

**EXHIBIT B**  
**RULES AND REGULATIONS**

**I. INTRODUCTION**

All Licensees holding events at Metreon, including Licensee's contractors, subcontractors, vendors, and attendees are required to respect the Venue and Shopping Center's Rules and Regulations. Violation of these rules and regulations will be subject to a \$100 fine per instance and/or, at the reasonable discretion of Licensor, grounds for termination of the License Agreement. For purposes of this Exhibit, references to "Metreon", "Management", or "Metreon Management" shall be deemed to mean and refer to Licensor.

Events will not be allowed that, in the reasonable judgment of Metreon Management, could disrupt, jeopardize, or conflict with the primary use of the building as a public entertainment center. The intended use of the venue must be communicated by Licensee to Management during the booking process for approval. Licensee use of the venue that is in violation of this policy can lead to cancellation of the event and forfeiture of any fees remitted. Political events or celebrations of any kind, including but not limited to fundraising events and rallies, are not permitted in the City View space.

**II. FACILITIES**

**Description of Facilities**

Square Footage and Capacities	Capacity			Square Footage		
	Indoor	Outdoor	Combined	Indoor	Outdoor	Combined
<b>Twin Peaks</b>	<b>200</b>	<b>175</b>	<b>375</b>	<b>3000</b>	<b>2500</b>	<b>5500</b>
<b>Presidio</b>	<b>425</b>	<b>200</b>	<b>625</b>	<b>6500</b>	<b>3000</b>	<b>9500</b>
<b>Embarcadero</b>	<b>500</b>	<b>350</b>	<b>850</b>	<b>7500</b>	<b>5500</b>	<b>13000</b>
<b>Event Space Total</b>	<b>1125</b>	<b>725</b>	<b>1850</b>	<b>17000</b>	<b>11000</b>	<b>28000</b>
<b>Lobby</b>	<b>200</b>	<b>X</b>	<b>200</b>	<b>3000</b>	<b>X</b>	<b>3000</b>
<b>Venue Total</b>	<b>1325</b>	<b>725</b>	<b>2050</b>	<b>20000</b>	<b>11000</b>	<b>31000</b>

Amenity Spaces	Square Footage
<b>Alcatraz</b>	<b>225</b>
<b>Coat-Check Room</b>	<b>450</b>
<b>SoMa</b>	<b>775</b>
<b>Kitchen</b>	<b>1650</b>
<b>Restrooms</b>	<b>6 Women/6 Men (Main); 2 Women/3 Men (Lobby)</b>

- The interior space can be spilt via air walls into 3 separate event spaces: Twin Peaks, Presidio, and Embarcadero.
- There is one additional private solo restroom.
- Lobby restrooms are available during event hours only.
- All restrooms may be designated/marked by Licensee as gender-neutral.

**Capacities**

- The number of guests must not exceed the established capacities of each area designated for the event. If maximum capacity in any space is exceeded, Metreon Management reserves the right to restrict entrance to guests.

**Hours**

- Metreon Building Hours: 11:00 am – 7:30 pm Sunday to Wednesday (subject to change w/o notice)  
11:00 am – 8:30 pm Thursday to Saturday (subject to change w/o notice)

### Event Hours

- The rental period is 8:00am – 4:00am on event days and 8:00am – 10:00pm on load-in days, unless otherwise amended in the Summary of Terms. All event activities including set-up and load-out must occur within this timeframe. During the event, pursuant to the License Agreement, an authorized representative of the Licensee may request a reasonable extension of the hours of the event beyond the stated hours in the License Agreement. Approval of such requests shall be at the sole discretion of Metreon Management and is subject to venue availability. All applicable terms, conditions, and payments set forth in the License Agreement shall apply to any such extension period, including, without limitation, the Extension Fee.

### Emergencies

- In an emergency, Metreon's public address system will provide exiting instructions. For the hearing impaired, strobe lights will guide the way to exits. The Shopping Center is also supplied with an emergency generator to provide power to this system during a power outage. **Emergency assistance can be requested at the Security Dispatch Center, which is staffed 24 hours a day. The Dispatch Center can be reached by dialing 415-369-6060.**

## III. STAFF

### Management

- **Metreon Management staff are not available to lift, carry or move anything that is not Metreon property nor assist in loading, unloading or carrying of any equipment or event-related materials.**
- The Licensor staff person who is assigned as the Event Manager is the final authority on all event activities at the facility. The Event Manager will be on site during load-in, event duration, and load-out to serve as this authority. This responsibility includes the adherence to Metreon's Rules and Regulations included herein, which are designed for the protection of the building and to facilitate the efficiency of Metreon's operations and staff.
- Management personnel are required to be on-site during any guest presence at the venue.

### Engineering

- Engineering team scope includes serving as point of contact for any and all Fire Department walkthroughs, resolving tripped breakers, and ensuring that all event operations, as pertaining to electrical installations, ingress and egress, and fire-related installations, are safe and within compliance of all applicable codes.
- **Metreon is not a vendor of AV equipment and does not provide technical planning or installations for events. Metreon engineering is present for advising clients of the capabilities of the site and supervising Licensee and/or Licensee's subcontractors for compliance with Shopping Center and City View Rules and Regulations.**
- Engineering personnel are required to be on-site during any guest presence at the venue.

