

## SECTION 3.0

# RULES & REGULATIONS

- ORACLE EXHIBIT RULES & REGULATIONS
- SAN FRANCISCO UNION GUIDELINES
- SAFETY & FIRE REGULATIONS
- CHAMPION LIABILITY & INSURANCE

## EXHIBITOR SERVICES KIT

## ORACLE OPENWORLD 2008 EXHIBIT RULES & REGULATIONS

The rules and regulations governing Oracle OpenWorld 2008 are an integral part of the contract for exhibit space and have been established for the protection of everyone. The overriding principal contained in these Exhibit Rules & Regulations is equality for all. Should you have any questions concerning these rules and regulations, please contact any member of the Oracle OpenWorld Exhibits Show Management Team at +1.650.506.0001.

Exhibits installed at Oracle OpenWorld conferences must comply with the rules and regulations of the event. In the event that an exhibitor or exhibit activity is in violation of the Exhibit Rules and Regulations or are not consistent with the standards of the events, Oracle OpenWorld Exhibits Show Management may require the exhibitor to alter the exhibit either before the event or onsite. Any necessary changes are to be made at the exhibitor's expense and are subject to approval.

*All exhibit matters and questions not covered by these rules and regulations are subject to the decision of Oracle OpenWorld Exhibits Show Management. Oracle may amend these rules and regulations at any time and all the amendments that may be made will be equally binding on all parties, as are the original rules and regulations. In the event of any amendment or addition to these rules and regulations, Oracle will give written notice to exhibitors that may be affected. Oracle OpenWorld Exhibits Show Management reserves the right to reject, or prohibit any exhibit, whole or in part, or any exhibitor and his representatives, based solely on its judgment, discretion, and authority. Please refer to your Oracle OpenWorld Exhibit Space Contract for additional rules and regulations.*

### **ALCOHOLIC BEVERAGES**

The consumption of alcoholic beverages is prohibited during move-in/installation and move-out/dismantle for safety and liquor liability reasons.

### **BADGE CONTROL**

False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge or wristband, or any other method or device used to assist unauthorized personnel to gain admittance to the Exhibition Hall floors will be just cause for expelling the exhibitor and his representative from the Exhibition Halls, and/or exhibitor's booth from the Exhibition Hall floors without obligation on the part of Oracle to refund of any fees. The exhibitor, his employees and agents, and anyone claiming to be on the Exhibition Hall floor through the exhibitor, waives any rights or claims for damages arising out of enforcement of this rule.

### **BALLOONS**

No balloons or blimps are allowed in the Exhibition Halls.

### **BOOTH DESIGN AND STRUCTURE**

Exhibitors are responsible for their own booth design and construction. All work must be carried out conforming to the requirements of the rules & regulations of the Moscone Convention Center. All booth structures and signs must be confined within the area allocated.

It is the responsibility of the exhibiting company to comply with the Oracle OpenWorld rules and regulations. Onsite, if your booth does not comply with the Exhibit Rules and Regulations, you will be required to make modifications at your expense.

## **BOOTH IDENTIFICATION**

Company identification cannot be placed outside the booth area. All signs, posters and booth graphics must be professionally lettered and in compliance with the proper height limitations and be contained **within** your booth.

## **BOOTH PERSONNEL**

Booths must be continuously staffed during exhibit hours. With the exception of convenience help (such as receptionists or professional product demonstrators), all booth personnel must be employees of the company, or its representative. The appearance, dress and decorum of booth personnel must reflect good taste and be consistent with the quality standard of the Exhibition Halls.

## **CATERED FOOD**

Dispensing of food and beverage is allowed from the booth for hospitality purposes; however, **popcorn** and **unshelled peanuts** are **NOT allowed** in the booth/Exhibition Halls at any time. Please note that catering is an exclusive service of Moscone Convention Center (SMG Catering). For more details on providing catering services, please contact SMG Catering at +1.415.974.4040.

## **CHARACTER OF EXHIBITS**

The general rule of the exhibit floor is to be a good neighbor. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hosts, and models are required to confine their activities within the exhibitor's booth space.

Remember to take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of site to them.

## **CHILDREN (ADMISSION OF MINORS)**

Children under 21 years of age **ARE NOT** allowed in the Exhibition Halls at any time. Please share this policy with all company employees to avoid uncomfortable situation onsite.

## **DECORATION**

Oracle OpenWorld Exhibits Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with the event standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. The Oracle OpenWorld Exhibits Show Management Team is not liable for any cost that may be incurred by the exhibitor.

- Any part of your exhibit display that is visible from an aisle or another booth must be completely finished at the exhibitors expense
- Exhibitors are not permitted to place signage or other items outside their contracted exhibit space.
- All booth spaces must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the event. You may supply your own carpet or rent it from Champion. All floor coverings must be fire retardant in compliance with local fire department regulations.

