



One Portola Plaza
Monterey, CA 93940
(831) 646-3770

EVENT PLANNER GUIDE

Our team is committed to ensure the success of your event. Please discuss any areas not covered in this document with your Event Manager. These general policies, rules and regulations are subject to change.

ADA COMPLIANCE – The Monterey Conference Center (MCC) is ADA compliant. In accordance with the ADA, we are responsible for accommodations associated with permanent premise access, such as, but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. It is the client or renter's responsibility to accommodate non-permanent accessibility requirements and incorporate visually-assisted devices, interpreters, and temporary seating accessibility if needed. Assisted hearing devices are available through our preferred in house AV provider. Advance arrangements are suggested to ensure adequate set up time and availability of inventory.

AUDIO/VIDEO/RIGGING – PSAV is the MCC's exclusive rigger and preferred in-house audiovisual production company. Due to the unique architectural design features of the building, PSAV must be used for all rigging in the MCC. Please contact PSAV for venue expertise and additional equipment needed. We also do require PSAV to be present during scheduled move in and move out hours.

CONTACT FOR PROPOSALS AND INFORMATION:

Miles Wade
PSAV Presentation Services
mileswade@psav.com
Telephone: (559) 779-7701
www.psav.com



BRANDING OPPORTUNITIES – Monterey Signs is the MCC's preferred signage and branding company. There are multiple opportunities to brand your event both inside and outside of the MCC. Column vinyl sign wraps, large and small banners, elevator door wraps, stair riser signs as well as custom splash page log ins for internet access are just a few options available. Work with your Event Manager on pricing and availability for all branding opportunities.

CONTACT FOR PROPOSALS AND INFORMATION:

Shawn Adams
Monterey Signs
sales@montereysigns.com
Telephone: (831) 632-0490
www.montereysigns.com



CLEANING/DAMAGES – Please notify your Event Manager of any damages to the MCC immediately. Renter is responsible for all damage to carpets, walls, furnishings, doors, and wall coverings during an event. Understanding that temporary stains will occasionally occur, Renter will be responsible for cleaning costs or full replacement associated with removal of stains in excess of normal activity or permanent damage.

CATERING – Aqua Terra Culinary and the Monterey Marriott Hotel are the exclusive caterers at the MCC. Both vendors understand the important role catering plays in your events and will work with you to develop menus specific to your needs. Should your event include any food or beverage samples, please work with your Catering Manager on specific requirements or restrictions so you are in compliance with our sampling policies.

CONTACT FOR CATERING PROPOSALS AND INFORMATION:

Gail Grammatico, Director, Event Sales & Catering
AQUA TERRA Culinary Inc.
gail@aquaterraculinary.com
Telephone: (831) 233-2382
www.aquaterraculinary.com



Nancy Zarate, Catering Manager
Monterey Marriott Hotel
nancy.zarate@marriott.com
Telephone: (831) 647-4003
<http://www.marriott.com/hotel-meetings/mryca-monterey-marriott/modules/meetings/food-and-beverage.mi>



CUSTODIAL SERVICES – Our custodial team will keep and service the restrooms, lobbies, terraces and all other public areas so they are clean and presentable during your event. Meeting spaces will be monitored and refreshed throughout the day according to your event schedule. Our staff uses Green cleaning supplies, following the guidelines within the USGBC sustainable purchasing program.

DECORATIONS – Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows. Please inform all show management staff and speakers, as well as exhibitors of this policy. Check with your Event Manager for further information on appropriate display methods and hanging points in the MCC. Damages will be charged directly to the Renter.

Only helium balloons permanently affixed to authorized displays may be brought inside the MCC with the prior approval of your Event Manager. Expect labor charges to apply for their removal from ceilings and air handlers if helium balloons are released for any reason within the facility.

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth or similar decorative materials or any other potentially combustible material shall be flame retardant to the specification of the Monterey Fire Department. A California State Fire Marshal's Flame Proof Certificate will be required. Field tests for flame resistance are not acceptable. Open flame and decorative candles are not permitted. Please work with your Events Manager on centerpiece options.

DIAGRAMS – Diagrams may be drafted for your meeting including food and beverage space using Social Tables. Social Tables, a Cloud based program allows real time collaboration between you and your Event Manager. For exhibit layouts you will work with your tradeshow services contractor.

ELECTRICAL – TriCord Tradeshow Services is the exclusive tradeshow electrical provider at the MCC.

