KANSAS CITY
Convention Center

# CLIENT RESOURCE GUIDE


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## Exclusive and Approved Catering Providers | Addendum B

The Kansas City Convention & Entertainment Facilities catering policy is specific to the location of the event. Events located in the Conference Center, which includes the Grand Ballroom, are required to use Loews Catering. Events located in Bartle Hall and Municipal Auditorium may use a caterer from the list of caterers approved by the Kansas City Convention & Entertainment Facilities. Please reference additional details below for the Loews catering contact and locations specific to the catering policy.

### Loews Catering

Contact: Kendra Meeker
Kelly Kirby
Email: Kendra.Meeker@loews.hotels.com,
Kelly.Kirby@loewshotels.com
Phone: 816-897-7087

### Bartle Hall and Municipal Auditorium – Convention Center Approved Catering Providers

The Kansas City Convention Center allows selection from the list of approved catering providers for the following locations: Bartle Hall (Exhibit Halls A-E, 2100 & 2200 Meeting Rooms, Lobby 2300 (and adjacent pre-function spaces), Music Hall, Little Theatre, Municipal Arena, the LEX (the Lower Ex Hall), and Barney Allis Plaza. Please refer to our list of approved catering providers. All catering for the Conference Center and Grand Ballroom is exclusive to the Loews Kansas City Hotel. Aramark is the exclusive provider for concessions, merchandise sales, alcohol.

#### Aramark Sports & Entertainment

(Preferred In-House Caterer)
301 W 13th Street, Kansas City, MO 64105
Traci Herring
Email: KCCCaramarksales@aramark.com
Phone: 816-308-9482
Fax: 816-221-7978
http://aramark.com
**Exclusive liquor license holder**

#### Brancato's Catering Services

5050 Kansas Avenue, Kansas City, KS 66106
Contact: Haley Pierce
Email: HPierce@Brancatoscatering.com
Office: 816-765-4707
https://www.brancatoscatering.com

#### Kansas City Catering

3018 South 44th Street, Kansas City, KS 66106
Contact: Brownie Simpson
Email: kccatering@kansascitycatering.com
Office: 913-831-0764
Fax: 913-831-1271
http://kansascitycatering.com

#### Jack Stack Barbecue

9000 W. 137th Street, Overland Park, KS 66221
Contact: Becki Ford
Email: beckif@hospitalitykc.com
Office: 913-956-5773
Fax: 866-942-8268
http://jackstackbbq.com

#### Kansas City Marriott Downtown

200 West 12th Street, Kansas City, MO 64105
Contact: DeAnna Schulz, Director of Event Management
Email: dschulz@kcmarriott.com
Office: 816-421-6800
Direct: 816-855-4460
Fax: 816-471-5631
http://www.marriott.com/hotels/travel/mcidt-kansas-city-marriott-downtown

#### Wingz & More

11902 Blue Ridge Blvd, Kansas City, KS 66106
Contact: Christopher Murray
Email: wingzandmore@gmail.com
Office: 816-756-4042
Direct: 816-665-8361
http://www.wingzandmore.com

## Exclusive and Preferred Service Providers | Addendum B

### Exclusive Service Providers:

1) Concessions/Merchandise Service/Alcohol Service – Aramark Sports & Entertainment is the exclusive provider for concessions, merchandise services and alcohol service for the Kansas City Convention & Entertainment Facilities.

    Aramark Sports & Entertainment
    Stephen Kerr, General Manager
    Email: Kerr-Stephen@aramark.com
    Phone: 816-273-7628

2) Utility Connections/Internet/Telecommunications: Utility service connections for compressed air, water, gas and electricity; Basic analog telephone service, computer networks and wired or wireless internet service.

    Smart City Networks
    Antoinette Ibarra, General Manager
    Smart City Networks - Kansas City Convention Center
    O: 816-820-1178
    Email: aibarra@smartcity.com

3) Rigging and Trussing/Patching/Business Center: Harvest Productions is the exclusive provider for rigging and trussing, patching and business center services.

    Harvest Productions
    Austin Wilt, Client Relations and Convention Services Specialist
    Greg Turcotte, Director of Client Relations
    Email: HMXLivesales@harvestkc.com
    Please submit an email inquiry and you will be connected with a team member.

4) Stagehands & Freight Handlers: General practice is for stagehands to do construction including carpentry, props, displays, dismantling of exhibits not done by exhibitors, and operation of all theatrical lighting and sound in the Music Hall, including spotlights. Any loading/unloading and delivering by use of a forklift must be done by local freight handlers. Persons associated with events may use their own dolly, hand cart or hand-carry items in the facility.

    Local IATSE 31
    Jacob Hobbs, Business Agent Local 31
    Email: IALocal31@IALocal31.org
    Phone: 816-842-5167
    Mobile: 816-223-6743

5) Event Ticketing Services: Ticketmaster™ is the exclusive ticketing service provider for the Convention & Entertainment Facilities. Tickets may also be purchased at the Municipal Auditorium Box Office.

    Municipal Auditorium Box Office
    Shellie Hardisty, Box Office Manager
    Email: Shellie.Hardisty@kcmo.org
    Office: 816-513-5079

6) Parking-Auditorium Plaza Parking Garage: Parking facilities are first come, first served basis. Parking fees for event attendees, exhibitors and other show personnel will be charged according to current parking rates; Validation options available through LAZ Parking. **Barney Allis Plaza is currently under construction. Patrons are encouraged to consider KC Streetcar, RideKC, ride share services, IRIS, taxis or private vehicles.**

LAZ PARKING
Carolina Gaston, Project Manager
Email: cgaston@lazparking.com
Direct: 816-472-5997

7) EVENT SECURITY: Ushers, ticket takers, crowd directors, badge checkers, overnight security, and off-duty police services may be provided by either Crowd Systems, Inc. or NPB Companies.

CROWD SYSTEMS, INC.
Keith Adkins
Email: KeithAdkins@CrowdSystems.com
Phone: 816-756-1775

NPB COMPANIES
Norman Smith
Email: Norman@NPBCompanies.com
Phone: 913-281-2887

PREFERRED SERVICE PROVIDERS:

1) AUDIO VISUAL AND PRODUCTION: Audio Visual Production includes building, designing, and implementing all the technology needed to achieve a full event experience.

