



EVENTS DC RIGHT OF ENTRY PROGRAM OVERVIEW & SUBMISSION REQUIREMENTS

Events DC requires all convention and tradeshow contractors to obtain a Right of Entry permit issued by Events DC as a condition of performing installation and dismantling, audiovisual, production, video, rigging, security, transportation management, medical, floral, labor or other professional convention and exposition services in Events DC's venues. This includes exhibitor appointed contractors (EACs). Contractors must complete the submission requirements below and receive approval for a Right of Entry permit to render services at the Walter E. Washington Convention Center. Right of Entry permits are valid for the current calendar year.

Submission Requirements

To apply for a Right of Entry permit, the documents listed below must be submitted no later than 30 days prior to move in to rightofentry@eventsdc.com. Once submitted, application submissions will receive a response in 3-5 business days regarding approval or to request additional information for the application.

Right of Entry Application

- Complete all fields. Please ensure the selected permit classification (Primary Service Contractor or Secondary Service Contractor) corresponds with the services provided by the contractor.

Certificate of Insurance

- Please carefully review section 11 of the application, as it pertains to the Certificate of Insurance required to process your application. The Certificate of Insurance must meet coverage requirements for Primary Service Contractors or Secondary Service Contractors and identify Events DC as additional insureds. A detailed breakdown of COI Requirements is also included in this document for reference.

Drug Policy

- Current drug and alcohol testing policies for personnel covered by U.S. Department of Transportation Regulations. This can be provided via a company handbook or employee guidelines.

Application Fee

- The application fee is \$600 for Primary Service Contractors and \$300 for Secondary Service Contractors.
- Payment Methods
 - Credit Card Payment – Complete the credit card authorization form that is included in this document and send to rightofentry@eventsdc.com. As a security measure, credit card numbers will not be collected via email. This information will be obtained via phone.
 - Check payments can be mailed to:
Events DC
801 Allen Y. Lew Place, N.W.
Washington, DC 20001
Attention: Convention Management Division

Included in this document:

- Right of Entry Letter
- Right of Entry Application + Payment Information
- COI Requirements



Dear Contractor,

Events DC requires all convention and tradeshow contractors to obtain a Right of Entry Permit issued by Events DC as a condition of performing installation and dismantling, audiovisual, production, video, rigging, security, transportation management, medical, floral, labor or other professional convention and exposition services in Events DC's venues.

A Right of Entry Permit Application is enclosed. Please complete the application and submit via email or mail to:

rightofentry@eventsdc.com

Events DC
801 Allen Y. Lew Place, N.W.
Washington, DC 20001
Attention: Convention Management Division

The applicable Right of Entry Permit Fee may be paid by check payable to the Washington Convention and Sports Authority t/a Events DC. If you would like to pay by credit card, please contact **rightofentry@eventsdc.com**. Upon approval, the permit will be sent to you in approximately five (5) business days.

Right of Entry Permit holders are expected to be familiar with the enclosed Building Access Procedures, Code of Conduct for Event Personnel (which includes the "No Take" Policy), and the Events DC Show-Site Drug-Free Workplace Policy. Floor Plan Submission Guidelines are also enclosed for applicable contractors. Please carefully review section 11 of the application, as it pertains to the Certificate of Insurance required to process your application.

We look forward to working with you to make Washington, DC the premier convention and meeting destination.

Sincerely,

Events DC



APPLICATION FOR RIGHT OF ENTRY PERMIT PROFESSIONAL CONVENTION OR EXPOSITION SERVICES CONTRACTORS

Instructions and General Information

Read these instructions, the Terms and Conditions, and all other information carefully. Answer all questions and provide all information requested. Please print or type your responses. If answering "yes" to a question, provide a detailed explanation and actions taken, and supporting/explanatory documents.

Submit the application and the applicable annual fee to: Events DC, 801 Allen Y. Lew Place, N.W., Washington, DC 20001, Attention: Convention Management Division. The annual fee may be paid by check payable to the Washington Convention and Sports Authority.

