



Managed by Hilton Hotels Corporation

***The Branson Convention Center  
here within known as (“BCC”)***

[www.bransonconvention.com](http://www.bransonconvention.com)



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Vendor/Contractor  
Exhibit and Production  
Guidelines***

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## **AUDIO VISUAL**

[www.libertyexpo.com](http://www.libertyexpo.com)

**Liberty Exposition Services, Inc.**, our preferred audiovisual partner is made up of friendly, committed professionals who are seasoned in the Hospitality industry. Collectively, their team has over 100 years experience in the industry. They will help you accurately estimate the budget. With Liberty Expo, there are no surprises and no hidden costs.

**Liberty Exposition Services Inc's** commitment, "**Liberty Exposition Services** is committed to providing professional, creative and affordable solutions for your meeting and convention needs. Our goal is to make your event a success and simplify the process. We take pride in being large enough to handle all your needs and small enough that you know who you are working with. Our commitment to you is customer service, reliability and integrity."

**Liberty Exposition Services Inc.'s** on-site representatives are Dave Loftin or Jeff Cole can be reached by dialing (417) 243-7037 or emailing [dloftin@libertyexpo.com](mailto:dloftin@libertyexpo.com) or [jcole@libertyexpo.com](mailto:jcole@libertyexpo.com).

Audio Visual: If an outside vendor is selected, they must follow all rules of the BCC. Please refer to this entire document for specific requirements for security, insurance, hold harmless, personnel, load in procedures etc. Additionally, to maintain the integrity of the building, a BCC designated supervisor will be scheduled for all hours of load in/out at specified hourly rate. This will be charged directly to the group master unless otherwise directed to be pre-paid by the outside vendor.

## **BANNERS/SIGNAGE**

- Please review your signage placement plan with your Event Manager. Written approval for all placements must be obtained from your Event Manager prior to signage being hung. It is our intention to keep the number of signs displayed on easels in the public areas of the BCC to a minimum. In an effort to keep our facility hazard free, we reserve the right to remove excessive signage.
- Signage is not permitted in the BCC lobbies, public space, any elevator bank or the exterior of any BCC building without prior approval of your Event Manager. Gummed stickers or election banners/signage are prohibited.
- Banners, signs or decorations to be attached to the ceiling or roof structure of the Facility must be attached and removed by **Liberty Exposition** personnel. Rules and regulations outlined in "RIGGING GUIDELINES", will apply. The Production or AV Company is responsible for costs related to installing or removing signs, banners, or decorations.
- Banners or signage you provide must be professionally printed and are subject to approval by your Event Manager. No handwritten signage will be allowed. Banners and signs flown or hung overhead need to be constructed of vinyl or cloth fabric. Paper is not allowable by fire code. Hard materials can only be suspended in the Exhibit Hall and Taneycomo Ballroom and will require attachment to building steel.
- Banners will be flown with the bottom a minimum of ten (10) feet above the floor. Banners will be suspended and the top horizontal edge reinforced with battens. Stiffeners and dowels for banner bottoms are not permitted.
- Hanging banners outside of the building is strongly discouraged due to the unpredictability of winds. Requests for outside rigging will be carefully evaluated case by case. Outside Banners/Signage requires approval and applicable permits from the City of Branson. Please consult your Event Manager for City Permit Contact information.
- You may not tape, tack or affix signage in any way to BCC walls or any part of the BCC or furnishings. If you have signage that needs to be hung, contact your Event Manager for pricing. Charges will be assessed based on number, size and complexity of signs/banners.

- Per Branson Fire Marshall Regulations, signage is not allowed in the guest room hallways. Signage at elevator banks is limited and subject to approval by your Event Manager.
- The BCC bears no responsibility for signage/banners/posters left in the Facility or any other area of the BCC; pre, during or post event.

### **CONTRACTED SECURITY**

1. Contract Security Personnel coming on duty, shall sign in & out at the BCC Security Control Station on a daily basis.
2. Contract Security Personnel shall not carry a firearm on the premises.
3. No Contract Security shall be assigned by a Contract Security Company who has been convicted of a Felony involving theft, arson, assault with a deadly weapon, murder, rape or burglary.
4. No Contract Security shall solicit, accept or attempt to remove any item from any exhibit, display, or other functions in the BCC.
5. While on duty, Contract Security shall not smoke in public, drink alcoholic beverages, or act in any manner which would reflect negatively upon himself/herself, his/her employer, the City of Branson or the BCC.
6. Contract Security personnel shall remain in their assigned areas of responsibility at all times.
7. The BCC reserves the right to remove any Contract Security personnel from the premises at any time, to be replaced immediately at the expense of the Contract Security Company.
8. The Contract Security Company shall sign the attached "Hold Harmless Agreement."
9. The Contract Security Company shall provide an Insurance Policy with the minimum amount of Five Million Dollars (\$5,000,000) naming the BCC, the City of Branson and Hilton Hotels Corporation as co-insureds.
10. The Contract Security Company shall provide proof of Workers Compensation (Minimum: \$2,000,000) to include Personal Injury which includes False Arrest; Detention; Imprisonment, or Malicious Prosecution; Libel; Slander; Defamation; Violation of Right of Privacy; Wrongful Entry, Eviction or other Invasion of Right to Privacy Occupation.
11. The Contract Security Company shall provide proof of the company's Employee Fidelity Bond.
12. All Contract Security Personnel shall wear a uniform as deemed by the Contract Security Company at all times. The uniform shall be professional in nature and shall include a picture ID and nametag with company name and or logo. Jeans, shorts and sneakers, even if considered part of the Contract Security Company uniform, are not considered professional attire and therefore are not to be worn when working at the BCC. Any Contract Security failing to meet uniform standards will be replaced immediately at the expense of the Contract Security Company.
13. Any Contract Security Personnel found sleeping while on duty will be removed from the premises and replaced immediately at the expense of the Security Company. The individual found sleeping will not be permitted to work at the BCC at any future time.
14. In order to adequately provide coverage, the following staffing must be provided: Three (3) or more Security Officers on a twenty-four (24) hour continual schedule, a Supervisor will be required.
15. With five (5) or more Security Officers on a twenty-four (24) hour continual schedule, a Supervisor and Relief Officer will be required.

16. All Contract Security personnel are required to be state licensed, bonded and thoroughly trained in compliance with the State of Missouri standards of the Department of Consumer Affairs, Bureau of Security and Investigative Services.
17. The Contract Security Company shall provide a current copy of the company's Patrol Operators (PPO) license and City of Branson Business license.
18. The Contract Security Company shall provide to the BCC the contracted schedule of when and where all security officers will be located no later than 48 hours prior to the event start date.
19. The Contract Security Company shall provide the BCC a 24-hour access telephone or pager number for all emergencies.
20. The BCC security department will not be responsible for providing break relief for any Contract Security Company. Break coverage is solely the responsibility of the Contract Security Company.
21. It is the responsibility and obligation of the Contract Security Company to inform and update the BCC senior management of **any and all** challenges including, but not limited to, theft, assault, medical emergencies, safety hazards, odors, smoke, spillage.
22. It is the responsibility of the Contract Security company to update all forms that are required on an annual basis or prior to each occasion the Contract Security company works in the BCC (NO LATER THAN 48 HOURS PRIOR TO START DATE OF THE EVENT). If these forms are not submitted with in 48 hours prior to the start date of the function, there will be a \$200.00 processing charge which will be the responsibility of the Contract Security Company.

If any of the above rules are violated, the BCC reserves the right to immediately remove the Contract Security Company and all its agents from the BCC and ban them from working at the BCC at any future time.

#### **CONTRACTOR/VENDOR BILLING**

Unless requested by the authorized client contact and the BCC's group billing coordinator, all production-related charges will be the sole responsibility of the production company/vendor. All estimated charges will be due in advance and are subject to normal prepayment schedules. If credit needs to be established, contact the BCC'S Credit Office for credit application and approval.

