

# **SUBCONTRACTOR BUILDING MANUAL**

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The following policies and procedures have been revised to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

## **FACILITIES & EQUIPMENT RULES AND REGULATIONS**

1. Any alteration or activity that could leave lasting effects or damage in the Center is not allowed.
2. Licensee Service Contractor will do a walk-through inspection with the Building Engineer on the 1<sup>st</sup> move-in day and the last day of move-out for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.
3. All Center equipment (i.e. forklift, scissor lift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
4. All operators of forklifts, scissor lifts, boom lifts, genie lifts, or any lifts are required to have all appropriate certifications. Contact the Business Center for details and rentals.
5. All electrical cords should be taped down immediately after placement. See "TAPE" section for approved tape product.
6. Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should be maintained at all times.
7. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns and ceilings. Holes may not be drilled, cored, or punched into any surface of the Center. Licensee will be charged for all repair expenses.
8. Escalators and passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight.
9. The function space is to be returned in the same condition as it was received.
10. A Fire watch is mandatory when smoke or fog machines are used inside the Center.
11. Helium balloons are PROHIBITED inside the Center. A \$100 fee will be charged for each balloon that has to be taken down from the ceiling.
12. Exterior banners are PROHIBITED outside the facility.
13. Entrance Unit and/or Registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of the Operator.
14. Unless prior written approval is granted by the Center, no one under the age of sixteen (18) is allowed on the exhibit floor and/or loading dock during move-in and move-out.
15. The moveable air-walls in the exhibition halls, ballrooms and meeting rooms must be installed and removed by the Center's personnel only.
16. Service Contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting (reinforced preferred) during move-in and move-out. For heavy objects, temporary carpet or plywood on top of the reinforced polyethylene sheeting must be used to protect the Center's carpet and terrazzo.
17. Dragging or moving of any equipment on or across the terrazzo floor is PROHIBITED. Any damages will be billed to Licensee.
18. Any equipment with a ceiling needs a smoking detector and fire extinguisher.

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## **ABANDONED PROPERTY**

The Service Contractor and/or exhibitors, at the close of the show, must remove all materials from the contracted space. The Center WILL NOT provide storage or ship any abandoned property. Licensee shall be liable for the cost incurred in disposing of any materials.

## **CEILING RIGGING**

1. Exhibit Halls are regulated with fire code for fireproofing material. It is recommended to use the pre-wired or grid system for all rigging in Exhibit Halls. Damage to fireproofing material on the beams is the responsibility of the Licensee and the Licensee's Service Contractor and will be billed accordingly.
2. Rigging in Exhibit Halls of any items in excess of 100 lbs must be done exclusively by PS-AV. Rigging of any item in the Ballroom is the exclusive right of PS-AV.
3. All operators of scissor lift, boom lift, genie lift, forklift or any lifts are required have all appropriate certifications.
4. Prior to rigging any gear into the ceiling, a waiver must be signed by the Licensee Service Contractor at Central Security Office. With a signed waiver, the Center will have authorization to deactivate the fire beam detectors. Licensee will incur a \$250.00 cost when a false alarm is activated without a signed waiver.
5. The Center will not provide any lifts or gear for rigging in exhibit hall. Any expenses incurred will be charged to Licensee. The lift for use in the Ballroom will be included in the cost of rigging provided by PS-AV.

## **FREIGHT AND/OR DRAYAGE DELIVERIES**

1. Freight and C.O.D. deliveries including, but not limited to, UPS, FedEx, RPS, GSP, etc. WILL NOT BE ACCEPTED by the Center before, during or following the Lease term. Shipments delivered to the Center, during the term of the Lease, must be to the attention of the Licensee's Service Contractor.
2. Exhibitor's freight and/or drayage must be loaded in and out through the rear dock doors.

## **PARKING**

Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner's expense. All Service Contractor employees pay for parking. Please contact the Event Manager if you would like to arrange for pre-paid parking for employees.

## **STORAGE**

Limited storage is available within specifically marked areas on the loading dock equipment or supplies. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly PROHIBITED. Empty crates may NOT be stored inside the facility during show days.

## **SMOKING**

Smoking is not permitted in any meeting room or public area. Puerto Rico Convention Center is a non-smoking facility and smoking is PROHIBITED in the exhibition halls, ballrooms, meeting rooms, restrooms and pre-function areas of the Center.

## **TAPE**

Licensee and/or Service Contractor are responsible for the removal of all tape and residue from the exhibition hall(s), concourse and meeting room floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the Licensee.

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The use of high residue tape is prohibited on terrazzo floors and carpeted areas. On carpeted areas, the Center requires the use of SHURTAPE PC 628 GAFFERS tape. If any tape or residues are to be removed by the Center after the event, Licensee will incur all labor and expense. If carpet is damaged by the use of inappropriate cleaning chemicals, Licensee will be billed for any carpet replacement.

