

VENDOR PROTOCOL GUIDE

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

HEALTH & SAFETY

- Upon arrival to the building vendors will be required to check in with a Safety Ambassador.
 - Vendors are required to wear face coverings while on Ronald Reagan Building property.
 - Vendors are required to wear gloves.
 - Vendors are required to have their temperature checked.
- Equipment placed in event spaces will be subject to sanitization via electrostatic spraying.
 - PURTABS Effervescent Sanitizing/Disinfection Tablets via Electrostatic Sprayer(s) (EPA Registration Number 71847-6-91524).
- Should any in-house items or equipment need to be moved, vendor to be mindful of sanitation protocols.

INSURANCE REQUIREMENTS

- Persons performing work on a TCMA property, and persons furnishing equipment or making any installations, must have insurance and provide an insurance certificate before commencing the work.
- Required coverage is as follows: Worker's Compensation, Employer's Liability, Comprehensive, General Liability, and Automobile.
- Please note that the United States of America (USA) and the General Services Administration (GSA) are to be named as an additional insured along with Trade Center Management Associates (TCMA); Worker's Compensation or Errors and Omissions, excepted.
- Please turn to page 3 for a complete list of [Certificate of Insurance Requirements](#)

BUILDING REGULATIONS

- No outside food & beverage is permitted on-site.
- Electrical Requirements
 - Electrical requirements are to be submitted to your event planning manager no less than 14 business days prior to event day. Pop up power needs are subject to additional fees.
 - Electrical requirements including/exceeding a single 100 amp drop requires building electrician labor to be scheduled for connection/disconnection.
- Equipment cords are to be taped down and vendors are responsible for bringing their own tape. Equipment cords running across public access areas, doorways, etc. must be covered with cable ramps. Cables and extension cords are to be properly secured during phases of the event for safety purposes.
- Open flames other than votive candles require approval and permits.
- Vendor to provide necessary floor protection on equipment coming into the building.
- Event Signage
 - Signage posted at the event must be approved in advance of the event.
 - Installation, placement and the process by which items are installed must be approved in advance. Vendor is also responsible for removal.
 - Signage or décor that is a floor cling or window cling must have the image graphic and adhesive material approved in advance. Vendor is responsible for installation and removal.

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BUILDING REGULATIONS

- Vendors providing draping in the Atrium must keep escalators and stairways open for egress.
- Vendors providing draping in all event spaces must keep a clear path to at least one emergency exit.
- Rigging is only permitted in the Atrium.
 - Rigging needs to be handled by Local Union 22. Contact information can be found by visiting www.iatselocal22.com.

DELIVERY PROCESS

- Vendors are required to submit delivery access forms no less than 72 business hours prior to event date.
- Deliveries requiring access to the loading dock will be required to be screened by Federal Protective Service (FPS). Please see loading dock guide for detailed instructions.
- Vendors should provide their own hand trucks and dollies for delivering equipment. The wheels must be rubber to prevent floor damage.
- Equipment for a special event must be removed immediately after the event. Any storage space required for equipment delivered the evening prior or morning of the event must be coordinated with and approved by the TCMA Events Office. Back hallways and service elevators are not to be used for equipment storage.
- Please visit page 5 and 6 for the complete [Loading Dock Guide](#) and [Delivery Access Form](#)

CLEANING

- Vendors are responsible for cleaning up their equipment, trash, debris, etc. from the event. Garbage must be removed from the premise immediately following the event. Any items left behind will be subject to a cleaning fee.
- Liquid or solid refuse cannot be emptied into sinks.
- Vendors are required to bring necessary cleaning supplies including but not limited to vacuums, surface sprays, rags, brooms and dust pans, etc.

VENDOR AND STAFF REGULATIONS

- Vendor and staff will go through security each time they enter the building.
- No equipment may block an emergency exit, emergency alarms or boxes, fire extinguishers or equipment.
- The Ronald Reagan Building and International Trade Center will not be held liable for any items left unattended.