#### **CONTRACTOR/VENDOR PERSONNEL**

1. Areas of Access: All contractors/vendors must stay in designated job site areas. Access to "front of house", guest elevators/floors or "back of house" kitchen, offices etc. is prohibited.
2. Bag Check: All bags and boxes are subject to a Security check upon entering or exiting the building.
3. Behavior: Profanity, loud or aggressive behavior and/or lack of respect for customers, BCC guests, BCC management or team members will not be tolerated.
4. Cafeteria: Under no circumstances are vendors/employees to use the BCC Team member Cafeteria.
5. Dress Code: All contractors/vendors will be required to wear uniforms during performance of their contracted job duties while on site. If uniforms are not provided, the BCC requires that all workers are dressed with collard shirts, closed toe shoes, and long pants; shorts, tank tops, bare backs, bathing suits, torn clothing or any clothing/attire with offensive pictures or language will not be permitted during performance of job duties. Hats/Caps not part of a uniform are prohibited.
6. Drugs/Alcohol: The BCC is committed to a drug and alcohol free work place.
7. Team Member Locker Room: These are for the sole use of BCC team members only and are not to be used by Contractor/Vendor.

8. Entrance: Vendors may only use the BCC team member entrance, and are required to check in with security to receive the appropriate on-site visitor pass. Pass must be worn at all times for access to any area beyond the loading dock. Photo ID will also be required.
9. BCC Equipment: Contractor/Vendor is not authorized to use any tools, motorized equipment or other furnishings of the BCC without express written permission from Senior BCC management.
10. Identification: All vendor employees must have a government recognized form of identification while on BCC property.
11. Personal Business: Family members and friends are not allowed on BCC property to conduct personal business.
12. Personal Property: In no event shall BCC, City of Branson, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor or its employees.
13. Smoking: Designated areas only.
14. Supervision: Each Contractor/Vendor company will be responsible for providing a primary contact or supervisor along with a cell number for the individual. The designated contact or supervisor will be responsible for the actions of their employees at all times while on the BCC premises and will respond positively to BCC Security, Management, Team Members and/or Contracted Security Company when addressed. The designated contact or supervisor will be responsible for informing and ensuring that all crew members involved in any phase of production (either on a full or part-time basis) are made aware and knowledgeable of the conditions listed in this policy.
15. Work Area: All Contractor/Vendor work areas must be kept clean and safe at all times; BCC team members are not responsible for cleaning up after an event set up, during excursions, or job teardown.

If at anytime any of the above-mentioned policies are violated, the BCC reserves the right to require Contractor's operations to cease if, in the BCC's reasonable estimation, these policies are not being adhered to.

### **COOKING DEMONSTRATIONS AND FOOD PRODUCT DISPLAYS**

The BCC will allow cooking demonstrations only with prior approval of your Event Manager and the Branson Fire Department. All necessary permits for cooking demonstrations must be secured and provided to all parties. Cooking and warming of food or beverage is prohibited unless approved by your Event Manager, Taney County Health Department and the Branson Fire Department prior to the event. In addition, you will be required to obtain Taney County Health Department permits to serve food. The Taney County Health Department will require individual food vendors to complete a "Temporary Event Food Operator Application". This application can be downloaded from the following website: <http://www.taneycohealth.org/envhealthforms.php>.

All cooking and warming must meet the requirements of the BCC, Taney County Health Department and the Branson Fire Department.

### **DIAGRAMS/PERMITS**

City of Branson Bureau of Fire Prevention and Public Safety regulations must be followed without exception. It is the responsibility of the Contractor/Vendor to produce scaled diagrams of the Production area. All necessary permits, reviewed and approved diagrams must be submitted to the BCC Event Services office for review 45 business days prior to load in. Assigned Event Manager will advise of any logistic, safety or equipment concerns.

## **DOOR SERVICE ACCESS DIMENSIONS**

### Taneycomo Ballroom:

- Entering from the Pre-Function space, Taneycomo Ballroom has a total of three sets of double door entrances. Each measures 7'H X 8.5'W.
- The Annex area between the Taneycomo Ballroom and the Exhibit Hall has a service entrance of 12'H X 30'W. The service opening from the Dock area to the Annex measures 7'H X 10'W.

### Exhibit Hall:

- A roll door measuring 13'10"H X 24'W located at the Southwest corner of the Exhibit Hall provides direct access from the open parking lot.
- The loading dock provides two drive-in ramps, one to service Exhibit Hall A and the other to service Exhibit Hall B. The dimensions for each measures 13'10"H X 16'W.

**PLEASE NOTE: NO MOTOR VEHICLES WILL BE PERMITTED IN THE EXHIBIT HALL/BALLROOM WITHOUT BCC MANAGEMENT APPROVAL AND SUPERVISION.**

### Function Space:

- Fall Creek
- Short Creek
- Cooper Creek
- Compton Ferry
- Roark Creek
- Bee Creek
- Boston Ferry
- Hensley Ferry
- Silver Creek

### Public Entrance:

- 104"H X 82"W
- 104'H X 82"W
- 104'H X 82"W
- 104'H X 82"W
- 104'H X 82"W
- 104'H X 82"W
- 104'H X 82"W
- 71"H X 95"W
- 71"H X 35"W

### Service Door:

- 104"H X 40"W
- 104"H X 40"W
- 104"H X 40"W
- 104"H X 40"W
- 104"H X 40"W
- 104"H X 40"W
- 104"H X 40"W
- NA
- NA

## **ELECTRICAL CONTRACTORS**

[www.libertyexpo.com](http://www.libertyexpo.com)

All electrical services are provided exclusively by the BCC's vendor partner **Liberty Exposition Services, Inc** for all events including Tradeshows, General Sessions, Productions, etc. **Liberty Exposition Services, Inc.** is our electrical contractor for Audio Visual, Production, Special Event electrical and Tradeshow related electrical services.

The BCC's exclusive electrical contractor **Liberty Exposition, Inc** have jurisdiction over the installation, operation, maintenance, and repair of all portable electrical wiring and electrical equipment at trade shows, conventions and events.

### **Electrical services include the following:**

- All electrical power supply and outlets at display booths and in any other area requiring power.
- Distribution of power to outlet locations; concealed cords under or over carpeting; cords overhead to equipment or lighting operation of man-lifts; scissor lifts; forklifts; and other locations where power is needed.
- Electrical power source distribution and connections to dimmer boards, related switches, sound equipment and projection equipment.
- Electrical equipment, lighting fixtures, power track and electrical apparatus that requires electrical and mechanical fastening to the exhibit or display.
- Installation and removal of:
  - o Overhead hanging electrical signs, trusses, etc.
  - o Free-standing electrical signs requiring assembly, rotating, sequencing or hoist motors or other methods of installation/removal to/from the exhibit.

- Electrical connections and hookup of all equipment or displays except for 120V-20A maximum-grounded plug-ins.
- Special lighting for displays, booths or vendor areas, live models, sales demonstrations and presentations with the exception of theatrical, musical or other live entertainment.
- Mechanical or electrical installation of signs separate from the display.
- Maintenance and responsibility of all temporary electrical installations regarding tradeshow, conventions or events on-site.
- Temporary generator (motor generator sets), transformer installation and hook-up.
- Temporary or portable cabling into the main switch gears or sub-panels and all electrical apparatus attached to the BCC.

Please contact your Event Manager if you require an electrical services request form to secure additional power and/or labor services.

A complete production package is also available through your Event Manager. Please see forms for pricing and ordering.

### **EMERGENCY SERVICES**

Emergency stand-by personnel are available by contacting Taney County Ambulance District. Current rates are \$25.00 per hour for EMT and \$35.00 per hour for a Paramedic. The stated rates are current as of January 1<sup>st</sup>, 2010 and are subject to change without notice. One hour additional for all scheduled events will be applied to cover shift change.