**Booths lacking carpet by 3 p.m. September 21<sup>st</sup> will have carpet installed at the exhibitor's expense.**

## **DEFAULT IN OCCUPANCY**

Any exhibitor failing to occupy contracted space is not relieved of the payment of the full rental of such space. All display systems and equipment/products must be installed and complete prior to the event opening. Oracle OpenWorld Exhibits Show Management may repossess unoccupied space for such purpose as it may see fit. Cancellation of space prior to the event or by failing to occupy the contracted space may cause exhibitor to lose priority for exhibit space in future events.

## **EXHIBITOR APPOINTED CONTRACTOR (EAC)**

As the exhibiting company, you are responsible for advising the Oracle OpenWorld Exhibits Show Management Team of the company name, address, and the contact name of your "non-official" contractor (EAC). All EACs MUST comply with the criteria set for in this kit. The exhibitor is responsible for the actions of their EAC.

EACs and Exhibitors cannot bring their own equipment (forklift, etc.). Please contact Champion with any questions: [PattiM@championexpo.com](mailto:PattiM@championexpo.com).

## **EXHIBITOR LIABILITY**

The exhibitor assumes full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's booth structure. The exhibitor may not apply paint, lacquer, adhesives or other coating to building columns, walls or floors. In addition to the Rules and Regulations listed on the back of the exhibit space contract, the Oracle OpenWorld Exhibit Rules and Regulations have been established in consideration of all participants (exhibitors, attendees, service contractors, building management, and Oracle OpenWorld Exhibits Show Management) and apply to all participants throughout the event.

## **FIRE PROTECTION MEASURES/FIREPROOFING**

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of any kind is allowed in the utility areas. Please contact Champion with any questions: [PattiM@championexpo.com](mailto:PattiM@championexpo.com).

## **GIVEAWAYS/HANDOUTS**

The exhibitor must distribute items (samples, souvenirs, etc) from **within the confines of the exhibitor booth**. Oracle OpenWorld Exhibits Show Management reserves the right to evaluate the safety and/or offensiveness of novelty item handouts. Failure to comply may result in the loss of priority points or approval to exhibit the following year. All handouts or giveaways needed to be approved by Oracle prior to the event.

**NO MAGNETIZED GIVEAWAYS OF ANY KIND ARE PERMITTED** (impacts lead retrieval)

**Exhibitors may not distribute items that are included in Oracle OpenWorld sponsorship packages. COMPLETE LIST: <http://www.oracle.com/openworld/2008/partner.html>**

## **HEIGHT LIMITS**

- Adjoining (in-line) booths are restricted to 8 feet.
- Island booths are restricted to 16 feet.
- Exhibitors in island configurations with structures exceeding 16 feet must notify OpenWorld Exhibits Show Management and Champion. Please include your booth number, booth configuration and dimensions in your notification. Fire Marshall approval is required.
- **Hanging Signs** (Island Booths Only) - bottom of sign cannot be higher than 16 feet.

To notify Champion, please contact [PattiM@championexpo.com](mailto:PattiM@championexpo.com) and include a visual representation of what you are requesting.

The Fire Marshall will be referring to your location on his floor plan. Any walls over 8 feet in height must be finished on both sides. The back must be finished in a neutral color with no exposed framing.

Displays must be confined within the exhibitor's booth and must not be designed to obstruct the clear view of nearby booths or interfere with the flow of traffic. Example: video monitor(s) should be placed where visitors viewing the monitor(s) do not block the aisle.

## **HEIGHT LIMITS, cont.**

### **ENGINEERING CERTIFICATION**

Any booth structure exceeding 16 feet in height is required to have an engineering certification stamp/seal on their booth plan. This plan must be in your booth and available for review by the Fire Marshal and/or Oracle OpenWorld Exhibits Show Management at all times.

**Please Note:** Any deviation from the above guidelines requires approval from Oracle OpenWorld Exhibits Show Management and Champion. Please contact [PattiM@championexpo.com](mailto:PattiM@championexpo.com).

### **MOVE-IN / INSTALLATION AND MOVE-OUT / DISMANTLING**

Union jurisdiction prevails over all move-in/installation and move-out/dismantling of exhibits including signage and laying of carpet. This does not apply to the unpacking and placement of merchandise. You may setup your exhibit display if one person (company employee only) can accomplish the task in 30 minutes or less without the use of tools and your exhibit space does not exceed 10 feet in any direction (width, depth & height).

If you are unable to meet the above criteria, you must use union personnel supplied by Champion, the Official Service Contractor. If you are utilizing the services of an EAC (Exhibitor Appointed Contractor), Champion must be notified (via email). Please contact [PattiM@championexpo.com](mailto:PattiM@championexpo.com).

