



GENERAL POLICIES AND REGULATIONS

WELCOME TO THE MONTEREY CONFERENCE CENTER

We are committed to making your event a success. A knowledgeable Monterey Conference Center representative is assigned to assist you throughout the planning process.

While the information listed is current, policies may occasionally change. Please consult your Monterey Conference Center representative for specific information.

ALCOHOL CONSUMPTION

The consumption of alcoholic beverages is restricted to the licensed area or as ordered through the catering contract via the Monterey Conference Center's in-house caterer. For safety reasons, alcohol consumption is not permitted outside the facility.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Monterey Conference Center is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner. In accordance with the ADA, we are responsible for permanent premises access accommodations, such as, but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. It is your responsibility to provide non-permanent accessibility requirements, such as, but not limited to visually-assisted devices and temporary seating accessibility and/or interpreters. The Monterey Conference Center maintains a limited inventory of hearing-assisted devices for guest use.

AIR CONDITIONING AND HEATING

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.

ANIMALS

Animals or pets, with the exception of ADA service animals, are not permitted in the Monterey Conference Center except as an approved exhibit, activity or performance legitimately requiring use of animals. The request for approval for such animals to be on the premises must be received in writing in advance (a minimum of 3 business days) and be approved by the Conference Center Manager.

The ADA defines a service animal as any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by state or local government.

ARMED GUARDS / POLICE SERVICES

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

Armed guards (other than Monterey on-duty officers) can only be provided by a Monterey Conference Center approved vendor list at Renter's expense. Please consult with your Conference Center representative for an approved list.

BALLOONS

Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Conference Center representative, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and air handlers may be charged to Renter at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the Conference Center.

BANNERS

The Monterey Conference Center has approved areas for banner hanging inside the facility that will not block any facility directional signage. Please contact your Conference Center representative for detailed information, location, and labor rates. For exterior banner information contact your Conference Center representative. Exterior banner exceeding 30 square feet must receive permit approval from the City of Monterey Planning Division at 831-646-3437.

BROADCAST RIGHTS/RECORDINGS

The Monterey Conference Center reserves the right to videotape and record events for its own records, publicity and promotional purposes. The Renter may not engage in any broadcasting, telecasting, videotaping, audio recording or transcription activity without written permission from Conference Center Manager. All such recording must be for business associated with the stated event functions. The Renter is responsible for all costs associated with such broadcast and/or recording rights. The Renter shall make all arrangements for such recording and notify the Conference Center Manager in writing 30 days prior to the event.

BUSINESS LICENSES

All events that are open to the general public in which goods or merchandise will be sold in booths or exhibits are subject to ordinances requiring a City of Monterey Business License and payment of a daily license fee per booth or exhibit. Contact the City of Monterey Revenue Division at 831-646-3944.

CARPETS & WALL COVERINGS

CARPET & WALL COVERINGS

Renter is responsible for all damage to carpets and wall coverings during an event. Understanding that temporary stains will occasionally occur, Renter will be responsible for cleaning costs associated with removal of any temporary stains. If carpet/wall coverings cannot be sufficiently cleaned or if the damage is severe (permanent stains, cuts, rips or tears), Renter will be responsible for the cost of the carpet or wall covering replacement.

EXHIBIT DISPLAYS

As a general policy, exhibitors are responsible for providing or arranging for their own carpeting in the booth area. Tabletop displays may be allowed in a carpeted area without additional treatments. However, any carpeted area used for commercial exhibits or substantial displays must have additional protective carpet laid over the Center's carpet to protect it from inordinate wear and tear or damage. For further clarification, see your Monterey Conference Center representative.

CLEANING

EXHIBIT FLOOR

The Monterey Conference Center delivers a “broom clean” floor. We expect renter to deliver it back in the same condition. There will be an additional charge assessed for cleaning tape residue on the floor and for bulk trash removal at the conclusion of your event.

The Monterey Conference Center provides a mid-day and overnight refresh for General Session areas located in exhibit halls. Any additional cleaning service needs resulting from production or session activities shall be provided by the Conference Center and are billable at the prevailing rates. See section entitled “Meeting Rooms” for more specific information.