Taney County Ambulance District (TCAD)

18 Industrial Parkway Dr.

Hollister, MO 65672

Phone: (417) 334-6586

[www.tcad.net](http://www.tcad.net)

### **EXHIBIT FLOOR PLANS**

Your Service Contractor is responsible for preparing your floor plan and obtaining approval from the Branson Fire Marshall. These plans must also include any external displays. External displays must be approved by BCC and the Branson Division of Zoning. It is important these plans be submitted, reviewed and approved prior to selling the first booth to avoid charges and/or corrections. Should your plan require modifications, approval of the modification must be obtained from the Branson Fire Department no later than thirty (30) days prior to your initial move-in date. Any alterations must be resubmitted and re-approved by the BCC and the Branson Fire Department. Any unauthorized changes may result in delaying these events. Fire Exits and signs must be visible and cannot be obstructed in any manner. We require ten (10) copies of the Fire Marshall reviewed/approved floor plans 30 days prior to your initial move-in date.

### **ALL FLOOR PLANS WILL BE APPROVED AND SIGNED OFF BY THE BCC DIRECTOR OF EVENTS.**

Floor plans must be created to scale for all areas indicating the location of:

- |                                  |  |
|----------------------------------|--|
| * Counters and tables            | * All structures (archways, fencing, etc.) |
| * Props                          | * Registration area(s)                     |
| * All additional plans for space | * Signage and Banners                      |
| * Food areas, with layouts       | * Security/Decorator Space                 |
|                                  | * "Bone Yards"                             |

Final approval for all floor plans will include the following basic requirements:

- \* All points of ingress and egress must have a minimum of eight (8) feet of clearance.
- \* Aisle widths must meet Branson Fire Department Codes of 8'.
- \* Access to restrooms, utility closets, storage rooms and exits cannot be restricted by obstacles of any kind.
- \* Fire hose cabinets and fire extinguishers must be clear of obstructions and must remain where they have been placed.
- \* Dimensions of the entire area to be occupied and gross square footage.
- \* Display of items: materials, vehicles, equipment, grandstands, bleacher seats, risers, etc.
- \* Location of all food areas - tables, chairs, props, etc.
- \* Size, location and construction of booths.
- \* Locations, height and width of all exits. Exits required, exits provided and number of exits used.
- \* Contact person, telephone number, fax number and email address.
- \* Move-in dates/times, show dates/times and move-out dates/times.
- \* Key of scale used.
- \* Name of Event and location.

### **EXITS**

At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. Adherence to all local fire codes will be the sole responsibility of the outside vendor. All additional "EXIT" signs must be illuminated and battery-operated.

### **EXPOSITION/DRAYAGE**

[www.libertyexpo.com](http://www.libertyexpo.com)

*As our Preferred Vendor partner, Liberty Exposition Services, Inc. rates have been established based on particulars of the Event and knowledge of the BCC facility. Billing will be adjusted accordingly should any contractor portion of the Event be eliminated for the billable scope of the Liberty Exposition Services Inc. Customers must contract a decorator to service the Event in its entirety.*

1. Prior to finalizing exhibitors' kits, a copy must be sent to the BCC Event Manager for review and approval.
2. **Liberty Exposition Services, Inc.** is the official preferred in-house A/V provider for the BCC; they are to be included as the A/V contractor in all exhibitors' kits, unless the customer has confirmed use of another A/V company for their event at the BCC.
  - o **Liberty Exposition Services, Inc** has exclusivity with all rigging and in-house hook ups.
3. The BCC has an in-house telephone department and the telephone/internet order forms must be included in all exhibitor kits.
4. All advance exhibitor drayage must be sent to the General Services Contractor warehouse for advance storage. This point should be emphasized in the exhibitor kit sent to the individual exhibitors. The BCC reserves the right to refuse shipments sent to the BCC prior to the exhibit hall set-up date. If the exhibitor arranges with the facility and the General Services Contractor to have its shipment arrive on set-up date, it is the responsibility of the General Services Contractor to take receipt and possession of the freight.
5. All packages/freight from the exhibit area for pick-up by selected carriers will be the responsibility of the General Services Contractor (GSC) to inspect forwarding labels and bills of lading. The GSC will have the exhibitor sign a document releasing the BCC's liability and accountability over the packages/freight turned over to the drayage company for pick-up from the BCC. The GSC will not leave any freight from a show on the property. Loading all freight on assigned carriers or removing the "force freight" on their show carrier.

6. During Scheduled move-in and move-out, freight can be loaded and unloaded at the dock area on east side of the BCC; BCC dock management will assign the specific dock locations for your event. Your Event Manager will work with you to facilitate your move-in and move-out while maintaining a secure building for your event. The dock will be controlled and managed by the BCC personnel or it's designate at prevailing labor rates.
7. The General Services Contractor must establish a manned work station on the loading dock and in the exhibit hall. Each work station should have either a house phone (does not make outside calls) or an outside DID line. Usage charges are assessed for calls made on a DID line. Current charges will apply and are the responsibility of the GSC.
8. A lead foreman must be present at all times on the loading dock during move-in and move-out, as well as a lead supervisor located in the exhibit hall.
9. During break periods, one GSC representative must be present in the exhibit hall and one representative must be present on the loading dock in order to receive and distribute freight to meet exhibitor requirements.
10. A walkie-talkie/Nextel with direct connect with the GSC channel must be provided to the Loading Dock Manager during the entire move-in and move-out of the exhibit hall.
11. If the BCC elects to accept drayage for exhibitors prior to set-up date, the GSC will take possession of the freight on the loading dock on the set-up date.
12. The General Services Contractor (GSC) must provide safety signs while performing their task on the loading dock, service areas, public areas and exhibit areas.
13. It is the sole responsibility of the General Services Contractor to clean exhibitor booths and aisles. Excessive trash removal will be charged accordingly. Otherwise, it will be the responsibility of the GSC to clean the aisles, unless indicated differently in the BCC Sales Agreement with the customer. Arrangements for BCC staff services as indicated above must be requested at least two weeks prior to opening of Event.
14. The BCC will turn over a clean, cleared and vacuumed/swept/mopped exhibition hall to the General Services Contractor on the date of set-up. In return, the exhibition hall must be given back to the BCC in the same condition (clean, cleared and vacuumed/swept/mopped) at the time that is outlined in the customer contract. If the GSC goes beyond the contracted time without prior written authorization from the BCC, there will be a per hour charge for every hour the vendor goes over the contracted time. If the GSC does not give the BCC the exhibition hall back clean, cleared and vacuumed/swept/mopped, there will be a labor/service fee charged to the General Services Contractor. The GSC will not be allowed to work on BCC property again, until the above charges are paid in full.
15. The GSC will not leave any freight from a show on BCC property. Loading all freight on assigned carriers or removing the "force freight" on their show carrier.

#### **FIRE MARSHALL APPROVAL**

All events which involve outside staging/draping and exhibit/demonstration diagrams are required to have written approval by the local Fire Marshal. It is the responsibility of the vendor/contractor to submit/obtain and pay for all processing fees. Four copies of final approved diagrams are to be submitted to the Events office at least 14 days prior to load-in. **No vendor will be allowed to load-in without a Fire Marshall approved plan.**

Address:

110 W. Maddux Street Suite 205

Branson, Missouri 65616

Official Website: [www.cityofbranson.org](http://www.cityofbranson.org)

