BRANSON CONVENTION CENTER
Managed by SMG

www.bransoncc.com
200 South Sycamore
Branson, Missouri 65616

BCC Event Dock Policy & Procedure

LOAD IN/OUT

A report will be completed with a BCC Representative and Group Contact ***prior to load in***.

A schedule of load-in/load-out times must be submitted to the Events office prior to start date for all activities, including all subcontractors that have been hired by the vendor. This will allow the BCC to determine dock manager requirements during their load in/load out of their event. We typically will only have a dock manager for larger Tradeshows and Events. This determination will be made by the BCC.

LOADING DOCK PARKING

Upon approval of the dock manager, trucks and containers may be **temporarily** parked at the BCC Loading Dock and must be removed as soon as they are loaded/emptied**. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on BCC property overnight unless prior approval has been given by BCC. Move to south parking lot if necessary.** Arrangements for removal of vehicles or containers will remain the responsibility of the Event Group. Any vehicles left on BCC property overnight, without written BCC approval, will be towed at the vendor's expense.

LOADING RAMP PARKING

When parking on either of the loading ramps, for any reason, you will be required to sign in and leave contact information with Security or Loading Dock Manager. You will be given 10-15 minutes to load/unload. After finished loading/unloading vehicle, move it to a parking spot in either parking garage or south parking lot. Vehicles left unattended at the loading dock beyond the 10-15 minute limit may be ticketed or towed at the operator's expense.

THERE IS ABSOLUTELY NO PARKING PERMITTED IN THE LOADING DOCK AREA WITHOUT PRIOR APPROVAL. ANY VEHICLES PARKED HERE WITHOUT APPROVAL MAY BE TICKETED AND/OR TOWED AT THE OWNERS EXPENSE.

LOADING DOCK/RAMP

The BCC loading dock and loading ramp are located on the east side of the BCC for access to the Ballroom and Exhibit Hall on the first level of the BCC. Refer to service elevator information below for information for access to the second level of the building**. A schedule of load-in/load-out times must be submitted to the Events office no less than 10 days prior to start date for all activities, including all subcontractors that have been hired by the vendor.** This schedule will be approved or amended as necessary to accommodate all other events/deliveries on property.

Docks 7 & 8 are for internal BCC use only. All other docks are available for load in/load out use per approval by BCC.

The BCC Loading Dock consists of ten bays. The loading dock provides two drive-in ramps, one to service Exhibit Hall "A" and the other to service Exhibit Hall "B". The dimensions for each measures 14'H X 16'W. In addition to the two drive-in bays, the loading dock provides eight smaller bays measuring 10'H X 8'W, 48" above dock floor level.

PLEASE NOTE: LOADING/UNLOADING IS PROHIBITED AT ANY AREA OTHER THAN THE LOADING DOCK/RAMP

MOVING EQUIPMENT

The Event Group must supply their own transportation devices (to include: flatbed trucks, forklifts, electric and manual pallet jacks, packaging materials and equipment) to move equipment in and out. It is imperative that the vendor provide sufficient amounts of equipment to move the drayage as it is against BCC regulations to lend BCC equipment to outside contractors or vendors. Liberty Exposition, the onsite preferred vendor for the BCC, will have equipment for rent if contacted prior to the event. Please discuss details with your event manager.

Forklifts must have a back-up light and must be Liquid Propane Operated Lifts. Spare LPG tanks must be stored

on racks on the loading dock. The only way a forklift is to be operated in the meeting space is with BCC management or security department present due to limitation of height clearance and fire code standards. All forklifts and electric pallet jacks must only be used by experienced drivers who are certified by OSHA. Please bring a copy of the certificate for BCC Security to Operations to review.

Protective Floor boards (carpet on bottom side) must be provided by the vendor and used when moving in drayage or any other heavy freight into carpeted function space. All boards must be in place before drayage may be brought to carpeted function space. Protective boards may not be stored on the loading dock.

