# GRAND CENTRAL TERMINAL
## PRODUCTION MANUAL

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Revised March 8, 2016
WORKING IN A LANDMARK BUILDING

Built in 1913, Grand Central Terminal is an active transportation hub, National Historic Landmark, and a public space.

Vanderbilt Hall is one of Grand Central’s designated public event spaces and once the Terminal’s main waiting room. The Hall is filled with numerous architectural details that highlight the beauty of the Beaux Arts movement, such as the marble doorways, large chandeliers, and original benches.

Therefore, to protect and preserve the historical and architectural details of Vanderbilt Hall and to maintain the historic atmosphere of Grand Central, please adhere to the following rules and regulations in this manual, which are designed not only to protect the building and the safety of its visitors and staff, but also to ensure that building operations are not compromised.

The walls, floors, chandeliers and fixtures are all original and therefore must be protected at all times.

For this reason, the following rules apply to all events:

**Floor:**
- No Metal of any kind may be placed on or against the marble floor.
  - All items and materials placed on the floor must have rubber matting, carpeting or other approved floor protection underneath at all times.
  - Only rubber wheels may be used on display items or on dollies/hand trucks.

**Benches:**
- All wooden benches must be protected at all times.
  - Benches should be covered with moving blankets during the load in/out process.
  - No items should touch or be placed on the benches.
  - All road cases, tools, equipment and structures should be positioned a minimum of 6 inches away from the benches and secured or locked in place.

**Walls:**
- Nothing should touch the walls (including signage).
- All road cases, equipment and structures should be positioned a minimum of 6 inches away from the walls and secured or locked in place.

**Adhesives:**
- Only Gaffers Tape may be used to secure items to the floor. NO duct, painters tape, or masking tape.
  - Housekeeping fees will apply if adhesive residue remains following the event load out.
DEFINITIONS

Permittee: The individual, entity, or production vendor, who has signed an agreement to rent event space at Grand Central Terminal.

Metro-North Railroad (MNR): The commuter railroad which oversees operations within Grand Central Terminal.

Jones Lang LaSalle (JLL): Direct point of contact for Permittee. JLL works with/on behalf of MNR to obtain all event information and approvals.

Fire Brigade (Fire Guard): MNR’s Office of System Safety, Division of Emergency Management and Fire Safety (OSS/DEMFS), ensures that proper Railroad and NYFD fire, life, and safety rules and regulations are followed for all events.

MTA Police (MTAPD): The police agency for the MTA, which oversees all aspects of security at Grand Central Terminal.

Assistant Station Master (ASM) – An MNR customer service representative responsible for making sure normal building operations are maintained during events.

KEY LOCATIONS

Vanderbilt Hall: Located south of the Main Concourse. The space is broken up into 2 sides – East and West. Each side is about 6,000 square feet.

Taxi Stand: Located on Vanderbilt Avenue at 43rd Street on the west side of the Terminal. Partially enclosed and covered space comprised of 1,781 sq. ft.

105 E 42nd St.: Entrance to Grand Central from 42nd Street and available for load in/load out 24 hours/day, except during black-out periods.

89 E 42nd St.: Entrance to Grand Central from 42nd Street and available for load in/load out from 5:00am to 2:00am the following day (except during black-out periods) and leads directly into Vanderbilt Hall.

Graybar Passage: Located on Lexington Avenue between 43rd and 44th St. – between 420 Lexington Avenue and the Grand Central Market

Loading Dock: Located on DePew Place on East 45th St. between Lexington and Vanderbilt Avenues. Directions: Going south on Lexington Avenue, turn right onto East 45th Street; the entrance to DePew Place is on the left.
PUBLIC & CONSTRUCTION SAFETY
(Construction/Build Logistics)

PUBLIC SAFETY IS FIRST PRIORITY

All staff working in Vanderbilt Hall must follow safety procedures established by OSHA and required by MNR. The Permittee is responsible for ensuring that all personnel/staff have the appropriate attire and adhere to all rules as listed below during the entirety of the event.

Failure to comply will result in a work stoppage until corrections are made.