## **FIRE MARSHALL REQUIREMENTS**

- All fire exits and illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.
- Back staging and rear screen projection guidelines:
  - \* No storage boxes, musical cases, etc. may be stored behind staging.
  - \* Hipertane cable protectors must be utilized to ramp all cable 1" diameter or greater. Ramp all cable leaving a function room to an outside area.
  - \* All wires less than 1" in diameter must be taped down with gaffer's tape.
  - \* If egress is covered by stage masking there must be a clear eight (8) foot wide path from exit and illuminated exit sign placed on masking.
- All fire extinguishers and fire hose cabinets' located back stage will be clear and accessible.
- Displays involving flammable or combustible liquids or materials must be demonstrated to the Branson Fire Department for issuance permit.
- Smoking is prohibited in all exhibit hall and function areas during move-in and move-out. "NO SMOKING" signs must be posted at each entrance: signs must be conspicuous, lettering a minimum of three (3") high.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which require BCC to manually zone down any section of our fire safety system. Special effect would be, but not limited to, fog/smoke machines, cooking, etc. Please contact any of the approved local security firms for certified fire watch officers. A copy of the security company's insurance certificate is to be on file with the Event Service Department along with a schedule of the times the BCC is to manually zone down.
- Open flame devices, most types of candles, etc. are prohibited in all assembly areas (NO EXCEPTIONS), unless pre-approved by the Branson Fire Department and meet requirements of the uniform Fire Code and permit requirements of the Branson Fire Department.
- Storage of any kind behind back drapes, display walls or inside the display area is strictly prohibited.
- Repacking must be marked with an "empty" sticker. Your General Services Contractor must remove "empties" from the show floor.
- All packing containers, wrapping materials and display materials must be removed from behind and under tables and placed in storage.
- A copy of the Fire Marshall reviewed/approved floor plans must be posted on the premises during the Event.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to your Event Manager no less than 30 days prior to the Event. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire hose cabinets and fire extinguisher locations will not be concealed or obstructed and will be maintained in proper working condition.

- Exhibit booths with solid covers which exceed 1,000 square feet in area, in a sprinkler equipped facility, are required to contain approved internal automatic fire sprinklers. When determined by the Branson Fire Marshall that temporary sprinkler installation is impractical, the following alternative protection may be allowed.
  - \* Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with manufacture's instructions.
  - \* Provide an approved fire extinguisher (minimum 2-A:10-BC) for each covered booth. Extinguisher to be mounted near exit door.
- Provide 24 hour fire watch for all covered booths in accordance with the following:
  - \* Fire watch must be completely trained in the use of portable fire extinguishers and 1.5" fire hose lines.
  - \* Each fire watch must have radio communication with other fire watch personnel and a central control point. The control point must have facilities to contact the Branson Fire Department and BCC Security personnel.
  - \* Fire watch personnel may not be utilized for more than fire watch duties.
  - \* When multiple covered booths are used, the Branson Fire Department shall determine the number of persons needed for fire watch.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings banners, foam board, signs, set pieces etc.) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame retardant treatment must be submitted to the Branson Fire Marshall along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Branson Fire Department can require verification at any time. Utilizing cardboard boxes as part of exhibits or displays is not permissible.
- All full enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. The Branson Fire Marshall may require additional equipment.
- If exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible and total weight load allowable on the additional levels at one time. If the additional level occupancy allows more than ten (10) people at one time, a second stairway must be present.
- Booth construction shall be substantial and fixed in position in a reviewed and approved specified area for the duration of the event.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must be stamped by a certified structural engineer and require at least two (2) means of egress from the upper levels.
- When a multi-level enclosed exhibit is used in a show/event, a self-contained automatic fire extinguishing system may be required upon review by the Branson Fire Marshall.
- Aisles and exits as designated on reviewed/approved show plans will be kept clean, clear and free of obstructions. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must

keep their booths and displays within designated perimeters. Violators will be required to move their exhibit or display.

- Literature on display shall be limited to responsible quantities. A one day supply will be allowed to be kept in closed containers and stored in a neat and compact manner.
- Show Management shall assume responsibility for daily janitorial and rubbish pickup service, and shall advise exhibitors that booths shall be cleared of all combustible materials.
- Designated “No Freight” aisles are required. These aisles must be kept clear at all times during the move in and move out of trade shows and events.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Branson Fire Marshall. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- Electrical panels must have thirty (30”) inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, UL approved, and in accordance with the Uniform Fire Code and the National Electrical Code, as well as local codes.
- Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Non-display vehicles cannot remain on the show/event floor. Attendees will not have access until all non-display vehicles have been removed.
- The painting of signs, displays or other objects are strictly prohibited inside the BCC facility.
- The Branson Fire Marshall may exercise the right to assign a fire detail to the premises at your cost.
- Balloons inside the facility must remain “tethered” to a fixed object. The Balloon may be no larger than 36 inches in diameter and must have approval from your Event Manager. There will be a labor and equipment service charge to retrieve balloons from the ceiling. **The use of latex balloons is prohibited.**
- The Branson Fire Department also requires special permits for the following:
  - \* Displays or operation of any heater, barbecue, heat producing device, open flame, candle, lamp, lantern, etc.
  - \* Display or operation of any electrical, mechanical or chemical devise that the Branson Fire Marshall deems hazardous.
  - \* Use or storage of flammable liquids, compressed gas or dangerous chemicals.

### **FIRE WATCH**

A manned fire watch may be required by the City of Branson Bureau of Fire Prevention and Public Safety. Vendor/contractor is responsible for submission of application, obtaining permits and all associated fees for processing and fire personnel required.

### **FLOOR LOAD LIMITATIONS**

Ballroom	500 lbs. per square foot
Exhibit Hall	500 lbs. per square foot
2nd level function space	300 lbs. per square foot

### **FOOD & BEVERAGE**

Please refer to Meeting & Event Resource Guide.

### **FORKLIFT/DRIVER:**

Forklift with driver available at prevailing rates and provided by **Liberty Expo, Inc.** Forklifts provided by outside sources must have a back-up light and must be Liquid Propane Operated Lifts. Spare LPG tanks must be stored on racks on the loading dock. Forklifts will only be permitted to operate in the meeting space with BCC management and security department present due to limitation of height clearance and fire code standards. All forklifts and electric pallet jacks must only be used by experienced operators who are certified by OSHA. A copy of the certificate must be presented to the BCC Director of Events.

BCC approved protective floor boards, must be provided by the vendor and used when moving in drayage or any other heavy freight into carpeted function space. All boards must be in place before drayage may be brought to carpeted function space. Protective boards may not be stored on the loading dock.

### **FREIGHT/SERVICE ELEVATOR**

The Exhibit Hall and Taneycomo Ballroom are located on the ground level. The BCC does not have freight elevators. Multiple service elevators are available to transport equipment and materials to the function space located on the second level.

During vendor/contractor break periods, the service elevators must be left empty so the elevator may be utilized for other purposes.

#### **Service Elevator:**

Dimensions: 104”H X 65”W X 104”L

Door opening: 84”H X 48”W

Capacity: 5000 Pounds

### **FUNCTION SPACE**

[www.bransonconvention.com](http://www.bransonconvention.com)

The Branson Convention Center is one of the most dynamic convention centers in the country. But beyond the Center itself, we recognize that the ultimate success of any event is in the details. Our highly experienced team will work with you to ensure that every detail of your event is flawless. You will have the confidence and comfort of knowing that you are working with a Hilton-Managed Convention Center.

Other features and benefits include:

- 220,000 gross square feet of high-tech function space.
- Two exhibit halls totaling 50,000 square feet.
- 23,000 square foot ballroom divisible by two sections 1/3 and 2/3.
- 15 additional meeting rooms ranging from 220 square feet to over 5,500 square feet.

### **HEATING AND THEATRICAL DISPLAYS**

Use of candles, fuels for heating food such as Sterno®, cooking stations using butane, lasers and fog machines are subject to federal, state or local regulation which shall be adhered to. It is the responsibility of vendor/contractor to obtain and pay for all permits. Permits must be submitted to BCC Events office 10 days prior to event.

### **HOLD HARMLESS**

The attached hold harmless agreement must be signed and submitted 30 days prior to event.

### **INSURANCE REQUIREMENTS**

A certificate of Insurance is required for all vendors working within the BCC. The following are the minimum insurance requirements. Certificate must be submitted to Event Manager 30 days prior to event. Note: Security, Rigging and Electrical Contractors are required to carry \$5 million in general liability.

#### **• Commercial General Liability:**

Not less than \$2,000,000 combined single limit for bodily injury and property damage. This limit is subject to change based on the scope of work.

#### **• Automotive Liability:**

Not less than \$1,000,000 combined single limit for bodily injury and property damage.