### **MOVE-IN / INSTALLATION**

The Dates and times for move-in/installation and dismantling are specified in the Quick Facts section of the Exhibitor Services Kit. In the event an exhibitor or his representative is not present by 8:00 a.m. Monday, September 22<sup>nd</sup> to install the exhibit, the exhibit will be setup by Champion and the exhibitor will be charged for installation. Installation of all exhibits must be completed by 3:00 p.m. on Sunday, September 21, 2008.

All crates must be tagged and ready for removal by 9:00 a.m. on Sunday, September 21<sup>st</sup>, 2008. For those exhibits not setup by the deadline and that do not have a prior variance, Oracle OpenWorld Exhibits Show Management reserves the right to "force" setup or to remove displays/material from the Exhibition Hall floor at the exhibitor's expense. Exhibitors who do not meet the move-in/installation deadline may forfeit the use of their booth space in subsequent events.

### **MOVE-OUT / DISMANTLE**

*Oracle representatives will be monitoring the Exhibition Halls. **Exhibitors who begin to dismantle their booths prior to the closing of the halls will lose priority points** used in booth selection for future Oracle OpenWorld events. Detailed information about the Priority Booth Selection Program and the point systems for Oracle OpenWorld San Francisco 2009 will be available in August via the Exhibitor Resource Center (ERC).*

### **LIGHTING TRUSSES**

Lighting trusses, hung from the ceiling, will be allowed provided the following regulations are met:

- Lighting trusses must be within the booth perimeter on all sides.
- The exhibitor must arrange the installation/dismantle of the truss with Champion.
- If there are any complaints from neighboring exhibitors regarding the lighting, you will be required to adjust or turn off the lights.

Please contact Champion for more details: [PattiM@championexpo.com](mailto:PattiM@championexpo.com)

### **MATERIAL HANDLING**

Union jurisdiction prevails over the operation of all material handling equipment, unloading, reloading, and handling of empty containers. Exhibitors may move material that can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

## **NOISE**

Noisy operated displays will not be tolerated. Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors.

- **Sound and noise should not exceed 80 decibels.**
- Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Speakers may not face aisles or other exhibitors' booths.
- Exhibitors should be aware that music played in their booth, whether live or recorded may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than **80 dB**, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:
  - **First Warning:**
  - Violating exhibitor will be given written notification of the warning.
  - Sound system power is subject to a one hour shut-down.
  - **Second Warning:**
  - Violating exhibitor will be given written notification of the 2nd warning.
  - Sound system power is subject to a one day shut-down.
  - **Third Warning (Final):**
  - Violating exhibitor will be given written notification of the 3rd warning.
  - Up to five (5) priority points will be deducted from the exhibitor.

## **OBSTRUCTION OF AISLES / BOOTH DEMONSTRATIONS**

Exhibitors may not conduct demonstrations or activities that result in the obstruction of aisles or prevent ready access to neighboring exhibitor booths. The use of demonstrators, gimmicks, mimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations and viewing attendees must be placed inside the booth boundaries and must not result in aisles being blocked. Equipment/furniture may not be in the aisle at any time. Please purchase exhibit space that allows you to meet this requirement. If necessary, Oracle OpenWorld Exhibits Show Management reserves the right to hire security to manage crowd control at the exhibitor's expense. I do think there should be lost of points for not following these rules.

## **ODORS**

Exhibits producing objectionable odors will not be allowed. Oracle OpenWorld Exhibits Show Management reserves the right to evaluate and if necessary, require the removal of whatever is producing objectionable odors.

## **OFFSITE PROMOTION/OUTSIDE PROMOTION**

It is requested that exhibitors not advertise or promote any offsite/outside activity, such as an open house, reception, etc. held away from the Exhibition Halls during the hours of operation.

## **RESELLING / USE OF SPACE**

The exhibitor may not assign, sublet or resell, in whole or in part, their contracted space.

## **SECURITY**

Every reasonable precaution is taken to ensure the safety and security of personnel and equipment. Oracle will provide perimeter exhibit security in the facility during move-in/installation, exhibit days and move-out/dismantle; however the primary responsibility for safeguarding your exhibit and merchandise is yours. Oracle cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property. Please remember that move-in/installation and move-out/dismantle periods are particularly sensitive times when thefts (especially handbags and laptop computers) are most likely to occur. Do not leave your booth unattended during those times.

The Oracle Global Physical Security Office is located on the Moscone South Mezzanine, Room 230.

Oracle USA, Moscone Convention Center, Champion Exposition Services and Oracle Global Physical Security/Contracted Security will not be liable for damage or loss to any exhibitor's equipment, materials or other properties through theft, fire, accident or any other cause. Neither Oracle, Moscone Convention Center, Champion Exposition Services, nor Oracle Global Physical Security/Contracted Security maintains insurance covering the exhibitor's property; it is the sole responsibility of the exhibitor to obtain such insurance.

