



**SQUAW VALLEY
ALPINE MEADOWS**

Events Policies and Procedures Manual

Policies and procedures, rental rates, and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to August 1, 2018. This Event Guide and its contents are incorporated by direct reference in your event agreement





WELCOME

At Squaw Valley | Alpine Meadows (SVAM) we are dedicated to provide our guests with an exceptionally safe, clean, and friendly experience. SVAM conducts special events in part to fulfill its mission as well as to serve its many partners. With a goal of minimal impact on our Resort we strive to cover all elements including but not limited to; management support, events management, scheduling, security and parking management, works to maintain the quality of programs and events while seeking to minimize impact on the surrounding environment. The land and buildings of SVAM are a combination of private property and a special use permit with the US Forest Service. SVAM reserves the right to control access to its property and the use of its space and facilities. Federal and State statutes relating to private property and the rights of individuals will apply without condition.

The following Event Policies and Procedures have been established based on industry standards, management, and operational procedures, and our personal experience of owning and operating the SVAM Resort. These policies and procedures are considered a part of our Event Agreement with you. As our guest and client, by reading and signing your Event Agreement you are agreeing to abide by all of our Event Policies and Procedures, terms and conditions. These Event Policies and Procedures are presented here to help promote our guests' safety and enjoyment and to ensure that each promoter is aware of the understandings between SVAM and the guest. These policies and procedures are developed for the management of special events to address the issues listed.



ACCESS AND RIGHT TO ENTER

Authorized representatives of SVAM may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

ADDITIONAL CHARGES

Additional charges may be incurred if a group requests changes to the original labor or equipment request. SVAM will do their best to accommodate the changes; however, it will be based on business levels and availability of our event staff. At the time the change is requested, your EM will advise whether or not the changes can be accommodated, the approximate time it will take to complete the changes, and if additional labor charges will apply. Upon request SVAM event staff will provide the Squaw Valley Production Rate Card for pricing.

ADA (AMERICANS WITH DISABILITIES ACT)

Promoters must comply with all Federal State and Local ADA regulation during all phases of the Event.

AUDIO VISUAL

There are many stage, audio, backline and visual providers in the Reno/North Lake Tahoe region. Their services may include: labor, trussing, chain motors, cables, span sets and all other rigging related equipment. Contact your EM for production guidelines and contractor vendor policies.

BROADCASTING

SVAM reserves all rights to determine the use of any broadcasting in any medium originating from the premises for User's Event. User shall make no arrangements or allow such broadcasting without written consent from SVAM. Should SVAM consent in writing to any broadcasting in this regard, User is responsible for any costs associated therewith to be paid directly to the party providing the services.



**CLEAN-UP,
REMOVAL,
SET-UP,
SUSTAINABILITY**

SVAM is taking the lead in producing green meetings and events. Please review the Green Guide to Events included in the Event Agreement. Excessive clean-up expenses will be deducted from your deposit. The Promoter accepts the Venue in AS IS, WHERE IS condition existing on the first day of the Access Period, and has independently determined that it has no latent defects and is appropriate for and can support construction and operation of the Event. The Promoter shall inspect the Event Area with the Resort's representative(s), during this site visit each party shall identify any areas of the Event Area which are likely to be more sensitive to potential wear and tear from the Event(which areas may include any water bar, irrigation, erosion control or other water management system located at the Venue) Promoter shall not leave any material, equipment, damage or debris on or to the Venue and shall have sole responsibility for all set-up, removal and remediation costs. At end of Access Period, within 7 day after the Event, Promoter's representative shall inspect the Venue with the Resort for any damage or permanent alteration to the Venue caused by the Promoter from the Event. Promoter shall first have the opportunity to restore or repair such undisputed damage or permanent alteration. Promoter agrees to fully and promptly remediate any and all areas of damage or permanent alteration (e.g. environmental disruption) to Resort's reasonable standards and approval within a time period agreed to by Resort, and including the requirements of Lahontan Regional Water Quality Control Board (LRWQCB), not to exceed the condition in which the Venue was found on commencement of the Access Period. If Promoter is unable or unwilling to so return the Venue to its previous condition, the Resort may, upon written notice to Promoter, correct the damage or permanent alteration at Promoter's expense which will be paid promptly by Promoter upon receipt of a detailed written invoice from Resort.