• **Employers Liability:**

Not less than \$500,000 combined single limit.

• **Workers Compensation:**

In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Missouri, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

• **Property Insurance for Contractor's tools and equipment:**

In no event shall BCC, City of Branson, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of BCC, City of Branson, Owners or Hilton, its employees, officers, directors, or Agents.

**Additional Insured**

All entities must be named on the Certificate of Insurance as additional insured's:

1. BCC
2. Hilton Hotels Corporation
3. City of Branson

The Certificate of Insurance will be required (1) month prior to the start of the convention.

**INTERNET SERVICES**

Swisscom Hospitality Services is the in-house vendor for BCC. They provide complete Internet and Network Management Services utilizing state of the art Cisco equipment, a Metro Ethernet circuit capable of T1 – DS3 speed (1.5M to 45M), professional technicians and 24/7 network monitoring and support. Our Swisscom representative will provide a complete detailed proposal after discussing your network and bandwidth requirements, support needs and budget. Swisscom has a proven record of service excellence and competitive pricing and is committed to providing a seamless networking experience throughout the facility. Swisscom Hospitality Services are highly recommended by the BCC management staff and our customers.

If an outside vendor is selected, they must follow all rules of the BCC. Please refer to this entire document for specific requirements for security, insurance, hold harmless, personnel, load in procedures etc. Additionally, to maintain the integrity of the building's network infrastructure and equipment, a designated network supervisor will oversee any access to the BCC's network. Access to the network or utilization of its infrastructure must be scheduled in advance and will incur usage.

This BCC has deployed a state-of-the-art wireless local area network (WLAN, or WiFi) operating on an 802.11g frequency and managed by Swisscom for optimal performance. The wireless network allows guests to access the Internet and perform various networking functions. BCC guests who bring unregistered wireless access points or build ad-hoc networks can cause interference that dramatically affects the performance of both their wireless LAN and the BCC's public access wireless LAN. Any guest or visitor to the BCC intending to use wireless equipment, including but not limited to equipment operating under the 802.11x wireless protocol, must communicate their intent to use such equipment to their Contact, BCC contact and Swisscom prior to entering the property

**LOAD IN/OUT**

A report will be completed with BCC and Contractor/Vendor Representative **prior to load in.** Digital photos and diagramming of location of any existing damage will be documented. Contractor/Vendor must sign off on report. A copy will be provided to Contractor/Vendor, BCC security and contracting group representative.

A report will be completed with BCC and Contractor/Vendor Representative at the completion of the show. Digital photos and diagramming of location of any incurred damage or trash will be documented. Any damages to the areas and facilities utilized by the Contractor/Vendor will be the responsibility of the Contractor/Vendor; estimated repair costs will be quoted by a BCC representative in writing to said Contractor/Vendor. Estimated repair costs will be the sole responsibility of the Contractor/Vendor; full payment will be required **prior to departure.** Contractor/Vendor must sign off on report. A copy will be provided to Contractor/Vendor, BCC security, BCC finance and contracting group representative.

### **LOADING DOCK**

The BCC Loading Dock is located on the east side of the BCC for access to the Ballroom and Exhibit Hall. A schedule of load-in/load-out times must be submitted to the Events office no less than 10 days prior to start date for all activities, including all subcontractors that have been hired by the vendor. This schedule will be approved or amended as necessary to accommodate all other events/deliveries on property.

The BCC Loading Dock consists of ten bays. The loading dock provides two drive-in ramps, one to service Exhibit Hall A and the other to service Exhibit Hall B. The dimensions for each measures 14'H X 16'W. In addition to the two drive-in bays, the loading dock provides eight smaller bays measuring 10'H X 8'W, 48" above dock floor level.

On property Marshalling is available. Please contact your Event Manager for additional information and associated rules & regulations.

***PLEASE NOTE: LOADING/UNLOADING IS PROHIBITED AT ANY AREA OTHER THAN THE LOADING DOCK UNLESS AUTHORIZED BY THE DIRECTOR OF EVENTS OR DESIGNE.***

### **MEETING/FUNCTION SPACE**

The BCC is equipped with the most current Delphi diagrams system. We will be happy to work with you and submit diagrams for meeting and food/beverage functions for three hundred attendees or more to the Branson Fire Marshall. See your Event Manager for details. See Function Space on page 14 of this document for additional information.

### **MERCHANDISING**

[www.cityofbranson.org](http://www.cityofbranson.org)

Prior to the selling of merchandise, appropriate City, State and Federal tax documents must be completed and submitted. Vendor/Seller will display approved documentation at point of sale.

### **MOVING EQUIPMENT**

The Contractor/Vendor must supply their own transportation devices (to include: flatbed trucks, forklifts, electric and manual pallet jacks, packaging materials and equipment) to move equipment in and out. It is imperative that the vendor provide sufficient amounts of equipment to move the drayage as it is against BCC regulations to lend BCC equipment to outside contractors or vendors.

Forklifts must have a back-up light and must be Liquid Propane Operated Lifts. Spare LPG tanks must be stored on racks on the loading dock. The only way a forklift is to be operated in the meeting space is with BCC management and security department present due to limitation of height clearance and fire code standards. All forklifts and electric pallet jacks must only be used by experienced drivers who are certified by OSHA. Please bring a copy of the certificate for BCC Security to review.

Protective Floor boards (carpet on bottom side) must be provided by the vendor and used when moving in drayage or any other heavy freight into carpeted function space. All boards must be in place before drayage may be brought to carpeted function space. Protective boards may not be stored on the loading dock.

When designing stage sets, screens, draping, etc., safe and proper access into all function areas from back service corridors must be established. Safe access paths into each room must be created; obstruction by equipment, cables, A/V cases, etc. will not be allowed.

### **OSHA**

It is the responsibility of the vendor to ensure that work is conducted in a manner that will not pose any potential safety hazard to either guests or Hilton Team Members and meet City of Branson, BCC, State and OSHA fire and safety codes. BCC management has the authority to not allow guests into function space until any unsafe conditions have been satisfactorily corrected.

### **OUTSIDE FOOD & BEVERAGE**

The outside Food & Beverage Hold Harmless Form is required when either a) outside food is brought into the BCC for preparation by BCC personnel, or b) the BCC is asked to serve pre-prepared food from an outside source.

<http://www.taneycohealth.org/envhealthforms.php>.

### **PARKING**

Upon approval of the loading dock manager, trucks and containers may be **temporarily** parked at the BCC Loading Dock and must be removed as soon as they are loaded/emptied. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on BCC property overnight. Arrangements for removal of vehicles or containers will remain the responsibility of the Contractor/Vendor. Any vehicles left on BCC property overnight, without written BCC approval, will be towed at the vendor's expense.

### **PREFERRED VENDOR PARTNER CONTACT INFORMATION**

• **Liberty Exposition Services** representatives, Dave Loftin [dloftin@libertyexpo.com](mailto:dloftin@libertyexpo.com) and Jeff Cole [jcole@libertyexpo.com](mailto:jcole@libertyexpo.com) or dial 417-243-7037. [www.libertyexpo.com](http://www.libertyexpo.com)

### **PYROTECHNICS**

**Exterior Pyrotechnics:** Only licensed operators shall be permitted to use or display outdoor pyrotechnics. Proof of current licensure shall be provided by the operator to the BCC or facility representative at least five business days in advance of such activities. All required state and/or local permits associated with the storage, use or display of pyrotechnics shall be obtained from the appropriate authorities having jurisdiction at least five business days prior to such events and copies thereof provided to the BCC or facility representative in advance of the scheduled event.

**Indoor Pyrotechnics:** The storage, use or display of pyrotechnic material or devices, fireworks (Class "C" explosives) and similar incendiary devices intended for theatrical or entertainment purposes are **prohibited**.