Appropriate Attire: When construction or assembly work of any kind is underway all people within the room, whether they are part of the assembly crew or not, must wear Personal Protective Equipment (PPE): proper work boots at all times, hard hat and safety glasses when necessary as stated below. Anyone not dressed properly will not be permitted to work in the space.

Proper PPE includes:

- Work boots with at least a 1” defined heel (steel toe is not required, see examples below).
  - NO sneakers, sandals or open-toed shoes of any kind are permitted until the event has passed inspection by MNR and JLL.

- Sleeved shirts and long pants must be worn at all times. NO shorts or tank tops are allowed during set-up operations, including load-in/out.

- Safety goggles and protective eyewear must be worn by everyone when using or within close proximity to power tools, staplers, hammering, working beneath overhead construction, or at any time when eye injury is a possible risk.

- Hard hats must be worn by everyone when overhead work is being done.

Construction Safety:

- A minimum 6’ egress path must be maintained at all times
- Road cases, equipment, tools etc. must not block emergency egress doors at any time.
- Any object longer than six feet must be carried by two people (one at either end).
- Ladders taller than six feet:
  - Must follow OSHA’s guidelines for ladder use, including but not limited to:
    - Must be counter-balanced by a second worker during use
    - Must not be straddled
    - Nobody should stand on the top step at any time
- Fall Protection Equipment (ie: harnesses, hardhats, etc.) must be worn by any worker on a ladder or scaffold higher than 6 feet. Scaffolds must be equipped with work platforms and approved OSHA handrails.
Safe Work Plan: All event production plans must include a Safe Work Plan (SWP).

A Safe Work Plan:
- Must provide specific information on the practices to be followed for build out and breakdown for each element.
- Must be based on OSHA standards and the safety standards described in the production manual.
- Must be referred to on site by the Foreman, Production Manager, or persons responsible for implementing safety controls throughout load in, build, strike, and load out.
- Must be referred to on site by JLL and MNR staff when necessary
- Does not require approval from MNR or JLL but will be reviewed and an acknowledgement of receipt will be sent.
- Example of a blank SWP form on Page 6 for copy and use.

The Safe Work Plan is due 14 days prior to load-in.

Failure to follow the SWP will result in suspension of construction activities.
# SAFE WORK PLAN

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Event Location:</th>
<th>Event Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor name:</td>
<td>Foreman/Manager:</td>
<td>Contact #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity/Task</th>
<th>Possible hazards</th>
<th>Safety controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Detail the necessary steps to complete the activity, and add rows as needed.</td>
<td>* Detail the potential hazards that could cause harm to the crew.</td>
<td>* Detail what will be done to minimize the hazards for the crew.</td>
</tr>
</tbody>
</table>

**Activity 1**
(e.g. erecting truss towers, installing pipe & drape)

Activity 2

Activity 3

Activity 4

Activity 5

Activity 6
PROHIBITED ITEMS

- Painting staining and/or varnishing
- Toxic substances
- “Hot-work” sawing, painting or construction – assembly only
- Motorized or self-propelled equipment or pneumatic tools
- Powder or other fuel actuated fastening tools (e.g but not limited to: Ramset, Hilit, Paslode)
- Blocking Air Vents:
  - Any material taller than 8ft placed directly in front of the HVAC air vents is prohibited regardless of the distance away from the vent, as this obstructs airflow throughout Vanderbilt Hall
- Balloons
- Open heating elements (Open flames, gas burners, sternos, coils and candles)
- Smoke, haze, fog, particle and dry ice
- Aerosols of any kind
- Generators
- Air compressors
- Propane tanks
- Helium tanks
- Round bases of any kind for elements taller than 4’
- More than one gallon of water used in décor items or props
- Fountains
- Loose sand
- Animals
- Giveaway items such as balls, matches, stickers and Frisbees.