PROHIBITED ITEMS

- Helium balloons
- Flammable liquids or gases

INSURANCE FOR VENDORS

TRADE CENTER MANAGEMENT ASSOCIATES (TCMA)

All persons performing work on a TCMA property, and all persons furnishing any equipment or making any installations, must have insurance and must provide an insurance certificate before commencing the work.

Listed here is the MINIMUM insurance coverage which is required. There may be some small jobs or situations where the vendor/contractor indicates that the minimum required is not obtainable. If this is the case, the matter must be referred to TCMA's and GSA's Risk Management before any services are provided.

IN LARGE PROJECTS MORE COVERAGE MAY BE REQUIRED

WORKER'S COMPENSATION: Every worker must be covered for the statutory amount.

EMPLOYERS LIABILITY: The coverage should be at least

Each Accident	\$100,000
Disease - Each Employee	\$100,000
Disease - Policy Limit	\$500,000

COMPREHENSIVE: To include contractual liability.

GENERAL LIABILITY: The coverage should be \$1,000,000 Combined Single Limit and should be as follows:

	<u>LIMITS</u>
General Aggregate	\$1,000,000
Products--Completed Operations Aggregate	\$1,000,000
Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (anyone fire)	\$50,000
Medical Expense (anyone person)	\$1,000

AUTOMOBILE: The coverage should be \$1,000,000 Combined Single Limit (including scheduled autos, hired autos, and non-owned autos).

ERRORS AND OMISSIONS: Design professionals such as architects and engineers should have this coverage.

Please note that the United States of America (USA), the General Services Administration (GSA) is to be named as an additional insured along with Trade Center Management Associates (TCMA); Worker's Compensation or Errors and Omissions, excepted.

The requirement for notice of any material change or cancellation should be EXACTLY as shown in the sample attached to this memo.

The expiration date of the coverage on the certificate must be WATCHED and recorded on a calendar-type record so that the insured can be contacted to provide a renewal before the policy runs out.

All insurance is on OCCURANCE basis. _____

CERTIFICATE HOLDER: _____
Name and Address

CANCELLATION: Should any of the above-described policies be canceled or terminated, or should the issuing company refuse to renew, or in the event of any material change in the coverage or deductible, the issuing company will mail thirty days prior written notice to the certificate holder named hereon.

Name and Signature of Authorized Representative



SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/01/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: INSURANCE COMPANY, ADDRESS, PHONE NUMBER. CONTACT NAME: JOHN SMITH, PHONE: (202) 123-4567, E-MAIL: john.smith@insurance.com. INSURER(S) AFFORDING COVERAGE: INSURANCE COMPANY, NAIC #: 11111.

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Event/Project Name and Location; Point of Contact

United States of America (USA), the General Services Administration (GSA) and/along with Trade Center Management Associates (TCMA) are named as additional insureds.

CERTIFICATE HOLDER

CANCELLATION

Certificate holder address: Ronald Reagan Building, International Trade Center, 1300 Pennsylvania Ave., NW, Washington, DC 20004 USA. Cancellation notice: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Fax: Email:

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ACORD 25 (2016/03)

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LOADING DOCK GUIDE

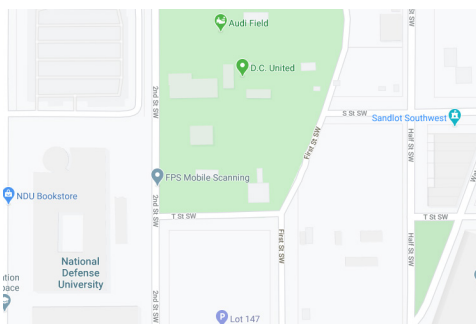
RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER



All deliveries to the Ronald Reagan Building and International Trade Center require a Delivery Access Form. The form must be submitted to the loading dock at least 72 hours prior to delivery; please be sure to mark the appropriate delivery destination (paid parking, loading dock, or Woodrow Wilson Plaza). The Delivery Access Form and Loading Dock Guide are provided in the following pages.