- Licensee may contract Audio Visual Production Services directly with HMXLive or refer their current provider to HMXLive for local support.
- HMXLive, a unit of Harvest Productions, will support events with sound, lighting, video, pipe and drape, rigging, and communication equipment as needed.

HARVEST PRODUCTIONS: WWW.HMXLIVE.COM
Austin Wilt, Client Relations and Convention Services Specialist
Greg Turcotte, Director of Client Relations
Email: HMXLivesales@harvestkc.com
Please submit an email inquiry and you will be connected with a team member

Links: http://.kcconvention.com/vendor/harvest-productions
Harvest Productions Website: www.hmxlive.com
Order Forms: https://harvestforms.anvil.app/
Video Examples: https://express.adobe.com/page/Dqi9cOSZFijCK/
Building Branding and Signage Examples: https://express.adobe.com/page/wIrCHLUlu8rox/

Business Center Contact information: https://kcconvention.com/vendor/business-center/
bartle@harvestkc.com
816-513-5651
Location 2200 Lobby (13th and Central)

2) DESTINATION MANAGEMENT/EVENT PLANNING/TRANSPORTATION: Agenda: USA is an accredited destination management company specializing in services ranging from event planning, production, chauffeured fleet and convention services. For more information, visit AgendaUSA.com.

DESTINATION MANAGEMENT (DIAMOND EVENT MANAGEMENT)
Greg Scott, Chief Executive Officer
Email: greg@demkc.com
Phone: 816-491-6489
Website: www.demkc.com

AGENDA: USA
Jill Campbell, Manager, Event Services
Email: jcampbell@agendausa.com
Phone: 913-268-4466
Website: www.agendausa.com

Lauren Harlan, CMP, Manager, Event Transportation
Email: lharlan@agendausa.com
Phone: 913-268-4466
Website: www.agendausa.com

D'Wayne Leatherland, DMPC, CMP
Email: dleatherland@agendausa.com
Phone: 913-268-4466
Website: www.agendausa.com

3) EMERGENCY MEDICAL TECHNICIAN: A certified emergency medical technician must be secured for all events:
   - 1,000 people or more
   - Youth/sporting events
   - Other events deemed as necessary by Executive Director or designee

KC MEDICAL
Shawn Simms, Manager
Email: Shawns@kcmedical.net
Phone: 913-962-6200
Mobile: 913-915-9912
Website: kcmedical.net

## Union Regulations

The Kansas City Convention Facility has no contracts with any unions and has never experienced a strike. The general practice is for stagehands to do construction and dismantling of exhibits not done by exhibitors themselves. Freight not requiring forklift, cart or dolly delivery may be brought in by exhibitors, i.e. hand-carried items. The normal conditions are for freight handlers to unload trucks and deliver freight to the booths, however the Licensee can maintain an open dock if desired. Union stagehands are required with use of the Music Hall.

### Local IATSE 31

Jacob Hobbs, Business Agent Local 31
Email: ialocal31@ialocal31.org
Phone: 816-842-5167

## REQUIREMENTS FOR FACILITY INSURANCE

The City of Kansas City, Missouri requires a General Liability Insurance policy with Bodily Injury and Property Damage requirements for all events held at the Convention Facilities.

Please note that the Certificate must list the City of Kansas City, Missouri and Ticketmaster, if required for ticket sales, as additional insured. The Certificate must bear the original signature of an agent authorized to sign for the insuring company, and mail the certificate to the Kansas City Convention and Entertainment Facilities. Please show in the "Description of Operations", the specific dates of the show (including move-in, open, and move-out), unless this is a Blanket Certificate, as well as the facilities being leased. The name on the insurance certificate must be exactly the same as the name on the contract (Facilities Use Lease).

The limits required by the City of Kansas City are $2,000,000.00 combined single limit for Bodily Injury and Property Damage per person and per occurrence. Please note that the "Insuring Company" must have a rating of at least B+ 5 in the "Best's Key Rating Guide" and must be licensed to do business in the State of Missouri. In addition, the Certificate must be in our possession and the policy carrier approved no later than thirty (30) days prior to the commencement of the License.

The City also requires a mandatory minimum ten (10) days' notice in the event of Certificate cancellation, and the Cancellation section of a standard ACORD form must be changed to read as follows:

> "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 10 days written notice to the Certificate holder named below."

If pyrotechnic displays are to be used, the Certificate should show coverage being afforded for any and all displays of fireworks and/or pyrotechnical displays, which are presented by or for the named insured. Please refer to the "Code of General Ordinances of the City of Kansas City, Missouri".

If catering is involved in the services provided, "Products and Completed Operation Hazards" coverage must be included.

If you have any questions concerning these points or anything we might help you with, do not hesitate to contact your assigned Event Manager or this office at 816-513-5000.

**As required by written contract, the City of Kansas City, Missouri is an additional insured to the above referenced coverages and Workers' Compensation coverage as allowed by the Revised State of Missouri Statutes**

## Additional Equipment Rates (To be billed on post-event billing)

| Tables | Rate |
|---|---|
| 8’ x 30’ Plastic Tables | $15.00 per table |
| 6’ x 18’ Plastic Tables | $15.00 per table |
| 72” Plastic Round Tables | $15.00 per table |
| Table Linen | $15.00 per table |
| **Chairs** | **Rate** |
| Chairs | $5.00 per chair |
| **Podium** | **Rate** |
| Standing Podium | $25.00 |
| **Risers** | **Rate** |
| Telescope Seating Risers (including chairs) – 8 available (120 chairs per riser) | $1,500 per riser |
| **Staging Specs.** | **Rate** |
| Staging Multi. Height: 48” \| 60” \| 72” \| (4’ x 8’ sections) | $50.00 |
| Staging Multi. Height: 48” \| 60” \| 72” \| (8’ x 8’ sections) | $50.00 |
| Staging Multi. Height: 24” \| 30” (6’ x 8’ sections) | $50.00 |
| Staging Multi. Height: 30” \| 36” (6’ x 8’ sections) | $50.00 |
| Staging Multi. Height: 8” \| 16” (4’ x 8’ sections) | $50.00 |
| **Sections** | **Rate** |
| Dance floor (4’ x 4’ sections) | $30.00 |
| **Locks/Keys** | **Rate** |
| Lock change (includes 2 keys or combo code) | $20.00 per room |
| Additional Keys | $5.00 per key |
| **Additional Fees** | **Rate** |
| Excessive Cleaning Fee | $50.00 per hour |
| Equipment used on the South Plaza have a minimum $250 delivery fee | $250.00 min. Equipment Delivery Fee |

Equipment charges are based on inventory available at the time of rental. Equipment rates are subject to change. Rates advertised at the time of actual rental will prevail. Provider of services, at time of rental will prevail.