*ORACLE RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EVENT AND IN FAIRNESS TO ALL EXHIBITORS.*

## **SIGNAGE: HANGING SIGN RULES**

Banners and hanging signs must be confined within the borders of the space contracted for by the Exhibitor.

*SIGNAGE: HANGING SIGNS ARE RESTRICTED TO PENINSULA OR ISLAND BOOTH CONFIGURATIONS ONLY.*

Signage must be a minimum of 5 feet from any adjacent booths. The bottom edge of the sign may not be higher than 16 feet from the ground.

There may be weight and height restrictions depending on location in the Exhibition Hall. Installation Procedures: All hanging signs should clearly be identified as a hanging sign and should be sent to the Champion Warehouse by September 12<sup>th</sup>.

Champion is responsible for assembly, installation and removal of all hanging signs. Exhibitor or approved EAC may supervise. Exhibitors who do not provide supervision (self or EAC) agree to accept charges for time, materials & equipment as determined by Champion.

Champion will hang signs as close to exhibitor specifications as is practical or as the hall structure permits. Characteristics of signs, rigging and electric hoist placement may cause the actual hanging heights to differ from orders.

Champion/Moscone Convention Center reserves the right to refuse hanging materials or any items that do not meet safety specifications. Hanging materials will only be installed with approved devices and cable to ensure safety.

All costs and risks associated with overhead hanging features are the sole responsibility of the exhibitor. These include the risk that sightlines to the exhibitor's own signs may be blocked by other signs and displays.

For questions about signage please contact **PattiM@championexpo.com** or The Oracle OpenWorld Exhibits Management Team (openworldpartner\_us@oracle.com).

## **SURVEYS**

Surveys may not be conducted outside of your booth. Booth personnel, including demonstrators, hosts, and models are required to confine their activities within the exhibitor's booth space.

## **THEFT / DAMAGES**

Report thefts or damages immediately to both Oracle Global Physical Security and Oracle OpenWorld Exhibits Show Management. While Oracle OpenWorld Exhibits Show Management will exercise reasonable care in safeguarding your property, neither Show Management, Moscone Convention Center, Oracle Global Physical Security/Contracted Security, Champion Exposition Services, nor any of their officers, agents, or employees assumes any responsibility for such property. Exhibitors should include or have a rider attached to their insurance policies covering the shipment of merchandise to the event, the event period, and return of their merchandise to their home base.

The Oracle Global Physical Security Office is located Moscone South, Room 230. is this the correct room?

*ORACLE RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EVENT AND IN FAIRNESS TO ALL EXHIBITORS.*

## **TIPPING**

The Oracle OpenWorld Staff and all Service Contractors request that there be no tipping at any time.

## **TWO-STORY EXHIBITS**

An exhibitor's location and booth plans **MUST** be pre-approved to build a two-story exhibit. Please check with Oracle OpenWorld Exhibits Show Management if you are not sure you have been approved. Please contact us at [openworldpartner\\_us@oracle.com](mailto:openworldpartner_us@oracle.com).

## **UTILITY (SERVICE) AISLES**

The space at the rear of each booth is defined as a service/utility area. The fire marshal requires that these areas be kept clear at all times. Each exhibitor (except island configurations) **MUST** allow 12" of space behind the booth boundary line when setting up their exhibit back wall. This space is for access to electrical and utility outlets between the abutting back walls.

## **PENALTY FOR NON-COMPLIANCE**

Failure to comply with the Rules and Regulations described in the Exhibitor Kit will result in the loss of priority booth selection points toward future Oracle OpenWorld San Francisco events. Detailed information about the Priority Booth Selection Program and the point system will be available in August via the Exhibitor Resource Center (ERC).

**Thank you in advance for complying with Oracle OpenWorld Exhibit Rules & Regulations.**

**Oracle OpenWorld Exhibits Show Management Team**





**Oracle OpenWorld 2008**  
**September 21 - 25**  
**Moscone Convention Center**  
**San Francisco, CA**

**Union**  
**Guidelines**  
**INFORMATION ONLY**

## **SAN FRANCISCO UNION GUIDELINES**

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

**Sign, Display and Allied Crafts Union** - Members of this union claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to unpacking and placing your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than 30 minutes to install (including crating or uncrating) or exceeds ten feet in any direction shall be installed by employees covered by this Agreement.

**Teamsters Union** - This local claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move only material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, Installation & Dismantle employees, hotel employees and facility employees.

**Freight Handling Jurisdiction** - Champion Exposition Services has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Champion will not be responsible, however, for any material they do not handle.

**Gratuities** - Champion Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Champion supervisor. Employees of Champion are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Champion Exposition Services' employees.

**Booth Cleaning & Porter Service** - Champion Exposition Services has been selected by Show Management to serve as your official contractor for this show. In that respect, Champion has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are **NOT PERMITTED** to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Champion and is operated by a Champion appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form has been included in this service manual.