RESTRICTED ITEMS:

- Sound must not bleed into the Main Concourse or interfere with railroad operations at any time.
- Lighting must not bleed into the main concourse or outside the event space.
- All lighting fixtures in close proximity to fabric or potentially combustible materials must be LED.
- Deliveries cannot be accepted on behalf of the Permittee (by JLL, MTA and/or MNR personnel.). The Permittee shall not accept any packages that are not clearly marked as a part of the event/exhibition.
FIRE AND LIFE SAFETY

Codes:
- Permittee must ensure that the layout and number of occupants comply with appropriate and related NYC and NY State Fire Safety Codes.
- All combustible materials used as decoration, display or drape must be fire retardant in accordance with the NFPA and NYC Fire Prevention Code; pay particular attention to NFPA code 701 for fabrics and code 255 for hard surfaces)
- Certificates and/or affidavits, with latest date of inspection, evidencing fire retardancy and compliance with NFPA codes must be submitted to JLL at least 2 weeks prior to load in for review and approval by MNR.
- Plywood or carpeting used to distribute weight and/or protect the floors must be fire retardant – plywood must be stamped; Carpet must be labeled or certified
- Contact information for fire-proofing/testing companies is available from JLL.

Fire Safety Requirements:
- Fire extinguishers – minimum 10 lb. commercial ABC type – minimum of 6 extinguishers with current inspection tags; number of extinguishers and locations must be shown on submitted floor plan for review and approved by MNR.
- Smoke detectors on any structures with three or more walls and/or a ceiling – battery operated
- Any area enclosed, defined by stage flats or pipe and drape or similar wall construction materials, even though temporary in nature, is considered a room, thus requiring two marked exits and a smoke detector.
- “Exit,” “Emergency Exit Only” and /or “No Exit” signs must be provided by the Permittee where necessary. All signs must be illuminated and/or glow in the dark
- All electrical components (distribution panels, plugs, cord/cables, power strips) must be kept clear of water, boxes, props, personal items, cleaners, and other elements

Occupancy:
- Final occupancy numbers will be determined by MNR code compliance only after all final floor plans are submitted and approved.
- Any area enclosed as defined by stage flats or pipe and drape or similar wall construction materials, even though temporary in nature, is considered a room requiring occupancy.
- Any event that exceeds approved occupancy and poses a safety concern may be shut down at any point without notice or may require additional services at the Permittee’s expense.

Egress:
- All property and equipment must be kept clear of any emergency exits (specific attention must be paid to the “bathroom” doors); main exit doors shall be kept unlocked, unobstructed and clearly visible at all times
- Per GCT regulations, all aisles and passageways designated for public traffic/visitors throughout the event must have a minimum of six (6) feet in width of unobstructed bare floor free of tripping hazards
**Inspection & Safety Briefings:**

- All events must pass an inspection prior to opening. MNR & JLL event personnel will inspect the set-up to ensure all safety requirements, approved event layout, materials and elements have been followed. Inspections will be conducted on all spaces leased to the Permittee.
- A safety briefing, provided by personnel from MNR’s Office of System Safety, will be given to event personnel/staff to inform them of emergency evacuation procedures. The Permittee shall build adequate time (approximately 15 minutes) into their schedule for the briefing. **All event personnel must participate in the Fire, Life and Safety briefing.**

**Tripping Hazards:**

- All aisles, passages, step up structures designated for the public and staff must be free of any tripping hazards.
- Please note the examples below showing properly installed elements highlighted with contrasting gaffers tape as needed and secured.

*JLL and key MNR personnel reserve the right to enter Vanderbilt Hall at any time during the event, to examine the condition of the premises and evaluate safety issues.*
**TAXI STAND EVENTS**

The same safety rules and regulations apply to events that take place in the Taxi Stand. All events will be subject to JLL and MNR approval and each of the production guidelines that apply to Vanderbilt Hall apply in the Taxi Stand in addition to the following:

- The inner sidewalk must not be blocked at any time.
- The main entrance must not be blocked at any time. Brand ambassadors/staffing cannot be positioned in main walkway.
- The incident command center must be kept clear. Any items placed in the general vicinity must be able to be moved quickly in the event of an emergency.
- Strictly prohibited items noted on Page 5 also apply to the Taxi Stand.
- Events produced in the Taxi Stand must have a 360 degree presentation.
- Signage to be used in the Taxi Stand must be double sided.
- (2) 20 amp circuits are available for use; additional charges apply.
- WiFi/internet service is not available in the Taxi Stand.
- Maximum height of tallest point on structures allowed: 11’ 6”
EVENT SECURITY

The Permittee is required to hire and maintain continuous unarmed private security in Vanderbilt Hall and the Taxi Stand from the start of load-in through the completion of load-out.