## EVENT REQUIREMENTS

1) Event specifications are due to the assigned Event Manger a minimum of 21 days prior to contracted date. Based on event specifications provided, the Event Manager will provide an event manifest and client will be responsible for reviewing and approving within 72 hours. Additional changes after the event manifest is approved may result in additional fees.

## SIGNAGE, DECORATIONS AND BRANDING

1) Decorations, signs, posters, etc., may not be taped, nailed, tacked, or otherwise fastened to ceilings, painted surfaces, columns, glass doors, marble, fabric, walls, or City owned podiums unless approved by facility management.

2) Signs used in the building, must be produced by a professional sign company or computer-generated. Hand-made signs or signs written in long-hand will not be allowed in the building.

3) Approved tape 3M 9589 (double side adhesive), 3M 471 (single side adhesive), liquid chalk and Gaffers tapes are the only approved products for booth markings and carpet applications within the facility. Applied tapes and other adhesives with residue must be removed from all surfaces prior to move-out.

4) Paint, shoe polish and unapproved tapes are not allowed to be used in the facility.

5) No drilling of the structure is allowed. Any means of attachment must be non-destructive to the structure.

6) Helium balloons are not allowed inside the facility. The Executive Director or designee may approve helium balloons if they are an integral part of the display.

7) Glitter and adhesive-backed decals are not permitted in the facility or on the premises.

8) The Convention and Entertainment Facilities' permanent graphics, signs, or displays may not be visibly blocked or relocated. Temporary signs cannot be repositioned without prior approval from the Executive Director or designee.

9) Any use of confetti must be approved and will result in excessive cleaning fees.

10) All labor requirements for move-in/out, setup of display areas, etc. shall be the responsibility of show management and/or exhibitors and their service providers. Must be performed during contracted dates.

## FACILITY USE

1) Clear access is to be maintained to exhibit hall concession stands and restrooms at all times.

2) Movement of operable walls (air walls) is to be accomplished by Convention and Entertainment Facility personnel only.

3) Only Convention and Entertainment Facility staff and Fire Department personnel will be allowed on the roof for any reason. Nothing is to be placed on the roof.

4) All doors to mechanical rooms, operation rooms, and offices need to be kept clear and free of draping or storage by exhibitors and service providers.

5) Utility panels, switch gear, hose cabinets, standpipes, and fire floor ports must remain accessible at all times.

6) No temporary or permanent cables or wires will be installed in public or non-public areas without prior permission from the Executive Director or designee. Approved cables or wires must be plenum rated and installed by exclusive utility provider and removed upon client contract expiration by exclusive utility provider.

7) Electrical/mechanical rooms are restricted access areas with only authorized personnel allowed.

8) There are no surface mounted drains in the Exhibit Halls, therefore, floor ports will not be used for the dumping of any substances.

9) Center posts cannot be removed from doorways without the prior approval of the Executive Director or designee. If drainage is required, refer to exclusive utilities contractor.

10) Escalators and passenger elevators are for use by the general public, and may not be blocked or used to transport equipment, catering food or freight.

11) Escalators and passenger elevators will be turned on during open days. Freight elevators and docks will be available for move-in and move-out.

12) Some Municipal Arena and Music Hall theater seats may be removed to accommodate special stage/production setups. There is a fee to remove and reinstall seats. Seats are to be removed and installed by Convention Facility staff only.

13) Floor load limit for Exhibit Hall B is two hundred (200) pounds per square foot. Floor load limit for Exhibit Halls A, C, D, and E is three hundred (300) pounds per square foot. Floor load limits for all other areas is one hundred fifty (150) pounds per square foot.

14) Motorized equipment with tracks or metal wheels is not permitted to be mobile within the facility. Accessibility scooters with rubber tires approved.

15) Utilities to exhibits are subject to be turned off during non-show hours. 24 hour utilities are available upon request, and are subject to additional charges.

16) Smoking of cigarettes, cigars, pipes, e-cigarettes or other similar products is not allowed inside all City facilities pursuant to City ordinance.

17) On the escalators, horseplay, jumping, strollers and misuse is prohibited.

18) Licensee is required to remove snow, ice, water, mud, sand and any miscellaneous debris from all equipment, vehicles and trailers prior to move in. The Convention and Entertainment Facilities is not responsible for snow, ice, water, mud, sand and debris removal and/or cleanup inside or outside the facility caused by Licensee during move in. Excessive cleaning and damage fees may apply.

## BUILDING INSPECTION

1) Damage to the Facilities' property or equipment shall be the responsibility of the Licensee and/or the person or organization causing such damage. After the show, the Licensee will be billed for any damage to the property. Show management and service providers are encouraged to inspect leased areas prior to move-in and following move-out. Damages should be reported immediately to the Convention and Entertainment Facilities.

## EXHIBITS - HOUSEKEEPING DURING MOVE-IN, EVENT AND MOVE-OUT

1) The Convention and Entertainment Facilities cleaning personnel will clean pre-function areas, restrooms, non-carpeted aisles, and common areas. The Convention and Entertainment Facilities provide the show a clean hall upon move-in, and the hall shall be returned back to the Convention Facility after move-out in clean condition.

2) During show times, the Convention and Entertainment Facilities will provide monitoring of the aisles, trash removal in public areas, restroom cleaning and stocking, and dock and cleaning. Convention Center does not provide trash removal or cleaning services within exhibit booths.

