



### **Rules and Questionnaire for Special Events Vendors at the National Mall Building**

The National Air and Space Museum (NASM) is pleased to provide requirements and operational instructions for vendors and sub-contractors supplying services related to special events in NASM. The rules are designed to outline parameters of operation in NASM and focus on protecting the artifacts and ensuring the safety of guests. The signed rules and questionnaire document is required of all vendors.

The NASM has final approval in the selection of all vendors hired for special events. Please note that all approvals, arrangements and access are coordinated through the Special Events Coordinators. So that the set-up, flow and the event scenario may be known to all relevant participants, every event held will be preceded by a walk-through with the Special Events Coordinator, catering staff, client and/or representative and other necessary service suppliers. Thank you for complying with the following:

#### **Liability:**

1. Vendors and sub-contractors must provide NASM evidence of the following limits of insurance, and shall name the Smithsonian Institution as an Additional Insured for the use of the facility. (Smithsonian Institution, National Air and Space Museum, P.O. Box 37012, MRC 310, Washington, DC 20013). Such evidence of insurance may be provided by a Certificate of Insurance and must be received by the NASM Office of Special Events one week prior to the event or be currently on file.
  - a. **Commercial General Liability:** No less than \$500,000 per occurrence for Events with 50 guests or less; no less than \$1,000,000 for Events with 50 to 2000 guests; and no less than \$5,000,000 for Events with more than 2000 guests.
  - b. **Liquor Liability Coverage:** \$1,000,000.
  - c. **Automobile Liability Coverage:** \$1,000,000 per accident for bodily injury and property damage.
  - d. **Garage Keepers Liability Coverage:** If a valet parking company is to be used, the valet company must have Garage Keepers Liability in place including coverage for vehicles in his care, custody, and control. Policy should provide coverage for vehicles including, but not limited to liability, comprehensive, and collision losses as well as vandalism and malicious mischief and vehicle theft.
  - e. **Workers Compensation:** Statutory Limits.
2. **Indemnification and Hold Harmless Provision:** The vendor and any sub-contractors must agree to indemnify and hold harmless the Smithsonian Institution and its museums from any and all claims, liability, costs and expenses arising from any act or omission of the vendor, its agents or employees including injury to the vendor's employees or agents, or to a third party and arising out of the use of the facility. By signing this agreement, the vendor agrees to this provision.
3. NASM is not responsible to its vendors or suppliers for any missing items.
4. Break-down should be completed within two hours after the conclusion of the event. If a vendor will need additional time, this should be arranged with the Special Events Coordinator prior to the event. Support costs from security and building maintenance incurred by vendors who exceed the allotted time will be distributed among responsible companies.
5. **Damage responsibility:** Responsibility for the care of our nation's treasures is a requirement for working in a Smithsonian facility. Vendors and sub-contractors are accountable for any damage that occurs during the event or its set-up and break-down. If damage to the Museum is discovered after the conclusion of the event and fault is not attributable to a specific vendor, the event's vendors will share in the cost of the repairs.

### Museum Space Usage:

1. For events approved for a four hour timeframe, all guests must depart the Museum by the end of the fourth hour.
2. If additional time is requested for an event (more than four hours), or if the complexity of the set-up and breakdown for an event requires additional Museum support, an estimate of additional charges will be provided before the event. These charges will be invoiced after the event.