**In General** - Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to Champion Exposition management personnel. It is recommended that any questions arising with regard to union jurisdictions or practices be directed to a Champion Exposition Services' management representative.

### SAN FRANCISCO CONVENTION FACILITIES PUBLIC SAFETY AND FIRE MANAGEMENT PLAN

#### INTRODUCTION

The purpose of these guidelines is to communicate the information necessary to maintain acceptable levels of fire and public safety within the San Francisco Convention Facilities. They are *minimum* fire safety requirements which shall apply to all events whether open or closed to the public. A Fire Marshal has been appointed as the official staff representative for enforcing all fire and public safety rules and regulations. He is required to:

1. Provide guidance to show management for floor plan preparation.
2. Review proposed floor plans, booth layouts and construction (including special suppression systems if required).
3. Monitor the facility for prohibited processes and equipment from set-up through show hours and dismantling.
4. Monitor all exhibitions to assure that interior finishes and furnishings meet all code requirements.
5. Review permit requests for use of restricted materials.
6. Make final inspection and approval of a show prior to opening.

#### FLOOR PLAN APPROVAL PROCEDURES

##### Exhibit Space

Before exhibit space is offered for **final** sale to exhibitors, show management shall submit eight (8) copies of the **proposed** floor plan, drawn to scale, to facility management who will then present it to the San Francisco Fire Department Bureau of Fire Prevention for review and final approval. The floor plan shall indicate:

1. Show names, dates, times and decorator.
2. Booth configurations drawn to scale; including all base dimensions, height and location.
3. Aisle locations and dimensions:
  - a. Minimum 10' wide between rows of booths at The Moscone Center.
  - b. No booths or displays in any aisles or required emergency access areas.
  - c. Minimum 10' wide perimeter aisle which results in a minimum 7' arch clearance from the Public Emergency Reporting Stations in The Moscone Center.
  - d. Cross aisles shall be clearly marked on all floor plans and placed directly in line with exits in all facilities.
4. Concession area or proposed temporary cafeteria.
5. Exits, aisles, fire and life safety devices (i.e., extinguishers, hose cabinets, and for The Moscone Center, the PERS - Public Emergency Response System) locations and clearance dimensions
6. Dimensions and locations of **exhibit hall** platforms, staging, sound/light mixers, stage lighting scaffolds or speaker system.

##### Large Seated Session Areas

Floor plans for general sessions or other large seated events held in any exhibit hall or ballroom must be submitted under the same conditions of timing and quantity as those for exhibit areas. These must include dimensions and locations of platforms, staging, sound/light mixers, stage lighting scaffolds or speaker systems. Such seating arrangements must be a **maximum of 14 seats per row**, ganged or connected, **with a minimum of 34" between rows**. A **cross aisle** must be incorporated **after each set of twenty-five (25) consecutive rows**. **No exceptions** (Ref: Title 19 Public Safety, Ch. 33, Sec. 3313 (3); 3314 State Fire Code, SFFD Bldg, Code SFFD Fire Code).

##### Lobbies

Lobby area plans must be provided under conditions listed above and indicate the dimensions and location of all equipment to be placed by or through the event's general services or registration contractor. This includes but is not limited to counters, tables, kiosks, draped or hard-walled storage or lounge areas, computer stations, or any other equipment to be placed in lobby areas.

##### Approval Process

Notice of approval or rejection of the floor plan will be advised within ten (10) working days of receipt. Carefully review all returned floor plans for corrections. If the plan is rejected, the areas in question will be marked in red ink. Red ink markings on plans are for exclusive official use by SFFD approving authority. The determining factors for rejection will be outlined to facility management who will inform the appropriate show staff representative. The plan shall then be corrected and re-submitted for final approval to facility management. Floor plans shall be submitted to the S.F. Fire Department with the facility's official stamp and signed approval. Copies of the approved plans along with any relevant correspondence shall be maintained by SFFD Headquarters and a copy of the SFFD approved plans shall be displayed in a conspicuous place in the decorator service area during setup for examination/conformance by show management.



**Oracle OpenWorld 2008**  
**September 21 - 25**  
**Moscone Convention Center**  
**San Francisco, CA**

### **ON-SITE EXHIBITION PROCEDURES**

Prior to commencement of show set-up or dismantling, when notified by show management/decorator through the control room, the facility Fire Marshal may have smoke detector systems in appropriate exhibit areas deactivated if necessary. This will eliminate the possibility of false alarms due to by-products of combustion from vehicles used during set-up and dismantling. Upon completion of work activity, and prior to show opening, the show decorator/show management shall so inform the control room duty person. The smoke detector systems shall then be reactivated by control room personnel. All vehicle movement in and out of all facilities is strictly regulated. Unloading of show material on exhibition floor is controlled. A walk-through inspection of the exhibit area will be made prior to final approval and opening of a show by the facility Fire Marshal, General Manager and Exhibit Manager or their officially designated representatives. Violations to these guidelines or situations posing undue hazard to public safety shall require immediate correction.

