to be signed before balloons are used in the Center. 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 Center without special permission from the Event Manager. 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. No materials are to be hung on all walls or doors in the Center. Any costs incurred by the Center for the removal of these items will be charged to the Licensee in the final settlement.

Hazardous Chemicals/Waste

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

Hot Work

Hot Work is not permitted in the Exhibit Hall or any other area inside the Center without the consent of Management. Hot work includes welding, cutting, open flames, spark producing saws, etc.

Noise Levels

The Center reserves the right to require any group whose noise levels disturb another group within the Center to reduce their sound to a reasonable level that does not disturb any other group. If an Event is expected to have high noise levels at any time (including bands, loud music for dancing, shouting, singing, or other noise), please notify your Sales Manager and Event Manager to ensure that no other group will be affected by your Event. The Center is not responsible for any losses or damages associated with sound level requirements.

Signage (Event & Directional)

Signage may be hung in the rented area with prior approval of the Center. No signage may be hung that blocks emergency signs/exits or Center signage. Small directional signage may be placed on easels in the common areas. However, no promotional materials may be hung without prior approval and cannot infringe on any other group in the Center. No signage may be hung or placed on the exterior of the Center 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.

Special Effects

The Center does not allow any smoke, fog, or pyrotechnic machines in the facility. The use of water based haze is permitted in the Center. Please contact your Event Manager for further details.

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. Licensee may not occupy their space any time before or after the time listed on the Contract. This includes time for set-up, AV set-up and breakdown, decorator move-in/out, or storage of materials. Please ensure that your space is contracted to allow you and your service providers sufficient time for move-in/out. Licensee is responsible for ensuring that 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 an additional cost to Licensee.

Vehicles

Vehicles that are to be brought into the Center must be pre-approved by the Center and all requirements made under that Agreement must be followed. In some cases, vehicles will not be allowed in the building. Further, vehicles cannot be brought into restricted areas. It is Rhode Island Convention Center building policy that we do not allow food trucks inside the building under any circumstances.

All vehicles must have carpet squares or plywood under their wheels and plastic under the entire length of the vehicle, which must be provided by Licensee. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Center's security department. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not contain more than one half of their capacity or contain more than 37.9L (10 gal) of fuel, whichever is less. Fueling or defueling of vehicles is strictly prohibited inside the Center. At least one battery cable shall be removed from the battery used to start the vehicle's engine, and the disconnected battery cable must be taped securely. Batteries used to power auxiliary equipment shall be permitted to be kept in service. At no time during a show may vehicles be moved once placed within the Center.

Damages

Damage to any Center property or equipment is to be reported immediately to the Center's Security Department located on the Exhibit Hall level, by the loading dock. If the Center is not returned in the 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. Licensees are encouraged to schedule a mutually convenient walk-through appointment to verify the condition of the Center prior to your event with your Event Manager and the Director of Facilities. 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 to same. 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 with prior approval from the Center. 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.

Floor Plans

A copy of the floor plan, to the 1/6th scale, of the event MUST be submitted by an Approved Service Contractor to your Event Manager for submission to the State Fire Marshal. For events with over 300 anticipated attendees, floor plans must be submitted to the Fire Marshal 30 days in advance. 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 Center prior 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 eight feet (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's control. All activities using public areas, such as registration, special exhibits or displays, etc., must be noted on the floor plan to be approved by the Center and the State Fire Marshal. Temporary advertising and banner hanging are prohibited in the public/common areas and pre-function spaces without prior written approval of the Center. Please note that clear access must be maintained to all restaurants, cafeterias, lounges, permanent food service facilities, restrooms, as well as all exit or entrance doors.

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. Shipments should be addressed as follows:

Your Event/Contact Name
Event Manager Name
Event Location
Rhode Island Convention Center One Sabin Street
Providence, RI 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 two (2) days prior to the contracted event date or without information regarding their show will be refused. Receiving charges are seven dollars (\$7.00) per box or twenty-five dollars (\$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 Center is not responsible for lost, damaged, or stolen boxes. All packages remaining after five (5) days will be discarded.

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.

**From the North:**

Interstate 95 South to Exit 37B. Follow the signs towards “Downtown/Memorial Blvd.” Proceed through the first light in the right lane and take the first right after the light. Take the next right onto Exchange Street. After the next light, bear right onto West Exchange Street between the Omni Hotel and the Convention Center to the North Garage.

From the South:

Interstate 95 North to Exit 37B. Follow the signs towards “Memorial Blvd.” At the light, turn right onto Francis Street. At the next light, take a right onto Sabin Street. Bear right onto West Exchange Street between the Omni Hotel and the Convention Center to the North Garage.