FORKLIFT/DRIVER:

Forklift with driver available at prevailing rates and provided by **Liberty Expo, Inc.** Forklifts provided by outside sources must have a back-up light and must be Liquid Propane Operated Lifts. Spare LPG tanks must be stored on racks on the loading dock. Forklifts will only be permitted to operate in the meeting space with BCC management or security department present due to limitation of height clearance and fire code standards. All forklifts and electric pallet jacks must only be used by experienced operators who are certified by OSHA. A copy of the certificate must be presented to the BCC Director of Operations.

Outside forklifts are only allowed on the loading dock and in the Exhibit Hall. They are not permitted in the Ballroom or in the Lobby.

DOOR SERVICE ACCESS DIMENSIONS

Taneycomo Ballroom:

- Entering from the Pre-Function space, Taneycomo Ballroom has a total of three sets of double door entrances. Each measures 7'H X 8.5'W.
- The Annex area between the Taneycomo Ballroom and the Exhibit Hall has a service entrance of 12'H X 30'W. The service opening from the Dock area to the Annex measures 7'H X 10'W.

Exhibit Hall:

- A roll door measuring 13'10"H X 24'W located at the Southwest corner of the Exhibit Hall provides direct access from the open parking lot-Use of this door is discouraged.
- The loading dock provides two drive-in ramps, one to service Exhibit Hall "A" and the other to service Exhibit Hall "B". The dimensions for each measures 13'10"H X 16'W.

PLEASE NOTE: NO MOTOR VEHICLES WILL BE PERMITED IN THE EXHIBIT HALL/BALLROOM WITHOUT BCC MANAGEMENT APPROVAL AND SUPERVISION

SERVICE ELEVATOR

The Exhibit Hall and Taneycomo Ballroom are located on the ground level. The BCC does not have freight elevators. A service elevator (located by the Banquet Kitchen) is available to transport equipment and materials to the function space located on the second level.

During vendor/contractor break periods, the service elevators must be left empty so the elevator may be utilized for other purposes.

Service Elevator:
Dimensions: 104"H X 65"W X 104"L
Door opening: 84"H X 48"W Capacity:
5000 Pounds

EXPOSITION/DRAYAGE

PREFERRED VENDOR PARTNER CONTACT INFORMATION

- **Liberty Exposition Services** representatives, Dave Loftin **dloftin@libertyexpo.com** and Jeff Cole **jcole@libertyexpo.com** or dial 417-243-7037. **www.libertyexpo.com**

As our Preferred Vendor partner, Liberty Exposition Services, Inc. will handle all shipping and receiving of freight on shows they are the General Service Contractor. Rates have been established based on particulars

of the Event and knowledge of the BCC facility. If a different GSC is chosen, they must adhere to the guidelines below.

1. All advance exhibitor drayage must be sent to the General Services Contractor warehouse for advance storage. This point should be emphasized in the exhibitor kit sent to the individual exhibitors. The BCC reserves the right to refuse shipments sent to the BCC prior to the exhibit hall set-up date. If the exhibitor arranges with the facility and the General Services Contractor to have its shipment arrive on set-up date, it is the responsibility of the General Services Contractor to take receipt and possession of the freight.

2. All packages/freight from the exhibit area for pick-up by selected carriers will be the responsibility of the General Services Contractor (GSC) to inspect forwarding labels and bills of lading. The GSC will have the exhibitor sign a document releasing the BCC's liability and accountability over the packages/freight turned over to the drayage company for pick-up from the BCC. The GSC will not leave any freight from a show on the property. Loading all freight on assigned carriers or removing the "force freight" on their show carrier.

3. During Scheduled move-in and move-out, freight can be loaded and unloaded at the dock area on east side of the BCC; BCC dock management will assign the specific dock locations for your event. Your Event Manager will work with you to facilitate your move-in and move-out while maintaining a secure building for your event. The dock will be controlled and managed by the BCC personnel or it's designate at prevailing labor rates.