At Moscone Center, prior to opening of a show, a facility Fire Marshal, General Manager or an officially designated qualified representative shall be responsible for inspecting the cable transit systems located in the utility tunnels of the exhibition floor for proper installation.

All fire protection and life safety systems and devices must be fully operational before any facility is opened to the public, invited members of an association or their guests. This will be accomplished by a final visual inspection of all areas and by confirmation of status of equipment through the facility automation system. While a show is in progress, it will be the responsibility of the facility Fire Marshall, facility staff, show management staff and exhibitors to maintain approved clearances to Public Emergency Reporting System (PERS) stations at Moscone Center, or any fire suppression equipment in other facilities. **All emergency exits and required aisles shall be kept clear of obstructions at all times.**

Violations of these San Francisco Fire Department mandated guidelines observed during the operation of a show will be documented and brought to the attention of both show management and facility management for immediate correction. If, in the opinion of the facility Fire Marshal, there is an extreme hazard to life, he has the authority to delay or terminate the show until the problems have been satisfactorily corrected. He also has the authority to require immediate enforcement assistance of these guidelines of State Municipal Codes from any official Government Agency (i.e., San Francisco Police Department, Fire Department or Building Department) as necessary.

### **MOSCONE CENTER EMERGENCY PROCEDURES**

The entire complex is equipped with Public Emergency Response System (PERS) stations throughout which can be utilized to report any type of emergency situation that may occur.

Each numbered PERS station consists of a security alarm, a fire alarm that summons the SFFD, a medical emergency alarm, a Red telephone handset, and fire extinguisher (on exhibit floor only). In the event of an emergency, proceed to the nearest PERS station, pull the appropriate alarm and lift the red telephone handset. Tell the person answering the nature of the call, the PERS station number and the location of the emergency (i.e., aisle number, exit door number, booth number, etc.) The person answering the call will instruct you as to what action to take. If evacuation of an area is required, an alarm will sound. Voice instructions shall be given, and security personnel will aid in evacuation. The "in-house" Emergency Response Team will respond to the emergency location as directed.

All fires active or extinguished shall be reported to the control room and SFFD.

Report all fires immediately. The Fire Department will greatly appreciate your cooperation. Approved fire extinguishers are not provided for booth use but can be obtained through firms listed in the telephone directory yellow pages. (Minimum type acceptable is 3A40BC)

**NOTE:** Each PERS station also has a white courtesy telephone handset for non-emergency, in-house use. To call out of the building, use the pay telephones located throughout the facility.

### **PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT**

Use of the following materials, processes or equipment is **prohibited**.

1. Fireworks or pyrotechnics.
2. Blasting agents.
3. Explosives.
4. Flammable cryogenic gases.
5. Aerosol cans with flammable propellants.
6. Display literature exceeding reasonable quantities. (Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
7. Smoking (California Labor Code 6404.5).
8. Fueling of motor vehicles.



**Oracle OpenWorld 2008**  
**September 21 - 25**  
**Moscone Convention Center**  
**San Francisco, CA**

9. Gas operated cooking equipment.
10. Wood matches with all-surface strikes.
11. Cellulose nitrate motion picture film.
12. Portable heating equipment.
13. Combustion engines. Any autos, trucks, motorcycles, boats, other motorized vehicles or other flammable fueled engines displayed shall conform to the following requirements:
  - a. Fuel tanks, unless never having held fuel, shall be maintained between 1/3 and 1/2 full. Caps for fuel tank fill pipes shall be maintained locked. If it is not practical to attach such a cap, an alternate method shall be employed with prior permission from the facility Fire Marshal.
  - b. The electrical system shall be de-energized, either by:
14. Removing the battery(ies); removing the battery cables; disconnecting both battery cables and coupling them with electrical tape.
15. Overnight sleeping in any facility.

#### **PROHIBITED EQUIPMENT AND OPERATIONS DURING SET-UP AND DISMANTLING**

The following equipment or operations are prohibited during exhibition, booth construction or dismantling:

1. Material-handling equipment which exceeds established emission levels.
2. Electrically powered tools and equipment other than those listed by Underwriters Laboratories, Inc., or approved by a nationally recognized testing laboratory.
3. Portable heating equipment.
4. Welding, cutting or brazing without special permit from the San Francisco Bureau of Fire Prevention.
5. Painting with flammable or volatile paints and finishes.
6. Other equipment or operations that increase risk to fire and life safety.