Permittee and Event Security are required to attend a security meeting with JLL, MNR and the MTAPD prior to the event. A coverage plan must be submitted prior to the security meeting. The final number of security guards required will be determined by the MTAPD at the conclusion of the meeting.

Vanderbilt Hall is a public venue. Electronics and valuables should be secured by Permittee and event security at all times. JLL, MNR, and MTAPD are not responsible for the safety and security of any items associated with the special event.

Government Officials/Celebrities:
- At least fourteen (14) calendar days prior to the first day of load-in, all details regarding official/celebrity involvement/appearances in any part of the event MUST be submitted.
- Details of official/celebrity involvement/appearances MUST include: security plan, movement in/out of the building, movement within the event, public access to the official or celebrity, media access, photo opportunities, and any other pertinent details relating to the appearance.
- Notification MUST also be submitted to JLL of any and all public (TV, radio, newspaper, magazine, web site, etc.) announcements and/or private invitations stating the appearance at Grand Central Terminal.

Please Note: If public safety and/or traffic flow cannot be maintained as a result of a government official or celebrity appearance, who attends without prior notice to JLL, MNR reserves the right to close and/or cancel the event. Brand ambassadors are not a substitute for licensed security guards. MNR also reserves the right to assign additional services at the Permittee’s expense without prior notice.

Credentials:
All event staff, including subcontracted vendors doing work in the space on behalf of the Permittee, must wear visible event credentials at all times.
- Badges must be provided by the Permittee and include the following information:
  - Event Name
  - Event Location: Vanderbilt Hall and/or Taxi Stand
  - Event Date/s
- The Permittee shall submit a copy of the badges to JLL via email prior to the security meeting with the MTAPD.

Approved Security Firms for Grand Central Terminal

<table>
<thead>
<tr>
<th>Stone Security Services</th>
<th>Sims Security Group</th>
<th>GSS Security Services, Inc.</th>
</tr>
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<tbody>
<tr>
<td>(917) 299-3112 Tel</td>
<td>(212)-922-1414 Tel</td>
<td>(212) 764-5400 Tel</td>
</tr>
<tr>
<td>(212) 979-0716 Fax</td>
<td>(212) 922-9855 Fax</td>
<td>(212) 764-0213 Fax</td>
</tr>
<tr>
<td>Contact: David Stone</td>
<td>Contact: Warren Sims</td>
<td>Contact: John Sheehan</td>
</tr>
<tr>
<td><a href="mailto:david@stonesecurityservice.com">david@stonesecurityservice.com</a></td>
<td><a href="mailto:wsimss@simssecuritygroup.com">wsimss@simssecuritygroup.com</a></td>
<td><a href="mailto:jsheehan@gss-security.com">jsheehan@gss-security.com</a></td>
</tr>
</tbody>
</table>
MTAPD SERVICES

- MTAPD coverage is determined by the MTAPD on a case-by-case basis.
- All deliveries must be inspected by the MTAPD K-9 unit prior to entering the building.
- There are additional fees for the MTAPD services.
- **Please Note:** Deadlines for submitting requests for MTAPD services are listed in the Submittal Deadline Schedule (Exhibit B in the event contract).

**For Private Events:** When Vanderbilt Hall is closed to public access, an MTAPD team must be hired by the Permitee. Arrangement for the MTAPD coverage is set up through JLL.

**Please Note:** The MTAPD may determine that its presence is required for public events during times of heightened security alerts (local, regional, or national) or for events which may present a high-security risk to Grand Central Terminal, such as celebrity/dignitary or talent appearances. Fees for these services will be determined on a case-by-case basis.