VEHICLES THAT HAVE NOT SUBMITTED THE FORM WILL BE TURNED AWAY UPON ARRIVAL.

Any vehicles requiring loading dock access (or that are over 7 feet tall and cannot fit in the garage) are required to go to Mobile Scanning (located at 1880 2nd Street SW) prior to arriving at the Reagan Building for the delivery/pickup. Directions for Mobile Scanning are provided in the following pages. A map of the scanning facility is provided below.



Mobile Scanning Hours

Monday – Friday 5:00am – 5:00pm

Saturday 5:00am – 1:00pm

Sunday CLOSED

Mobile scanning is closed on Federal Holidays.

If a delivery or pickup is requested outside of the hours above, a K-9 unit is required to complete an on-site security inspection. Each K-9 unit is \$300.00 per call. We recommend scheduling multiple vehicles around the same time to limit the number of K-9 calls needed. If a K-9 inspection is required, vehicles will line up in the 14th Street South layby lane for the inspection.

Vehicles should never be left unattended; please plan for enough labor to quickly unload/load. Vehicles are not permitted to park or remain on the loading dock.

DELIVERY ACCESS FORM

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

Please complete this form and email it to **loadingdock@rrbitc.com** or fax it to **202-312-1572** no later than **72 hours prior** to the delivery/pickup or the vehicle will be turned away:

Bill Day, Loading Dock Manager

Office: 202-312-1596

Fax: 202-312-1572

Email: loadingdock@rrbitc.com

Please Check One:

Loading Dock Access

Plaza/Exterior Access

Paid Parking (*vehicles limited to 7'*)

Delivery: Date: _____

Time: _____

Pickup: Date: _____

Time: _____

PLEASE BE ADVISED THAT DELIVERIES AND PICK UPS ARE HANDLED ON A FIRST COME, FIRST SERVED BASIS AND WAITING TIMES MAY BE UP TO TWO HOURS AFTER YOUR REQUESTED TIME. ALL VEHICLES MUST ENTER VIA 14th STREET SOUTH AND ALL DRIVERS MUST HAVE A VALID PHOTO ID.

Event/Conference or Tenant's Name: _____

Event Room: _____

Company/Courier Name: _____

Company/Courier Contact Person: _____

Phone Number: _____

Shipment Contains: _____

Vehicle year, make, model, type and size: _____

Vehicle tag number and state: _____

Driver's name: _____

Point of Contact at RRB/ITC: _____

Phone Number: _____

MANDATORY POLICY FOR ALL LOADING DOCK DELIVERIES:

- Vehicles are limited to **13' height** and **56' length** (*tractor/trailer combined*) — **NO 45' TRAILERS**
- Vehicles accessing the loading dock or Plaza must go to off-site Mobile Scanning located at **1880 2nd Street SW** (adjacent to Ft. McNair on 2nd Street) prior to arrival at RRB/ITC. There is a **45 minute** time frame before security seal expires.
- Scanner Hours are Monday–Friday (5am–5pm) & Saturday (5am–1pm). All other times require K-9 inspection at an additional cost. Please note, mobile scanning is closed on Federal Holidays.
- Neither personal vehicles nor trucks are allowed to park on the loading dock.
- On delivery, vehicle's contents may be placed on the dock and the vehicles will be instructed to leave.
- On pickup, contents must be on the dock, ready to load before the truck will be allowed on the dock.