**DAMAGE TO
PROPERTY**

Promoters and Event Groups shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of SVAM, caused by the act or omission of Event Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Event Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, resort equipment or property. Event Group shall return the Function Space to SVAM in as good of condition and repair. Nothing is to be placed against or leaned against any wall in Resort Facilities. All crates, exhibit panels and pallets must at all times be kept a minimum of 5 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Event Group will be charged by SVAM for any damages incurred by their exhibitors or exposition company. Event Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction.



DECORATIONS

All decorations need to meet with the approval of the SVAM Event Manager. SVAM will not permit the affixing of anything to the walls, floors, or ceiling with nails, staples, tape or any other substance unless approval is given by the Event Manager. No open flames or smoke machines are allowed.

All décor must be constructed of non-flammable materials. To ensure safety and guard against property damage, and/or personal injury, decorations may not obstruct entrances and exits and must allow for emergency egress at all times. Decorations cannot cover emergency signs, fire lanes or exits, or be posted in elevators or stairwells.

Posters and signs may not be placed on SVAM facilities or campus grounds without prior permission from SVAM. Scotch tape, nails, pushpins or potentially damaging fasteners (staple guns) may not be used to hang signs or other materials. Confetti, glitter, rice, and shredded tinsel are not permitted. Use of these materials will result in cost recovery for excessive clean up.

DELIVERIES AND FREIGHT

Your Event Manager must be advised of all deliveries, shipments, contractors, and vendors who require access to the facility in conjunction with your event. Notification of incoming freight shall include a shipping manifest of delivery times and delivery companies. We need 7 days advanced notice for offloading freight. It is important to ensure that sufficient move-in and move-out time has been booked. Advanced deliveries and freight shipments are not permitted prior to your load-in date. If you have any concerns regarding timing, please contact your Event Manager.

Primary address for shipment is:

Squaw Valley Alpine Meadows
1960 Squaw Valley Road
Olympic Valley, CA 96146

Post Event out loading freight

SVAM is not responsible for loss or damage to deliveries made directly to the Resort.



DRONE USE

There are very limited scenarios where drones will be allowed on property. This policy may be considered, however, prior review and approval (in writing) must be obtained from SVAM Risk Management Director and SVAM Event Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any unmanned vehicles. Due to numerous factors including, primarily, concern for the safety of our guests, employees, and resort property, SVAM Resorts generally prohibits the operation of unmanned aircraft systems (UASs), also known as drones, from, on or above property owned or controlled by Squaw Valley | Alpine Meadows.

This prohibition includes no drone use by the general public such as by recreational users and hobbyists operating from, on or above resort property.

This prohibition also includes no drones used for filming or videotaping which includes, except in the certain circumstances or editorial drone use by media or journalists operating from, on or above resort property.

All drones must remain 500' from all chairlifts, the Funitel, and Tram.

The only exception to the resort's general prohibition of drones is as follows, in accordance with Part 107 of the Federal Aviation Regulations:

- Non-hobbyist use of a drone weighing less than 55 pounds
- Drone operator must hold valid FAA certification as Remote Pilot Airman with a Small Unmanned Aircraft System rating
- All operations must comply with Part 107 of FAA regulations and California and Placer County equivalents, if any
- Operation is planned to occur in a location and on a date and time that does not include over-flight of any person (other than the drone operator) and/or operating resort lifts
- If persons will be present for over-flight, a complete copy of FAA's bona fide Waiver of Part 107 must be delivered to the resort at least 30 days in advance

Written access agreement between drone operator and resort must be in place at least 30 days in advance; this agreement must include full indemnification of resort for all claims arising in connection with any drone use .