3) The Convention and Entertainment Facilities will perform a daily post-show cleaning of the restrooms and non-carpeted perimeter areas of the exhibit hall. The decorator will clean and vacuum aisle carpet, booth carpet, and remove trash from booths, as hired.

4) During move-out, the decorator must remove any and all debris or trash left as a result of removal of decorations, banners, and signage. This also includes all cabling, eyebolts, tape residue from Exhibit Hall floor and any other temporary apparatus

installed for a specific show or event. Excessive cleaning and damage fees may apply.

5) All plantings, water features, etc. must have waterproof plastic materials underneath the exhibit.

6) Displays with temporary concrete ramps leading into exhibits must have plastic between the exhibit hall concrete floor and the temporary ramp.

7) Recycling of aluminum, plastic, cardboard and paper is encouraged by all vendors, exhibitors and clients.

## PUBLIC AREAS

1) The lobbies, permanent food facilities, and all parking lots are considered public areas and, generally, not under Licensee control. As such, the following guidelines apply:

    a. All activities utilizing public areas, such as registration, special exhibits or displays, etc., require the advance approval of the Facility Management.

    b. Activities must take into consideration the requirements of other tenants utilizing the facility.

    c. Service desks and related "behind the scenes" work stations in the public areas require the prior approval of the Facility Management.

2) Convention Center lobby furniture is available to be removed to back of house storage locations upon request and is exclusively moved and/or stored by Convention Center staff only. Furniture is not available to be moved to other front of house locations. A $25 fee will be applied to each piece of furniture moved. The fee for moving furniture will be applied to the final bill.

## BALLROOMS AND MEETING ROOMS

1) For room refreshes during the day and overnight, the Convention and Entertainment Staff will not remove papers or meeting materials unless directed to do so. KCCCEF staff is only responsible for trash and straightening of the room.

2) Exhibits with 10x10 booths and limited utility needs may be allowed in meeting rooms. Larger exhibits are generally not allowed in ballrooms or meeting rooms. Exceptions will require prior approval of the Executive Director or designee, and may be subject to additional fees.

3) The floors in carpeted areas must be covered with Masonite or similar material whenever heavier wheeled vehicles, dollies, etc. need to be used.

4) Equipment that is used in the ballrooms or meeting rooms must either have non-marking (white rubber) wheels, or wheels must be wrapped in plastic.

5) Forklifts are not allowed on carpeted areas under any circumstances.

6) Floor load limits for the ballrooms and meeting rooms are one hundred fifty (150) pounds per square foot. No exceptions.

## WINDOWS AND DOORS

1) Nothing unapproved on glass, walls, or doors at any location in the facility.

2) The Convention and Entertainment Facilities staff can remove doors in some areas of the building upon request, fees may apply.

## TERRAZZO FLOOR AND CARPET

1) Damage other than normal wear and tear could result in damage fee.

2) No pallet jacks, pallets, heavier wheeled vehicles, dollies, etc. are allowed on the terrazzo or carpeted floor without the floor

first being covered in Masonite or similar material.

3) No metal-wheeled carts of any sort are allowed. All wheeled carts must have either pneumatic/semi-pneumatic wheels or rubber/neoprene-covered wheels.

4) Motorized carts may not be used in carpeted areas. Bulky items or high trash events that require additional dumpster pulls must be arranged in advance and will be charged to the client. Excluding accessibility scooters with rubber tires.

5) Boom and scissor lifts will be allowed upon approval of the Facility Management. Tires must be wrapped. No lifts may remain parked on the floor. If outriggers are needed, they must be positioned on a 12" X 12" piece of plywood a minimum of ¾" thick.

6) To protect the carpet, it is required to put down Masonite, visqueen, plywood, or extra carpet on the floor for crate movement or wood pallet placement.

7) Nothing shall be cut with a knife blade in direct contact with the floor.

8) Approved tape 3M 9589 (double side adhesive), 3M 471 (single side adhesive) and Gaffers tapes are the only approved products for booth markings and carpet applications within the facility. Applied tapes and any residue must be removed from all surfaces prior to move-out.

9) In order to protect floors from oil, gas, or battery acid leaks, visqueen must be used underneath motorized equipment on display, both while the equipment is on display, and to line the path for the equipment to be moved in and out.

LOADING DOCKS AND PARKING AREAS

1) Dock usage is under the direction of the Licensee when contracted to adjacent space. Use of docks for loading and unloading to facility locations without a joined dock location will be under the approval of the Facility Management. Parking of unauthorized vehicles will be ticketed and subject to towing at the owner's expense

2) Per City Ordinance, smoking is not allowed within 20 feet of any entrance to the facility. All smoking areas must be located on the apron away from the loading and dumpster areas.

3) Control of the dock is the responsibility of the Licensee.

4) Trash containers/dumpsters and compactor will remain accessible from dock and apron locations.

5) No parking is allowed in fire lanes, service streets, vacant exhibit halls, loading dock areas, in front of dumpsters, or any other location posted "No Parking." Unauthorized vehicles will be removed or towed at the owner's expense. There will also be no parking that impedes the use of the dock or the access to it.

6) When two or more events require loading dock access, service providers, under the direction of the Facility Manager, will generally work out mutually agreeable dock utilization schedules. The decision of the Facility Management will prevail in cases of conflicts.

7) No loading, unloading, or parking is allowed on plazas, sidewalks, or public entrances without prior approval of the Facility Management.

8) Trailers cannot be unhooked from vehicles while inside the building without prior approval from Facility Management.

9) No parking is allowed on 13th Street between Broadway Street and Central Street during event days. Temporary parking in this area for loading and unloading is permitted on the street during the move-in and move-out days of the event. Parking on the sidewalks is not permitted.

10) Blocking of truck door eye sensors and parking of metal items on truck door loops is not permitted. All doors must remain closed when not in immediate use. If Licensee blocks the eye on the truck doors, then the Licensee will responsible for and damages when the eye is blocked.

11) Street parking and lane closures are subject to City's permitting process. Licensee is responsible for all charges associated

with the closures.