CONTACT FOR PROPOSALS AND INFORMATION (EXHIBITS):

TriCord Tradeshow Services
info@tricord.net
Telephone: (831) 883-8600

All other electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards, and other electrical equipment controlled by the MCC is required to be performed by the Center's exclusive electrical provider PSAV. See the [AUDIO/VIDEO/RIGGING](#) section for their contact information.

FIRST AID - Generally you have the choice of whether or not to contract first aid services for events at the MCC. However, the MCC General Manager or designee may require the Renter to schedule first aid services for an event based on event demographics or numbers. The MCC does not provide these services.

FLOORPLAN APPROVAL –All floorplans must be approved by the Monterey Fire Marshal and the MCC two weeks prior to move-in, and must not exceed maximum occupancy limits. It is required to submit exhibit and non conventional floor plans to your Event Manager prior to submitting to the Fire Department. Floorplans can be faxed to the Monterey Fire Department at (831) 646-3723 or call (831) 646-3900 to email it.

Exhibitors, service contractors and show management contracted by Renter must comply with all federal, state and local fire and building codes applicable to public assembly facilities. Please ask your Event Manager for a copy of the MCC Tradeshow Policies.

FLOOR PROTECTION – Adding protective carpet is highly recommended for commercial exhibits, certain products, or with food and beverage service inside a booth. This will help protect the MCC's carpets and avoid any fees assessed due to damage. Adding protective carpet along thresholds and visqueen along aisles is required for move in or move out. Gaffers tape is the only approved tape for use on the carpeted and tiled surfaces.

FOG/SMOKE/LASER LIGHTS – Fog machines, smoke effects or laser light shows shall not be permitted without the express written approval by the MCC General Manager. If approved, such devices may incur additional staff costs as required by the City of Monterey and the MCC.

FREIGHT ENTRANCE – The MCC has two separate freight entrances into the building. The lower level entrance directly into the Serra Ballroom has a 13'4" x 13'4" opening. The 2nd floor entrance to the Steinbeck Ballroom has a 10' x 10'6" opening. Please coordinate delivery dates and times with your Event Manager in advance.

HAZARDOUS MATERIALS – Renter is required to comply with any statutes, ordinances or regulations regarding the use, handling, storage and disposal of hazardous materials or hazardous wastes as defined in Federal, State and Local Law. Renter shall notify the MCC two weeks prior to the event of the name and location of any such materials.

HEATING/AIR CONDITIONING – Air-conditioning and/or heating are provided during published event hours. Requests for air conditioning and/or heating during non-event periods will be charged at the prevailing rate.

HOURS – The MCC administrative offices are open during regular business hours, Monday – Friday from 8:00AM – 5:00PM excluding holidays. Access to the center outside of these hours needs to be coordinated with your Event Manager.

INTERNET – The MCC provides basic complimentary WiFi in all public lobby spaces with a speed of 5 Mbps. For your meeting rooms and technical presentations, WiFi and hard lined connectivity up to 1

Gbps (1000 Mbps) utilizing our Cat 6 and fiber optic infrastructure is available at prevailing rates through PSAV.

KEYS – Renter or show management can be provided with up to four (4) keys that fit our standard room locks for each room. Please provide at least a two week notice if security locks are required, in which room locks will be rekeyed at an additional charge. Renter or show management may also be provided with up to four (4) keys for each security lock. There will be a \$25 per key fee assessed for any keys not returned.

LICENSE/PERMITS – The Renter is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required to stage their event; this may include business licenses, right to use a trademark or copyright, royalties and City Fire Plan approval. The cost of these licenses or violation for infringement of owners rights to materials is the responsibility of the Renter, not MCC.

Goods or merchandise sold on property require a City of Monterey Business License. Contact the City of Monterey Revenue Division at 831-646-3944 to obtain one.

LIGHTING – The MCC lighting throughout the building, and in all meeting space is state of the art. It is controlled with both dimmable and fixed lighting options for custom lighting to transform the space. Please work with your Event Manager in advance on the appropriate lighting for your event.

LOST AND FOUND – The MCC Operations staff maintains a lost and found area for any items which are turned in. Every effort shall be made to see that property found or turned in is returned to its rightful owner. Please note that due to our lack of storage, unclaimed items may be donated or disposed of at the conclusion of the move out.