### Deliveries:

1. **Hours:** Equipment deliveries may be made before 9:30 a.m, prior to the opening of the Museum.
2. **Loading Dock:** The loading dock and freight elevator may be accessed through the 4<sup>th</sup> Street Entrance under the building. There is a 11'6" height clearance for vehicles. As an alternative off-loading area, the West Terrace may be designated. It is the vendor's responsibility to provide protective covering under their vehicles to protect the marble flooring. In each instance, temporary parking is available for deliveries. **All vehicles on the West Terrace with a wheelbase of at least 20 feet (240 inches) shall have a gross vehicle weight rating (GVWR) of 20,000 pounds or less. Vehicles with a wheelbase less than 20 feet shall have a GVWR of 10,000 pounds or less.**
3. **Wheel Chocks:** SI Safety Manual and OSHA 29 CFR 1910.178 require that wheel chocks be used during loading and unloading operations.
4. **Parking:** Parking for delivery trucks in the loading dock area is arranged by the NASM Special Events Coordinator. In addition, parking for supervisors may be arranged for an evening special event after 3:30 p.m. Other personnel should make their own parking arrangements in the area surrounding NASM.
5. **Elevators:** NASM has a freight elevator for the use of vendor deliveries. Alternative elevators are available as necessary due to mechanical difficulties or time constraints.
6. **Storage:** Equipment delivered in advance may be stored in a pre-designated area and must be screened from view by 9:30 a.m. Vendors must provide their own screens. Please make sure screens are in good condition and matching. If pipe and drape is used, the equipment must be secured with sandbags. **Equipment, pipe and drape, and screens must leave at least one foot between artifacts, cases, or museum structures.** Equipment that is stored in place on wheeled castors require wheels to be chocked or braked. NASM assumes no responsibility for the security and safety of stored goods. Chairs cannot be stored during the day and must be delivered during the afternoon event set-up. All equipment should be removed from the Museum immediately following the event.
7. **Staff Check-In and Exit:** All staff must check in with NASM Security and wear their visitor badge throughout the event set-up. Staff should not display their visitor badge during the event. Staff must return their visitor badge to Security before leaving the Museum. **An alphabetical list of staff and vehicle identification (make, tag info) must be presented to Special Events Coordinator by noon one day prior to event.**

### Catering Requirements

1. **Equipment:** Caterers should bring tables, chairs, screens for kitchens and storage areas, as well as all necessary hand trucks and flatbeds needed for transporting food and equipment. The Museum does not provide any equipment. Equipment used in the Museum should be fitted with rubber wheels to eliminate floor damage.
2. **Liquor:** Liquor may not be openly displayed until NASM closes to the public at 5:30 pm. The caterer is solely responsible for liquor stock from the time of delivery until it is removed from the Museum immediately following the event. Cash bars are not permitted.

3. **Electricity/Stoves:** Coordinate the need for electrical hook-ups for stoves in advance. Only electric stoves whose wiring is grounded (no propane) may be used for cooking. Sterno is permitted for warming. Please note the following maximums for electrical outlet usage in catering kitchens. In Looking at Earth (110), two stoves and five coffee urns; in Jet Aviation (106) and Apollo to the Moon (210), two stoves or one stove and 4 coffee urns; in Exploring the Planets (207), 3 coffee urns. Butane and propane warmers and torches are not allowed in the Museum.
4. **Timing:** Galleries will close early for a caterer's kitchen and event space will be roped off at mutually determined time. Full event set up begins at the Museum's closing hour.
5. **Floor Covering:** The floors of galleries and exhibit areas used as kitchens, staging, and bar areas should be completely covered with plastic (no lighter than 4 mills) to protect the floors and NASM artifacts from stains and spills. All cases and artifacts adjacent to food preparation/serving areas should also be protected. Walk-off mats must be placed at the doorways of every kitchen space. Masonite boards must be placed under each hot box and stove.
6. **Candles:** New votive candles may be used on the first floor during events. Battery operated votives must be used on all standing cabaret tables. Battery operative votives only must be used on the second floor Taper candles and open flames (such as with flambé) may not be used in NASM. Candles must be extinguished immediately following the event and not moved until the wax is cooled.
7. **Sterno:** Sterno containers must be securely placed in special holders to ensure they are not easily tipped over. Sterno must be carefully monitored throughout the evening to ensure fire safety. Locations of all food stations using sterno must be approved in advance by the Special Events Coordinator. Sterno must be covered and cooled into a solid before being moved. A non-flammable base such as a tray or platter must be placed under sterno containers to protect buffet linens from catching fire. Butane and propane warmers and torches are not allowed in the Museum.
8. **Smoking** is NOT permitted in the Museum.
9. **Trash, Grease and Ice:** All trash related to catering services must be removed from the premises immediately following the event. Dirty ice must be disposed of in the wash basin located in the janitor's closet, located near the restrooms on each floor. Grease must be collected in a special container, provided by the caterer, and removed from the premises.
10. **Drop tables:** NASM requires one 3' round drop table per 25 - 35 guests, a critical component in protecting our artifacts and keeping the Museum clean. Drop tables must be placed in the reception areas as well as throughout the Museum. Specifically:
  - one 6' or 8' long drop table in front of the Lockheed Martin IMAX Theater and Einstein Planetarium
  - one 6' or 8' long drop table in front of the Simulator Gallery,
  - one 3' round table on the 2nd floor East side entrance to the Theater
  - one 3' round tables at the entrance of "How Things Fly", gallery 209 and gallery 211
11. **Linens:** The Museum prefers linens to the floor on all tables. g
12. **Seating:** The Museum requires partial seating with tables for the elderly or disabled.
13. **China:** The Museum requires china plates and cups, not paper or plastic.
14. **Coat Check:** Provide equipment and personnel for required coat check service.
15. **Food and Beverage:** With the exception of popcorn, fondue type food that drips and spills and carving stations which create long lines, most foods and beverages are permissible in NASM. A menu must be submitted in advance to the Special Event Coordinator. **Cash bars are not permitted.**