### **Fire Safety System Disablement**

In the event hazers are used, the Fire Safety System will have to be disabled or "put into test mode". The process will require several personnel to be dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. An engineer is required to be dedicated to watch the console in the Fire Command room. A second engineer must be located in the function space being used. An employee of the Fire Safety System provider is required to be in the Fire Command room with the engineer. A minimum of two BCC security officers are required to be present in the area that is disabled to watch for smoke or fire and to respond to any problems that the engineer in the Fire Command room observes. Depending on the particulars of the event, additional security officers may be required as deemed necessary by the BCC security personnel.

### **Hazing**

During rehearsal and function time the cost is \$100.00 per hour. These costs begin a minimum of one (1) hour prior to the required time and continues one (1) hour after ending time to permit disabling and enabling of the Fire Safety System.

## **RIGGING**

[www.libertyexpo.com](http://www.libertyexpo.com)

**Liberty Exposition Services, Inc.** is our exclusive Rigging contractor for Audio Visual, Production and Special Events and **Liberty Exposition Services, Inc.** is our exclusive Rigging contractor for all of your tradeshow related rigging services inclusive of all signage and banners. Outside Rigging Contractors will not be permitted to work within the property. The Facility is equipped with permanent rigging points in order to assist our clients with productions requiring overhead rigging. This System was designed and installed in order to expedite the move in and move out process for our clients. As the exclusive rigging contractor, **Liberty Exposition, Inc.** is responsible for all rigging and related overhead safety on the Facility property. The following sets forth the standards for rigging practices and equipment. **Liberty Exposition** will provide all necessary rigging labor for productions at the Facility. All rigging activities defined as follows must meet the following minimum standards. **Liberty Exposition Services, Inc.** will only operate lifts provided through their respective companies. No other companies will be allowed to use those lifts without a rental and a hold harmless agreement. Lift rentals can be provided through our in house preferred partners.

- Rigging encompasses attaching hardware to ceilings, rigging motors, trussing, lighting and audio. Riggers are responsible for inspecting all equipment flown and determining load factors ensuring weight limits are strictly enforced and that no damage is caused to the ceiling or roof structure.
- **Liberty Exposition** riggers are responsible for all overhead connections as well as all trusses, speaker and other attachments below utilizing polyester round-slings, wire rope slings, etc.

### **Pre-show and Design**

- **Liberty Exposition** must receive all proposed rigging drawings no later than fourteen (14) calendar days prior to schedule load-in. Lighting and sound equipment rigging plots are required. An on site agenda must be included with the drawings so that we may properly schedule necessary personnel. Failure of appropriate notification may result in overtime rates. The BCC will not be responsible for lost time or additional costs resulting from rigging modifications, adjustments or changes required on site.
- Rigging plots received three (3) business days before scheduled load in date will be restricted to the use of established house rigging points.
- Rigging plots will include all known weights of items included in drawings.
- **Liberty Exposition** must approve all rigging drawings before any rigging work will be allowed to proceed. If a rigging drawing is received by our office which does not meet the guidelines for that function space the client has the option to either redesign their rigging to meet established specifications or to have our office redesign the drawings at a cost of \$75.00 per hour, plus materials.
- All emailed designs will be subject to a \$35.00 plotting fee per draft.
- All drawings must be in a scale of no smaller than 1/8" – 1'.
- Changes to scheduled events, including crew call times, may result in additional overtime charges per man scheduled unless notification is received seven (7) days prior to requested services
- Cancellation of scheduled service may result in a four-hour minimum per man scheduled unless notification of cancellation is received no later than seven (7) days prior to requested services.

## Rigging Equipment Guidelines

- All chain hoists **MUST HAVE A CURRENT LOAD TEST CERTIFICATE** and be properly serviced per the manufacture's guidelines. Under no circumstances will hoists without the necessary documentation be used overhead at the Facility.
- A scissor lift with a minimum deck height of 28' in the Ballroom and 40' in the Exhibit Hall are required for all rigging calls at the Facility. This lift must have non-marking tires and be in good repair. Construction or out-door lifts will not be allowed in the Facility ballrooms under any circumstance. A 60' boom lift is required to reach "high steel" in the Exhibit Hall. All lifts must be rented through **Liberty Exposition**.
- All equipment and materials flown must pass American Test and Standards Measurement guidelines and be approved. Hardware not acceptable in a weight bearing capacity includes: carabineers (excluding locking steel "D" shaped ½" or 7/16" carabineers, Omega or other overhead approved brand), open weave straps, quick links, dog clips, French clips, snap clips, brass fittings, triangular truss with continuous chords or triangular truss with chords in diameter less than 7/16". Structural documents will be required for custom trussing and/or custom hardware. The BCC riggers will have final approval of any hardware utilized in the Facility.
- Any articulating/dynamic (i.e. moving) show or performance elements require an arrester device.
- A steel "safety" is required on each individual item suspended from the ceiling or any supporting structure or a truss that has been suspended from the ceiling utilizing polyester round slings or other synthetic sling.
- All nuts and bolts used overhead must be load rated and all wire rope clips and overhead hardware (shackles and eyebolts etc.) must be stamped with the manufacturers name and P.I.C. number for their destructive testing batch.
- No rigging is allowed from the air-wall tracks.
- All electric cable and connections must be UL rated for the amperage capacity required for safe operation and must conform to appropriate local codes. All materials must be nonflammable and must conform to the Branson Fire Marshall's regulations.

### **BCC on-site practices:**

- All rigging calls shall consist of a minimum of one Rigging Supervisor and one Rigging Assistant. If there is a need for additional riggers, **Liberty Exposition Services, Inc** will fulfill any and all needs. A four hour minimum per man shall apply to all rigging calls with the exception of banners, signage, etc. Any calls extending past four hours will be billed on an hourly basis. **Liberty Exposition Services, Inc** will determine the number of Rigging Assistants required based on the size and production schedule of the event.
- **Liberty Exposition Services, Inc.** staff will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. They will also assist and approve the attachment and assemblies for speakers and arrays. Please contact **Liberty Exposition Services, Inc** offices for clarification of what services and equipment we have to offer to assist you in a safe and cost effective event.
- A \$65.00 fee for each load bearing point will be charged.
- A \$25.00 fee for each cable pick utilizing the permanent rigging point system will be charged.
- Production rigging calls will consist of a minimum of three (3) Riggers per call. All expo calls will consist of a minimum of two (2) Riggers per call. **Liberty Exposition Services, Inc** bases the actual labor call on the individual needs of the event.

- A lift is required for all rigging calls; Scissor lifts and boom lifts must be rented from **Liberty Exposition Services, Inc.** Please contact the **Liberty Exposition Services, Inc** Office for pricing. This charge is not included in the labor fees quoted.
- Cancellation with less than seventy-two (72) hours notice will be invoiced at published “Base Rates”.
- Four-hour minimum calls apply.
- Prices and rates are subject to change without notification.

### **SAFE WORK PLACE PRACTICES**

It is the responsibility of the vendor to ensure that all areas (including back of the house) production equipment and cords are secured in such a manner that it will not pose any potential safety hazard to either guests or BCC team members and meet City of Branson, BCC, State and OSHA fire and safety codes.

1. Aisles and emergency exits shall be kept free of debris at all times and maintain a minimum width of 8’.
2. Floors shall be kept clean and dry.
3. Floors and platforms shall be kept free of projections, obstructions, holes and loose boards.
4. Machinery and equipment shall be arranged to maintain a 24" wide aisle for safe egress from building, or a warning sign shall be posted with padding to increase safety.
5. Exits shall never be blocked or obstructed.
6. Fire extinguishers shall not be blocked or obstructed at any time.
7. Safety devices and guards shall not be removed and/or will be replaced before operating any machine.
8. All control buttons and switches shall be properly identified as to its function and purpose.
9. All control buttons and switches shall be color-coded.
10. All emergency equipment shall be inspected regularly and kept in specified working order.
11. All unsafe work conditions shall be reported to BCC Security.
12. Report all accidents or illnesses immediately to BCC Security.
13. Report any safety device that is missing or inoperative i.e. machine guards, emergency stop buttons, smoke detectors...
14. Oily rags and containers that contained flammable liquid shall be disposed of in covered metal containers immediately after use and emptied each day.
15. A qualified person shall perform all maintenance of equipment.
16. Horseplay and running are forbidden.
17. Vendors/Contractors shall use proper lifting techniques as outlined in the Back Injury Prevention Program, to avoid over extension when lifting.