PARKING – The City of Monterey has two parking garages totaling over 900 parking spaces just one block from the Conference Center in the East and West Downtown Garages. Pre-paid parking passes are available for purchase in advance through your Event Manager. We also would be happy to help you take your event to the next level by offering valet services to your guests. Our Event Managers can help you coordinate the details to make sure your event has the best first impression possible.

READER BOARDS – Digital Reader Boards are LED monitors and located outside each meeting room.

RECYCLING – Please identify any specialized waste removal plan for your event including re-use or donation of living floral decor, produce, food, or recycling needs for crates, pallets, cardboard, wrapping, etc. Some events, however, may require a vendor specializing in high volume recycling. Please discuss with your Event Manager or tradeshow service provider to coordinate any of these services.

Our facility is proud to offer our clients and their exhibitors the opportunity to donate reusable materials at the conclusion of your conference which may otherwise end up in the landfill. MCC has partnered with “Pass it on Please” and Community Reuse Network, local, non-profit organizations help distribute to local schools and those in need. Please work with your Event Manager to coordinate any of these services.

REMOVAL OF PROPERTY – In the event that the premises are not vacated upon expiration of the contract term, the MCC will remove, at your expense, all goods, merchandise, equipment and property of any kind remaining. The MCC will not be responsible for any damages to or loss of such goods, merchandise or property which may be sustained by reason of such removal.

You and your contractors are responsible for the removal of all tape, trash, crates, pallets, packing materials, etc. prior, during, and upon completion of use at your expense. Additional charge will be assessed for bulk trash removal at the conclusion of your event.

ROOM SET CAPACITIES – Our meeting room dimensions and maximum capacities have been verified for standard setups and pre-approved by the Monterey Fire Marshal. Elements such as lighting or sound towers, risers, runways, production control areas, or buffet lines will reduce the seating capacity of the room. Contact your Event Manager for specific capacities for your event.

SECURITY – Intact Protective Services is the MCC's preferred security services provider. You will be required to hire security for exhibitor move in and move out hours. As a public facility, we suggest hiring security to oversee items placed in public areas, and for overnight non-event hours when your property or the property of your vendors is in the MCC.

CONTACT FOR PROPOSALS AND INFORMATION:

Josh Lomeli
Intact Protective Services
Intact@sbcglobal.net
831-763-2594 Phone & Text
831-763-2569 Fax

All security staffing and emergency response planning is subject to the approval of the MCC. Armed guards (other than Monterey Police Officers) must receive MCC approval and provide documentation and insurance.

In the interest of public safety, the MCC may, at its sole discretion require the presence of the Monterey Police Department during certain events. Officers are scheduled at Renter's expense subject to the rules of the Monterey Police Department. Requests for officers should be placed at least twenty-one (21) days prior to the first date of tenancy. Please contact your Event Manager for assistance.

Should your group, speakers, attendees or company have any knowledge of potential threats or require extra security, it must be disclosed in advance of the event.

SERVICE ANIMALS – Only service animals are permitted on the MCC premises.

SMOKING – The MCC is a non-smoking facility. Smoking is only allowed on the balconies, terraces and other exterior areas of the facility. Please note that smoking is not permitted within 20 feet of any doorway by state law.

STORAGE – Due to storage constraints, we are not able to accept event-related freight or materials prior to the contracted move in date. We encourage you to work with your decorator for any pre-exhibit shipping storage needs.

VEHICLE DISPLAY – Vehicles on display must be approved 30 days in advance and obey the following rules:

- No more than 5 gallons of gas.
- A locking gas cap or tape over the gas cap.
- Batteries shall be disconnected in an approved manner.
- A drip pan under the vehicle's drive train (motor to differential).
- Keys delivered to event security or facility operations staff.

- Vehicles shall not be moved during show hours.
- Refueling is prohibited in the facility.
- Floor plans must indicate where vehicles are to be located and be preapproved.

WATER SERVICE – Water service is provided in the public lobby space on a complimentary basis. To reduce waste and preserve our natural resources we do not provide water pitchers on meeting tables.

AUDIO VISUAL & TECHNICAL SUPPORT BY PSAV

Because our Audio-Visual Department is staffed and equipped by PSAV, a premier national Staging and Production Company, there is no limit to the scope and technical sophistication for any programs held at the Monterey Conference Center. All PSAV's equipment, project managers and technical staff are available and ready to help ensure your program is a complete success.