A Right of Entry Permit is required to enter into and perform convention or exposition installation and dismantling, audiovisual, production, video, security, transportation management, medical, floral, labor or other professional convention or exposition services ("Convention/Exposition Services") in support of conventions, expositions, meetings, conferences, ceremonies, receptions, banquets, parties and similar events in the Walter E. Washington Convention Center ("Convention Center"). The Right of Entry Permit is valid for the period established by Events DC. The Right of Entry Permit is non-transferable and is valid for the Convention Center **only** and not for any other venue.

The following documents must be submitted with the application for a Right of Entry Permit:

- Current certificate of insurance. (See Right of Entry Permit Terms and Conditions.)
- Applicant's current random drug and alcohol testing policy for personnel covered by U.S. Department of Transportation Regulations
- Any other documents or information required by the application or in response to a question on the application.

The application must be signed by one of the following, where applicable:

- If the applicant is a sole proprietor, the individual must sign.
- If the applicant is a partnership, all partners must sign.
- If the applicant is a corporation, an officer of the corporation (e.g., President, Vice President, corporate secretary or other officer) must sign.
- If the applicant is a limited liability company (LLC), the managing member(s) must sign.
- If the applicant is a Limited Partnership, the general partners(s) must sign.

*****SEE RIGHT OF ENTRY PERMIT TERMS AND CONDITIONS*****



APPLICATION FOR RIGHT OF ENTRY PERMIT PROFESSIONAL CONVENTION OR EXPOSITION SERVICES CONTRACTOR

Applicant hereby applies for permission to enter the Walter E. Washington Convention Center ("Convention Center") solely to provide convention or exposition installation and dismantling, audiovisual, production, video, security, transportation management, medical, floral, labor or other professional convention or exposition services ("Convention/Exposition Services") for Applicant's clients ("Client(s)") and agrees to comply in all respects with the Terms and Conditions herein and as set forth in the Permit.

Applicant (If individual, provide last name, first name and middle initial)		
Address:		
Phone:	Fax:	Email:
Name of Principal (e.g., owner, president, managing member, principal shareholder, corporate secretary)		
Phone:	Fax:	Email:
PERMIT CLASSIFICATION (Select only one)		
<input type="checkbox"/>	Primary Service Contractor (Includes General Service Contractor, Exhibitor-Appointed Contractor, Audio Visual Contractor, Production Contractor, Security Contractor, Labor Supplier (includes unions and labor broker services). Annual fee \$600.00)	
<input type="checkbox"/>	Secondary Service Contractor (Includes Floral Contractor, Model/Demonstrator/Booth Personnel Contractor, or any contractor not identified as a Primary Service Contractor.) Annual fee \$300.00	
If answering "yes" to any of the following, provide a detailed explanation and actions taken, and supporting/explanatory documents.		
1. Within the past five (5) years, has applicant received notice that it has violated any District of Columbia, state, or federal workplace safety regulations?		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Within the past five (5) years, has applicant received notice that it has violated any District of Columbia environmental or hazardous materials regulations?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does applicant require its employees to receive training and maintain proper licenses, certifications or credentials for operating vehicles and equipment used by applicant?		<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does applicant have any outstanding debts with Events DC?		<input type="checkbox"/> Yes <input type="checkbox"/> No
THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:		FOR EVENTS DC USE ONLY
<ul style="list-style-type: none">• Application Fee• Certificate of Insurance (See Terms and Conditions)• Current corporate substance abuse and drug and alcohol testing policies (See Terms and Conditions)		
Applicant Authorized Signature:		Date:

TERMS AND CONDITIONS

1. Permit is non-transferable and is valid for the period stated therein unless earlier revoked by the Washington Convention and Sports Authority t/a Events DC ("Events DC") in its sole and absolute discretion. Permit is valid for the Walter E. Washington Convention Center ("Convention Center") only and not for any other venue.
2. Permittee represents that it is engaged in the business of providing convention or exposition installation and dismantling, audiovisual, production, video, security, transportation management, medical, floral, labor or other professional convention or exposition services ("Convention/Exposition Services") in support of conventions, expositions, meetings, conferences, ceremonies, receptions, banquets, parties and similar events for clients of Permittee ("Client(s)").
3. Permittee, its agents and employees shall, during its use and occupancy of the Convention Center, comply with all applicable laws, regulations, rules, policies and procedures including, but not limited to, the "Building Access Policy", "No Smoking Policy", "No Take Policy", and the "Code of Conduct for Event Personnel", and shall obtain all licenses, permits and governmental or regulatory approvals required to perform the Convention/Exposition Services.
4. Events DC maintains a drug-free workplace. Permittee shall adhere to the terms of the Events DC Show-Site Drug-Free Workplace Policy (or successor policy) and shall maintain on file with Events DC Permittee's current corporate substance abuse policy and drug testing policy.
5. Permittee, its agents, employees and all persons under its control or supervision shall not cause damage to property or injury to persons in the Convention Center and shall at all times maintain all areas used in the Convention Center in a clean and orderly condition. Permittee shall ensure that its agents, employees and all persons under its control or supervision conduct themselves in a friendly, professional, and cooperative manner with Event's DC's guests and staff.
6. All equipment and other property brought into the Convention Center by Permittee, its agents, employees or invitees shall be stored in areas designated by Events DC. Events DC shall not be liable for any loss or damage to Permittee's equipment or property.
7. Permittee shall, upon the Client's move-out from the Convention Center and/or the expiration or revocation of this Permit, return the area(s) entered into and/or occupied to the same condition as existing prior to such entry and shall remove all goods, equipment, personal property, trash and debris occasioned by Permittee's and/or Client's use of the Convention Center. Permittee shall be responsible for paying all costs to restore the Convention Center to its original condition. Permittee shall at all times be liable for any damage to Events DC's property caused by Permittee, Permittee's agents, employees or guests. Events DC may separately invoice Permittee for any cleaning, repair or replacement costs, payment of which shall be made within thirty (30) days.
8. Events DC may, at its sole option, remove from the Convention Center at Permittee's expense any goods, equipment and property owned by or attributable to Permittee and Events DC shall not be liable for any damage or loss to such goods, equipment and property associated with the removal.
9. Events DC reserves the right to obtain payment from Permittee or its Clients for work or services performed by Events DC for the benefit of such Clients.
10. By receiving this Permit, Permittee hereby releases and shall defend, indemnify and save harmless the Washington Convention and Sports Authority t/a Events DC, its Board of Directors, officers, agents and employees (collectively, the "Indemnitees") from any and all claims, demands and payments (including attorney's fees), suits, actions, damages, losses, costs, liabilities, expenses and judgments of every nature and description made, brought or recovered by any person by reason of, arising out of, or as a consequence of, the exercise of the issuance of this Permit and the privilege granted herein, the use of the Convention Center, or the failure to comply with the terms and conditions of this Permit or its enforcement. Such indemnification shall not extend to any loss or damage resulting from the Indemnitees' sole negligence, gross negligence or willful misconduct, provided, however, that Permittee shall defend the Indemnitees until it has been determined by a court of competent jurisdiction that the loss or damage resulted from the Indemnitees' sole negligence, gross negligence or willful misconduct. Permittee's indemnification of the Indemnitees is independent from, and not limited in any manner by, Permittee's insurance coverage obtained pursuant to this Permit or otherwise.
11. Permittee shall secure and maintain, at its sole cost, for the duration of this Permit, liability insurance, the minimum amounts of which are described below, for claims arising from injury or death to persons or damage to property, which insurance shall contain an endorsement indicating that the Washington Convention and Sports Authority t/a Events DC, its Board of Directors, officers and employees are included as additional insureds. Events DC shall not be responsible for maintaining insurance of any kind to cover any of Permittee's property. Prior to entering the Convention Center, performing any Convention/Exposition Services, or engaging in any use of the Convention Center, Permittee shall provide a certificate of insurance (or, if requested by Events DC, the policy endorsement) evidencing coverage in at least the amounts shown below and identifying the Washington Convention and Sports Authority t/a Events DC, its Board of Directors, officers and employees

as additional insureds. Permittee shall immediately notify Events DC of the cancellation or material modification of any policy for which coverage is obtained.