MEETING ROOMS

Meeting rooms designated as “no access” are not cleaned nor are deliveries made until Renter or designee is in the room. Meeting rooms designated as “limited access” are cleaned on the Conference Center’s schedule with security staff in the room; deliveries are made if Renter or designee is in the room. Meeting rooms designated as “general access” are cleaned on the Conference Center’s schedule and deliveries are made per Renter’s or designee’s requests.

PUBLIC SPACES

The Monterey Conference Center cleans all public spaces, i.e., restrooms, lobbies, pre-function spaces, etc. Renter is responsible for cleaning of any registration, display, or ancillary service areas that are installed in public spaces.

COMPRESSED GASES

Renter must receive approval from the Conference Center Manager or designee prior to bringing any compressed gases into the facility. All compressed gases must be contained in an approved cylinder, which must be properly secured to prevent tipping or falling over. No liquified petroleum gases are allowed in the facility for display or exhibit.

COPYRIGHTS AND PROPRIETARY MATERIAL

ASCAP, BMI, dramatist fees, copyright license fees, patent fees, or any other fee or royalty attached to copyrighted or proprietary material are Renter’s responsibility. Please ensure that the appropriate reporting and payment of fees cover all presentations associated with an event. The Monterey Conference Center is not responsible for any violation for infringement of rights of any owner of presented material.

CRATE STORAGE

EXHIBIT FLOOR

Crate storage is allowed on the exhibit floors under the following conditions:

- In areas no larger than ten (10) feet by fifty (50) feet and no higher than eight (8) feet.
- Ten (10) feet of clear aisle space must separate adjacent storage areas.
- Areas must be within licensed space.
- Provide paths of travel to common exits.
- Marked exitways.
- Separated from exhibit space by pipe and drape, or other traditional service contractor supplied materials.
- Kept neat, clean and orderly throughout the course of your time in the facility.
- Predefined on your floor plans.
- Use of chalk on carpet to mark exhibit space area is prohibited

LOADING DOCK

Due to limited storage, there is no area available space on the dock for storage. Please check with your Conference Center representative for details on alternate storage facilities. All rampways and entrances must be kept clear at all times. The Conference Center reserves the right to charge or remove any unapproved event equipment and empties.

CRATE STORAGE (CONT'D)

The Conference Center's storage approval program is defined by the capacity of its fire suppression system and response time of our nearby fire stations.

DAMAGE TO CLIENT EQUIPMENT

All damages caused to Renter's equipment must be reported to your Monterey Conference Center representative.

DECORATIVE MATERIALS

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. Check with your Conference Center representative for further information on appropriate displaying methods in the Monterey Conference Center. Damages resulting from the improper use of these materials will be charged directly to the Renter.

EJECTION

The Monterey Conference Center reserves the right to eject or cause to be ejected from the premises any person or persons creating a public nuisance or a discernible risk to the public health or safety. The Conference Center or City of Monterey shall not be liable to Renter for any damages or costs that may be incurred by Renter through the exercise by the City of such right. The Conference Center shall attempt to advise the Renter of such ejections, except those cases where an immediate risk to public safety exists.

In the event the Conference Center ejects or causes to have ejected any person (s) at Renter's request, Renter shall indemnify, defend and hold harmless the Conference Center and City of Monterey from any and all actions, liability, damages or claims resulting from such ejection, including but not limited to attorney fees and costs.

ELECTRICAL SERVICES

The Monterey Conference Center requires that all electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards, and other electrical equipment controlled by the Monterey Conference Center, be performed by the Conference Center's exclusive electrical vendor, Tricord Tradeshow Services.

Please contact a representative at Tricord Tradeshow Services regarding the provision of and fees associated with 24-hour electrical service for exhibit/trade show areas. (831) 883-8600.

ELECTRONIC REPRODUCTION

The Monterey Conference Center reserves the right to charge a location fee for radio or television broadcasting, live television or recordings in connection with performance staged at the facility.

