



# CONTRACTOR'S GUIDELINES

ONTARIO CONVENTION CENTER  
2000 E. Convention Center Way, Ontario, CA 91764  
Tel:(909) 937-3069 | Fax:(909) 937-3850  
Email: servicedesk@ontariocc.org | ontariocc.org

All contractors or agents shall adhere to the following Ontario Convention Center Contractors Guidelines or be prohibited from doing business at the Ontario Convention Center. Contractors are required to have a current business license, certificate naming , OCC and City of Ontario as additionally insured for a minimum of 1 million dollars and workman's compensation before moving into the venue. Pre-Inspections Required.

## LIFT EQUIPMENT

When not in use, all lift equipment (fork lift, scissors etc.) shall be properly stored outside the building. During inclement weather, with the Ontario Convention Center approval, lift equipment may be stored in the loading dock corridor. Lifts stored on the loading dock or other areas inside the building must have all fuel tanks removed. All lift equipment shall be removed from the building within 24 hours after the completion of move-out. When lift equipment is used in public areas, the wheels must be wrapped to protect carpeted and terrazzo surfaces. Visqueen or floor protection must be placed prior to large equipment operating within carpeted areas.

## FUEL CYLINDER STORAGE

By order of the Ontario Fire Department storage of any type of fuel in the building is prohibited. All empty propane cylinders must be removed from the building. All fuel cylinders must be removed from the premises within 24 hours of after the completion of move-out. Personnel carts are not permitted on carpeted areas unless wheels are wrapped. Use is limited to move in / move out and when approved by Ontario Convention Center.

## EXHIBIT HALL

Roof loads shall not exceed 4,000 pounds per bay. The use of motorized equipment is restricted on the Grand Hall terrazzo floor. Fork lifts may be used to bring freight / equipment to the Grand Hall but, may not be driven on the terrazzo floor. Pallet jacks may be used on the terrazzo to distribute material. Proper protection measures must be taken to protect the terrazzo floor during move in / out. Check with Event Services for approval. Any motorized equipment used in the Grand Hall must be approved in advance.

## MEETING ROOMS

All meeting rooms are to be accessed from the back of house corridors. All doors and carpeting must be protected to prevent damage. Empty storage in the back of house corridors must be approved by the Event Services Department prior to event.

## APPLICATION

These rules apply to all persons working in/on the premises of or having or seeking to have business with the Ontario Convention Center including all employees and vendors of or others having business with contractors of the Ontario Convention Center or its users. As used hereafter, the term "persons" means those to whom these rules apply.

## IDENTIFICATION

All persons must wear a valid Ontario Convention Center authorized identification badge when in/on the Ontario Convention Center's premises. Contractors shall provide each of their employees, employee agents, vendors and vendor agents with a daily badge upon entering the building. Ontario Convention Center will furnish contractors with the approved badge design. Contractors will print and issue badges at their expense.

## PARKING

No person may park on the Ontario Convention Center loading docks or premises without written authorization from the Ontario Convention Center. Charges may apply . Levelers must remain clear after 30 minutes.

## **ACCESS TO THE CONVENTION CENTER**

- a. All persons shall use only those entrances and exits of the ONTARIO CONVENTION CENTER designated for them by ONTARIO CONVENTION CENTER. Dock lift plates 30 minutes to unload.
  
- b. All persons will have access only to areas in the ONTARIO CONVENTION CENTER where their actual work is to be done. Access to other areas within the ONTARIO CONVENTION CENTER is prohibited without specific ONTARIO CONVENTION CENTER approval.

## **REMOVAL OF PRODUCT, PROPERTY AND MATERIALS FROM THE ONTARIO CONVENTION CENTER**

There shall be no secreting or unauthorized possession or removal of exhibit material, exhibit product, ONTARIO CONVENTION CENTER property or contractor property in or from the ONTARIO CONVENTION CENTER. All discarded or possible abandoned materials at the conclusion of an event shall be the property of the ONTARIO CONVENTION CENTER until disposed of by the ONTARIO CONVENTION CENTER. Any violation of this rule may result in criminal prosecution. Disposal fees may apply.

## **PACKAGE CONTROL**

All persons and all packages or articles in the custody of all persons entering, in/on or leaving the ONTARIO CONVENTION CENTER premises may be searched. No weapons or firearms allowed. No outside \food and beverage allowed.

## **SMOKING POLICY**

The Ontario Convention Center is a non-smoking facility. Smoking or vaping allowed only in designated smoking area.

## **EMERGENCY AND SAFETY PROCEDURES**

All persons may be required to assist in the Safety/Security Division of the ONTARIO CONVENTION CENTER in an emergency. All persons must comply with all evacuation emergency's or drills and exit immediately to the South Plaza / Parking Lot B.