DIRECTIONS FROM MOBILE SCANNING FACILITY TO THE RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

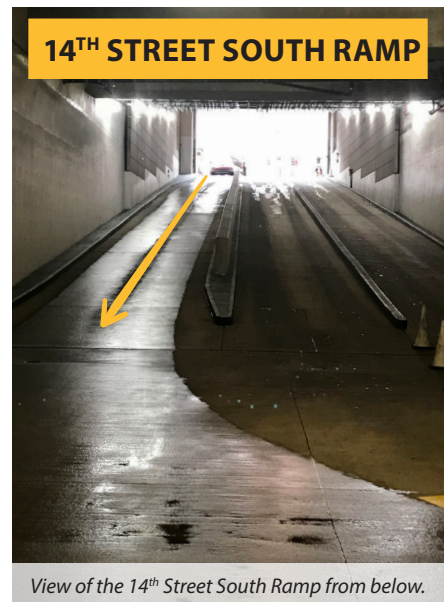
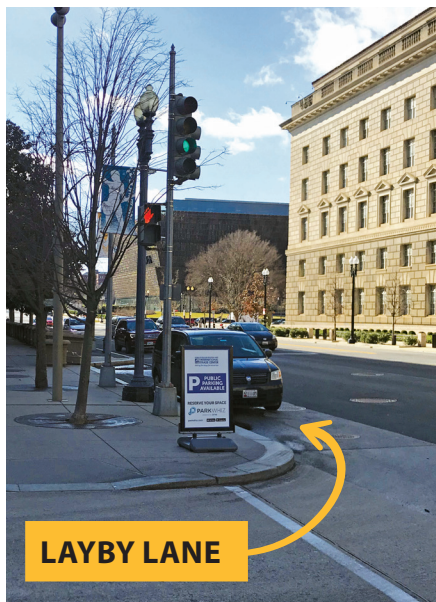


LOADING DOCK ENTRANCE GUIDE

To access the loading dock, enter the parking garage at the 14th Street South Parking Garage Entrance.



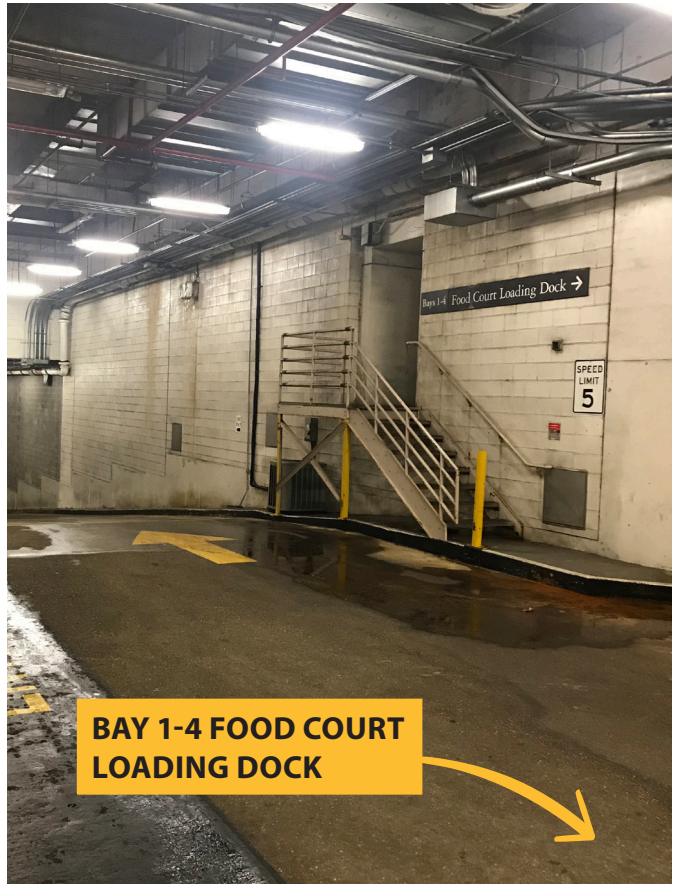
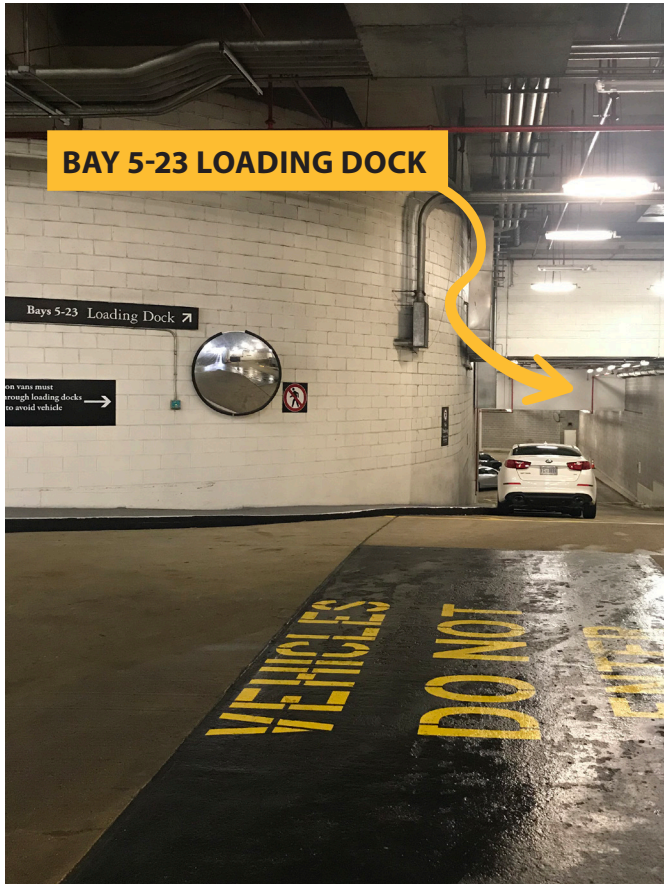
Prior to entering the garage, pull up to the layby lane on 14th Street. Once in the layby lane, a security guard will check to make sure your vehicle is still secure from the off-site security inspection, as well as assign you a loading dock bay. Once finished with security, proceed down the 14th Street South Ramp into the parking garage.