#### **MATERIALS, PROCESSES OR EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE**

Use, display or storage of the following restricted materials, processes or equipment is subject to approval and requires special permit:

1. Natural gas fired equipment.
2. Cooking equipment (electrically operated only permitted).
3. Open flame devices (require protective shields).
4. Exhibits involving hazardous processing or materials.
5. Liquefied petroleum gas (Ref: S.F. Fire Code Article 82).
6. Fossil fuel powered equipment.
7. Lasers.
8. Hydraulically powered equipment using flammable fluids.
9. Radiation producing devices.
10. Flammable liquids.
11. Electrical equipment of installations not conforming to the San Francisco Electrical Code or the National Electrical Code.
12. Other materials or processes judged by the facility Fire Marshal to increase the risk to fire and life safety.

#### **SPECIAL APPROVAL**

To obtain special approval, the exhibitor shall submit in writing:

1. The nature of the process or equipment to be used.
2. The quantity of restricted materials to be used.
3. What provisions will be made to provide fire suppression or other life safety measures which will prevent any injury, harm, or damage. The request must be submitted to facility management 30 days in advance of the show preferably with pictures. It will then be given to the facility Fire Marshal who will approve or reject the request. Written notification will be returned to the originator of the request.

#### **ACCEPTABLE BOOTH CONFIGURATIONS**

The following booth configurations are acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 500 square feet in area.

The following booth configurations will require prior special approval:

1. Platforms exceeding 500 square feet in area.
2. Exhibition booths with canopies.
3. Single-level covered exhibition booths.
4. Booths/exhibits of a height exceeding 12'.

- Any booth designed with a second level. Plans must be safety certified by a licensed professional engineer before floor plans are submitted. If occupancy load is less than 10 persons, one exit is sufficient. If occupancy load is more than 10 persons, two (2) means of exiting are required. (Section 1005.1 - 1005.10 of the Uniform Building Code prohibits use of **spiral, winding or curved stairs** in any facility.) Circular stairs may be used from the second level of booths provided the minimum width of run is not less than 10 inches and the smaller radius is not less than twice the width of the stairway.

### ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION

The following types of materials will be acceptable for booth construction and decoration:

- Wood; properly treated as per UBC Standard 8-1, and certified (see definition of UBC Sec 207 for fire treated wood).
- Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTM E84 (Tunnel Test), and certified as such.

### ACCEPTABLE INTERIOR FINISHES AND FURNISHINGS

Use of the following materials and furnishings is controlled:

- Drapes, hangings, curtains, and props.
- Foam core board (PVC) shall be certified a flame resistant type. **No exceptions.**
- Poster paper and banners.
- Decorative fabrics.
- Christmas trees. (Cut trees shall be flame retardant by a State certified applicator and a current certificate posted in booth.)
- Motion picture screens.
- All other decorative materials, including plastics.

### All materials and furnishings shall be:

- Made from non-combustible materials; or
- Treated and maintained in a flame retardant condition by an approved flame retardant solution or process. Flame retardant treatments shall be renewed as necessary or after each cleaning. Identification showing the date and type of treatment and the firm treating the material **shall** be located on, or affixed to, all treated materials or posted in booth.
- Approved by the facility Fire Marshal when containing material constructed of plastic. (Note: Oil paper, tar paper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame retardant, and their use is prohibited.) Interior furnishings and materials shall not be located as to obstruct or block exits, fire and life safety devices or equipment. All loose seats, folding chairs, or other seating not fixed to the floor shall be ganged together in groups of not less than three when set in rows. Placement of chairs in aisles and corridors is strictly prohibited. Chairs shall remain within booth boundaries and under strict control of booth operator.

### PORTABLE SPOTLIGHTS

All clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrapping permanently attached to the lamp holder clamp.

Use of ceramic-porcelain or molded composition type of neck-shall is the only type approved for use in any San Francisco Convention Facility. On/off switches are usually located in the neck.

Where any spotlight or lamp is subject to physical damage, damp places, or comes into contact with combustible material, it shall be equipped with a substantial guard attached to the lamp holder or the handle.

Flexible cord extensions may be used only for portable lamps/appliances that are of allowable amperage for the size and type of three (3) conductor cords connecting to and for the utilization of any equipment. The third conductor is used for equipment grounding purposes.

### FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials, shall be flame retardant to the satisfaction of the Fire Department and the State Fire Marshal's requirements.

All table coverings, fabric walls, paper, or any decorative material whatsoever must have a California flameproof certificate or tag. Only California certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the facility Fire Marshal. This does not apply to your product or any decorations provided by the in-hall decorator.

**BE CAREFUL — ADVISE YOUR TRIMMERS. BE SURE THEIR MATERIAL CONFORMS TO THESE REGULATIONS ALSO. LIMITED SELF-TREATMENT OF MATERIALS IS ALLOWED WITH PROPER CERTIFICATION.**

Test the material yourself! Do not wait until you have invested time and money into decorating your booth only to have the Fire Department tell you to dismantle it. Test your materials in the following manner. In a safe place:

1. Cut off a small piece and hold it with a pair of pliers.
2. Hold a lighter to the bottom of it for 12 seconds.
3. If, when you take away the lighter, the piece stops burning, it is flame resistant.
4. If the piece goes up in flames right away or continues to burn after you pull away the lighter, it is obviously **not** flame resistant.