12) When the 16th Street Lot is contracted by client, the Kansas City Convention Center will provide access and domain to the lot beginning at 6:30AM on contracted day. The client is responsible for securing and monitoring the lot to the extent that is desired by the client, beginning at 6:30AM on contracted day through the end of the contracted time frame. The Kansas City Convention Center will provide bike rack, as available, upon request to assist in securing the lot.

13) North Dock entry access to Broadway Boulevard during the below listed times will require the hiring of a Kansas City Police Officer to direct traffic at the expense of the Licensee.
    - Daily 6:00 a.m. – 9:00 a.m.
    - Daily 4:00 p.m. – 6:00 p.m.

SHIPPING AND RECEIVING

- Any shipment over 50lbs per individual package or 100lbs total for collection of packages is considered freight and must ship directly to the show decorator either on-site during lease dates or off-site prior to lease dates. Please consult with your contracted decorator for shipment arrangement.
- All FedEX, UPS, DHL, or Amazon under 50lbs per package or 100lbs total for collection of packages is considered non-freight and may be shipped directly to and from the Business Center at the Kansas City Convention Center.
- Non-freight packages shipped directly to the Business Center should be sent with appropriate labeling as follows:

  Convention Name
  Vendor Name
  ATTN: Business Center
  301 W 13th St
  Kansas City, MO 64105
  Phone number of onsite contact

- All non-freight packages shipped to and/or from the Business Center will be assessed a $30 handling and storage fee for both receiving and shipping. Any freight packages shipped to the Business Center will be assessed a $150 excessive weight fee. Non-freight packages cannot be shipped out from the business center, and must go through the contracted decorator.
- All packages shipped to or from the Business Center must be picked up from and delivered to the Business Center by the shipper.
- The Business Center is open Monday – Friday, 8:00AM – 5:00PM. For extended hours regarding shipping please contact the Business Center at bartle@harvestkc.com. Additional hourly rates may apply.
- Events without a show decorator please contact the Business Center at bartle@harvestkc.com for shipping rates and guidelines.
- Pricing and shipping regulations are subject to change.

HVAC

1) On open event days, the temperature will be maintained at 72 degrees Fahrenheit for a 12-hour period. If longer hours are required, there will be an additional charge.

2) On closed event days, the temperature will be maintained between 60 degrees Fahrenheit and 80 degrees Fahrenheit, depending on outside ambient temperature conditions.

3) No air conditioning or heating will be provided during show move-in/out except in cases where the client has agreed to pay for the additional expense.

4) Open exterior doors may adversely affect the temperatures in the space. When exterior doors are continuously open, interior space temperatures will not be maintained.

## ELECTRICAL

1) Cables are not to be run through the grillwork covering the return/supply air vents in the facility or through the HVAC ductwork.

2) The Convention and Entertainment Facilities has an exclusive provider for electrical services, including portable generators, within the facility. This includes all exhibit halls, meeting rooms, temporary structures, parking lots, and outside grounds.

3) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, fuel use, etc.

4) Electricians are authorized to cut temporary carpet to permit installation of service unless otherwise directed.

5) All approved electrical cords must be at least 17-gauge and 3-wire grounded type. Two-wire ungrounded cords (zip cords or rip cords) are UNACCEPTABLE. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

6) The Convention and Entertainment Facilities is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerance for voltage, then you must bring your own regulating device.

7) All equipment, regardless of power source, must comply with federal, state, and local codes. The Convention and Entertainment Facilities reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The exclusive electrical service provider is obligated to refuse connections when wiring is not in accordance with City Electrical Ordinance.

8) All material and equipment furnished by the Convention and Entertainment Facilities shall remain the property of the City and shall be removed only by Convention and Entertainment Facility personnel at the close of the show.

9) Wall and outlets located on columns are available for use at no charge, excluding the LEX. If adapters are needed, they must be ordered with the utilities provider.

10) All wiring and/or cabling, i.e. coax, data, or fiber optic cables, (with the exception of internal booth wiring) must be installed by Convention and Entertainment Facilities' electricians or exclusive provider.

11) All electrical wire used in the facility must be plenum (fire) rated.

## FREIGHT

1) Escalators and passenger elevators are for use by the general public, and may not be blocked or used to transport equipment or freight.

2) Freight elevators are to be used for all freight and equipment movement.

3) Vehicles (car, truck, van, SUV, etc.) are prohibited on freight elevators.

4) All crates stored on the covered dock must maintain a twenty-four (24)-inch clearance from the ceiling and fire sprinkler heads. Crates must be stored in such a way as to maintain a clear drive aisle for emergency vehicles.

5) Limited crate storage is allowed in the exhibit halls if there is at least ten (10) feet of space between the trade show floor and all outer walls. There should also be appropriate cross aisles to allow access to fire exits. No freight is to be set on the fire floor ports.

6) The Convention and Entertainment Facilities does not accept freight shipments for exhibitors or Licensee. Freight must be consigned to the official show service providers or Licensee during the lease period.

7) Non-Freight/Shipping/ Receiving: All FEDEX/UPS/DHL shipments must go to the Business Center with appropriate labeling to their event.

EX: Sonic National Convention
c/o Bob Jones
301 W 13th St.
Kansas City, MO 64105

## HAZARDOUS WORK AREAS

1) Exhibit halls during move-in/out, loading dock areas and "back of house" service areas are considered "Hazardous Work Areas." Any and all unsafe conditions or activities are to be corrected promptly. Safety is of primary concern in designated hazardous work areas. As such, the following guidelines will be strictly enforced:

    a) Absolutely no drinking of alcoholic beverages.
    b) No horseplay, practical jokes, etc.
    c) Use or possession of illegal or controlled substances of any kind is prohibited.
    d) No speeding or reckless use of vehicles or equipment will be permitted.
    e) No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, in hazardous work areas. Propane storage will be allowed outside the building if stored on approved racks.
    f) Exit doors may not be blocked with freight, equipment, display material, etc.

## SECURITY

1) Licensee is responsible for security and safety of attendees and exhibitors in all licensed spaces including exhibit halls, lobbies and docks.

2) Licensee is required to schedule security/crowd control for events through the facility's security service providers for:

    a) All ticketed and non-ticketed events with expected attendance of 500 or more.
    b) All events where alcohol is being served.
    c) Minor/Youth based programs
    d) Executive Director or designee can also deem security is required for events that do not meet these requirements.