If you choose to work in partnership with PSAV and utilize their full support for your A/V equipment and staging needs, many of the various Production Guidelines listed here are automatically met and your program will be extremely well coordinated with all departments throughout the Conference Center.

Please contact our PSAV representative on site, Miles Wade, by dialing (559) 779-7701 or e-mailing mileswade@PSAV.COM.

You may utilize another A/V company; however, please be advised there are mandatory guidelines and specific charges in order for your outside provider to conduct business within the Monterey Conference Center. Outside A/V companies seeking to bring in their own equipment and technicians will be held responsible for understanding these guidelines and fully complying with their enforcement.

IN-HOUSE SYSTEMS & EQUIPMENT – The Monterey Conference Center exclusively authorizes PSAV to administer the use of in-house, built-in A/V systems. If these systems are to be utilized by an outside vendor, PSAV will provide access and patching to the systems at prevailing rates. Should an outside supplier require a patch to the house sound system, the system's rental fee will be \$145 patch/ per room/ per day. Should the supplier not wish to use the existing system, they must then provide the entire audio package, complete with external sound; amplification, microphones, and cables. The outside vendor must additionally provide a list of all wireless frequencies to be used at the Conference Center during the event. It will be the sole responsibility of the outside vendor to ensure these frequencies do not interfere with any in-house A/V components or Conference Center systems, by changing the vendor's frequencies if necessary. PSAV must approve the use of all RF and UHF frequencies to be used at the Monterey Conference Center.

LIAISON SUPERVISION – The Event Manager and PSAV may require an AV liaison supervisor be assigned to work with the outside supplier at prevailing labor rates. This person would oversee all load-in/load-out activities within the meeting space, assist with communication to internal departments, make sure the standards and policies of the Monterey Conference Center are followed, and note any damage to the Conference Center as a result of use, misuse, or negligence. Programs that are more extensive may require the use of two or more liaison supervisors at prevailing rates.

Arrangements for direct billing of these and any additional audio-visual related charges to you or your production company must be made at least (30) days in advance of the event load-in. If appropriate arrangements are not made, all charges will be placed on the client Conference Center master account. To prepare for any on-site additions, the Monterey Conference Center advises that billing provisions be established in advance, even if there are no planned orders.

OUTSIDE PERSONNEL – The following are "House Rules" for any outside personnel:

- Outside personnel must wear clothing that is neat in appearance and meets the Monterey Conference Center Guidelines.
- All vendors including, but not limited to, event volunteers, musicians, florists, photographers, entertainers, linen companies, props and décor companies must coordinate their arrival time

and their proper load-in/load-out locations with the Events Manager for the function. When loading in or out, at no time may vehicles block fire lanes.

- Elevator usage is limited to service elevators. Elevator landings are monitored by security cameras and any damage will be billed accordingly.
- A copy of any entertainment/entertainer’s riders (their lists of required A/V and service needs) must be provided to your program’s Events Manager and PSAV no later than fourteen (14) days prior to the event.
- It is against state and federal laws for the consumption of any alcoholic beverages to occur on property while under contract. Should a guest offer a drink, we ask that outside personnel only accept soft drinks and/or coffee or tea.
- There is no consumption of food or beverage on property with the exception of prearranged crew meals. Food and beverage requirements for crews should be submitted to your respective Events Manager, thirty (14) days prior to arrival. We expect outside personnel to adhere to the same policies that the Monterey Conference Center employees do. This means no food should be eaten from reception lines, back of the house “leftovers”, etc.
- Any horseplay, foul language, inappropriate attire, or disruptive behavior is a violation of the Monterey Conference Center policy and will result in the removal of the individual(s). Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.

POWER – PSAV handles all non-exhibit power requests. All power requests must be made at least fourteen (14) days before the event. Any power needs are subject to a charge at prevailing rates, per amp, per phase, per day. In addition, there will be labor charges for installation/removal, and rental of Conference Center supplied equipment if applicable.

Rates are as follows:

Power Strips.....	\$20 per day
Extension Cords.....	\$20 per day
Power Drop.....	<i>quoted upon receipt of details</i>
Electrician Rate.....	<i>quoted upon receipt of details</i>
Power Panels, etc.....	<i>quoted upon receipt of details</i>

All outside vendor extension cords used for meetings and events must be 12/3 gauge per the Monterey Conference Center. All cords and cables must be taped down and covered safely per the standards and policies of the Monterey Conference Center. When it is necessary to install cords or cables in any area where personnel or guests may travel, including the service areas, the Conference Center requires that cable ramps be used to ensure safety. All cable ramps, as well as taped down cords and cables are to be inspected for safety purposes prior to events by a PSAV representative.