### Security

- The Shopping Center has a general professional security staff on duty 24 hours a day. Building security can be contacted via Metreon's Security Dispatch Center at (415) 369-6060.
- Licensor typically provides two (2) security guards for Events in City View for full-venue events, plus one additional guard per up to every 250 guests over 500. Guards will arrive 30 minutes prior to Event start time and leave 30 minutes after Event ends. Additional guards and/or hours are available to be arranged through Metreon Management – please inquire for current rates. **Overnight security is not included for multiple-day bookings.**
- Event space security personnel are under the direct supervision of Metreon Management and are provided for the safety of guests as well as for the safety of the Shopping Center. Security personnel are present for crowd control purposes and flow management. Security personnel will not perform reception duties, collect invitations, or verify guest lists.
- Event security personnel are required to be on-site during any guest presence at the venue.
- If you are planning on having additional private security present, please coordinate directly with Metreon Management and Metreon Licensor Security to ensure all teams work together.
- Any special needs required for VIP guests, (i.e. separate entrance/exit plan, back of house access, etc.) must be coordinated with Metreon Management and Metreon Licensor security and arranged at least 15 days in advance. If there is a need for special security during the event (i.e. personal security, bodyguards, secret service, or law enforcement officers), this must also be coordinated with Metreon Management at least 15 days in advance.
- SFPD works in the Yerba Buena Neighborhood and is available to contract upon request. Any requirements for SFPD or SFFD to be on-site during an event will be paid for by Licensee.
- In the event of an emergency requiring evacuation, security personnel will provide assistance to all fourth-floor occupants to ensure access to escape stairwells.

### Housekeeping

- Licensor typically provides 3 housekeeping personnel plus an additional 1 per up to every 500 guests over 500 for full-venue events. Housekeeping personnel arrive 2 hours prior to event start time and leave 30 minutes after event is over.
- **Housekeeping is responsible for general upkeep/light touch-ups and cleanliness of the public spaces only. This includes the restrooms, lobby, and pre-event vacuum of the venue space.** Housekeeping is not responsible for event-related debris, spills or trash. Licensee must provide staff for any bussing, event cleaning, and pre/post-production clean-up. This includes any packaging or other related materials. Any breakage or spills in the venue or in any of the back of house areas must be cleaned/swept immediately.
- Housekeeping will watch for potential hazards and notify the appropriate personnel and/or assist on an emergency basis only as needed.
- Housekeeping personnel are required to be on-site during any guest presence at the venue.

#### **Freight Elevator Operator**

- Metreon Management provides an elevator operator for the use of the freight elevator during peak load in/load out hours, up to 12 hours per day.
- Elevator operator will maintain elevator flow to ensure all floors are serviced and will monitor and report all Licensee and Licensee vendor elevator activity to Metreon Management.
- Licensee must follow proper elevator protocol at all times and is responsible for all event-related damage to freight elevator.

## **IV. PRE EVENT**

#### **Approval Process**

- Metreon Management must review and approve in advance all proposed logistical plans. Licensee must submit logistical plans, a list of all sub-contracted vendors and suppliers as well as a floor plan indicating locations of all decor, tables, bars, musicians, lighting, A/V equipment, displays, banners, signs, and/or other equipment to Metreon Management a minimum of fifteen (15) days before the event.
- Metreon Management reserves the right to reject plans that it deems to be hazardous or otherwise problematic to the safe and proper management of the premises or that affect the presentation of the building or its tenants.
- During the planning process, Licensee may request from and/or communicate to Licensor alterations (via the production questionnaire or otherwise) to the originally contracted event terms, including but not limited to Event Start and End Time and Guest Count. If accepted by Licensor, these updated terms will be considered final and shall replace the corresponding terms which were previously agreed upon. Licensee accepts responsibility for any associated charges in relation to these requested term changes.

#### **Premises Permits**

- It is the Licensee's responsibility to obtain all the necessary permits required for its Event. These may include, but are not limited to, fire, amplified sound, alcohol, and tenting permits.
- **Alcohol permits are required to be submitted to Metreon Management no less than 15 days prior to Event day. Fire permits must be applied for at least 15 days prior to Event day, with proof of application and receipt provided.**
- **All events serving alcohol require the use of an ABC Licensed Caterer (Type 47 or Type 48) with a Type 58 Catering Permit. The caterer must also obtain an ABC event permit (Form ABC-218).**
- **Alternatively, qualified Non-Profit Organizations hosting fundraising events may instead obtain a Form ABC-221 permit.**
- The above described requirements are subject to change at the discretion of the agencies involved. Please inquire with SFFD and/or ABC for a full list and confirmation of specific requirements.

#### **Printed Materials**

- The content of all printed materials relating to the event, including invitation copy, programs, electronic text, and any promotional material, is subject to Metreon approval, especially as relates to use of City View at Metreon name and logo.
- Licensee is permitted to use the "City View at Metreon" name to announce the location of the event, but may not make claims that Metreon is in any way sponsoring or hosting the event without prior consent from Metreon Management.
- Announcements and advertising for event promotional purposes are not permitted prior to signing the License Agreement.

#### **Sub-Contracted Vendors and Suppliers**

- Licensee is permitted to use vendors outside of City View preferred vendors list with no associated fees. There are three exceptions to this rule - truss operation, tenting, and internet, which are further explained later in the Rules and Regulations.
- Metreon Management must approve all vendors contracted for an event. Licensee is responsible for ensuring that all persons subcontracted for an event review and comply with all policies and procedures described in the License Agreement and Rules and Regulations. **Vendors that have previously not complied with the venue protocols are not**

permitted to work within the venue – please contact Management for an up to date list of prohibited vendors.

- All major vendors are required to come in for a logistical walkthrough of the building at least fifteen (15) days prior to Event.
- Licensee must submit the production timeline listing of all exhibitors, vendors and suppliers involved in the event and their arrival times to Metreon Management no less than fifteen (15) days prior to event via the link provided. Licensee must also complete the production questionnaire, submit all vendor/exhibitor COIs, and provide floorplan/ceiling plan in this time frame. Management will reach out at least 30 days prior to provide forms and confirm these items. Receipt of these items after they are due will incur additional charges.