3) Unless approved by the Facility management, Licensee will be required to provide security in loading dock areas, at emergency exits, registration areas, and any other area being used by Licensee from the time of initial occupancy until completion of move-out. Security will be at the expense of the Licensee.

4) 2200 Lobby and Loews Hotel skybridge will be open Monday - Friday, 8am – 5pm. Pedestrian door access beyond those locations and outside of that time frame will require event security by the Licensee.

5) Exterior exhibit hall exit doors and loading dock exit doors are not to be propped open. Automatic closing devices are not to be removed or tampered with.

6) All service providers and show-related working personnel, temporary labor, etc., will enter and exit the building through the designated entrances and are to have the proper identification badge.

7) Weapons Policy: There will be no dangerous weapons sold, on display or carried within the facility. A dangerous weapon is defined as any weapon that is readily capable of lethal use.

8) All bags entering the facility will be subject to search during ticketed events.

9) It is recommended that the client secure a security lock change/code from the Convention Center and/or hire overnight security for any valuables or equipment. The Convention Center will not be responsible for the loss of any valuables and/or equipment for space occupied by client.

## SOUND AND LIGHTING AND RIGGING GUIDELINES

1) The licensee will have the option of utilizing the service provider of their choice for sound and lighting services.

2) The facility's exclusive provider must perform all patching services.

3) In the Municipal Arena, video monitors must be run and operated by the exclusive provider.

4) The licensee will have the option of utilizing the service provider of their choice for sound, lighting, and video services. Vendors providing ground supported setups with crank up towers, lighting towers, drape over 10' tall, or other structures over 10' tall are subject to a mandatory safety inspection by Harvest Productions.

- RIGGING POLICY:

Harvest Productions is the facilities exclusive provider for rigging services for any items that exceed 150 lbs. per point. Exhibit, Production, and Decorating Companies may provide their own truss and A/V equipment to be rigged by Harvest Productions, with Harvest Productions chain motors. All equipment from the motor down is subject to safety inspection and approval by Harvest Productions. Equipment deemed unsafe shall not be rigged until the safety issue is corrected and re-inspected by Harvest Productions. Ground supported items over 10' tall are subject to a safety inspection. Licensee shall comply with the facilities' and Harvest Productions rigging guidelines.

Harvest Productions
Austin Wilt, Client Relations and Convention Services Specialist
Greg Turcotte, Director of Client Relations
Email: HMXLivesales@harvestkc.com

Please submit an email inquiry and you will be connected with a team member

- Rigging Portal: https://www.hmxlive.com/rigging
- Rigging of items weighing less than 150 lbs. per point may be scheduled through the Production Company or Decorator, and performed by IATSE Local 31 Stagehand Union Riggers.

- RIGGING GUIDELINES:

In an effort to effectively ensure life safety and maintain the aesthetic and structural integrity of the facilities ceiling, the following guidelines regarding rigging apply. Policy, rules, and regulations set forth in this document are meant as a guideline for the Kansas City Convention and Entertainment Center and may not be all inclusive. Additional policies, rules, and regulations may apply.

1) The facility's exclusive provider must perform the following rigging services contained herein:
   a. Harvest Productions must provide all rigging labor services, including IATSE Local 31.
   b. Harvest Productions must provide ground support truss over 10' tall, including fully ground supported roof systems, truss towers, and arches.
   c. Harvest Productions must provide all flown trussing, including trussing suspended from chain motors or crank up lifts.
   d. Harvest Productions must provide all chain motors, hardware, and accessories (truss up).
   e. Structures over 10' tall will require a mandatory safety inspection.
   f. Aerial performances must sign a waiver along with safety inspection.
   g. Room Layouts can be downloaded from our portal at https://www.hmxlive.com/rigging
      i. All room diagrams, including flown rigging or ground support structures must be uploaded to the Rigging Portal at least 30 days before the scheduled load in date for approval.
   h. Payment for rigging services is due in full three days prior to load in.
   i. No fee for safety inspections.
   j. Additional policies, rules, and regulations may apply.

2) Approved general service contractors, decorators, or production/AV vendors may provide the following rigging services:
   a. Rigging of items weighing less than 150lbs per point (non-chain motor).
      i. Aisle signs, banners, spandex frame signs, etc…
      ii. Any item attached to the facility must be performed by IATSE Local 31.

b. Ground support trussing up to 10' tall.
    i. Displays, Lighting, LED Wall Support, etc…
c. Crank up towers and other non-truss structures pending safety inspection.
d. Ground support aerial apparatuses require a waiver and safety inspection.
e. Room Layouts can be downloaded from our portal at https://www.hmxlive.com/rigging
    i. All room diagrams, including flown rigging or ground support structures must be uploaded to the Rigging Portal at least 30 days before the scheduled load in date for approval.
f. Any structure is subject to safety inspection.
g. No fee for safety inspections.
h. Additional policies, rules, and regulations may apply.

3) CAD Drawing Requirements: Drawing must be submitted as a Vectorworks or DWG file. PDF files will only be accepted on a case-by-case basis. Drawing must include all equipment and scenic elements with accompanying weight calculations.
4) Failure to adhere to the stated guidelines:
    a. Delays caused to load in or show until the situation is resolved.
    b. Additional fees may apply.
    c. Onsite rush fees will be charged at 150% of the standard service fee for requests made with less than 24 hours' notice.
    d. If a structure is built that does not adhere to the above guidelines, a service fee will be charged to address all infractions.

AUDIO-VISUAL (AV) GUIDELINES

1) The facility's exclusive provider must perform the following audio-visual services:
    a. Operation of venue owned equipment, including house sound patches and arena systems.
        i. House patches beyond four rooms are encouraged to have a single technician onsite during hours of use.
        ii. The arena systems are required to have an operator onsite during load in, show, and load out.
        iii. Fees related to venue system operation are due in full three days prior to load in.
    b. Additional policies, rules, and regulations may apply.