LOAD-IN / LOAD-OUT LOGISTICS

<table>
<thead>
<tr>
<th>Rush Hour(s) Black-out Times for Load-In and Load-Out</th>
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<tbody>
<tr>
<td>Load-in and Load-out and Deliveries are <strong>PROHIBITED</strong> during peak rush hours:</td>
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<tr>
<td>Monday through Friday</td>
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<tr>
<td>7:00am – 10:00am and 4:00pm – 7:00pm</td>
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<tr>
<td>Rush Hour Black Out times are NOT in effect during the weekend.</td>
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<table>
<thead>
<tr>
<th>After Hours Load-In and Load-Out (Between 2:00am and 5:00am)</th>
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<tbody>
<tr>
<td>The only entrances open 24 hours a day are 105 East 42nd Street and the DePew Place Loading Dock.</td>
</tr>
<tr>
<td>If other entrances are required after hours, arrangements must be made in advance (a minimum of 72 hours’ notice is required) through JLL. An MTAPD team is required to maintain security at these entrances during these times; additional fees will be incurred.</td>
</tr>
</tbody>
</table>

**Entrances and Dimensions:**

- **105 East 42nd Street, Subway Passage Entrance (Next to the Hyatt):**
  This entrance is the only entrance off the street that is open 24 hours a day. Any load-in activity that is required between 1:30am and 5:00am must take place through these doors.
  - Maximum door width: **56"**
  - Maximum door height: **82.5"**
  - Diagonal: **104.5"**

  This entrance has a double-door access with a width of 56". From this location load-in can take place through the East-end doors of Vanderbilt Hall or (from 2:00am – 5:00am) via the Main Concourse and up the ramp into Vanderbilt Hall. Access to this route outside of the prior specified times will be determined by MNR on a case by case basis.
- The widest distance between the bollards on 42nd St. is located at this entrance. The distance is 4'10” wide, each bollard is 3’ tall. Please adhere to all traffic signs, etc.

- **89 East 42nd Street, Vanderbilt Hall Entrance (Under the Park Avenue Viaduct):**
  - This entrance is the direct entrance to Vanderbilt Hall from 42nd Street.
  - Maximum door width: 27"
  - There are seven single doorways, each with widths of 27"
  - Maximum door height: 82.5"
  - **Important Note:** Outside this entrance there is a NO STANDING ZONE (bus stop) and taxi queuing area. The Permittee, its vendors, and agents must follow the directives of the Department of Transportation (NYCDOT) street signs in the commercial zones on 42nd Street at all times.

- **Graybar Passage: (Lexington Avenue, between 43rd and 44th Streets)**
  - This entrance is used for vehicle load-in only
  - Maximum door width: 172” (3 doors removed: 106”)
  - Maximum door height: 106”

- **Loading Dock: (DePew Place & 45th Street)**
  - This entrance is an active loading dock that services multiple buildings and additional fees apply
  - Open 24 hours a day, 7 days a week
  - RESERVATIONS CANNOT BE MADE - The loading dock operates on a first come, first served basis
  - May only be used to load or re-load: no standing is permitted
  - Additional fees will apply if the loading dock is used
  - Maximum size for trucks at the Loading Dock:
    - Length: 20’
    - Height: 11’3”
    - 30” high from the street
    - A trucking list with the truck details and drivers names must be registered no less than 48 hours in advance, through JLL, for access to the loading dock.
  - Dimensions for the loading dock elevator:
    - Depth: 18’
    - Diagonal: 19’6”
    - Opening Across: 7’
    - Height: 7’8”
  - Maximum weight for the loading dock elevator:
    - 4,000 pounds. (Allowable size)
STREET ACTIVITY PERMITS

- Street Activity Permits (SAPs) are required for load-in and load-out on 42nd Street.
- Permits must be obtained by the Permittee
- Request for Street Activity Permits may be submitted to the Mayor’s Street Activity Permit Office NO LESS THAN 30 days in advance
- The SAP is issued for a specific street location for a particular day (24 hour period).
  - All loading activity in that location on that day may use the same SAP.
- The DePew Place Loading Dock does not require a Street Activity Permit.