#### Liability Insurance

- Metreon requires that all vendors, contractors, and exhibitors, and any individuals or groups otherwise performing work or providing services, performances, or demonstrations on or within the Metreon property, obtain the insurance coverages and comply with the terms set forth in Section 17 of the License Agreement. Please direct any insurance questions to the Metreon's building administrator at 415-369-6002.

#### Weddings & Private Parties

- All weddings and non-corporate private parties must hire a professional full-service event planner (not otherwise affiliated with the celebrated person(s)) who will act as the primary source of contact between the celebrated person(s) and the venue through the commencement of the Event Term.
- Weddings and non-corporate private parties are required to select from our list of preferred or approved caterers.
- Weddings and non-corporate private parties are required to utilize the City View designated beverage service provider for all alcohol service within the venue. The exception to this is if the preferred or approved caterer selected will be providing the beverage service instead.

#### Site Visits

- Site visits must be scheduled at least twenty four (24) hours in advance. Appointments can be made through the Metreon Management Office at (415) 369-6003.
- Unannounced or unaccompanied vendors or individuals are not permitted to enter the Venue spaces. All site visitors must be escorted by a member of the events team. Regular office hours for visits are Monday – Friday between 9:30am and 4:00pm, subject to availability.
- Metreon Management recognizes the importance of viewing the site during the event planning process. However, please keep these visits to a minimum by having all subcontractors join in the same visit vs. several smaller visits.

#### Pre-Event Walk-Through

- **A mandatory pre-event walk-through no later than fifteen (15) days prior to the event that includes the caterer, event planner(s) and other major subcontractors is required.** All mandatory pre-event walk-throughs must be scheduled at least twenty four (24) hours in advance and are to be conducted with a Metreon Management representative. All walk-throughs are subject to Venue availability. Day-of-Event building access will be denied to Licensee and Licensee vendors if this walkthrough has not taken place.

#### Fire and Open Flames

- Use of propane, natural gas, or butane tanks is prohibited. Our catering kitchen has natural gas connections for cooking equipment use.
- The event space allows the use of sternos, cassette feu/portable butane, and candles provided the proper permits are obtained. If your event requires open flame, the necessary fire permits(s) must be completed, approved, and a copy of which submitted to Metreon Management at least fifteen (15) days prior to the event.
- Heaters and other heating elements are not permitted in the Venue without prior Metreon Management approval.
- All other forms of open flame use in the space, including but not limited to fire-handling performances, ceremonial fires, and fog/smoke machines, are strictly prohibited.

#### Liquor/Illegal Substances

- All events serving alcohol must comply with ABC event permit regulations. Event permits can be obtained through either a vendor who has a Type 47 or Type 48 Liquor License with a Type 58 Catering Permit or through a qualified Non-Profit Organization. Please reference "Premises Permits" above for more information.
- Alcohol may not be served to any persons under the age of 21 or in violation of any laws, nor to anyone who cannot provide valid photo identification that he or she is at least 21 years of age. It is the responsibility of the Licensee to determine the age of guests and regulate alcohol service accordingly.

- If at any time Metreon staff deems alcohol consumption at the Event to be excessive or improper, Metreon has the right to immediately close all alcohol service, close the venue, and/or evict guests from the facility.
- **To ensure closing of the event runs smoothly, we require Bar Last Call at least 30 minutes prior to event end time, with a hard-stop on pouring at least 15 minutes prior to event end time. This should be coordinated by both your event coordinator and your beverage caterer.**
- Any illegal drug activity will be reported to the San Francisco Police Department.

### Pre-Event Deliveries

- Metreon Management allows for pre-event deliveries for up to 10 individual packages (NO PALLETS; 100 lb total weight) up to 3 business days prior to Event. Packages in excess of the number allowed and/or arriving earlier than permitted are subject to a \$10/day/package daily storage and handling fee.
- All deliveries must occur during normal office hours, Monday – Friday between 9:00am and 4:00pm (excluding holidays).
- All items must be clearly addressed as follows: City View at METREON – (Name of Event or Event Host), 135 Fourth Street Suite #4000, San Francisco, CA 94103. Deliveries without an event name or host will be turned away. COD deliveries will not be accepted.
- Metreon Management will not transport/unload or verify content for any deliveries. Metreon Management further assumes no responsibility for counting boxes or for the delivery or otherwise present condition of these items. Items will be stored in a locked, secure location within the Venue until the Event day.
- Any items to be shipped back post-event must be taken or picked up from the property prior to License Agreement Term expiration following Event. Metreon Management assumes no responsibility for any items left after rental period expires. Any items left in storage will be subject to a \$100/item (bankers' box or equivalent) daily fee and disposed of after 7 days.