18. Personal firearms or other weapons are not allowed on property.
19. Vendors/Contractors must report all unsafe work practices to their supervisor and/or BCC Security.
20. Vendors/Contractors must know the BCC's fire evacuation procedures and must follow appropriate directions from their supervisor and/or BCC Security.
21. An MSDS (Material Safety Data Sheets) shall be provided to BCC Security for any chemicals that will be used or brought onto the property.
22. Vendors/Contractors shall refer to container label or MSDS for recommended personal protective equipment for any hazardous chemical or substance being used.
23. Vendors/Contractors who require the use of the forklift must be certified and be in possession of certification when driving vehicle.

### **SHIPPING & RECEIVING**

[www.libertyexpo.com](http://www.libertyexpo.com)

1. The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.
2. All delivery/pick-up schedules for packages for the shipping company must be arranged with the loading dock manager at least ten (10) days in advance. If advance scheduling does not take place, the shipping company may not be allowed access to the Loading Dock.
3. All movements by the shipping company must utilize the Service elevators. Under no circumstance is a Guest elevator to be used for movement of materials.
4. Any movement of boxes requested to be handled by **Liberty Exposition Services, Inc** will be charged a per box fee. Credit card payment will be due prior to delivery of any boxes.
5. The Loading Dock will not designate any staging or holding area for packages processed by the shipping company. All staging and holding must be in assigned function space from the organization which hired the shipping company.
6. Preferred courier labels and envelopes will not be provided to any exhibitor utilizing the services of the shipping company.
7. The return address on all labels put on packages shipped by the shipping company should clearly indicate the name of the shipping company.
8. A management contact and telephone number must be provided to the BCC to refer inquires of missing boxes to after the end of the event.
9. The shipping company must be clear of the meeting space being used at the time indicated in the sales contract with the customer. Unless written approval is given in advance by the BCC, if the vendor leaves their items in the area beyond the contracted time there will be a charge for each hour over the contracted time. The shipping company will not be allowed to work in the BCC again, until such charges are paid in full.

### **SHOW MANAGEMENT OFFICE SPACE**

Two Show Management Offices, measuring 21.5' X 13.5', with a ceiling height of 9' are available. Each space offers a full view of the Exhibit Hall floor. Show Management will be responsible for furnishings, phone and internet needs.

## **SOUND AND LIGHTING**

The BCC requires that all sound and lighting equipment, and the labor to install, operate and remove, and the rigging of any equipment from the ballroom ceilings be provided by the in house Audio Visual Company **Liberty Exposition Services, Inc.** for all functions on BCC property.

**Sound Level:** Sound levels are to be appropriate for the contracted space and are not to interfere with activities of any other group. Please respect request regarding sound levels you may receive from BCC Management. The BCC reserves the right to immediately terminate any event in the case of inappropriate sound level. Sound Checks for rehearsals must be scheduled and approved in advance with your Event Manager.

## **STORAGE**

Storage space for outside vendors/contractors will be the sole responsibility of the selected vendor. The BCC will make every effort to secure space once notification is given, but is under no obligation to provide such space. If space is available, the vendor will be charged published rental for such space. No equipment or cases are to remain in the "back of the house" areas at any time. All empty cases are to be removed from the BCC and brought back for load-out except for designated storage "bone yard" areas outlined within the floor plan and contracted exhibit space.

## **TRASH REMOVAL**

The Contractor/Vendor is held completely responsible for leaving the facility or facilities utilized in the same condition prior to load-in. This will include disposal of trash, pros, cardboard boxes, etc. and vacuuming/sweeping/mopping of room (exhibits), service elevator landings and hallways used to access exhibit/function areas.

## **VEHICLE-EXHIBITS**

According to the Branson Fire Department, the following procedures and regulations must be adhered to regarding the general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration:

- Batteries shall be disconnected in an approved manner.
- Vehicles or equipment shall not be fueled or de-fueled within the facility.
- Fuel in the tank shall not exceed one eighth of a tank.
- Fuel system shall be inspected for leaks
- Fuel-Tank openings shall be locked and sealed to prevent the escape of vapors.
- The location of display vehicles or equipment shall not obstruct or block aisles or exits.
- Ignition key removed and given to your Event manager.
- Visqueen or other protective covering approved by the BCC will be placed underneath the vehicle.

## **WALK THROUGH REPORT**

A BCC representative will schedule to conduct a walk through of all areas for load in, set up and event in advance of load in to document the condition of space. Contractor is required to participate in the walk through and sign off on the report prior to load in. At the conclusion of the event, after load out, a walk through will be conducted to document condition of space. Contractor is required to participate in the walk through and sign off on the report prior to departure. All fees assessed for damage must be settled/paid for prior to departure.

See Exhibit/Function Area Walk-Through Report below:



## EXHIBIT AREA WALK-THROUGH REPORT

Group Name:

Exhibit Space:

Event Manager/Phone:

BCC Exhibit Manager/Phone:

Exposition Services:

Security Company:

Group Contact/Phone:

Decorator Contact/Phone:

Load In – Day/Date:

Time:                      To:

Load Out – Day/Date:

Time:                      To:

Decorator may load in only if the following are on file:

Yes	No	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Fire Marshall Approved Floor Plans _____
<input type="checkbox"/>	<input type="checkbox"/>	Hold Harmless Waiver (production, security) _____
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance _____

BCC Policies Reviewed:

- |  |  |
|--|--|
| <input type="checkbox"/> Air Conditioning  | <input type="checkbox"/> Power           |
| <input type="checkbox"/> Badges            | <input type="checkbox"/> Recycle Program |
| <input type="checkbox"/> Banners/Signage   | <input type="checkbox"/> Rigging         |
| <input type="checkbox"/> Cafeteria Use     | <input type="checkbox"/> Security        |
| <input type="checkbox"/> Floor Covering    | <input type="checkbox"/> Smoking         |
| <input type="checkbox"/> Service Elevator  | <input type="checkbox"/> Storage         |
| <input type="checkbox"/> BCC Equipment     | <input type="checkbox"/> Trash Removal   |
| <input type="checkbox"/> Lighting          | <input type="checkbox"/> Vendor Entrance |
| <input type="checkbox"/> Loading Dock      | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Master Account    | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Parking           | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Personnel Conduct |  |

Days, Times, BCC Labor, Fees and Billing for Daily Operations Confirmed:

Yes	No	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Crew Catered Food & Beverage _____
<input type="checkbox"/>	<input type="checkbox"/>	Booth Cleaning _____
<input type="checkbox"/>	<input type="checkbox"/>	Hall Cleaning _____
<input type="checkbox"/>	<input type="checkbox"/>	Security _____
<input type="checkbox"/>	<input type="checkbox"/>	Exhibitor Load In/Out _____
<input type="checkbox"/>	<input type="checkbox"/>	Post Walk Through _____



Managed by Hilton Hotels Corporation

**Walk-Through Prior to Load-In:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

BCC: \_\_\_\_\_  
Customer: \_\_\_\_\_  
Vendor: \_\_\_\_\_

Checklist of Condition (1=Good; 2=Not Clean; 3= Existing Damage)

- |                     |                  |
|---------------------|------------------|
| Air Walls           | Freight Elevator |
| Back of the House   | Hard Walls       |
| Base Boards         | Loading Dock     |
| Carpet              | Stairs/Ramp      |
| Ceiling/Hang Points | Columns/Pillars  |
| Door Jams           | Other            |
| Doors               | Other            |

Note below and on room diagram, specific location and type of damage: (digital photos are required)