2) The licensee may utilize the service provider of their choice for audio-visual services.
    a. All room diagrams that include flown rigging or ground support structures must be uploaded to the Rigging Portal at least 30 days before the scheduled load in date for approval. https://www.hmxlive.com/rigging
        i. Vendors providing ground supported setups with structures over 10' tall are subject to a mandatory safety inspection by Harvest Productions at no additional cost.
            1. Some examples include pipe and drape, fast fold screens, and displays.
    b. Additional policies, rules, and regulations may apply.

3) Wired and Paging Microphones
    a. A wired microphone may be included in most rooms within your venue contract.
    b. Wireless paging microphones are provided in the Exhibit Hall and Little Theatre and may be included within your venue contract.
    c. A $350 replacement fee will be issued to the licensee for any damaged or lost microphones.

LED Posters

To order, please follow this link: https://harvestforms.anvil.app/
For questions, contact brose@hmxlive.com.

SPECIFICATIONS

- Panel Size: 1.5 feet W x 6 feet T
- Resolution: 256 x 768 pixels
- Display Type: Single graphic per panel
- File type: PowerPoint or Keynote preferred.

PRICING

- $850 per panel

ADDITIONAL COSTS

- Power Charges: Please note that additional power charges may apply if your display is located on the Exhibit Hall floor. These charges are not included in the base rate.

For additional things aside of this, please contact HMXLiveSales@harvestkc.com.

ADDITIONAL RULES AND REGULATIONS

To ensure life safety and preserve the facility's aesthetic and structural integrity, this document further outlines policies and regulations for the Kansas City Convention and Entertainment Facilities but may not be all inclusive; additional rules may also apply.

1) Rigging may only be performed by a certified IATSE union rigger.
2) All OSHA and ANSI regulations and guidelines apply.
3) The number of riggers required will be decided by Harvest Productions based on scope needed and production schedule of the event.
4) Harvest Productions will provide all flown truss, chain hoists, hardware, and rigging labor (truss up).
5) Harvest Productions will provide all ground support truss structures over 10' tall.
6) Any structure over 10' will require a mandatory safety inspection including but not limited to; truss towers, pipe and base support, scaffolding, and crank up towers.
7) Ground support structures can be no more than 15' tall unless approved by Harvest Productions.
8) Soft goods, such as drape, must be flown or have steel "safety" cables if taller than 20'
    a. Soft goods above 10' are subject to the safety inspection.
9) All designs must include a rigging plot with load factors, equipment counts, equipment positions, and cable picks to be approved by Harvest Productions.
    a. Must be submitted electronically no later than 30 days prior to scheduled move-in.
10) All special and unusual weights, motors, truss, rigging apparatus, or items not normally hung must obtain written permission from Harvest Productions. Exceedingly large rigs that support abnormal loads, live loads, or non-uniform distribution of weight or hardware, may require plans to be approved and stamped by a licensed engineer selected by facility management.
    a. Specialty trussing outside of Harvest Productions equipment listed below can be provided by the Licensee with approval from Harvest Productions.
11) Structures must be engineered and rated by the manufacturer for use in the desired manner.
12) Displays can be reviewed by the Convention Center approved general services contractor.
13) All beams and ceiling joists must be protected with carpet or adequate material wherever wires and cables make contact, unless they are rubber or plastic coated.
14) Wires and cables must not contact any ceiling structures, including, but not limited to; ducts, pipes, speakers, and lighting fixtures.
15) No rigging will be allowed from Air Wall Tracks.

16) No additional holes will be made in the existing building structure, including walls, floors, ceiling materials, and plaster.
17) Exceptions will only apply with written permission from Harvest Productions.

- Rigging Labor Rates (Rates are per hour):

  Equipment options (rates available upon request)

  45’ Boom
  60’ Boom
  Scissor Lift
  Forklifts
  Chain Motors (Please inquire for more details)

  12" Trussing:
  12"x12"x10'

  12"x12"x8'
  12"x12"x5'
  12"x12"x2'
  20' Circle Truss
  Corner Blocks
  24" or 30" Base Plates

  20’ Circle Trussing

  20.5" Trussing:
  20.5"x20.5"x10'
  20.5"x20.5"x5'
  Corner Blocks
  24" or 30" Base Plates

  PRT Trussing & Roof System (Please inquire for more details)

## FOOD AND BEVERAGE GUIDELINES

1) All alcohol beverages, concessions, booth sales and novelty sales must be arranged through the in-house caterer/concessionaire who is the exclusive provider of these services. Caterers of plated meal functions, having wine served with dinner, will be able to pour the wine tableside, however the wine must be procured from the in-house

   caterer and alcoholic beverage license holder, by the customer.

2) Due to liquor licensing laws (Missouri Statute 311.200 and City Charter Section 10-335), no alcohol is permitted beyond the premises specified in the liquor license.

3) Sample-size food, of one (2) ounce or less, and/or beverage products consisting of three (3) ounces or less may be distributed by exposition sponsoring organizations and/or their exhibitors upon authorization of the Show Manager and the Facility Management. Samples of alcoholic beverages require special arrangement through the Facility Management.

4) Backstage catering is for hired talent, stagehands, and to allow for rider requirements. Backstage catering is not subject to our exclusive catering contract.

5) All food shows and exhibits require health permits and Licensee is responsible for securing the permits through the Health Department.

## MISCELLANEOUS

1) Animals in the facility, for reasons other than assisting disabled persons, must have prior approval from the Facility Management, and must be permitted through Animal Control.

2) Use of drones requires prior approval from Facility Management.

3) The Convention Center has a no-idling policy in the interior front and back of the house and in the dock areas.

4) Events or circumstances not covered in these building and operating guidelines may be subject to special consideration and stipulations as deemed appropriate by the Executive Director or designee.

## BASIC FIRE CODE REGULATIONS

1) Exhibit hall floor plans must be submitted to the Facility Management prior to the scheduled opening for Fire Marshal approval.