## V. DURING EVENT

### Access

- The Metreon Shopping Center is open to the public daily at 11:00am.
- All event load-in and load-out will be through either the Metreon Loading Dock or the Howard Street Cut-Out Loading Zone, both located between 3<sup>rd</sup> and 4<sup>th</sup> street adjacent to the Shopping Center.
- Access to the Loading Dock will be granted according to the Event Timeline submitted prior to the Event. Vendors not listed on the timeline will not be allowed access to the Loading Dock. All vendors must complete their load-in and load-out activities by the agreed upon times and within the rental-period window.
- The Loading Dock gate is operated by Metreon security Monday – Friday between 7am and 3pm. During these times, please call security dispatch at (415) 369-6060 for access. For access to the Loading Dock outside of these times, please call Yerba Buena Gardens per the contact number listed on the gate.
- Periodically, access to the Metreon Loading Dock ramp and/or Howard Street Cut-Out Loading Zone may become unavailable due to circumstances outside of Metreon control. In these instances, alternative loading options will be provided and communicated to you with as much advanced notice as possible.
- Licensee will be assigned a unique code to access Howard Street Loading Zone security door (painted red) and Freight Elevator to 4<sup>th</sup> Floor prior to event. **The Howard Street security door cannot be propped open at any time.**
- Access to all building entrances, exits, hallways, and doorways must be kept clear at all times.
- Event guests may access the venue on the 4<sup>th</sup> floor via either the ground level elevators or escalators on the north side of the common area. These elevators and escalators may **not** be privatized.
- Please note, one or more escalators and/or elevators may become unavailable for use prior to and/or during your event due to unforeseen service issues. Metreon will make every reasonable effort to repair any issues to minimize the impact on your event; however, there is a possibility that all access points may not be fully available for the duration of your event. Escalators cannot be directionally-reversed to compensate for any impact on entry or exit egress.
- Guests requiring ADA access to the venue may enter the building from any of the street-level entrances. There is an ADA lift for guests entering through the Yerba Buena Garden doors.
- The DJ Platform areas in the venue mezzanine are for vendor/back of house use only – no guest access is permitted.
- For events requiring guest access outside of Metreon common area regular open hours (typically 11:00am – 7:30pm,



subject to AMC theatre timing), Licensee may be required, at Licensor discretion, to provide additional staffing (or purchase same through Licensor) as follows:

- 1 security personnel per entrance used to monitor in and out of guest access to and from the building. Personnel to be on site and stationed at least 30 minutes prior to attendee arrival time.
- 1 event ambassador per 200 attendees (minimum of 3) to provide guidance, information, and way-finding for attendees to and regarding the event/venue. Ambassadors to be on site and stationed at least 30 minutes prior to attendee arrival time.

#### Scissor Lifts

- **Scissor lifts must be escorted to and from the 4<sup>th</sup> floor via freight elevator with a minimum of 2 personnel at all times (1 driver and 1 spotter/elevator door holder). Driver must remain inside lift during lift operation. Please reference Freight Elevator protocols below.**
- All times for scissor lift deliveries and pick-ups must be detailed on the Production Timeline via the link provided. Lifts are to be stored adjacent to the Target loading bay against the wall and close to the exit when not in use. Drop offs and pickups are allowed up to one business day in advance/up to one business day after the Event, to be stored in the building Egress next to the Howard Street Loading Zone in the interim. Additional days will be billed at \$100/day per lift.
- **NO SCISSOR LIFTS ARE EVER PERMITTED ON THE TERRACE. Any lifts brought onto the terrace will incur a \$1,000 dollar fine plus any applicable damages, including damages incurred by programming for subsequent events occurring in the venue.**
- **The maximum lift size is 2632 (26' high X 32" wide); larger lifts will not be allowed up to the 4<sup>th</sup> floor.**

#### Freight Elevator

- Freight Elevator Dimensions: **Doors** = 5' W x 8' H; **Inside** = 8'4" W X 9'5" H X 10'2" D
- **ANY EVENT-RELATED DAMAGE TO FREIGHT ELEVATOR WILL BE BILLED TO LICENSEE. This includes any damages incurred by delays to subsequent events occurring in the venue.**
- When using the Freight Elevator, please use the **DH button** ("door hold") to hold open the elevator doors. Do not manually prop, block, or hold the doors open. Failure to abide by these rules will likely result in damage.
- Licensee must follow proper elevator protocol at all times and is responsible for all event-related damage to freight elevator regardless of whether operator is onsite or not.
- Use of Freight Elevator is not exclusive to Licensee as other building tenants/staff will still require periodic access as a part of their daily operations.

#### Loading Dock

- The Metreon Loading Dock is part of an operating retail and entertainment center that is used every day by multiple tenants and vendors. Use of this area is shared amongst several parties and Licensee must maintain clear access for other building tenants/staff in the dock and landing platform areas.
- To gain access to the Loading Dock, the Event Timeline detailing all vendors, delivery times, and pick-up times must be completed and submitted to Metreon Management at least fifteen (15) days prior to the Event. Event Timelines received after this date may not be approved and your vendors may not be allowed access to the building. All vendor deliveries and pick-ups must be in accordance with the times as scheduled on the Event Timeline. Management will reach out at least 30 days prior to provide form and confirm this timeline.
- **Parking in the Metreon loading dock is prohibited at all times; the dock is a Loading Zone only.**
- Event load-in and load-out must occur through Bay #1, the leftmost stall adjacent to the Blue Lift. Please note that the loading platform is not able to be backed up to directly. All items must be loaded onto the Blue Lift and brought up or down with the lift control accordingly. Use of plywood or other similar measures to bypass this step is strictly prohibited and may result in a fine of \$100/occurrence and/or vendor ban from building.
- Loading Pass containing driver contact information must be left visible on dash at all times while in Loading Dock or Street Loading Zones.
- The recycle dumpster located in Dock #1 cannot be moved. Loading vehicles can maneuver the dock without affecting the dumpster placement. Fine of \$100 will apply if any vendors move the dumpster out of its designated area.
- **Licensee is responsible for monitoring the load-in and load-out of all contractors while in the Loading Dock and is encouraged to provide a dock master to facilitate this process. Metreon Management may require Licensee to provide a dock manager should Management deem the load-in/load-out to be complex or advanced.**
- No staging/stacking of event rentals, road cases, or equipment is permitted in the Loading Dock area or back hallways.