EQUIPMENT RENTAL

The Monterey Conference Center's equipment inventory is usually adequate to accommodate several simultaneous events and current prices can be found in our Rates and Fees brochure. Please let your Conference Center representative know what your needs are as soon as possible. When the inventory is exhausted, Renter must make arrangements for additional equipment at its own expense.

FIRE MARSHAL

Exhibitors, service contractors and show management contracted by Renter must comply with all federal, state and local fire and building codes that apply to public assembly facilities.

A Fire Marshal with the Monterey Fire Department is assigned to our facility by the City of Monterey to insure compliance. Depending on the type of event, the number of attendees or use of pyrotechnics, some events may be required to have a Fire Marshal on duty during show hours at Renter's expense. Your Conference Center representative can provide a complete copy of all applicable fire regulations.

FIRST AID

Typically, the Renter has the choice of whether or not to employ first aid services for events at the Monterey Conference Center. However, should event demographics or numbers demonstrate the need for such coverage, the Conference Center reserves the right to require the Renter to engage first aid services for an event. Your Conference Center representative has a list of approved providers.

FLAME RETARDANT TREATMENT

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.

All fabrics, whether treated or inherently flame resistant, shall be labeled, tagged, stamped, printed or stenciled with the following information:

1. The Seal of Registration of the State Fire Marshal of California.
2. Name and registration number if the company responsible for the job or production.
3. Name of the registration chemical used or the registered fabric or material.
4. Date chemical was applied, or the fabric or material was produced.
5. The statement, "This article must be re-treated after washing or dry-cleaning by systems with soap and water added," if treated with a Type II chemical.

Companies that treat or manufacture yardage goods may print their name, or the name of their fabric if registered, on the selvage (at least once every three yards) instead of affixing the label or tag as above.

FLOOR PLANS

All floor plans must be approved by the Fire Marshal and the Monterey Conference Center prior to move-in. Six copies of the exhibit floor plans for your event should be submitted to the Monterey Conference Center at least six (6) months prior to your official move-in date. It is recommended that the general service contractor generate the floor plans and send them to us directly. Freight aisles should not be identified on exhibit hall floor plans.

Please note these basic rules:

- Aisles between display areas are ten (10) feet.
- Nothing may intrude into the aisle space.
- One hundred (100) linear feet of contiguous display space are allowable before a cross aisle must be present.
- Aisles must be configured to provide clear access to exit ways.
- There must be twenty (20) feet of clearance in front of all exits.
- The travel distance within any booth or exhibit enclosure to an exit access may not be greater than fifty (50) feet.

The following items must be designated on your floor plans:

- Booth spaces and what is in the booths (i.e., exhibit booths).
- Bulk spaces.

FLOOR PLANS (CONT'D)

- Enclosed areas in a booth or bulk space (enclosed areas, i.e., closets, offices, etc., need to be equipped with a UL approved battery-operated smoke detector and a 2A10BC Fire Extinguisher).
- Proposed crate storage areas.

FOG/SMOKE/LASER LIGHTS

No fog machine, smoke effects or laser light shows shall be permitted without the express written approval by the Conference Center Manager. If approved, such devices may incur additional staff costs as required by the Monterey Fire Department.

FOOD AND BEVERAGE SAMPLES

The Monterey Marriott is the exclusive caterer for the Monterey Conference Center. Food and beverage product exhibitors who are germane to events and are lawful manufacturers or distributors of food and/or beverage products may request permission from the Monterey Marriott to distribute samples. Upon approval, samples must be distributed from those specific exhibitor booth locations only. Samples may not exceed two (2) ounces by weight of a solid product, and four (4) ounces by volume of a non-alcoholic beverage product. Approval for distribution of samples must be obtained prior to an event. Please see your Conference Center representative for additional information prior to the event. No shipments accepted prior to the contracted move in date. Third party service contractors or freight carriers should deliver freight to the attention of your official service contractor during move-in. Delivery address should reference the name of the event location (i.e., hall or meeting room) and show contact name.