From the East:

Take Interstate 195 West. Merge onto Interstate 95 North to Exit 37B. Follow the signs towards “Memorial Blvd.” At the light, turn right onto Francis Street. At the next light, take a right onto Sabin Street. Bear right onto West Exchange Street between the Omni 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 Street. At the next light, take a right onto Sabin Street. Bear right onto West Exchange Street between the Omni Hotel and the Convention Center to the North 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 37A (Atwells Avenue) from Interstate 95 South. Take right off exit. Turn right onto Dean Street. Turn right at the light onto West Exchange Street. The loading dock ramp will be on your right.

Truck Directions from the South:

Take Exit 37A (Broadway) from Interstate 95 North. Take a left at the second light (Atwells Avenue). Turn right onto Dean Street. Turn right at the light onto West Exchange Street. The loading dock ramp will be on your right.



General Regulations

The Rhode Island Convention Center abides by all standards established by the National Fire Protection Agency (NFPA). Licensee and its agents and employees must become familiar with the Center's safety procedures and regulations, including but not limited to the Center's evacuation plan in event of fire or other disaster. Licensee shall formulate a specific plan to evacuate any disabled person.

All places of assembly, of concentrated or less concentrated use, with an occupancy load of greater than 50 people, but less than 1000 people, being utilized for activities that could potentially cause the place of assembly to be unsafe, dangerous or hazardous shall have one uniformed firefighter on duty during such activity and any additional uniformed firefighters on duty when deemed necessary by the Chief of the local fire department or the designee of the State Fire Marshal in the local fire department unless this requirement is specifically waived in writing for each such event.

All places of assembly with an occupancy load of greater than 1001 people shall have a uniformed fire fighter, and any additional uniformed firefighters on duty when deemed necessary by the Chief of the local fire department or the designee of the State Fire Marshal in the local fire department.

At all times Licensee must conduct their activities with full regard for public safety and observe and abide by all NFPA regulations. Licensee must meet all requests of the Center or duly authorized government agencies and be responsible for the character, acts, and conduct of all persons admitted to the Center. Licensee shall not admit to the Center any number of people that would cause an unsafe condition and/or restrict attendees and personnel from safely and freely moving about in the Center. The decision of the Center and the State Fire Marshal in this respect shall be final.

No portion of the sidewalks, ramps, entrances, and exits, corridors, passageways, vestibules, halls, lobbies, stairways, escalators, elevators, driveways, or access to public utilities of the 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 in any manner. Fire and emergency equipment, including fire extinguishers, fire hose cabinets, and fire alarm pull stations shall not be hidden or obstructed in any manner.

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

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

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

Under no circumstances shall any door be propped or tied open at any time. Automatic closing devices are not to be tampered with at any time. Fire exits cannot be blocked by any means or at any time.

Materials Not on Display

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

You cannot have storage within your attendee exhibit hall. A separate space for storage must be rented.

Combustible materials within an exhibitor booth shall be limited to a one-day supply. Storage of combustible materials behind the booth are strictly prohibited.

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

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

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

Open Flame Devices and Pyrotechnics

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

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

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

Use of the pyrotechnic device complies with NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience.

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

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

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

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

Fire and Safety Code Fact Sheet

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

Exhibition Halls – Special Provisions for Exposition Facilities

No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or required exit sign, nor shall any display block access to firefighting equipment. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not be greater than fifty feet (50').

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

Furnishings, Decorations, and Scenery

Fabrics and films used for decorative purposes, all draperies and curtains, and similar furnishings shall be in accordance with the provisions of 10.3.1. The authority having jurisdiction shall impose controls on the quantity and arrangement of combustible contents in assembly occupancies to provide an adequate level of safety to life from fire.

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

The following shall be protected by automatic extinguishing systems:

- Single-level exhibit booths exceeding 300 sq. ft. (28 m²) and covered with a ceiling.
- Each level of multilevel exhibit booths, including the uppermost level where the uppermost level is covered with a ceiling.

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

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

Propane Gas

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

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

Prohibited Materials

The following items shall be prohibited within Exhibit Halls at the Center:

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

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

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

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

Vegetation Management Plan

A vegetation management plan or noncombustible base acceptable to the authority having jurisdiction shall be approved and maintained under and around the installation where required by the authority having jurisdiction. Though dirt with minor growth is not considered noncombustible, the authority having jurisdiction may approve dirt bases as long as any growth is maintained under and around the installation to reduce the risk of ignition from the electrical system. This could be a serious consideration for large ground-mounted photovoltaic systems. Not only should the base be considered under the systems, but also around the systems to the point that the risk of fire from growth or other ignition sources will be reduced.

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

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

Special Food Service Devices

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

- Equipment fueled by small heat sources that can be readily extinguished by water such as candles or alcohol-burning equipment (including solid alcohol "sterno") may be used providing adequate precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials.

