

# Atlantic City Convention Center Contractor Guidelines



**SAFETY FIRST:** Follow all safety guidelines and instructions. Report any hazards or unsafe behaviors to ACCC staff immediately.

**PRE/POST INSPECTION:** Prior to event load-in, Show Contractors should schedule a pre-show and post-show inspection with ACCC. Any damage to event spaces not noted during the pre-show inspection may be billed to Show Management.

**CLEANLINESS:** Help keep ACCC clean. Use the provided trash receptacles and recycling bins. Workers should ensure that their respective areas are clean and organized.

**RESPECT FOR PROPERTY:** Any form of vandalism, theft or misuse of property will result in immediate removal and potential legal action.

**FLOOR MARKING:** Show Contractors are responsible for removal of all tape & floor markings from exhibit halls. The cost of cleaning or damage resulting from floor markings left after the show will be billed to Show Management. Chalk is not permitted on any carpeted areas in the facility.

**PALLETS:** It is the responsibility of Show Contractors to remove all pallets from ACCC exhibit hall floors. This includes pallets resulting from Show Management, exhibitors, or other Show Contractor activity. Any pallets left at ACCC should be stacked in the pallet storage area on loading dock behind Hall C. The cost for removal of excess pallets from exhibit halls will be invoiced to Show Management at the conclusion of the event.

**PROPANE:** Show Contractor is responsible to remove all related propane tanks from ACCC exhibit halls, back hallways and loading dock at the conclusion of a show. The designated location for propane storage is at the bottom of A-Ramp, behind the yellow bollards. The cost for the removal of any propane tanks left in unauthorized areas will be invoiced to Show Management.

**BULK TRASH:** Show Contractor is responsible for appropriate disposal or removal of all bulk trash, whether produced by exhibits or other event-related activities. Bulk trash includes, but is not limited to crates, carpet, carpet tubes, carpet padding, and lumber and must be removed from the premises at the conclusion of the event. ACCC reserves the right to charge for any bulk trash left on-site after an event.

**DAMAGES:** The cost of repair for any damage resulting from event-related activity, unauthorized alterations, or caused by Show Contractor personnel will be invoiced to Show Management at the conclusion of the event. Such repairs will be billed at the prevailing rate plus the cost of any supplies or materials needed. Show Contractors and their personnel are required to promptly report any damage to ACCC.

**EQUIPMENT DELIVERY & PICK UP:** Please adhere to equipment delivery and pick up locations designated by ACCC. Contractors are strongly advised to have a representative on-site to receive equipment. Any equipment delivered prior to, or remaining on site after time licensed by client, must be approved by ACCC and charges may be incurred, if applicable.

**EMPLOYEE IDENTIFICATION:** At all times, Contractor personnel working on ACCC property must be identifiable with company uniform, show/ESCA badges or wristbands. Failure to do so may result in removal from the premises.

**LOADING DOCK ACCESS:** ACCC Loading Dock is a shared facility used by building operations, catering and concurrent event activity. Traffic management is provided by ACCC Public Safety. To maintain the safe operation of the Loading Dock, Show Contractors and their personnel must always comply with the direction of ACCC. Standard hours are 6am-5pm M-F. Show hours are dictated by event activity. Delivery vehicles arriving outside scheduled times will be turned away until the Loading Dock is open. To ensure appropriate access & staffing, Contractors must provide detailed ops plans to ACCC, 30 days in advance.

**EXHIBITOR POV:** Contractor required to maintain POV lane/loading area on loading dock in accordance with ACCC Exhibitor Rights.

**DOCK MASTER:** Contractor supplied dock master must check in with ACCC Public Safety prior to shift to fill out day sheet and obtain safety vest.

**FORKLIFT CERTIFICATION:** All forklift operators must have documented training prior to working at ACCC. Verification of training certification must be always carried when operating equipment on site. ACCC reserves the right to restrict any operator if any equipment is not being operated in a safe manner.

**HALL A CARPET:** Motor vehicles may be operated on carpeted areas of the Center when approval is given by ACCC Event Manager. Lifts must have wheels covered with protective material when used on carpeted areas. The show manager is responsible for all damage and for restoration of the damaged areas to original condition. It is recommended Show Contractors use reinforced plastic sheeting on carpeted areas during move-in and move-out. Damaged carpet will be invoiced per square, post-event.