Squaw Valley Resort, LLC and/or Alpine Meadows Ski Resort, LLC must be named Additional Insured on the drone operator's Aviation insurance policy with limits of not less than \$2M per occurrence/\$5M aggregate. Certificate of insurance to be delivered to resort at least 30 days in advance.

The drone operation must meet legitimate need(s) and be supported and approved by SVAM Marketing Dept. and SVAM Risk Management Dept. at least 30 days in advance.



EVENT APPROVAL All Promoters are required to fill out an online application form. This allows SVAM to familiarize itself with your company and event concept. Applications will be reviewed by the SVAM Event Committee every 3rd Thursday of each month. Once your application has been approved by the Event Committee you will be working with the assigned Event Manager.

EVENT MANAGER (EM) The SVAM Event Manager (EM) is the number one player on your team. This individual is assigned to work with you and your staff from initial planning through move-out. He or she is as crucial to the success of your meeting, convention, tradeshow, or concert as any member of your own staff.

Your Event Manager is your principal source of information during the planning process and a valuable "right hand" once you arrive on-site. They will answer your questions; convey information to our operating departments, and take full responsibility for our role in the smooth functioning of your activities at Squaw Valley | Alpine Meadows.

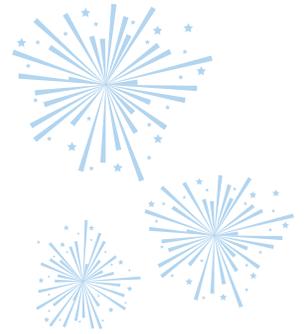
Perhaps most important of all, your Event Manager is responsible for receiving all the event requirements well in advance of your arrival, ensuring your meeting, concert, on mountain event, or festival is well-planned and well executed. Send your Planner's Checklist & Timeline for a series of due dates for providing the required information to your Event Manager such as:

- Venue selection
- Floor plans
- Meeting room diagrams, capacities, and use schedules.
- Power needs
- IT Needs
- Information to be coordinated with your other service suppliers such as audiovisual, theatrical services, and your general service contractor.

In addition, you may rely on your Event Manager to be your point of contact for Food & Beverage services, which include:

- Catered meals and banquets
- Coffee and refreshment service
- Concessions and cafeterias
- Information on health permits

In short, your Event Manager is the key player on your Squaw Valley | Alpine Meadows team here in Olympic Valley and the link to all our operating departments. He or she communicates your needs and event requirements to the members of your team so we can all give you our very best!



EVENT PLANNING Every event is different; the policies, rules and regulations set forth in this document can not cover every scenario. Therefore, if there is something that is not covered here in the Policies and Procedures Manual, we reserve the right to determine necessary considerations on an as-needed basis. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all of our visitors.

EVENT POWER Promoter must provide a list of all electrical requests, location, and times, to EM. Depending on the type and location of the event, power can come from the Resort. Site fees will include event power resort can provide. Site fee will not include resorts electrician's labor. If Resort cannot provide sufficient power the Promoter will be responsible to hire a third party contractor approved by the Resort and provide SVAM with proper insurance coverages from third party contractor.

All electrical equipment used for lighting, sound, exhibit equipment, or other effects must meet applicable National Electrical Code and Placer County requirements. Electrical fixtures and fittings must be UL listed and so marked. The Resort reserves the right to withhold electrical power until any violation of the codes is corrected and the correction is approved by the Resort.