FREIGHT ENTRANCE AND SERVICE ROADS

The Monterey Conference Center and City of Monterey has responsibility and control of loading and unloading at our freight entrance and from our public streets. Plan deliveries accordingly as freight entrance to the Serra Ballroom is street level and may require securing a fork lift for off loading. Work with your Conference Center representative regarding delivery times, traffic management, security, and associated charges.

GAS BOTTLES

Non-flammable gas bottles must be securely fastened to a carriage or to a fixed location at all times.

HAZARDOUS MATERIALS & WASTES

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 Monterey Conference Center of the name and location of any such materials.

Renter shall ensure that any hazardous materials, hazardous wastes and/or infectious medical wastes as defined in the California Health and Safety Code are properly disposed of. If any such materials are left behind after move-out, Renter shall be held responsible for paying all costs of disposal, including analysis and testing.

The hazardous materials and hazardous waste laws, regulations and a summary of regulations for the disposal of infectious medical waste are available at the Monterey Public Library.

INDEMNIFICATION

Please refer to your Facility Agreement.

IN-HOUSE SOUND

In-house sound systems are only available in the Serra Ballroom and Steinbeck Forum and managed exclusively by our preferred contracted audiovisual provider. Use of the house sound system should be arranged through our preferred audiovisual provider in conjunction with your Conference Center representative. We do not allow outside equipment to be operated from the house sound system. Microphone rental is available at the prevailing rates. There are some incentives when utilizing our preferred audiovisual provider for all your audiovisual needs. For further information, see your Conference Center representative.

There is an additional fee for use of facility equipment or audio lines for broadcasts and recording. Please ask your Conference Center representative for the details and appropriate fees.

INSURANCE

Please refer to your Facility Agreement.

KEYS

To avoid unanticipated delays, please let us know what your needs are as soon as possible. Renter or show management can be provided with up to four (4) keys that fit our standard room locks for each room. If security locks are required, 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 \$50 per key fee assessed for any keys not returned.

LICENSE AGREEMENT

The Monterey Conference Center’s Facility Agreement is the governing document for an event.

LICENSE/PERMITS

The Renter is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for but not limited to staging the event (including business licenses, special occasion and special events licenses). The cost of these licenses is the responsibility of the Renter.

LIGHTING

A “50%” level of lighting is provided in all licensed spaces during move-in and move-out. One (1) hour prior to the opening of an event, “100%” lighting will be provided. At the close of an event day, “50%” lighting level will be restored. If a “100%” lighting level is necessary before or after show hours, please contact your Conference Center representative to make arrangements and to inquire about the prevailing fees.

LOAD LIMITS

The Serra Ballroom floor load limit is 250 pounds per square foot and the beams at 2800 load max. Stages in the Serra Ballroom and Steinbeck Forum are approved and rated at 100 lbs per sq. ft.

**LOST, LEFT BEHIND,
OR ABANDONED ARTICLES**

A lost and found location may be operated at Renters discretion. The Conference Center Office maintains a lost and found area for any items which are turned in. Every effort shall be made by our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Please note that because we do not store show materials, unclaimed items may be disposed of at the conclusion of the move out.

MEDIA

If your event is expected to attract media attention, please advise your Conference Center representative so they may maintain the options available for live remotes, taping, additional lighting move-in needs, etc. that may be requested.

MEETING ROOMS

LIGHTING

Lighting presets and changes should be discussed with your Conference Center representative.

OCCUPANCY

Maximum occupancies are assigned for each of the meeting rooms. Please adhere to set limits.

ROOM REFRESH

One mid-day room refresh is provided for each meeting room in use. The refresh includes straightening of tables and chairs, trash disposal, replacement of the speaker's water and checking replacement of bulk water in the room. If you have a dedicated refresh schedule requirements beyond our usual mid-day refresh, appropriate labor charges will apply in relation to the scope of the work to be done. Your Conference Center representative can assist you with a room refresh schedule.

SET-UP

To the extent of our inventory, a one-time set-up within each of your contracted meeting rooms is provided. This includes a head table, easel, podium, tables, chairs, and the lighting controls in the room. Changes to the one-time set and additional room sets/changeovers will be charged to renter accordingly.

MEETING ROOM MONITORS AND ATTENDANTS

Renter is free to contract this service through a provider of your choice.