If your material is flammable, you can either not use it and buy new material that is flame resistant from a California company with a California certificate, or simply get it treated by a authorized California company, obtaining a certificate at that time. Flame retardant service or materials can be found in a city "Yellow Pages" directory under "Flame-proofing/Fireproofing."

### COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (1 day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.

Show management shall assume responsibility for daily adequate janitorial and rubbish pickup service and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily. **Storage of empty cartons in exhibit booth area is not permitted.**

**Storage of any kind is prohibited behind the back drapes or display wall, or inside display area. All cartons, crates, containers, packing materials, etc., which are NECESSARY FOR REPACKING shall be labeled with "EMPTY" stickers and REMOVED FROM THE FLOOR.**

### OBSTRUCTIONS

Nothing shall be hung from or affixed to any sprinkler heads or piping. All exit doors shall be in an operable condition at all times. Exit signs shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies and passageways, fire and life safety devices shall be unobstructed at all times. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. **Easels, signs, etc., shall not be placed beyond booth area into aisles.**

### MOVE-IN / MOVE-OUT PROCEDURES

No move-in or move-out will be allowed through The Moscone Center lobbies. Arrangements can be made to use emergency ramp access to the exhibit hall for "hand carried" materials, hand carts or other small dollies. The major decorator of an exhibition event shall maintain control of the exhibit floor during set-up and dismantling.

1. No vehicles will be allowed in tunnel areas, loading docks or exhibit halls without proper I.D.
2. Only company-owned vehicles with proper signage (permanently affixed decals) or temporary loading/unloading permits will be allowed in work areas.
3. Independent decorators and sub-contractors must be properly bonded, insured and have access permission to loading/unloading areas through the show management or general services contractor and must maintain a valid permit from the facilities.
4. Individual exhibitors loading/unloading merchandise must secure a temporary access permit prior to entering booth areas from decorator service desk or show office.
5. No more than 18 vehicles shall be allowed in Moscone Exhibit Halls for unloading purposes at any given time. Idling of vehicles is prohibited.
6. No vehicles are allowed in the Esplanade or Gateway Ballrooms at any time unless part of an exhibition.
7. **KEEP ALL FIRE LANES CLEAR AT ALL TIMES FOR IMMEDIATE USE BY EMERGENCY VEHICLES.**

### PARKING

There is **no parking allowed within the San Francisco Convention Facilities at any time.** Unauthorized vehicles will be towed at owner's expense. Trash compactor and debris box removal area, as marked on floor, shall be kept free and clear at all times, as well as access area for baler.

### EXHIBIT CRATE STORAGE

Since most crates and cartons are constructed of non-flame resistant wood, and packing materials are not flame retardant, **storage of these items is not permitted within The Moscone Convention Center.**



**Oracle OpenWorld 2008**  
**September 21 - 25**  
**Moscone Convention Center**  
**San Francisco, CA**

## Liability & Insurance

(1 OF 2)

Champion Exposition Services, Inc., Champion Exposition Services of Northern California, and its respective officers, directors, stockholders, employees, agents, representatives, contractors and subcontractors (collectively, Champion) shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if Champion has been advised of the potential for such damages.

Champion shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance, written notice has been given to Champion to obtain the proper equipment.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Champion and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Champion shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall Champion be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to Champion by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

Champion shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

It is understood that Champion is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by Champion hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Champion does not provide for full liability should loss or damage occur. In the event that Champion should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Champion.

CHAMPION SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF CHAMPION HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.



**Oracle OpenWorld 2008**  
**September 21 - 25**  
**Moscone Convention Center**  
**San Francisco, CA**

## Liability & Insurance

(2 OF 2)

Claims for loss or damage must be submitted to Champion by the close of the show. No suit or action shall be brought against Champion more than one year after the cause of action accrues.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that Champion will provide these services as Exhibitor's agent and not as bailee or shipper, and Champion shall have no responsibility or obligation thereunder. If Champion shall sign a delivery receipt, bill of lading or other document, the parties agree that Champion will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

Champion shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition.

Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Champion assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

In order to expedite removal of freight from the show site, Champion shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Champion assumes no liability as a result of such rerouting or handling.

The Exhibitor agrees, in the event of a dispute with Champion relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Champion for freight handling services or any other services provided by Champion as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Champion prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Champion shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of Champion in its sole discretion. Upon Champion's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once Champion has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Champion on behalf of Exhibitor shall be bound by the terms and conditions set forth above.