EXCLUSIVES SVAM or its designated service provider reserves the right of first refusal of the following services:

- Cleaning Electrical/Plumbing/ EMT's
- Food & Beverage
- Telecommunications
- Meeting Presentation Power
- Broadband Internet Connections (provided that attendees may use personal devices to connect to the Internet on unlicensed frequencies and third party networks not controlled by SVAM or the Meeting Group or its affiliates)
- Outside security
- Traffic control
- Parking lot management



FEES

Site fees will be charged for use of facility according to the size and type of event. Site fees do not include production rates for equipment or labor listed below. SVAM Executive Team has the authority to adjust or waive them in individual circumstances. It is understood that some use requests will be difficult to categorize precisely. The Director of Event Services will confer with the appropriate member of the Event Management Team when the category is in question. Paramount consideration will be to balance courtesy, facilities use consistent with SVAM mission and recognition of the cost of maintaining the facilities.

SQUAW VALLEY PRODUCTION RATE FEES FOR EVENTS	
Snowmobile w/ driver	\$50/hour
Snow cat w/ operator	\$150/hour
Winch snow cat w/ operator	\$200/hour
Personnel Transport snow cat w/ operator	\$150/hour
Pipe Cutter w/ operator	\$200/hour
Small Snow blower w/ operator	\$50/hour
Generator	\$25/per hour
Loader w/operator	\$100/hour
Pickup driver	\$50/hour
Ski Run Closures	TBD (\$500 minimum)*
Large Snow Blower (Parking Lot)	\$300/hour
Snowmobile w/ driver	\$400*
Snow cat w/ operator	\$1,200*
Winch snow cat w/ operator	\$1,600*
Personnel Transport snow cat w/ operator	\$1,000*
Scorpion w/operator	\$1,600*
Loader w/operator	\$800*
Bus w/driver	\$600*
Pick Truck w/driver	\$480*
Chair Lift Operations	\$750*
Parking 100' X 30'	\$500*
Site Coordinator	\$50/hour
Lift Maintenance Supervisor	\$50/hour
Electrician	\$50/hour
Security	\$50/hour
Emergency Medical Technician	\$30/hour
Operations Staff	\$25/hour
Maintenance Staff	\$25/hour
Mechanic	\$80/hour
Ski Patrol	\$30/hour

*Daily is considered 8 hours long, daily hours over 8 will be billed at the regular hourly rate as shown plus 25%. Daily rates are for film shooting days only.
Hourly equipment rate requires a 2 hour minimum, fuel is included in rate.



FIRE SAFETY DISABLEMENT

In the case of Pyrotechnics/Flame Effects, a permit is required from the Placer County. Please submit your pyrotechnic/hazing schedules to your EM, 60 days prior to your event. The company providing the pyrotechnics must submit to the SVAM and the Fire Marshal an insurance certificate indemnifying Placer County and SVAM, its parent companies and affiliates. Pyrotechnics will not be allowed without submission of this certificate. For the permit application process and general information, please refer to the Placer County Special Event Guidelines, <https://www.placer.ca.gov/departments/fire/fire-prevention/events> The Fire Marshal must be called in for a full test of the pyrotechnics prior to the actual event

FOOD AND BEVERAGE

The Venue Planner will be in contact with the Group following receipt of the signed contract/license agreement. The Venue Planner becomes the main contact for all planning and on-site details involving Catering function arrangements and can assist with recommendations for outside services, if necessary. Catering is responsible for assisting you with menu selections. We will maintain a flexible position regarding suggested menus; however, due to changing food costs, definite prices on food and beverage will be guaranteed six (6) months prior to your program. Please note there is a three course minimum for all plated lunches and dinners. Current menus will be provided to you during contracting and planning processes. All prices are plus tax and service charge and are subject to change.

CATERING & SETUP TIMELINE:

- 45 days in advance of the main arrival date A tentative program schedule of function room requirements is due to the Venue Planner.
- 21 business days out: Complete Agenda, Food and Beverage selections and estimated guest count are due.
- 15 Business days out: All Banquet Event Orders (BEOs) are to be completed, signed and returned to your venue planner.
- 5 business days out: Guaranteed counts for all functions must be given to your venue planner. If notice would fall on a holiday, then guarantees must be received by the first working day prior to the holiday. If your guarantee is not received, you will be charged with a guarantee equal to the expected number set forth on the BEO or the number of people actually served, whichever is greater. This cannot be more than 3% above your guaranteed number.