### Street Loading Zones

- The Howard Street Cut-out is in regular use for building tenant deliveries, Target guest pickup, and event deliveries. It is a loading zone only and vehicles in this area must be monitored at all times. You may permit this loading area via SFMTA's online portal for guaranteed access. **All applications for Howard Street Cut-out must be submitted 15 days prior to event. SFMTA can be reached via email at [Temporarysign@sfmta.com](mailto:Temporarysign@sfmta.com).**
- 4<sup>th</sup> Street Loading Zone is in regular use for Target guest pickup and building tenant deliveries. Use of this zone is generally not advised or permitted except on a very limited as-needed or emergency basis.
- The Mission Street Cut-out is a designated drop-off spot for passenger shuttle services. You may permit this loading area through SFMTA for guaranteed access.

### Load-In and Load-Out

- Licensee or Licensee's subcontractors must be on-site to receive and move all vendor deliveries into event spaces. Metreon Management Staff will not assist in loading, unloading or any other related activities.
- No staging/stacking of event rentals, road cases, or equipment is permitted in the loading dock area or back hallways.
- Hand trucks and dollies are NOT provided by Metreon Management for load-in and load-out.
- Electric pallet jacks are NOT permitted in the Metreon building.
- No pallet jacks of any kind are permitted through the common areas of the Shopping Center.
- **Vendors may enter the space through the doors nearest the Freight Elevator only. No vendors are allowed to load any supplies or equipment through the guest hallway at any time.**
- **All items placed near walls must maintain a minimum of a 6-inch distance to the wall. Items may never be stored or placed touching or leaning against doors or walls at any time.**
- **During the course of the event, Licensee and/or Licensee agents may be notified by City View personnel of any potential breaches of the Rules and Regulations. Licensee on-site point of contact may be given the opportunity to first remedy any breaches before incurring any associated fines or fees. If the breach is not cured in a timely fashion as determined by City View staff in relation to the nature of the breach, City View personnel may take corrective measures to remedy the issue(s). Licensee accepts any associated charges resulting thereof.**

### Metreon Equipment

- City View at Metreon is a venue rental space only with all aspects of event production performed through the use of outside vendors.
- The venue rental includes use of our 7 living walls and 8 electric heaters on the terrace. Use of these amenities is subject to functionality and not guaranteed. For all partial-space rentals, the living walls will be used to section off the terrace area accordingly. All living wall placements must be staggered to allow fire-escape access from the terrace.
- Living walls are NOT permitted inside the venue.
- Heaters are not permitted inside the venue nor inside any tent installations.
- Metreon does not provide furniture or décor rentals for the City View event space.
- All vendors must bring any necessary equipment including ladders, dollies, hand trucks, scissor lifts, and pallet jacks.
- Metreon Management will not loan any Metreon property to Licensee or Licensee's subcontractors.
- Caterers must provide all cooking, plating, and cleaning utensils and equipment.
- Licensee must provide all required trashcans
- Metreon does not have built-in sound equipment except for emergency use. The house lighting is for ambient purposes only. The brightness level in each space can be adjusted to one of four pre-set increments.
- Metreon does not adjust or focus lighting fixtures. Ceiling access to adjust these fixtures may be given to your selected AV vendor with prior approval from City View. All lighting fixtures adjusted during the course of the event must be returned to their original positions prior to the end of load-out. Fixtures may not be relocated from their base locations.
- **House lighting ETC system uses a closed network (not tied to the Internet nor the building network) with the 10.101.xxx.xxx IP format (use the 10.101.90.xxx range for your console). The system requires a console that is ANSI E1.31/sACN capable and does not support ArtNet or any other Network Lighting control protocols. Metreon HIGHLY recommends bringing in control console to test for compatibility prior to the day of your event.**

### Set-up

- Licensee is responsible for all set-up in the City View space and for proper handling and storage of all equipment items.
- Fire codes and regulations regarding exits and entrances must be adhered to. Doorways must not be obstructed nor emergency exit signs obscured. A 6-foot wide path must be left open in regard to any fire egress routes/doorways.
- **Vendors may enter the space through the doors nearest the Freight Elevator only. No vendors are allowed to load**

**any supplies or equipment through the guest hallway at any time.**

- **All items placed near walls must maintain a minimum of a 6-inch distance to the wall. Items may never be stored or placed touching or leaning against doors or walls at any time.**

### **Storage**

- Storage prior to and during events is very limited. We do not have designated separate storage areas. Please make arrangements to keep your items off-site.
- Day-of event storage is contained within the venue itself and is subject to availability based on other event programming. Potential storage areas can include Alcatraz, SoMa, Coat-Check, and the south end of the terrace.
- Items stored during Event must be removed immediately post-event prior to the expiration of the rental period. Any items left in storage will be subject to a \$100/item (bankers' box or equivalent) daily fine and disposed of after 7 days.
- Metreon Management will not be responsible for lost or stolen supplies, equipment or any other property owned by the vendor, subcontractor or Licensee. Licensee is solely responsible for any such property.

### **Guest Arrival/Parking**

- City View at Metreon is located next to the 5<sup>th</sup> & Mission Garage, which is open 24 hours a day. The Venue does not provide validation for use of the structure; however, discounted parking arrangements can sometimes be made directly with 5<sup>th</sup> & Mission Management. They can be contacted at (415) 982-8522.
- Parking is not permitted in the Metreon Loading Dock area or in any of the Street Loading Zones.
- The Mission Street Cut-out is a designated drop-off spot for passenger shuttle services. You may permit this loading area via SFMTA for guaranteed access. SFMTA can be reached via email at [Temporarysign@sfmta.com](mailto:Temporarysign@sfmta.com).
- Valet parking is generally not permitted.
- Parking for delivery trucks and other large vehicles must be located off-site.