2) All exhibit floor or registration plans are to include the following information:
    a. Perimeter aisles of ten (10) feet must be included on all four (4) sides of the floor plan.
    b. Official name of the show, sponsoring organizations, dates, and names of service providers must be provided.
    c. All plans are to be drawn to scale.
    d. Primary entrance doors and emergency exits must be readily determined.
    e. Service desk locations should be indicated.
    f. Service provider storage areas or "bone yards" must be clearly marked if located on the floor.
    g. Specify if aisles are to be carpeted.
    h. Distinction between pipe and drape or hard walls is to be clearly indicated.
    i. Temporary exhibit floor food service areas are to be clearly indicated.
    j. Fire floor ports are to be clearly identified.
    k. Users of the Facility should be aware when planning activities in Halls D and E that there can be a perception of movement, created by rhythmic activity such as dancing, marching, certain machines, etc. Please consult the Facility Manager for specific details.
    l. Hard copies of plans are available through the Convention Center Sales or Event Services Departments.
    m. Plans may also be downloaded, in AutoCAD or AutoCAD format. Consult the Facility Manager to receive a link.

3) Submit plans to the Convention Center Manager before erecting a structure as a display inside an exhibit building, unless the decorative and construction materials are non-combustible or flameproof.

4) Heavy equipment operators must be licensed and at least 18 years of age.

5) Forklifts are not allowed to be in motion when general public is present in area.

6) Forklifts emitting smoke or visible exhaust are subject to testing and may be prohibited from use. Exhaust fans will be used for removal of exhaust or smoke at the discretion of Facility Manager.

7) All exit doors serving any occupied areas of the building must remain unlocked, unobstructed, and in proper operating condition. Exit signs must function properly and be visible from all areas.

8) All exits, hallways, and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.

9) Equipment is not allowed on the show floor level of Lobby 2400.

10) All curtains, table skirts, drapes, and decorations must be either be constructed of flameproof material, treated with an approved flame proofing material, or treated with an approved flame proofing solution. Treatment shall be renewed as often as necessary to maintain the flame proofing effect. All such material is subject to inspection and flame testing by the Fire Marshal. No combustible materials, merchandise, or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame proofed.

11) All sawdust and shavings shall be stored and maintained in a manner approved by the Fire Marshall.

12) All evergreen used for decorating must be flame retardant, live, and growing (no cut trees) and balled in burlap. No pine boughs or cuttings are allowed.

13) Automobiles, trucks, boats, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than five (5) gallons of fuel, or one-fourth (1/4) of a tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Any vehicles requiring battery power for demonstration must use an auxiliary power source.

14) Recreational and two-wheeled scooters, bicycles, skateboards, Segways – both motorized and non-motorized – are not permitted for use inside of the facility. Mobility scooters are permitted.

15) The storage of combustible shipping containers must be confined to areas approved by the Fire Marshall.

16) The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show must have prior approval from the Fire Marshal.

17) Combustible waste is to be collected as it accumulates, and stored in noncombustible covered containers which are to be emptied at least once each day.

18) The use of liquefied petroleum gases inside buildings, tents, or any other areas is restricted, except by special permit, and is subject to field inspection. Plans to use liquefied petroleum gases must be submitted for approval.

19) Approved fire extinguishing equipment must be provided and maintained in all areas as designated by the Fire Marshal.

20) All booths having cooking demonstrations that use liquid propane gas equipment must have a 2A-10BC fire extinguisher.

21) All standpipes and hose cabinets shall be kept clear and unobstructed at all times.

22) The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.

23) The demonstration or use of equipment using liquid fuel in the building is restricted, and is subject to plan review and permit. Cylinders of compressed gases are prohibited, unless approved by the Fire Marshal, and shall be secured in an upright position.

24) Propane tanks may not exceed five (5) pounds LPG capacity and require Fire Marshal approval. All tanks must be turned off and disconnected at the end of every day. Show management must provide appropriate fire extinguishers and have them readily available at all times LPG is in the building.

25) There shall not be obstruction, such as vehicles parked in doorways or barricades across sidewalks, blocking exit doors from the outside of any building.

26) No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.

27) No vehicles shall be parked in fire lanes outside of buildings.

28) No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshall.

29) The use of fireworks, sparklers and fire lanterns will need to be approved by Facility Management and Fire Marshall.

30) Artificial lighting, such as lanterns and candles, requires prior approval of the Facility Management.

31) The use of sterno-gel is prohibited.

32) The use of all gas-fired heating units, either portable or stationary, shall be in accordance with the City Code. The use of the “Salamander” stove is strictly prohibited.

33) Firefighting and emergency equipment, including fire extinguishers, fire hose cabinets, floor fire ports, fire alarm pull stations, and standpipes, may not be hidden or obstructed. If fire floor ports are in a carpeted area, the carpet must be marked and cut to allow for access.

34) Combustible waste, such as broken crates, empty boxes, packing material, etc., may not be stored in exhibit halls, meeting rooms, or exit areas.

35) Under no circumstances will storage crates or equipment storage be permitted to obstruct emergency exits from any area of the building.

36) Crate storage is the responsibility of the appropriate service provider. Limited crate storage is allowed in the exhibit hall if there is at least ten (10) feet of space between the trade show floor and all other walls. There should also be appropriate cross aisles to allow access to fire exits. Service providers need to submit all crate storage plans to Facility Management for approval.

37) All electrical equipment must be UL approved. All gasoline engines must be AGA approved.

38) All emergency exits, hallways, and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exhibits, etc. will be removed at the owner's expense.

39) Merchandising areas in Municipal Arena are permitted only in the East and West alcoves.

40) The use of welding equipment, open flames, or smoke-emitting material as part of an exhibit must be specifically approved on an individual basis by the Facility Manager.

41) Written specifications may be submitted to Event Services to require Fire Marshal approval.

42) Fire lanes must be maintained at all times on the loading dock and in the parking garages.

43) For more information on fire code regulations, call the Fire Marshal's office at (816) 784-9100.

## COVID-19 DISCLAIMER

Warning: Scientific evidence clearly establishes that when groups of individuals gather together there is a higher risk of transmission of COVID-19. While this event may meet the KCMO Health Department's (KCHD) minimum standards to provide protective measures, if actually followed, a risk still exists for transmission of the virus. All participants and event organizers need to understand the risks of gatherings and to personally assume those risks. KCHD does not guarantee the safety of participants and event organizers for this event with respect to the dangers of potential transmission of COVID-19.