All food and beverage must be purchased through our SVAM Food and Beverage. Due to health regulations, no outside food and beverage may be brought into the facilities. Additionally, no leftover food or beverage may be taken from the premises.



INSURANCE (COI) Certificate Limits The guiding principle regarding how much coverage is required is the amount of exposure to the SVAM. Risk assessment is necessary for each activity, vendor, or promoter. There are three levels of coverage. Coverage limits must be verified by SVAM Risk Management or Executive Team Member.

Level 1 Coverage - *Exposure:* Low, minimal risk to customers, vendor employees and other third parties while on resort property. *Example:* equipment for renting or leasing, building maintenance, ski instruction and/or sampling product.

General Liability / Umbrella Limits:

- \$2,000,000 – per Occurrence
- \$4,000,000 – General Aggregate
- \$1,000,000 – Products
- \$1,000,000 – Personal and Advertiser’s Injury
- \$1,000,000 – Blanket Contractual
- \$50,000 – Fire Damage

Level 2 Coverage - *Exposure:* Medium; moderate risk to customers, vendor employees and other third parties while on resort property. *Example:* Events, Contractors who are performing substantial renovations, using heavy machinery in base areas, working at heights, confined spaces, welding or impacting guests.

General Liability /Umbrella Limits:

- \$3,000,000 – per Occurrence
- \$5,000,000 – General Aggregate
- \$3,000,000 – Products
- \$3,000,000 – Personal and Advertiser’s Injury
- \$3,000,000 – Blanket Contractual
- \$100,000 – Fire Damage

Level 3 Coverage - *Exposure:* High, high risk to customers, vendor employees and other third parties while on resort property. *Example:* Sponsors or event production companies who are designing, producing, promoting or in any way participating in an event on the resort premises that has significant interaction with resort customers or that has high risk for participants, volunteers, and or other third parties; or any vendor, contractor, or promoter/sponsor that uses mechanized vehicles or equipment in public spaces on the mountain or at the base.

General Liability / Umbrella Limits:

- \$5,000,000 – per Occurrence
- \$10,000,000 – General Aggregate
- \$5,000,000 – Products
- \$5,000,000 – Personal and Advertiser’s Injury
- \$5,000,000 – Blanket Contractual
- \$200,000 – Fire Damage

Any of the above limits may be modified upwards depending on the anticipated exposure. A downward modification of limits must be pre-approved.



LOST OR STOLEN PROPERTY

SVAM shall not be responsible for losses by Promoters, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody, or control of SVAM.

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MEDIA COVERAGE

User shall inform SVAM of any media coverage arranged by User for the Event at least 30 days prior to the Event.

MEDICAL

In the planning process for any event, time must be spent considering medical emergencies. SVAM may require that you contract, at your expense, an EMT/OEC who is fully registered in the state of California, provide first aid care and bring the required supplies needed for first aid service. When required, this service must be provided by either SVAM or an approved vendor during the event move-in, show hours and move-out and you must provide your EM with your First Aid plan for approval no later than 30 days prior to your first move-in day. For events with groups of 5,000 above, we require that you hire medical services from North Tahoe Fire or Truckee Fire.

MOTORIZED EQUIPMENT IN VILLAGE AT SQUAW VALLEY

Vehicles are not permitted in The Village at Squaw Valley and KT Base Bar Deck without prior approval of the Resort. All vehicles entering the Village at Squaw Valley must remain outside of the Village until approved to enter by SVAM Security. All vehicles entering the KT Base Bar Deck must have approval from Security and Funitel Manager prior to entry.

NETWORK AND INTERNET CONNECTIONS

Promoters may not attach any hardware or software to any networking and Internet access services provided by SVAM, or allow its attendees to do so, other than when approved and managed by SVAM IT Department.