Cleanliness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit area, with the exception of the above documented/photographed issues, will be returned in the same condition as signed off at load-in.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
BCC: \_\_\_\_\_

Customer: \_\_\_\_\_

Vendor: \_\_\_\_\_



Managed by Hilton Hotels Corporation  
**Walk-Through Post Load-Out:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

BCC: \_\_\_\_\_  
Customer: \_\_\_\_\_  
Vendor: \_\_\_\_\_

Checklist of Condition (1=Good; 2=Not Clean; 3= Existing Damage)

- |                         |                        |
|-------------------------|------------------------|
| _____ Air Walls         | _____ Freight Elevator |
| _____ Back of the House | _____ Hard Walls       |
| _____ Base Boards       | _____ Loading Dock     |
| _____ Carpet            | _____ Columns/Pillars  |
| _____ Door Jams         | _____ Other            |
| _____ Doors             | _____ Other            |

Note below and on room diagram, specific location and type of damage: (digital photos are required)

Cleanliness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- No repairs or cleaning required
- See below for assessment for trash removal
- See below for assessment for cleaning
- See below for assessment for repairs

Trash Removal Labor/Equipment Assessment:



Managed by Hilton Hotels Corporation

\$ \_\_\_\_\_ Pallets  
\$ \_\_\_\_\_ Boxes  
\$ \_\_\_\_\_ Exhibitor Materials  
\$ \_\_\_\_\_ Dumpster Required

Repair Assessment:

\$ \_\_\_\_\_ Labor  
\$ \_\_\_\_\_ Materials  
\$ \_\_\_\_\_ Requires Outside Big

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
BCC: \_\_\_\_\_

Customer: \_\_\_\_\_

Vendor: \_\_\_\_\_

cc:  
BCC Security  
Vendor  
Customer  
Event File

Attachments:

Room diagram  
Digital photos

The undersigned is an authorized Agent of Contractor and has read and agreed to all terms of conditions to perform services on BCC property.

<Name of Vendor/Contractor>

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Printed \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **HOLD HARMLESS AGREEMENT**

This Agreement is made this [ ] day of [ ], 200\_\_\_, by and between City of Branson d/b/a Branson Convention Center (the "BCC") and [insert full legal name of outside Contractor/Vendor ("Contractor"). The parties hereto agree as follows:

Contractor has been retained by [ ] ("Group") as a contractor for Group's event at the BCC over the dates [ ] ("Event"). The BCC shall allow Contractor to provide services to Group at the BCC for the Event. In exchange for this valuable consideration, Contractor agrees and covenants as follows:

### **I. INDEMNITY:**

A. Contractor including, without limitation, its affiliates, agrees to indemnify, defend and hold harmless BCC, its owners, City of Branson and Hilton Hotels Corporation (including each of such entities' owners, partners, subsidiaries, affiliates and franchisees) and their respective members, partners, officers, owners, agents, employees, parents, affiliates, insurers, successors, or assigns (collectively, the "Indemnities") from and against all loss, claims, demands, actions or causes of action, liabilities, damages, fines, expenses, costs of whatsoever nature (including reasonable attorney's fees and costs) whether by reason of death or injury to any person or loss of or damage to any property or otherwise ("Claims") including Claims which may be asserted by third parties, arising out of, resulting from or in any way connected with, in whole or in part: (a) any breach of the Agreement by Contractor; (b) the activities of Contractor (or any of its employees, agents, exhibitors, guests or attendees) at the BCC or any related act or failure to act by Contractor or its parties (including but not limited to any omission or act taken or committed by Contractor in any way related to the Event).

B. Contractor agrees to carry contractual liability insurance to cover the Indemnities for any claims arising from the indemnity provisions set forth in paragraph A above and provide the BCC a current certificate evidencing such coverage. Such insurance must name each of the Indemnities identified in paragraph A above as additional insured and shall include the CG 20 10 endorsement or its equivalent to the certificate.

C. For the purpose of these indemnities, the activities of Contractor and its agents or employees on or about the BCC premises shall be deemed to relate to Contractor's activities pursuant to this Agreement whether or not such activities are within the scope of their agency or employment.

D. BCC shall have the right to employ its own counsel and to assume its own defense in connection with any action or proceeding to which this indemnification, hold harmless, or defense obligation would be applicable, but the reasonable fees and expenses of such counsel shall be borne by Contractor and shall be paid when due.

### **II. INSURANCE:**

A. Contractor understands that in order for it to provide services on the BCC premises, Contractor must meet certain insurance requirements. A current certificate evidencing the below listed coverage is required and must be provided at least twenty (20) days' before the Event.

- *Commercial General Liability:* Not less than \$2,000,000 combined single limit for bodily injury and property damage. This limit is subject to change based on the scope of work.
- *Automotive Liability:* Not less than \$1,000,000 combined single limit for bodily injury and property damage.
- *Employers Liability:* Not less than \$500,000 combined single limit.
- *Workers Compensation:* In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Missouri,

evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

- Property Insurance for Contractor's tools and equipment. In no event shall BCC, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of BCC, Owners or Hilton, its employees, officers, directors, or agents.

B. Contractor waives on behalf of its self and its insurers all rights against BCC, Owners or Hilton Hotels Corporation and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by its insurance regardless of deductibles and/ or limits, if any.

C. Such insurance must name the Indemnities as additional insured under both the General and Automobile liabilities policies on from CG 20 10 endorsement or its equivalent.

D. Certificates of Insurance should be sent to your Conference Manager, [ ]. Failure to provide such insurance will prohibit Contractor from accessing the BCC premises.

### **III. MISCELLANEOUS**

A. The BCC is committed to a drug and alcohol free work place. In addition, it is a requirement that all persons on the BCC premises conduct their job duties in a safe manner. The BCC reserves the right to require Contractor's operations to cease at any time if, in the BCC's reasonable estimation, these two policies are not being adhered to.

B. Contractor understands and agrees that Contractor is being employed by Group and that the BCC has no relationship with Contractor outside of the fact that some of the work Contractor is providing to Group will be performed or utilized at the BCC. Contractor acknowledges and agrees that Contractor has not been promised, and will not claim, any payment or consideration from BCC either for complying with the terms of this Agreement or for any other reason.

C. This Agreement shall be governed by and construed in accordance with the laws of the state where the Center/Hotel is located. Notwithstanding termination or expiration of the Event, this Agreement shall continue to survive. This Agreement supersedes all prior agreements between the parties concerning the subject matter hereof and constitutes the entire agreement between the parties with respect thereto. This Agreement may be modified only with a written instrument duly executed by both of the parties. No waiver by any party of any breach of this Agreement shall be deemed to be a waiver of any proceeding or succeeding breach; any waiver is only valid if in writing signed by the party making the waiver. The headings and titles to the paragraphs of this Agreement are inserted for convenience only and shall not be deemed a part of or effect the construction or interpretation or any provision hereof. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and all such counterparts together shall constitute but one and the same instrument.

Neither party hereto shall be deemed to be the drafter of this Agreement and, if this Agreement is construed in any court or arbitration proceeding, said court or arbitrator shall not construe this Agreement or any provision hereof against either party as the drafter hereof. If any phrase, clause or provisions of this Agreement is declared invalid or unenforceable by a court or arbitrator of competent jurisdiction, such phrase, clause or provision shall be deemed severed from this Agreement, but will not affect any other provision of this Agreement, which shall otherwise remain in full force and effect. If any restriction or limitation in this Agreement is deemed to be unreasonable, onerous or unduly restrictive by a court or arbitrator of competent jurisdiction, it shall not be stricken in its entirety and held totally void and unenforceable, but shall remain effective to the maximum extent permissible within reasonable bounds.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

**AGREED AND ACCEPTED**

BCC

CONTRACTOR

City of Branson d/b/a Branson Convention Center

[FULL LEGAL NAME OF CONTRACTOR]

By: \_\_\_\_\_

Name: [ \_\_\_\_\_ ]

Title: [ \_\_\_\_\_ ]

Date: [ \_\_\_\_\_ ]