LOADING DOCK ENTRANCE GUIDE

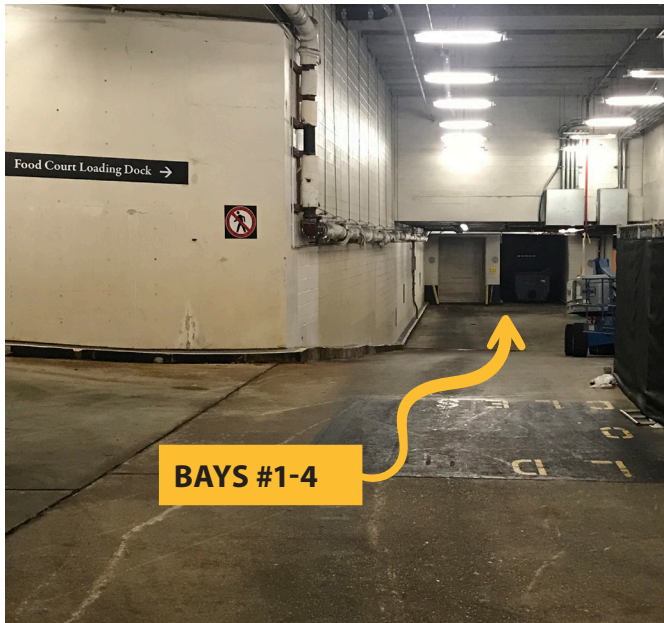
Please **ALWAYS** proceed to the bay assigned by security.

Next you will reach the intersection pictured below. Follow signs to the 'Food Court Loading Dock' to reach bays 1-4. For all other deliveries, follow signs to 'Bays 5-23 Loading Dock.'



LOADING DOCK ENTRANCE GUIDE

Below are images of some of the different bays.



Bays #1-4 are often used for Atrium and Atrium Hall.



Bays #18-#21 often used for Amphitheater, Rotunda, and North Tower.



Bays #22 & #23 (located next to the 14th Street North Garage Entrance exit ramp) are often used for the Atrium Ballroom and Pavilion.