### **Check-In**

- Licensee is responsible for all guest-list verification and check-in procedures. Metreon Management or security personnel will not perform any check-in duties. Check-in is to occur on the 4<sup>th</sup> floor only. .
- Licensee shall provide enough staff for guest check-in to prevent congestion in lobby and elevator/escalator landing areas.

### **Decor/Branding**

- All decor must be limited to designated event spaces and not placed in any of the Metreon common areas.
- All decor must be free-standing. Nails, staples and/or tape may not be used on walls or floors. Non-adhesive cling type installations on painted walls/columns and windows are permitted in the main venue space provided they do not leave a residue/damage when removed. Adhering to walls/hanging from the ceiling is not permitted in the City View lobby area.
- Wall-cling installations are never permitted in the City View Lobby, hallways, Coat-Check Room, SoMa, or bathrooms. These are permitted in Embarcadero, Presidio (except for Video Wall), and Twin Peaks only.
- All branded graphics must be facing into the venue and not outwards towards Yerba Buena Gardens or Moscone Center.
- All decor items must comply with local fire department regulations.
- Structural or permanent physical alterations, attachments to permanent structures or modifications of Metreon Management property are not permitted.
- The use of small decor items (glitter, confetti, rock salts, rice, or other similar items) is not permitted within the Venue. Helium balloon use is also prohibited.
- Licensee must remove all outside equipment and decor from the event areas directly after the event. Metreon staff will not assume responsibility for any items remaining on the premises after License Agreement expiration. Items left over post-event requiring removal and disposal by Metreon staff will be subject to a removal fee of \$100/item (bankers' box or equivalent).
- Additional branding opportunities are available in the common areas and building exterior for a fee. These can include but are not limited to building entrance door wraps, elevator door and escalator panel wraps, floor decals, and building entrance signage. Please inquire with Metreon Management for further information.

### **Signage**

- Event is permitted up to three 22"x28" directional signs on the ground level of the center or near the escalators. Signage may not be placed in the exterior of the building. Signage creative and placement must be approved by Metreon.
- All signage must be free-standing. Nails, staples and/or tape may not be used on walls or floors.
- Event is additionally allowed the placement of up to three event personnel to provide directional guidance. Personnel are



permitted to use hand-held directional signage. Personnel placement is subject to Metreon Management approval.

- Metreon may have sign holders available for Licensee use. Licensee is responsible for the care and safekeeping of any sign holders it utilizes. Sign holders missing and/or otherwise not returned to the City View venue space after the event will be assessed a \$100 replacement fee per sign holder.
- All signage must be of professional quality. No handwritten signs shall be permitted.
- The posting of non-directional signs, posters or banners outside of the City View venue areas is prohibited.
- Branded or promotional banners, awnings, window wraps, balloons, lighting, or signage of any other kind may not be placed on, projected on, or visible from the exterior of the building.
- **All signage must be removed and properly disposed of offsite post event.** Signage remaining after License expiration requiring removal and disposal by Metreon staffing will be subject to a fine of \$100.
- Metreon has branding opportunities including but not limited to Door Wraps, Elevator Wraps, Floor Decals, Escalator Wraps, 4<sup>th</sup>-Street Marquee, and Exterior Billboards. Please contact Metreon Management for more information/rates.

#### Tents and Terrace

- The terrace has 45 tent anchors that can be accessed for the installation of tents. All tent installations are required to use the tent anchors.
- Licensee is required to use venue's partner tenting vendors for all tenting needs – Standard Party Rentals, Bright Event Rentals, or Hensley Event Resources.
- The installation of tents must occur within the period specified in the License Agreement. Tenting load-in or load-out days before or after your rental period will not be permitted. Beginning thirty (30) days out from your event date, the venue will allow for a separate Tenting Day rental strictly for the set-up and break-down of tent installations, subject to availability. This Tenting Day allows access between 8:00am and 4:00pm Monday – Friday for a fee of \$2,500.
- **The terrace tiles are very sensitive to weight and pressure. Any heavy object placement on the terrace must be approved by Metreon Management. Any event-related damage caused to the terrace will be billed back to Licensee.**

#### Ceiling Access

- The Venue has an exclusive contractor for operation and management of our motorized truss. Exclusive contractor will be on site for all truss operations and will oversee/monitor all use of, attachments to, and installations on the truss. No outside personnel are permitted to operate Venue truss.
- Truss, rig point and all ceiling access is subject to a fee. This fee ranges from \$1,500 - \$3,000 per event (up to 2 days) and includes 4 hours load-in and 4 hours load-out for truss operation. Additional days are available for \$500/day.
- Scissor lifts will not be provided for any ceiling access or rigging needs. All vendors must supply their own lifts.
- Access to rig on points that are not already installed into the ceiling will be permitted on an extremely limited basis. Licensee is still subject to ceiling access fee. Please note this is applicable to all ceiling installations including lighting fixtures and décor, regardless of size. Licensee assumes responsibility for use of any unrated rigging locations and must sign a hold harmless waiver for use of any non-approved rig points.

#### Pipe and Drape

- **All emergency exits must be visible and fully accessible when pipe & drape is in place. NO EXCEPTIONS.**
- Licensee/Licensee's contractor is responsible for providing additional emergency exit signs as required for any exit sign visibility blocked by pipe and drape set-up. Licensee must obey all fire codes when setting up event floor plan. **Any event set up that is not in compliance with all applicable codes will not be allowed to open doors.**
- Metreon Management requires Fire Retardant certification for all materials used for pipe & drape.