- Candles may be used on tables used for food service if securely supported on substantial, non-combustible bases so located as to avoid danger of ignition or combustible materials and only if approved by the State Fire Marshal's Office. Candle flames shall be protected at all times.
- "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.

Cooking/Heating

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

- Gas-fired devices shall comply with all the following:
 - Natural gas-fired devices shall comply with 9.1.1.
 - The requirement of 13.7.5.3.9(1)(a) shall not apply to compressed natural gas where permitted by the authority having jurisdiction.
 - The use of LP-Gas cylinders shall be prohibited.
 - Nonrefillable LP-Gas cylinders shall be approved for use where permitted by the authority having jurisdiction.
- The devices shall be isolated from the public by not less than forty-eight inches (48") (1220 mm) or by a barrier between the devices and the public.
- Multi-well cooking equipment using combustible oils or solids shall comply with 9.2.3.
- Single-well cooking equipment using combustible oils or solids shall meet all the following criteria:
 - The equipment shall have lids available for immediate use.
 - The equipment shall be limited to 2 ft² (0.2 m²) of cooking surface.
 - The equipment shall be placed on noncombustible surface materials.
 - The equipment shall be separated from each other by a horizontal distance of not less than twenty-four inches (24") (610 mm).
 - The requirement of 13.7.5.3.9(4)(d) shall not apply to multiple single-well cooking equipment where the aggregate cooking surface area does not exceed 2 ft² (0.2 m²).
 - The equipment shall be kept at a horizontal distance of not less than twenty-four inches (24") (610 mm) from any combustible material.

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

Floorplans

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

Plans for the exposition, in an acceptable form, shall be submitted to the authority having jurisdiction for approval prior to setting up any exhibit. The plan shall show all details of the proposed exposition. No exposition shall occupy any exposition facility without approved plans.

Vehicles

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

- All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of ten (10) gallons (38L) of fuel, whichever is less.

- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fueling or defueling of vehicles shall be prohibited.
- Vehicles shall not be moved during exhibit hours.
- Keys must be turned in to security command.

**Entertainment License**

The City of Providence requires any show open to the public to have an entertainment license. The Center will apply for the Event license. The cost is one hundred dollars (\$100) per event day that the show is open. This cost will be included in your operational cost estimate. If you have any questions about this license, please contact your Event Manager.

RI State Sales Tax Guidelines

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

Promoters/show managers must complete and submit the “Promoter’s Application for Permit” at least ten (10) days prior to the show date. Promoters are responsible for collecting and remitting sales tax from all of their vendors who are making sales at retail. Any trade show or convention that has with an “open to the public” component must also file a Promoters Permit. Visit the State of Rhode Island Division of Taxation for more information and requirement at <https://tax.ri.gov>.

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

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

Insurance

Licensee shall secure comprehensive general liability insurance issued by an insurance company authorized to do business in Rhode Island in the following amounts:

Each Occurrence: \$1,000,000

Fire Damage: \$50,000

Medical Expense (any one person): \$5,000

Personal & Adv injury \$1,000,000

General Aggregate: \$2,000,000

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

We also require naming Oak View Group, RI Convention Center Authority, The State of RI, and their respective directors, agents and employees are included as additional insured on a primary and non-contributing basis. Waiver of Subrogation in favor of the additional insured applies to the policy. Increased coverage may be required for some shows. Insurance can be purchased through the Center on the following price scale:

Up to 180 people = \$135.00 flat fee premium

191 people or more = \$0.75 cents per person

Certificate Holder is the Rhode Island Convention Center, One Sabin Street, Providence, RI 02903. Insurance should include your policy number, the effective dates of the policy. Under workers’ compensation, the policy number and effective dates must be included on the Certificate. Please contact the Center’s Finance Department with any questions.

**Providence Warwick Convention & Visitors Bureau**

100 Westminster Street
Providence, RI 02903
Tel (401) 456-0200
Fax (401) 351-2090
Website: www.goprovidence.com

Providence Chamber of Commerce

30 Exchange Terrace
Providence, RI 02903
Tel (401) 521-5000
Fax (401) 751-2434
Website: www.providencechamber.com

Newport Convention & Visitors Bureau

44 Long Wharf Mall
Newport, RI 02840
Tel (401) 849-8048
Website: www.discovernewport.com

Providence Journal

75 Fountain Street
Providence, RI 02903
Tel (401) 277-7600
Fax (401) 277-7461
Website: www.providencejournal.com

Providence Business News

400 Westminster Street
Providence, RI 02903
Tel (401) 273-2201
Fax (401) 274-6580
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

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

1 Month Out

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

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