## **PERSONAL FALL PROTECTION POLICY**

Note: Any occurrence resulting from a failure to comply with this Policy is subject to the Indemnification provision in the License Agreement between the Ontario Convention Center Authority and the Customer.

### **I. Purpose**

The purpose of implementing this Personal Fall Protection Policy at the Ontario Convention Center is to ensure the safety of workers at the Center with regard to fall protection while working in all areas of the facility.

### **II. Compliance**

A. All customers, contractors, building service contractors, show management and employees of contractors, sub-contractors and show management as all employees of the Ontario Convention Center shall comply with this Policy and all applicable federal, state and local regulations without exception.

B. Failure to comply will result in the immediate suspension of work until compliance is achieved. Failure to comply may result in the suspension of further work on a current job and/or suspension of future work privileges at the Center. In the event of an interruption of work by the Ontario Convention Center or by another regulating agency, the effected contractor will be responsible for all expenses related to the shutdown of the project or any portion thereof. The expense of achieving compliance shall be carried solely by the effected Contractor.

### **III. Requirements**

Without exception, show management and in turn all contractors and sub-contractors ("Contractor") are required to enforce the following requirements , at a minimum, upon all employees.

#### **A. Forklifts**

1. When a Forklift is used as a work platform, a personnel basket will be used.
2. At no time will personnel ride on or be otherwise lifted on the forks of a lift truck without a basket.
3. While in the basket, a full body harness with tethered fall protection will be used.

#### **B. Scissors Lift or Vertical Tower Lift**

1. When a Scissors or Vertical Tower lift with a platform that extends beyond the footprint or the wheelbase is used, a full body harness with fall protection will be used.

#### **C. Articulated Boom Lifts**

1. A full body harness with fall protection will be used whenever any Articulated Boom lift is in use.
2. Boom Lifts may be moved with the boom in the lowered position without a harness if the floor of the basket does not exceed 4 feet.

#### **D. Working Outside a Lift or a Basket**

1. If it is necessary for an employee to work at an elevated height outside of a personnel lift, a full body harness with a double lanyard must be used. A full body harness is a harness which provides full body support at the shoulders and pelvic girdle. Climbing or seat harnesses and safety belts are not acceptable equipment.
2. When transitioning from the basket to the working point, one lanyard must be attached at all times.
3. When moving outside of the basket, the second lanyard must be attached before the first lanyard may be released.
4. When an employee is working in this manner, a ground observer must be in attendance at all times and a personnel lift capable of reaching the height of work must be in the immediate vicinity.
5. If architecture limits the ability to place a lift for rescue purposes, (as outlined in D (4) above), a rescue plan must be in effect and available for review by the Ontario Convention Center prior to the beginning of work.
6. In the In the event the Ontario Convention Center installs a permanent lifeline system throughout the roof trusses, this system shall be the primary tie-off point for all work outside of any aerial platform or lift.

### **IV. Training and Equipment**

**A.** The Contractor is required to provide all personal certified safety equipment.

**B.** The Contractor is required to provide training on the proper and safe use of the equipment and to document such training.

**C.** The Contractor is required to review safety rules at the beginning of every shift.

### **V. Acknowledgment of ONTARIO CONVENTION CENTER's Personal Fall Protection Policy**

Contractor agrees to abide by the rules described herein. Contractor understands that if it does not abide by these rules that it forfeits the right to work at the Ontario Convention Center. Certificate to operate on person is required.

## INTRODUCTION

This policy details actions required to protect carpet, marble, tile, terrazzo floor surfaces and other design details in certain locations of the Ontario Convention Center. This policy applies to the movement of any material and equipment, at any time, including specific guidelines concerning the allowable methods of conveyance; materials and equipment required to protect floor surfaces.

### 1) Application

- a. This policy is applied by the Ontario Convention Center Authority to all Licensees, their contractors and/or designees.
- b. Licensees shall distribute this policy to their contractors and/or designees.
- c. The Licensees, their contractors and/or designees must comply with this policy.
- d. The Licensees, their contractors and/or designees must ensure the provision, proper application, removal and disposal of all materials and equipment
- e. The Ontario Convention Center retains the right to limit the use of any vehicle(s) at any time.
- f. Pallet disposal fees will apply for abandoned pallets

### 2) Areas

- a. This policy applies to all areas outside of the Ontario Convention Center Exhibit Halls including, but not limited to:
  - i) Meeting Rooms, Ballrooms and Offices:
    - Level 1: Exhibit Hall Pre-function
    - Level-1: Rooms 100-107 Ballroom
    - Level-1: Ballroom-ABC
    - Exhibit Hall-A,B · Level-2:: Rooms 200-205