PRODUCTION SCHEDULE – A complete production schedule for your program is mandatory and must be provided in writing to both PSAV and the assigned Event Manager at the Monterey Conference Center. This schedule must be presented at least 14 days prior to program start and is to include load-in times, load-out times, times of audio/visual support, times where excessive volumes may be expected, loading dock usage times, power tie-in/disconnect requirements and darkroom schedule. Copies should be e-mailed to your PSAV representative and the Monterey Conference Center Event Manager. It should be understood that your production schedule may require amending, should it be found to be in conflict with other activities planned in and around the Monterey Conference Center or to violate rules and safety requirements.

RIGGING

Pre-Show Standards

- The Rigging Advance form must be submitted online, along with a scaled rigging plot, 21 days prior to load in. Events scheduled with less than 21 days' notice will incur additional charges.
- A charge of \$250 per event will be assessed for a comprehensive safety review by our Rigging Coordinator. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. The Rigging Coordinator will contact you to give you our CAD file as your design template.
- All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.

Rigging Equipment Guidelines

- PSAV is pleased to exclusively provide ProStar and StageMaker Chain hoists and Professional-Grade Truss. These hoists and truss were designed specifically for the Conference Center use. PSAV shall be the sole provider of all chain hoists and truss used at this location.
- A scissor lift is required for all rigging calls at the Conference Center. PSAV has lifts available for rent. All lifts used at this location must have white, non-marking tires and be in good condition. Operators must present documentation verifying that they are trained in scissor lift operations.
- Construction or outdoor lifts will not be allowed in the Conference Center.
- All equipment and materials flown must pass ANSI guidelines and be approved by PSAV.
- Any dynamic (moving) element requires an arrester device.
- A steel safety backup is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

Ballroom Standards

- All ballrooms are equipped with permanent rigging points and/or load bearing beams with various load ratings. Please refer to the facility CAD files for exact locations of available rigging points and ratings. There is NO RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS OR SPECIFIED BEAMS
- All connections to the ceiling or supporting structure of this location must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger. Adjustments to any flown equipment will only be done under the supervision of PSAV.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.

PSAV On-Site Practices

- Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.

- PSAV will make all connections to the ceiling and PSAV owned truss and your equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost-effective event.
- PSAV will not “dead hang” items over 100lbs or 10’ in length with a scissor lift. Chain hoists or crank towers must be used.
- Cable bridge truss is required when cable bundles exceed four (4) Soco or other similar multi-cable.

Rigging Equipment & Labor

Equipment Rates

Hoist/Rig Point/Hardware	\$165/per day
Charge per Point	\$65/per day
10’ Tomcat Truss	\$65/per day
Rigging Safety Review/CAD Work	\$250/per event
Scissor Lift Daily Rental	Call for Pricing
Scissor Lift Weekly Rental	Call for Pricing

Labor Rates

Weekdays (Depending on time)	\$110/per hour
Weekends and Evenings	\$165/per hour
Holidays	\$165/per hour

- All rigging crews will consist of a minimum of two (2) riggers. The number of riggers and equipment required for your event will be determined by PSAV.
- Eight (8) hour minimums will apply to all calls, per rigger. Time beyond eight (8) hours will be billed in full-hour increments. Contact your PSAV representative for further details.
- Riggers must have a meal break every five (5) hours. If there is less than eight (8) hours between rigging calls, additional charges will apply.
- Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. All prices subject to change without notice.
- An Event Technology Support charge of 23% will apply to all Rigging Services.

*****Please contact on-site staff for any specific holiday requests.**

Rigging Instructions

1. To schedule Rigging Services and to receive updated CAD drawings of our facilities, please visit: <http://www.psav.com/riggingform>
2. If you have additional questions, please contact the area rigging coordinator at:

Michael Mackey	Miles Wade
Regional Rigging Manager	Director, Event Technology
925-493-7298	559-779-7701
mmackey@psav.com	mileswade@psav.com
3. The PSAV Rigging Coordinator will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward rigging estimate for your review and signature along with verification of your proposed rigging plot.