NON-SOLICITATION POLICY

Individuals who are not employees are not permitted to distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions for any other cause or conduct any activity on SVAM property which is not specifically authorized within the Event Agreement.



ON HILL DRIVING POLICIES

Squaw Valley | Alpine Meadows is concerned about your safety and the environment you're about to drive over. Be responsible! Make sure you are a safe and a low impact driver by following the guidelines. Promoter and Third Party operated vehicles shall be driven only by persons who have qualified according to the Vehicle Guidelines established by Squaw Valley | Alpines Meadows Management, Promoters found violating the following rules can be subject to loss of driving privileges on Squaw Valley | Alpine Meadows property, cancellation of event, breach of event agreement, fines, and possible law enforcement action.

ON MOUNTAIN DRIVING REGULATIONS AND SAFETY

"I understand that my driving privileges will be revoked for any of the following"

Regarding Orientation:

- Failure to participate in Orientations activities/instruction, not paying attention, etc.
- Arriving late for group activities and generally holding up rest of group for any reason.

Regarding Responsibility:

- Any activity which would represent your company or Squaw Valley in a negative or irresponsible light during travel on property.
- I have the ability & responsibility to report any unsafe driving or vehicle condition immediately to Squaw Valley Management or Security. (Reckless unsafe driving will not be tolerated & driving privileges will be revoked.)
- I must pay 100% attention 100% of the time while driving to insure the safety of myself and others on the mountain.
- Failure to expect the unexpected. This, there may be people, traffic, or animals along the route that can appear in front of us at any time.
- A valid State driver's license for the size and class of vehicle being operated is mandatory and must be in the operator's possession during operation.
- Failure to properly display on mountain driving permit in the driver's side front window.
- Driving in any area not approved by guide or staff.
- Failure to observe all State of California, Placer County traffic laws, ordinances, and regulations.
- Failure to observe all Squaw Valley | Alpine Meadows rules, regulations, and code of conduct.
- Speed limits of a maximum of 15 mph. Slower speeds may be necessary based upon conditions and roads.
- You must park at a min 50' from drainages. This applies weather the drainage is currently active or not.
- Do not carry loose objects, such as tools or instruments, in vehicle passenger compartments unless passengers are shielded by a mesh divider or other protective devices. Keep dash and floor clear of objects.
- Never drive a vehicle when the load or other objects obscure your view, interfere with your driving, prevent free access to emergency equipment, or prevent free and ready exit from the cab or driving compartment by any person
- When traveling, maintain an interval of at least 2 seconds. Allow more distance if another vehicle is following at an improper distance, if road conditions warrant.
- All vehicles shall be 4WD. 4WD shall be engaged whenever off pavement.
- Avoid creating dust. If you are creating dust, you are driving too quickly.
- Vehicles are to remain on existing roads and disturbance. Never drive onto undisturbed areas.
- Use good judgment in braking and know the distance required to stop the vehicle at different road speeds.
- A tired person should not be permitted to drive.

PRINT NAME	DATE
SIGNATURE	



OPEN FLAME

In order to avoid triggering the fire suppression systems, open flames and the burning of any material are strictly prohibited within all indoor areas. Open flames include candles, lanterns, camp stoves, cigars, cigarettes (herbal, tobacco, and vegetable based), pipes, incense, and basically anything else that is burning. Sterno candle lamps for the sole purpose of heating a chafing dish are allowed, but require direct and constant supervision.

When planning to use an open flame in an exterior production contact the Event Manager. Provide the specifics of the scenarios and obtain written permission for its use from the Olympic Valley Fire Marshal. Once approved, follow the directions provided by the Olympic Valley Fire Chief in coordination with assigned Event Manager.

PRE & POST OPERATIONS MEETING

Pre-conference and Post-conference meetings with the facility and other vendors are a must. The time to hold such meetings can vary depending on the size of the Event. Pre-cons are a time for key team members to meet each other and for all details to be discussed and shared. Those in attendance shall include the EM, production manager, F&B manager, security, parking, audiovisual company representative, and others, depending on the site and complexity of the meeting. Please coordinate with the SVAM Event Manager to set-up the appropriate times to hold these meetings.