WATER SERVICE

Water service is provided at the speaker's location and a reasonable number of places at the head table in the meeting rooms. Upon request a five-gallon water cooler will be provided in the back of the room. Another five gallons of water is provided for the water cooler at the mid-day room refresh. For additional water service, contact the Monterey Marriott.

MERCHANDISE FEE - NOVELTIES

Except as otherwise stipulated in the applicable Facility Agreement, the Monterey Conference Center retains the exclusive right to approve, sell and/or collect a commission from any event-related novelty or merchandise item.

For those events of a nature that meets the potential criteria for any exemption, a written request for such exemption of specific items must be submitted to the Monterey Conference Center. The Conference Center will issue written approval to exempt these sales from the Conference Center's exclusive rights after review and concurrence that the items are specifically germane to the nature or purpose of the Renter or its event.

MOTORIZED CARTS

For safety reasons, motorized carts are not allowed in any public areas including the lobby. Wheel coverings are required on the tires when traveling in carpeted areas or in approved areas. To reduce the risk of accidents, please exercise due caution when operating motorized carts in approved areas.

NON-PROFIT ORGANIZATIONS

Upon prior approval, Monterey Peninsula 5013 (c) non-profit organizations may qualify for preferred rental fees and self catering privileges. Please contact your Conference Center representative for information.

PARKING

Off-site, private vehicle parking at the Monterey Conference Center is available in the City of Monterey West and East Garage. Daily rates apply. Any parking permits issued for the dock or service road areas are under the condition that the holder of the permit assumes all liability. Please contact your Conference Center representative for additional assistance with parking requirements or for special arrangements.

PUBLIC SPACE

PUBLIC SPACE

The desired use of any public, non-licensed area needs to be fully discussed with your Conference Center representative to determine the feasibility of the proposed use.

The areas adjacent to the escalators and common Lobby and Landing areas are not allocated to a particular event and are considered integral to maintaining the ingress/egress requirements necessary to facilitate overall building traffic. As a general rule, exits, and restrooms can not be obstructed.

Options for registration and other public space uses should be explored with your Conference Center representative. Once space has been determined as appropriate and available, a floor plan outlining the proposed usage must be submitted for Fire Marshal approval at least two weeks in advance of load-in.

PRODUCTION SERVICES

Audio visual and production services are available at the Monterey Conference Center. Please contact your Conference Center representative for additional information

RATES AND FEES INFORMATION

A Rates and Fees brochure is available to assist with the preparation of your event. Pricing and information regarding ancillary services are available upon request. Pricing is subject to change.

RECYCLING

Recycling is part of the Monterey Conference Center's operating philosophy. Please identify any specialized waste removal for your event. This includes debris from theme décor set-ups (e.g., trees plants, bark-mulch, etc.) or as a result of your event activities (e.g., food sampling, non-reusable crates/wrapping etc.). There are additional costs to Renter for removal of excessive trash, pallets etc. Larger events, however, require a vendor specializing in high volume recycling. A list of appropriate vendors within the community is available. Please ask your Conference Center representative for more details.

The Monterey Conference Center is committed and provides recycling areas within the Serra Ballroom for all exhibitors to use. In addition, there are specialized recycling containers with designated labels throughout the Conference Center facilities to meet your event waste needs.

REGISTRATION AND OFFICE SUPPORT

Arrangements for support service personnel to operate your registration counters may be made through the Convention and Visitors Bureau at (831) 657-6410. These same support service personnel may assist you with clerical or office functions in your office areas.

RIGGING

The Monterey Conference Center's in-house preferred audiovisual contractor, exclusively provides all rigging points for event, show and production hanging. Renter, shall contact the audio visual contractor for information regarding load limits and arrange for the provision of the rigging points. All costs associated with rigging are the responsibility of the Renter. As a general procedure, our contractor provides standing general liability insurance coverage in case of damages due to faulty rigging. Please ask your Conference Center representative for more details.