16. **Staffing:** Given the large size of NASM and number of spaces used for any event, continuous policing of area is required--it is important to protect our artifacts. Please plan to incorporate one server per 20 guests for a buffet reception. Professional bartenders only may be used in NASM. Please plan for one bar and one bartender per 100 guests. A catering supervisor must remain on-site until all catering sub-contractors have loaded equipment out of the building. Equipment and décor vendors should supply adequate staffing to ensure that the load ins and load outs are done quickly, do not impede other vendors, and cause no damage to the Museum.

**Floral Requirements:**

1. Flower delivery schedules may be arranged through the Special Event Coordinator.
2. Floral arrangements, vases and containers should be removed immediately following the event.

**Videotaping/Photography Requirements:**

It is the policy of the Smithsonian Institution not to permit or authorize the use of its name or images taken from within its museums to be used to promote or advertise products or services of contractors or donors to the Smithsonian.

On-site videotaping and photography may be used for archival and non-commercial, corporate and institutional purposes. Permission must be obtained prior to the event from the Special Events Coordinator.

**Entertainment Requirements:**

1. Most forms of entertainment, including dancing, are permissible in NASM if approved in advance by the Special Event Coordinator.
2. Stilt walkers, jugglers, pyrotechnics and other forms of entertainment that might jeopardize the safety of artifacts or individuals are prohibited.
3. Musical entertainment performing inside the NASM is required to control their volume levels. The sound level shall not exceed 90 decibels (C weighted scale) at the far edge of the dance floor. Levels are checked with a calibrated SPL meter throughout the event. If exceeding 90 dB, the audio engineer will be told to reduce the level and not exceed the limit. If repeated violations occur, the vendor will be stopped.

**Audio Visual, Lighting, Staging and Décor Requirements:**

1. All arrangements and technical requests must be approved and coordinated through the Special Events Coordinator and/or Audio Visual Coordinator.
2. **Before work is done, all event crew must be briefed by the Audio Visual Coordinator on museum policies. There are no exceptions to this rule. Failure to comply will result in all work being terminated.**
3. Artifacts, display cases and display stands may not be moved, touched, draped or covered.
4. Banners, large displays and backdrops, tents, etc. may not be used in NASM.
5. If pipe and drape is used, the equipment must be secured with sandbags.
6. Equipment used in the Museum should be fitted with rubber wheels to eliminate floor damage.
7. Use of glycerin/alcohol based foggers and fog fluids are prohibited. Use of CO<sup>2</sup> or liquid nitrogen must be arranged in advance through the Special Events Coordinator.
8. No open food or drink is allowed on the Museum floor during public hours.
9. Vendors must not enter or exit, or allow other persons to gain access to the building, by doors other than ones that have a posted security officer.