### **FLOOR PLANS & EXHIBITOR INFORMATION**

1. Aisle dimensions and locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide.
2. Submit copies of the exhibition space to the Event Manager for Security's approval. Any revisions must be resubmitted.
3. Registration area layouts are required for approval.
4. The proposed floor plan submitted for approval must include the following:
  - a. Show title, contracted dates, Service Contractor name and address.
  - b. Booth configurations drawn to scale, including base dimensions heights and locations.
  - c. Aisle locations and dimensions.
  - d. Floor plans must show electrical floor plates.
  - e. Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
  - f. All exits & primary entrances
  - g. All permanent and temporary concession and novelty stands.
  - h. All fire safety devices including extinguishers and alarm stations.
  - i. Dimensions of all service desks.
  - j. Dimensions of Service Contractor storage areas or "bone yards".
  - k. Distinction between pipe and drape and hard wall.
5. A copy of the final approved floor plan is to be displayed in the Service Contractor's desk. The decisions of the Fire Marshal are final.
6. The exhibitor service kits should include telephone, electric, air and water (if applicable) forms.
7. One (1) completed exhibitor service kit should be submitted to the Event Manager.
8. Blockage of building restrooms, concession stands, and exits are prohibited.
9. The PRCC does not provide rental of tables and chairs for exhibitors.

### **CLEANING SERVICES PROVISIONS**

1. The Center will provide general cleaning services for public spaces and meeting rooms; however, it is the responsibility of the Licensee and the Service Contractor to clean exhibit areas and loading docks. Food & Beverage Department will be responsible for trash within 20' of concession areas.
2. Cleaning company subcontractors have the responsibility to provide their own equipment and supplies (trash bins, cleaning supplies and vacuums, etc).
3. All subcontracting cleaning staff must have proper identification while on premises and properly uniformed as well.
4. If interested in PRCC's in house Cleaning Service, contact your Event Manager for an estimate.

#### **A. Required Personnel and Equipment**

Cleaning companies shall be required to provide the following personnel and equipment:

1. Personnel of a proper crew size are necessary to insure completion of cleaning duties in the

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allotted time frame for move-in, show, and move-out.

2. Vacuums, vacuum bags, etc. are necessary to clean carpet aisles and booths.
3. Push brooms, hand brooms, dust pans, etc. are necessary for the removal of debris.
4. Scrapers, scraper blades, cleaners, etc. are necessary for the removal of tape and tape residue from floors.
5. Wet vacuums, extractors, etc. are necessary for the removal of liquid spills.
6. Trash bags of varying sizes, etc. are necessary for the collection and removal of trash.
7. Pallet jacks may be necessary for the removal of certain bulk trash items.
8. Electrical cords, extension cords, adapters, etc. are necessary to provide electrical connection to cleaning equipment.

NOTE: The Center will continue to provide the gray tilt dumpsters for bulk trash removal.

### **B. Required Duties**

Cleaning companies shall be required to perform the following duties:

1. At the start of move-out, it is required to clean the pre-function area and/or registration area first.
2. Removal of all food products and byproducts trash from event areas immediately following the event. If the Center has to remove any food products and byproducts trash, the labor expenses will be charged to the client at the prevailing rate.
3. Cleaning of carpeted aisles.
4. Cleaning of exhibit booths (carpet and non-carpet areas) and trash cans.
5. Removal of tape and tape residue from carpeted and non-carpeted floors.
6. Removal of bulk trash. This shall include, but is not limited to, pallets, carpeting, collateral material, props, signs, books, magazines, brochures, giveaway items, boxes, visquine, construction materials, and crates.
7. Cleaning of spills.
8. Cleaning of loading docks and removal of bulk trash.

### **C. Unsuitable Activities**

Cleaning companies shall refrain from the following activities:

1. Emptying of trash cans on carpeted surfaces. Labor and expenses incurred to clean the carpet will be billed to Licensee.
2. Dragging or moving of any equipment on or across the terrazzo floor or carpeted areas without proper protection. Any damages will be billed to Licensee.
3. Storing of any equipment and/or supplies within the confines of the Center at any time.
4. Obstructing dumpster(s) at anytime which would impact the removal of the dumpster(s), all expenses incurred will be billed to Licensee.
5. Overloading dumpster(s) above the rim, all expenses incurred to level the dumpsters will be billed to Licensee.

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**D. Miscellaneous**

1. A representative of the Center and the decorating company shall perform a pre and post show inspection of all event areas. It is the responsibility of the Center to provide event areas in a "clean" condition. It is the responsibility of the cleaning company, contracted by the decorator, to return event areas to a minimum of a "broom clean" condition.
2. Should the cleaning company fail to perform their expected duties, or perform their duties in a manner not in compliance with the quality of work expected by the Center, the Center shall charge the client for labor and materials necessary to properly maintain contracted space.

I have read these regulations and will enforce them when working at the Puerto Rico Convention Center. I understand that failure to enforce them may result in financial penalties.

Please sign and return the original to the Event Manager.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date