Street Activity Permit Office
100 Gold Street, 2nd Floor, New York, NY 10038

The recommended production company for obtaining Street Activity Permits:

Winick Productions LLC
250 West 103rd St., Suite 4C, New York, NY 10025
Telephone: 212.663.5564
Email: Winickproduction@cs.com or ajweingrad@gmail.com

Use of the SAP:
- The SAP must be displayed in the front window of the vehicle.
- A licensed driver must remain with the vehicle and be ready to move the vehicle in case of an emergency or at the discretion of the NYPD.
- Unattended vehicles are subject to tickets and towing; JLL and MNR and/or the MTA are not responsible for any costs associated with tickets or towing.
- SAPs are for active loading and unloading.
FLOOR PLANS / STRUCTURAL REVIEW

The Permittee is required to submit floor plans, for approval by MNR, in accordance with the procedures listed below. JLL and MNR reserve the right to require field changes. Please note that the deadlines for submitting floor plans are listed in the Submittal Deadline Schedule (Exhibit B in the event contract).

All Floor Plan Submissions MUST:
- Be in a clear, readable, to-scale diagram placed inside of the layout that is provided by JLL (within the approved lease line)
- Show all event elements in Vanderbilt Hall (i.e.: staging, lighting, storage, etc.)
- Indicate all materials, dimensions, heights, weights, weight loads, distances between each element and overall square footage of the event footprint
- Indicate current date and version number for each plan
- Include an electrical plan (map) with all amperages, cable runs and exact plug-in locations.
- Manufacture’s specification sheets or cut sheets are required of all electrical equipment.
- Include a legend/key with detailed descriptions
- Include secondary plans and shop drawings for event elements, such as catering, press conferences, etc.
- Include the structural and stability review report by an approved structural engineer. Prior to submission, all floor plans (with details as delineated above) must be reviewed by an approved Structural Engineer. All structural reports are due to MNR one week prior to event load in. Please keep this timeframe in mind when submitting materials to the engineer.

Please Note: The structural engineer is a third-party entity hired by the Permittee; all fees and billing take place directly between the structural engineer and the Permittee.

Structural and Stability Review of the Event Floor Plan – Requirements:

- **Individual elements:**
  - All elements on the floor plan must be described using manufacturer’s drawings or renderings (shop drawings), catalog cuts, weight and size information, internal construction and any other pertinent data to determine inherent structural integrity, weight distribution, and/or stability against failure or overturning. **This information must be provided to the hired structural engineer from the initial planning stages.**

- **Weight load restrictions:**
  - Point loads must be spread so as to distribute the weight load to 120 pounds per square foot or less; all “live loads” to be placed on the floor of Vanderbilt Hall must be taken into account including anything on or above the floor.

- **Height concerns:**
  - Any element including pipe and drape in excess of 8’ in height must be specifically reviewed and proven to be stable against overturning from unexpected forces. Any draping posts higher than 12’ in height will require a double post for support.
- An overhead clearance of 7’ 6” is required from the floor to the bottom of a structure such as an archway entrance, booth, awning, or a display item, fixed to the frame or structure, e.g. lights or décor.

- **Chandeliers:**
  - The height of the chandeliers from the finished floor to the lowest tip is 22’5”.
  - The chandeliers are approximately nine feet in diameter. All structures must be kept a minimum of **two feet (2’)** from the chandeliers.
  - In constructing a structure close to the chandeliers, side elevations, with multiple angles, specifying dimensions/distances must be submitted for review
  - The structural engineering report must provide a detailed description of how the structure will be erected and dismantled

- **Risers or Staging:**
  - A Riser or staging that is 18” or higher from floor level will require railings and stairs.
    - Standard step height is 7” – 8” high.
  - All staging and risers regardless of the size require standard continuous fire retardant sill planks underneath the bases to evenly distribute the point load from the legs and protect the floor surface.