### 3) Powered Vehicles

- a. Powered Vehicles are defined as any conveyance powered by any form of fuel including, but not limited to: Forklift trucks and tow motors Articulating & telescoping personnel lifts Flat, long bed, four wheel carts Elevated lift platforms & scissor lifts Three & four wheel carts & golf carts
- b. Other vehicles as may be determined by the Ontario Convention Center
- c. The Ontario Convention Center, at its sole discretion, may require different standards of floor protection for different types of vehicles.
- d. Exempted from this policy are powered wheel chairs.

### 4) Powered Palette (pump) Jacks, Non-Powered Palette (pump) Jacks, Carts and Dollies

- a. The use of powered or manual palette jacks as well as non-powered carts and dollies is encouraged as an alternative to other means of conveyance.
- b. The Ontario Convention Center retains the right to limit the use of any vehicle(s) at any time. Floor Protection Policy – Front of House Spaces

### 5) General Protection

- a. Specific polyethylene sheeting is required in any area where the use of forklift trucks is approved.
  - b. When forklift trucks are used in certain areas including marble, tile or terrazzo surfaces the installation of both polyethylene sheeting and plywood is required.
  - c. The specific materials detailed in this policy are the only acceptable materials
- i) Other floor protection materials exceeding those detailed herein may be substituted only with the prior approval of the Ontario Convention Center.

## 6) Carpeted Surfaces

### a) Forklift Trucks

- i) All carpeted areas are to be covered in two (2) layers of carpet grade, self-adhering polyethylene film.
- ii) The final thickness of material must be no less than 6mil.
- iii) Acceptable materials include: (EXAMPLES)
  - (1) Americover – Carpet Cover #CC (or CCFR) 36x500 (36" x 500')
  - (2) Americover – Carpet Cover #CC (or CCFR) 48x500 (48" x 500')
- iv) Carpeted surfaces on which crates or boxes are placed, even temporarily, must be protected by the use of polyethylene sheeting.
- v) Self-adhering polyethylene film SHALL NOT be used on marble, tile or terrazzo surfaces.

### b) Carts, Personnel, Elevated Platform and Scissor Lifts

- i) All areas where the use of vehicles other than forklift trucks is approved including, but not limited to those listed in Section 3 require that the tires of the vehicle be wrapped.
  - 1. Tires may be wrapped in multiple layers of plastic.
  - 2. Tires may be wrapped in multiple layers of tape.
  - 3. Tires may be covered using commercially available tire covers.
- ii) Carpeted surfaces on which crates or boxes are placed, even temporarily, will be protected by the use of polyethylene sheeting as described in Section 6, a – Forklift Trucks.

## 7) Marble, Tile, Terrazzo and Other Uncarpeted Surfaces - This section applies to the Exhibit Hall, and other areas at the sole discretion of the Ontario Convention Center.

### a) Carts, Personnel, Elevated Platform and Scissor Lifts

- i) All areas where the use of vehicles other than forklift trucks is approved including, but not limited to those listed in Section 3 require that the tires of the vehicle be wrapped.
  - 1. Tires must be wrapped in multiple layers of plastic.
  - 2. Tires must be wrapped in multiple layers of tape.
  - 3. Tires must be covered using a commercially available tire cover.
  - 4. Specific requirements apply to the use of forklift trucks.
  - 5. All equipment must be lifted and not slid across any flooring.

### b) Forklift Trucks (certification must be on the driver) OCC must operate OCC equipment.

- i) All marble, tile, terrazzo or other uncarpeted surfaces require protection.
  - 1. This includes surfaces on which metal structures are placed or erected.
  - 2. Surfaces on which crates are placed even temporarily.
- ii) Any such surface on which a forklift truck will be operated must be protected by at least one (1) layer of 6mil polyethylene sheeting under one layer of ¾" or greater plywood.

c) Self-adhering polyethylene film SHALL NOT be used on marble, tile or terrazzo surfaces.

d) No stickers allowed.

**8) Damage to Property**

a) Nothing in this policy relieves the Licensee, contractors and/or designees from their responsibility for damages caused during the term of the license as provided for in the license agreement. Insurance must be provided.

**9) Allowed and Prohibited Uses**

a) No Powered Vehicles, as described above, are permitted in or on any area of the building, including those listed above when attendees are present.

b) The Ontario Convention Center shall make final determination concerning acceptable practices.

---

Company Name

---

Signature & Date

Printed Name

---

OCC Representative Print & Sign