10. Use of self-propelled personnel lifts are prohibited at both locations of the NASM. Use of single person man-lifts are allowed, if current preventative maintenance records and a letter, from a manufacturer's authorized representative stating the unit is safe to operate, are provided to the AV Coordinator, in advance. The serial number of the lift, to be used on site, must match the paperwork, provided in advance, otherwise the lift will not be allowed in the NASM. Persons operating the man-lift are required to have current factory approved training and must present proof prior to work start. Non-approved operators are not allowed to operate man-lifts. Smithsonian owned lifts are not available for vendor use, for any reason.
11. Vendors are required to do their work in a safe manner. Examples of prohibited activities include standing on the top or the top step of ladders, climbing up the sides of trussing, or standing on wheeled road cases as a work platform. Offenders will be instructed to leave the property immediately.
12. Use of scaffolding inside the museums requires adherence to OSHA rules regulating use of scaffolding on construction sites.
13. **Sound Volume:** Musical entertainment shall not exceed 90 decibels (C weighted scale) at the far edge of the dance floor. Levels are checked with a calibrated SPL meter throughout the event. If exceeding 90 dB, the audio engineer will be told to reduce the level and not exceed the limit. If repeated violations occur, the vendor will be stopped.
14. **Power:** Electrical power receptacles are limited to 1725 watts per circuit at the National Mall. At the Udvar-Hazy Center, we allow 2300 watts per circuit if the vendor has the appropriate 20 amp connectors (instead of 15 amp), otherwise is it also 1725 watts. Additional 100 amp power connections are available but must be arranged in advance. Multi-conductor, single overall jacketed feeder is not allowed (i.e) 6 awg/ 5 wire SOW type) on our 100 amp connections. Single conductor, 2 awg size entertainment feeder using UL approved, cam locking, single pole connectors, is the minimum allowed to connect to the museum disconnects. Vendors requiring 208 volt power will not use 120 volt, reverse "Y" connectors (aka cheater cords) to supply equipment. 208 volt power must be supplied by an appropriate portable power distribution with overcurrent protection suitable for the intended load. Portable power generators must be located a minimum of 50 feet from the building entrances and away from air intakes supplying the museum.
  - Use of 18 gauge ungrounded lamp cord (aka zip cord) and add-a-taps are not permitted to be used for power distribution.
15. **Cable Safety:** Cables that cross public areas must be secured in the following manner:
  - Single small microphone or speaker cable should be taped to the floor in a continuous manner.
  - Large bundles of cables must use rubber matting or carpet taped at the edges.
  - Larger power feeders must use cable ramps and must provide ADA compliant wheelchair access in at least one location.
  - Cables in areas of non-public access should be spot taped.

**Load-Out:**

1. All equipment should be removed from the NASM immediately following the event, including trash such as metal staples, gaffers tape and drywall screws.
2. Vendors must check-out with the NASM Audio Visual Coordinator overseeing load-out prior to departure. A check-out sheet must be signed by the vendor and the coordinator.
3. Break-down should be completed within two hours after the conclusion of the event. If a vendor will need additional time, this should be arranged with the Special Event Coordinator prior to the event. Support costs from security and building maintenance incurred by vendors who exceed the allotted time will be distributed among responsible companies.

**Legal Compliance:**

1. Vendors and sub-contractors must comply with all applicable laws and regulations, including but not limited to health, safety, anti-discrimination, and immigration laws. For example, vendors and subcontractors should verify that their staff legally may work in the United States.

**Vendor Questionnaire:** *Attach additional sheets as needed.*

1. Name all principals of your business. *For this question, a "principal" is an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within your business (e.g., general manager, division head).*
2. List all trade names, d/b/a (doing business as), aliases, or predecessors of interest for your business.
3. In the past three years, has your staff reported any major on-the-job injuries? *For purposes of this question a major on-the-job injury is one requiring hospitalization or more than three days absence from work due to the injury.* \_\_\_\_ Yes \_\_\_\_ No  
*If yes, describe each major on-the-job injury and circumstances giving rise to the injury(ies).*
4. In the past three years, has your business been found in violation of health or safety laws or regulations – including, for caterers, having your catering license revoked or suspended – by the United States Occupational Safety & Health Administration (OSHA) or any state or local government entity? \_\_\_\_ Yes \_\_\_\_ No  
*If yes, for each violation (or revocation or suspension) state the date, regulatory entity that*

For clarification of any of the information set forth in this document, or for additional questions, please contact: Office of Special Events, Smithsonian National Air and Space Museum, 202.633.2340

**Certification and Agreement:**

**I hereby certify that I have reviewed all responses and verified that all the information my business has provided in response to the questionnaire is true and correct. I further agree to supplement and correct these responses in a timely manner if, anytime during the next twelve months, I learn that a response is incomplete, incorrect, or changed in some material respect. I further agree to comply with terms and conditions of the foregoing Vendor Rules for Special Events.**

Accepted on \_\_\_\_\_ . (Date)

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Emily Chamberlin  
Director, Special Events  
National Air and Space Museum

\_\_\_\_\_  
Name and Title of Principal

\_\_\_\_\_  
Business Name(s)