- **Bases:**
  - Round bases for elements taller than 4’ are NOT permitted. Tri-pod, or truss towers with large base plates should be used to provide support for all structures.

- **Overall floor plan:**
  - The overall floor plan must be reviewed by the structural engineer to ensure that proper clearances with building elements such as air vents, chandeliers, walls, benches, doorways, and passageways are all met.
  - The means and methods for installation and de-installation must be described and/or diagramed.
  - Theatrical-style sealed sand bags (aka saddle sand bags) are the only sandbags allowed.
    - These are covered in nylon or cordura and have a handle. Sand in plastic or polystyrene bags is not allowed. The majority of event elements need sandbags to provide acceptable stability.

- **Storage:**
  - There is no storage available at Grand Central Terminal for special events in Vanderbilt Hall. Any items requiring storage during the event must be removed from the Premises or placed within a sectioned-off area of the event space designated for storage.
Requirements for sectioned-off storage area in Vanderbilt Hall:

- This area must be detailed on the floor plan
- Weights and dimensions must not exceed 120 pounds per square foot
- Items cannot be stacked higher than 36”
- The Permittee must provide adequate staffing to maintain the security of this area
- Fire safety regulations must be maintained, including adequate emergency egress
- Flammable or combustible materials including cardboard boxes and pallets may NOT be stored
- Fire extinguishers and smoke detectors are required for storage area
- Empty road cases, crates, hampers, etc. must be locked at all times

Approved Structural Engineers:

Joseph “Tim” Brennan*  
(917) 750-9333  
timtrains@aol.com  
*MUST use if bringing in a vehicle*

Robert Silman Associates, P.C.  
Contact: Scott Hughes  
(212) 620-7970  
Hughes@rsapc.com

Gilsanz, Murray, Steficek, LLP.  
Contact: Gary Steficek  
(212) 254-0030  
gary.steficek@gmsllp.com
PRODUCTION SCHEDULE / VENDOR LISTS

The Permittee is required to submit a production schedule for approval (including vendor list) in accordance with the procedures listed below. Please note that the deadline for the production schedule is listed in the Submittal Deadline Schedule (Exhibit B in the event contract).

Production Schedule:
- The Production Schedule must include a timed schedule with all details of the event from start of load in to completion of load-out, in chronological order.
- All entrances to be used for load-in / load-out (including the loading dock) with times indicated for those entrances and the number and size of all vehicles making deliveries.
- Details of any activity including deliveries, staffing etc.
- Specified electrical tie-in and tie-out times.
- Specified desired MNR and JLL inspection time.
- Security coverage details.
- Ambassador coverage details, Ambassadors are required at events while open to public and are separate from security coverage.
- Housekeeping schedule.
- Additional services requested.
- State any shift changes from load in to load out so JLL always has a point of contact.

Vendor List:
- Any and all companies doing work within GCT on behalf of the Permittee and or the Permittee’s agents including catering, security etc.
- Contact information for each vendor, company name, name of contact, phone number and email address.

Public Safety Inspection/Fire Safety Briefing:
- Prior to opening the event to the public or media/press, an inspection with MNR and JLL officials as well as members of the Permittee’s production team must be scheduled. There are no exceptions.
- Inspection should be at least one hour prior to event opening.
- Inspections scheduled before 7AM may require hotel rooms or additional travel charges for MNR and JLL staff of up to 5 people, thus resulting in an additional charge to the Permittee.
  - These details are determined on a case by case basis and will be communicated to the Permittee prior to load in.
- A fire and safety briefing will be conducted with a designated MNR fire/safety official prior to opening the event to the public/media. All working staff including production personnel, brand ambassadors, catering staff etc. MUST be present.
  - Additional safety briefings can be accommodated and should be listed on the production schedule.
MNR SUPPORT SERVICES

MNR performs services such as, but not limited to, electricians, customer service representatives and fireguards. The deadline for submitting requests for MNR support services is listed in the Submittal Deadline Schedule (Exhibit B in the event contract).