#### Music and Entertainment

- The selection of music and entertainment is subject to Metreon approval in regard to content and sound volume.
- All speakers placed in the venue must be raised at least two inches (2") off the floor to prevent the transference of sound throughout the Shopping Center.
- No amplified sound is permitted on the terrace after 10:00pm.
- Licensee is responsible for any applicable permits for live or recorded music performed or otherwise played at the event.

#### Catering, Kitchen, and Bar Service

- It is highly recommended that Licensee select a caterer from Metreon Management's "Preferred Vendors" list. This list is comprised of caterers who have an established relationship with Metreon Management and are familiar with the facilities and the required rules and regulations. This preferred list is available on our website. Use of caterers not on the

Preferred Caterers list is subject to Metreon Management approval and requires a logistical walkthrough at least fifteen (15) days prior to Event for any vendors new to the Venue.

- All caterers are required to have at least one employee on site at all times who has successfully passed an approved and accredited food safety certification examination. Proof of certification is the responsibility of the food handlers, and should be kept on site in the event it must be produced for Health Services officials. This requirement follows the California Health and Safety Code, (Article 1, Section 113716).
- The City View kitchen is a prep and production space to be used for finishing, plating and bussing only.
- The kitchen contains a walk-in refrigerator, prep counters and sinks, a hood, and gas and electrical connections. All additional cooking equipment and utensils must be brought in.
- **All ice must be stored in plastic bins**
- Preparation of food in any space other than the kitchen must be coordinated through Metreon Management.
- All spills, messes, and/or breakage are responsibility of the Licensee and must be cleaned or swept up immediately.
- Licensee must provide all required trashcans
- **Bussing must be performed throughout the event to avoid accumulation of foodstuffs, trash, and glassware and prevent any breakage, spillage or other accidents that might otherwise ensue. Caterers must designate a specific area for staging trash during the event.**
- All beverage/bar locations are required to have mats/rugs behind the bar to protect the City View event space flooring.
- Any bussing or plating areas outside of kitchen require floor coverings underneath to protect carpet.
- Caterers must provide a fire extinguisher at each food warming station. Steam can set off fire alarms; special attention must be paid to steam escape from dim sum or chaffing dishes with steam-style inserts. Any Shopping Center evacuations caused by/resulting from negligence or misuse are likely to result in a fine billed to Licensee.
- **Complete clean-up of all kitchen areas and equipment used by Licensee and its vendors is required. The kitchen space will be provided to Licensee in a clean condition and the space shall be returned to Metreon Management in a similarly clean condition. This includes/is not limited to sweeping, mopping, and removal of all event trash.** If Metreon Management judges routine cleaning and maintenance inadequate to return the kitchen to its prior condition, special maintenance services will be provided through Licensor and deducted from Licensee's Security Deposit.
- Licensee or Licensee caterer is responsible for providing any and all cleaning supplies, including but not limited to mops, towels, and trash cans and liners.
- All food waste must be taken completely off site to be sorted and disposed of. Failure to do so will result in a fine of \$500 or \$2/person, whichever figure is greater.
- All hot/live cooking surfaces must be uncovered and must be between 33" and 41" from the floor. Equipment must be placed directly underneath the Kitchen Exhaust Fan & ANSUL system nozzles.
- Caterers who do not comply with guidelines for the safe operation of kitchen space or satisfactory kitchen clean-up may lose their privilege of operating at the Venue.
- **Last call for bar service must be at least 30 minutes prior to your event end time, with a hard-stop for pouring at least 15 minutes prior to your event end time. This should be coordinated by both your event coordinator and your beverage caterer.**

## Power

- Licensee must advise Metreon of all cam-lock service requirements and/or power needs above and beyond use of the 20 Amp circuits dispersed throughout the venue at least 15 days prior to Event and review with Management for approval during final pre-event walkthrough. Metreon does not run cabling/distribute power and can advise of building capabilities only.
- All house cam-lock power may only be turned on and off by Metreon engineering staff.
- Guidelines set forth in the National Electric Code (NEC) must be followed with particular attention paid to the section regarding temporary power.
- Extension cords must be 3-pronged, UL listed. Home extension cords (2-pronged plugs) are not permitted.
- Metreon Management does not provide extension cords, distro panels, safety mats, pigtailed, gaffer's tape, or any other electric equipment.
- All cords must be properly managed and safely displayed for event guests. Attention should be paid to the placement of cords in front of doorways, thresholds and emergency exits. Use of flat cable is encouraged.
- Duct tape and Velcro is prohibited on all event space surfaces including walls, floors, and columns.
- Light trees must not lean against or touch the walls. They must be securely sandbagged or stanchioned if located in the main event area. The Shopping Center has limited stanchions available upon request.
- If Metreon's power capacity is determined to be insufficient, a generator must be provided. This must be coordinated at least 15 days in advance with Metreon Management for a fee.
- Electrical floor plans are available for download on the City View at Metreon website.

## Wall Plates

Room	Circuits	Receptacles
Twin Peaks	4 – 20 Amp, 1 – 30 Amp (3 prong)	8 – Duplex, 1 – Single
Presidio	8 – 20 Amp, 3 – 30 Amp (3 prong)	20 – Duplex, 3 - Single
Embarcadero	10 – 20 Amp, 2 – 30 Amp (3 prong)	22 – Duplex, 2 - Single
Lobby	5 – 20 Amp	4 – Duplex, 1 – 4-Plex
SoMa Room	2 – 20 Amp	1 Duplex, 6 – 4-Plex
Kitchen	12 – 20 Amp	16 - Duplex
Coat Check	1 – 20 Amp	4 - Duplex
Terrace	10 – 20 Amp	13 – Duplex, 1 4-Plex

## Event Show Power

Location	Location #	Volts (3-phase)	Amps
1 – CV Terrace North	Show Power #1, 2, 3	120/208	100, 100, 200
2 – CV DJ Platform	Show Power #4, 5, 6	120/208	100, 100, 200
3 – CV Freight Elevator	Show Power #7, 8, 9	120/208	100, 100, 200

- Each location has 3 phase conductors, 1 neutral, 1 ground (5 wire system) with female cam-locks. Connections are turned around. No one other than a Metreon Engineer is authorized to connect to or disconnect from power boxes.
- Event Show Power is billed at the rate of \$300/100amps/event day, available incrementally based on the locations above.