<u>INSURANCE REQUIRED</u>	<u>MINIMUM LIMITS</u>
I. Commercial General Liability:	
General Aggregate:	\$2,000,000
Products and Completed Operations Aggregate:	\$2,000,000
Personal and Advertising Injury:	\$1,000,000
Each occurrence:	\$1,000,000
Fire Damage (any one fire)	\$300,000
Medical expense (any one person)	\$10,000
II. Automobile Liability (covering owned, hired and non-owned vehicles for bodily injury and property damage), combined single limit (each accident) and limits:	\$1,000,000
III. Excess Liability (shall be following form or broader than underlying policies): [†]	
For Primary Service Contractor:	\$5,000,000
For Secondary Service Contractor:	\$2,000,000
IV. Workers Compensation – Statutory limits:	
Employers liability – By each accident	\$500,000
Employers liability – By each disease	\$500,000
Employers liability – Policy limit	\$500,000

[†]Excess of general liability, automobile liability, and employers liability.

Events DC does not represent that the coverage and limits herein are adequate to protect any person or entity to which it issues any license or permit. Insurance required by Events DC shall not be deemed as a limitation on liability of Permittee.

FAILURE TO COMPLY WITH ANY OF THE CONDITIONS OF THIS PERMIT OR ANY OTHER CONDITION IMPOSED BY EVENTS DC MAY RESULT IN THE IMMEDIATE REVOCATION OF THIS PERMIT AND PERMANENT EXPULSION FROM EVENTS DC'S FACILITIES. NOTHING HEREIN SHALL IMPAIR EVENTS DC'S RIGHT TO SEEK ANY OTHER REMEDY AVAILABLE TO IT AT LAW OR IN EQUITY.

Washington Convention and Sports Authority t/a Events DC

APPLICATION FOR RIGHT OF ENTRY PERMIT
CREDIT CARD INFORMATION AND AUTHORIZATION FORM

The Right of Entry application fee is \$600 for Primary Service Contractors or \$300 for Secondary Service Contractors. Payments are accepted via credit card or check. For credit card payment, please complete all highlighted fields below and send to rightofentry@eventsdc.com. Do not include credit card numbers on this form. As a security measure, credit card numbers will be obtained via phone.

Check payments can be mailed to:

Events DC
801 Allen Y. Lew Place, N.W.
Washington, DC 20001
Attention: Convention Management Division

Right of Entry Permit Applicant:

Primary Contact/Title:

Email:

Phone:

By my signature below, I _____ authorize the Washington Convention and Sports Authority t/a Events DC to charge the application fee for the Right of Entry Permit to the credit card indicated. **I also acknowledge that I have read and understand the Right of Entry Permit Terms and Conditions.**

Credit card:

Visa

MasterCard

American Express

Amount: \$

Credit Card Number:

Expiration Date:

3-or-4-digit Security Code (back of card):

Name as it appears on the credit card ("Cardholder"):

Address of Cardholder:

Cardholder Signature:

Telephone Number:

Fax Number:

EVENTS DC USE ONLY

Permit Number:

AR Number:

EVENTS DC RIGHT OF ENTRY PERMIT APPLICATION
CERTIFICATE OF INSURANCE REQUIREMENTS

<u>INSURANCE REQUIRED</u>	<u>MINIMUM LIMITS</u>
I. Commercial General Liability:	
General Aggregate:	\$2,000,000
Products and Completed Operations Aggregate:	\$2,000,000
Personal and Advertising Injury:	\$1,000,000
Each occurrence:	\$1,000,000
Fire Damage (any one fire)	\$300,000
Medical expense (any one person)	\$10,000
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Events DC does not represent that the coverage and limits herein are adequate to protect any person or entity to which it issues any license or permit. Insurance required by Events DC shall not be deemed as a limitation on liability of Permittee.

DESCRIPTION OF OPERATIONS

“Washington Convention and Sports Authority t/a Events DC, its Board of Directors, officers and employees are included as additional insureds”

CERTIFICATE HOLDER

Washington Convention & Sports Authority t/a Events DC
801 Allen Y. Lew Place N.W.
Washington, DC 20001