PROPERTY DAMAGES AND LOSSES

Abuse and/or misuse of SVAM property and equipment are unacceptable. The responsible party hosting the event will be financially responsible for reimbursing SVAM for any damages to the premises by attendees or persons attending the event.

SALE OF MERCHANDISE

Promoter may not utilize the Resort property for the purpose of selling merchandise or services without the prior written approval of and under the conditions established by SVAM, Promoter, its agents, contractors and employees. All permits and licenses required by law for such activity in Placer County are the sole responsibility of the Promoter.

SECURITY

SVAM shall not assume responsibility for the damage or loss of any merchandise or articles left in the facilities prior to or following the event. SVAM requires security officers for all events. You are responsible to provide security appropriate for your event. We will review the staffing levels with you to establish, based on our experience that you are provided with adequate coverage. Should you have an element of risk or security issues within your event, the sooner you consult with our facility the more accurate your planning can be. If you have questions, speak with your Event Manager, as he/she can help you make the right decisions. Should you not want to use our in house security, outside contract security companies must be approved to work at SVAM. Contact your Event Manager for information and will be happy to work with you to find the best solution for everyone involved. We require 1 security guard / 50 people and at a minimum we require 2 security guards for all events when alcohol is served. The \$50 Security fee for each guard will be charged for all events. Security is required 30- 60 minutes prior to and for the duration of events. The security fee will be billed post event.



SERVICE ANIMALS Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Under the ADA, SVAM must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

- (1) Is the dog a service animal required because of a disability, and
- (2) What work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

A person with a disability cannot be asked to remove his service animal from the premises unless:

- (1) The dog is out of control and the handler does not take effective action to control it or
- (2) The dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Pets and Therapy Animals are generally not permitted in SVAM facilities or at SVAM events.

Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by you and then by the EM. Additional insurance may be required. Non domesticated/exotic animals will be considered on an individual basis. Consult your CSM regarding any non-domesticated/exotic animal requests.



SMOKING AND DRUGS

SVAM maintains a smoke-free environment. Possession of illegal drugs is prohibited on the premises. Guns and concealed weapons are strictly prohibited.

SNOW, CONFETTI & FOAM

SVAM reserves the right to deny use of equipment and equipment providers of artificial snow may be made from chemical mixes, shredded paper, or plastic. The use of confetti canons is discouraged, and if executed, such use is subject to special charges for removal and clean-up. Adequate time for full clean-up must be available following canon use. Confetti material is particularly difficult and time consuming to remove, especially on carpeted surfaces. Check with your Event Manager for cost estimates and discussion of time schedules for removal if need be.

Chemically produced snow may pose hazards such as skin and eye irritation or internal ingestion risks. Check for any warnings and safe use directions, and share these warnings and directions with the performers and crew. Shredded paper, shredded plastic, or foam may be used as confetti or artificial snow. These materials can produce dust that can be a fire hazard, and/or result in eye or respiratory irritation.

PERMITS

Special Temporary County Events Permits Please discuss with your Event Manager the necessary Special Temporary Outdoor Event Permits required by Placer County. It is important to note that it still applies to non-profit associations as well as for-profit entities. Applications with the county must be filed 60 days prior to the proposed event.

STORAGE

Users who need to have materials and equipment delivered prior to an event must check with the Event Services staff to ensure space will be available at the time of the materials' arrival. SVAM assumes no responsibility for damage to or loss of equipment or materials left in the building or on display. Certain events will require a boneyard to be staffed and secured by the Promoter.

TRADEMARK

Neither party is authorized to use any trademark, trade name, nor service mark owned or registered by the other party, its parent, subsidiaries or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute or use any trade name, trademark, copyrighted material, or service mark of the other party, its parent, subsidiaries, or affiliates.