4. The General Services Contractor must establish a manned work station on the loading dock and in the exhibit hall. Each work station should have either a house phone (does not make outside calls) or an outside DID line. Usage charges are assessed for calls made on a DID line. Current charges will apply and are the responsibility of the GSC.

5. A lead foreman must be present at all times on the loading dock during move-in and move-out, as well as a lead supervisor located in the exhibit hall.

6. During break periods, one GSC representative must be present in the exhibit hall and one representative must be present on the loading dock in order to receive and distribute freight to meet exhibitor requirements.
7. A cell phone number must be provided to the Loading Dock Manager during the entire move-in and move-out of the exhibit hall.

7. If the BCC elects to accept drayage for exhibitors prior to set-up date, the GSC will take possession of the freight on the loading dock on the set-up date.

8. The General Services Contractor (GSC) must provide safety signs while performing their task on the loading dock, service areas, public areas and exhibit areas.

9. It is the sole responsibility of the General Services Contractor to clean exhibitor booths and aisles. Excessive trash removal will be charged accordingly. Otherwise, it will be the responsibility of the GSC to clean the aisles, unless indicated differently in the BCC Sales Agreement with the customer. Arrangements for BCC staff services as indicated above must be requested at least two weeks prior to opening of Event.

10. The BCC will turn over a clean, cleared and vacuumed/swept/mopped exhibition hall to the General Services Contractor on the date of set-up. In return, the exhibition hall must be given back to the BCC in the same condition (clean, cleared and vacuumed/swept/mopped) at the time that is outlined in the customer contract. If the GSC goes beyond the contracted time without prior written authorization from the BCC, there will be a per hour charge for every hour the vendor goes over the contracted time. If the GSC does not give the BCC the exhibition hall back clean, cleared and vacuumed/swept/mopped, there will be

a labor/service fee charged to the General Services Contractor. The GSC will not be allowed to work on BCC property again, until the above charges are paid in full.

11. The GSC will not leave any freight from a show on BCC property. Loading all freight on assigned carriers or removing the "force freight" on their show carrier.

SHIPPING & RECEIVING
www.libertyexpo.com

1. The vendor must provide their own moving equipment and packaging supplies. No moving equipment will be provided and any packaging supplies requested will be purchased at current prices. Credit card payment will be due prior to delivery of any supplies.

2. All delivery/pick-up schedules for packages for the shipping company must be arranged with the loading dock manager at least ten (10) days in advance. If advance scheduling does not take place, the shipping company may not be allowed access to the Loading Dock.

3. All movements by the shipping company must utilize the Service elevators. Under no circumstance is a Guest elevator to be used for movement of materials.

4. Any movement of boxes requested to be handled by **Liberty Exposition Services, Inc.** will be charged a per box fee. Credit card payment will be due prior to delivery of any boxes.

5. The Loading Dock will not designate any staging or holding area for packages processed by the shipping company. All staging and holding must be in assigned function space from the organization which hired the shipping company.

6. Preferred courier labels and envelopes will not be provided to any exhibitor utilizing the services of the shipping company.

7. The return address on all labels put on packages shipped by the shipping company should clearly indicate the name of the shipping company.

8. A management contact and telephone number must be provided to the BCC to refer inquires of missing boxes to after the end of the event.

9. The shipping company must be clear of the meeting space being used at the time indicated in the sales contract with the customer. Unless written approval is given in advance by the BCC, if the vendor leaves their items in the area beyond the contracted time there will be a charge for each hour over the contracted time. The shipping company will not be allowed to work in the BCC again, until such charges are paid in full.

STORAGE
Storage space for outside vendors/contractors will be the sole responsibility of the selected vendor. The BCC will make every effort to secure space once notification is given, but is under no obligation to provide such space. If space is available, the vendor will be charged published rental for such space. No equipment or cases are to remain in the "back of the house" areas at any time. All empty cases are to be removed from the BCC and brought back for load-out except for designated storage "bone yard" areas outlined within the floor plan and contracted exhibit space.