SAFETY

The Monterey Conference Center's goal is to provide a safe environment for you and everyone associated with your event. Please help us meet our goal by adhering to the basic safety-related policies, which follow in this section:

- All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.
- Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking/warming devices and heated products need to be four (4) feet away from the front of the display, or have a shield 18 inches high, 1/4 inch thick across the front and down the sides of the demonstration area. A 2A10BC fire extinguisher must be in the booth and readily available near the demonstration area.
- The use of welding equipment, open flames, decorative candles or smoke emitting devices or material is prohibited. Exceptions may be made with prior approval by the Conference Center Manager and Fire Marshal.
- All display materials must be flame retardant according to California fire codes. A fire retardant certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit; see section entitled "fire retardant treatment" for additional information. If smoke detectors are required for exhibit enclosures or for multi-level exhibit booths, or if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.
- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisleways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.
- The use of burning fluids, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline or anything else of like nature is discouraged in the facilities. If your event absolutely requires the use of hazardous materials, maximum limits and controls will be placed on use of such materials. Those maximum limits and controls include our reserved right to curtail the use of the materials.
- In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm.
- We operate at a maximum safety level that helps us to insure life. In case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.
- Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards.
- No spray painting is allowed on the premises.

SAFETY (PUBLIC) & EVENT SECURITY SERVICES

FACILITY PUBLIC SAFETY

The Conference Center Operations Staff retains control of all public spaces including lobbies, docks and all perimeter areas and service roads during contracted event hours. Any additional security that you request in our controlled areas are at the responsibility of Renter. Please ask your Conference Center representative for a list of approved vendors.

We reserve the right to eject disorderly persons or any person who is causing disruption to an event and/or the conduct of business.

SAFETY (PUBLIC) & EVENT SECURITY SERVICES (CONT'D)

EVENT SECURITY

The Renter is welcome to contract for event security staffing within licensed space through one of the Security Vendors listed on the Monterey Conference Center's approved vendors list. All security staffing and emergency response planning is subject to Conference Center's review and should be discussed with your Conference Center representative.

SAFETY RELATED SIGNAGE

No "Exit" or other signs relating to public safety shall be obstructed. If decorations or other equipment block or cover fire appliance signs, an adequate replacement must be put in place. All such substitutes are subject to the approval of the Monterey Fire Department.

SALES AND USE TAXES AND LICENSES

Please refer to your Facility Agreement.

SATELLITE DISH PLACEMENT

Should your event set-up require installation of satellite dishes, please notify your Conference Center representative as there are only a limited number of locations for satellite dishes. Additional fees may apply for reserved parking.

SMOKING

The Monterey Conference Center 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.

SIGNAGE

INTERIOR SIGNAGE

The desired display of association or event-related signage needs to be fully discussed with your Conference Center representative to determine the feasibility of the proposed signage. Because of numerous multiple facility users, your Conference Center representative needs to be consulted prior to any signage being produced.

Generally, the installation of signage should be in correlation to your licensed space. However, because there are often multiple events, some high traffic areas may be subject to additional considerations.

Event specific advertising opportunities are available through our digital signage system. Please contact Mr. Steve Ernst with Spot Focus (408) 859-1003. Spot Focus will work with associations or events to accommodate "Sponsorship" programs.

VEHICLES ON DISPLAY

- Vehicles on display must follow the following rules:
- No more than 1/4 tank 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.

VENDORS AND CONTRACTORS

Renter must provide a list of contractors that will be used during the event at least thirty (30) days prior to the first move-in day. The list assists us with the preplanning of services, security programs and enforcing insurance requirements.

WALLS

The Monterey Conference Center has moveable walls in our meeting rooms and ballroom. The walls separate leased spaces into a desired configuration. Once the walls are set per Renter's specifications, a charge will be incurred for any additional wall movement. Please allow sufficient time to meet your needs.

LASTLY...

Every event is different and the General Policies, Rules and Regulations cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this document, please know that the Monterey Conference Center reserves the right to determine necessary considerations or stipulations on an as-needed basis. Our sole effort is to insure the success of your event and safeguard the safety and experience of all our visitors. We know that you will appreciate our efforts.

(These general policies, rules and regulations are subject to change.)