## Internet

- Moscone Facility Services (MFS) is the exclusive provider for all telecommunications services for events occurring in the City View venue.
- Basic Wi-Fi access with speeds of up to 25 Mbps (upload and download) is included with rental of the venue. The network is open with a designated venue SSID.
- Private networks are available as an upgrade to through MFS. All upgrades to the Wi-Fi network, installations of data and phone lines, and all other telecommunications requests and installations must be arranged through the MFS team.

## VI. POST EVENT

### Event End & Load-Out

- **No event guests or attendees are permitted on-site after event end time. Only Licensee and Licensee vendors are permitted to be on-site. Event security personnel are required to be on-site when guests are present at all times.**
- **All guests must exit the venue and/or property by the event end time unless Licensee invokes Event Extension. The Event Extension fee is \$1,000/hour and exclusively subject to Management discretion.**
- City View space must be left as found at the end of load out. **ALL production, catering, & post-event trash must be disposed of properly OFFSITE.** No pallets, boxes, brochures, or other event-related materials may be left or Licensee will be subject to a disposal charge of \$100/item (bankers' box or equivalent).
- Metreon strongly encourages Licensee to provide on-site vendor supervision through the end of the event load-out to mitigate any issues and/or the potential for post-event charges that may arise during this period.

### Break-down

- Licensee is responsible for all break-down in the City View space and for proper handling of all equipment items.
- Fire codes and regulations regarding exits and entrances must be adhered to. Doorways must not be obstructed nor emergency exit signs obscured.
- **Vendors may enter the space through the doors nearest the Freight Elevator only. No vendors are allowed to load any supplies or equipment through the guest hallway at any time.**
- **All items placed near walls must maintain a minimum of a 6-inch distance to the wall. Items may never be stored or placed touching or leaning against doors or walls at any time.**

### **Clean-up, Maintenance and Damage**

- Licensee accepts the space as is. A pre-inspection walkthrough of the space will be conducted to identify any and all existing conditions. The City View space must be returned to the condition in which it was delivered to Licensee, with the exception of post-event vacuuming. Cleanup and removal of refuse are the responsibility of Licensee and/or Licensee's subcontractors. **Licensee must provide all required trashcans. All trash must be removed from the premises entirely.**
- Licensee is responsible for the repair of any damage that might occur to the Shopping Center or its contents.
- A refundable security deposit of **\$5,000** will be provided by the Licensee to ensure clean-up and maintenance requirements are met. If Metreon Management judges routine cleaning and maintenance inadequate to return the premises to its prior condition, special maintenance and/or repair services will be provided through the Licensor and deducted from Licensee's security deposit.
- Licensee may not hire an outside cleaning crew. If special assistance will be needed, prior arrangements for the use of Licensor personnel should be made through Metreon Management.
- Special arrangements must be made if strike, pick-up of equipment or clean-up goes beyond the contractually agreed upon time. This will be subject to a space Extension Fee as summarized in the Summary of Terms.

### **Post-Event Charges**

- In the course of running the event, additional services may be requested either directly from the Licensee or from Licensee's hired production and/or on-site supervision team. Licensee accepts that Licensor will make arrangements, which are often on-the-spot and/or last-minute in nature, as requested and without delay in order to ensure fulfillment of these requests and to avoid any disruption(s) to the success of the event. Licensor's on-site personnel will communicate any associated charges to the best of their abilities and in as timely a manner as possible to the requester. It is the responsibility of the on-site requester working on Licensee's behalf to pass this information along to the relevant Licensee personnel.

## **VII. GENERAL POLICIES/MISCELLANEOUS**

### **Lost and Found**

- Lost and Found for any personal items left over after the event is managed by Metreon's Security Dispatch Center. Dispatch can be reached at (415) 369-6060

### **Photography**

- Photography in Shopping Center common areas outside of the City View space must be approved by Metreon Management.

### **Roof Access**

- Roof access is strictly prohibited. Any access to the roof area will result in a fine of \$1,000 in addition to the cost for repair of any damage. Penetrations of the roof or building to install lighting, signage, or other items are not permitted.

### **Animals**

- Animals are not permitted on Metreon property with the exception of service animals unless special arrangements have been made with Metreon Management.

### **Automobiles**

- Placement of automobiles, scooters, and/or motorcycles in the Venue must be previously coordinated with Metreon Management at least fifteen (15) days in advance. Automobile installations on the terrace require the use of a crane and are subject to an internal fee of \$2,000. Please contact Metreon Management for specific instructions.

### **Neighborhood Services/Resources**

- Parking is available at 5<sup>th</sup> and Mission Garage – 833 Mission Street, (415) 982-8522
- Copying/Fax services are available at Fed/Ex Kinko's - 1967 Market Street, (415) 252-0864
- Home/Hardware goods are available at Cole Fox Hardware – 70 4<sup>th</sup> Street, (415) 777-4400
- Target Department store is located in the second floor of the Metreon Shopping Center
- Starbucks coffee is located on the ground floor of the Metreon Shopping Center adjacent to Target
- Street Loading Zone permits available from SFMTA - [Temporarysign@sfmta.com](mailto:Temporarysign@sfmta.com).