MNR Electric:
- MNR must approve the electrical plan for all events in Vanderbilt Hall.
- A detailed electrical plan, including amperages required and manufacturer’s specifications sheets for all electrical equipment, must be submitted to JLL by the date listed in the Submittal Deadline Schedule for review.

Floor outlets:
- May be used at no additional charge (following MNR’s approval); manufacturers cut or spec sheets must be submitted to and approved by JLL and MNR for all items requiring power.
- Forty (40) sets of standard 110V outlets with a maximum of sixteen (16) amps per duplex are available in the floor of Vanderbilt Hall.
- Only one outlet per duplex may be used at any time.
- All plugs must be grounded
- Zip cords & homemade plugs are not permitted
- A charge will be assessed to the Permittee if outlet covers are damaged or removed

Maximum Power from Floor Outlets:
110V 16 amps

House Power:
- 400 amps (3 phase) service is available in Vanderbilt Hall.
- The power may be delivered in three phases: 100, 200 or 400 amps (and is connected/disconnected by MNR electricians).
- Overtime charges apply to events that load-in and out during weekends or outside regular crew shifts.
- A request for this service, specifying the amount of power needed, must be submitted by the date listed in the Submittal Deadline Schedule.
- **Tie-in/disconnect of House Power:**
  - Permittee must provide a distribution panel with bare ends (no CamLok)
  - Permittee must have a qualified representative available to meet the MNR electrician at the time of the tie-in and disconnect.

Electrical Requirements:
- The use of extension cords is discouraged– if used, the following applies:
  - Cords must be a minimum of 14 gauge wire, grounded and UL Listed.
Multi-plug adapters and power strips can be used on low amperage devices ONLY!

- Use of any extension cords, multi-plug adapters, and power strips as an extension of an extension cord is STRICTLY PROHIBITED

- Cables must be covered by Gaffer’s tape only.
- All electrical cords must be clear of any and all items including sand bags, personal belongings, etc. at all times.
- Cable ramps, also known as yellow jackets, are not allowed in public or fire egress areas. Any cable ramps require prior review and approval by MNR. Rubber mats with appropriate taping and high visibility markings can be used to prevent tripping hazards and will be inspected on site.
- Cables must be “flown” over the doorways. Minimum overhead clearance is 8’.

**Chandeliers:**

- The chandeliers may be dimmed to a minimum of 25%. The “up-lights” on the chandeliers may be turned off.
- Each chandelier can be individually dimmed.
- Chandeliers will only be dimmed once construction is completed.
- Supplemental lighting may be required to ensure adequate lighting for egress and back of house areas.
- MNR electricians are required and a fee will be charged for these services.
- During public events, the center chandelier must be left on at full power at all times.
- A request for chandelier dimming must be submitted and clearly stated in the production schedule by the date listed in the Submittal Deadline Schedule

**OTHER MNR SUPPORT SERVICES:**

**Fees are associated with all MNR support services provided**

- **Assistant Station Master (ASM):**
  Customer Service Representatives from the Station Master’s Office are required for private events and/or at Grand Central’s discretion for public events with a high impact on public traffic flow.

- **Fireguards/EMTs:**
  Fireguards are required for private events and/or at MNR’s discretion for public events with a high fire/life safety risk. Guards are also required during the movement of vehicles for display in Vanderbilt Hall. Two (2) fire guards are the standard requirement for private events.

- **Elevator Operators:**
  Are required for exclusive use of freight elevator and load-in/ load-out use of a public elevator.
HOUSEKEEPING SERVICES

Housekeeping services are required to maintain the cleanliness of Vanderbilt Hall before, during, and after an event. Please note that the deadlines for submitting requests for housekeeping services are listed in the Submittal Deadline Schedule (Exhibit B in the event contract).

It is the responsibility of the Permittee to keep Vanderbilt Hall in good order and condition so that it is clean and free of vermin and hazardous conditions at all times from the beginning of load-in to the completion of load out. Vanderbilt Hall must be left in broom-clean condition at the conclusion of an event.

Housekeeping and trash removal services are arranged through JLL at the Permittee’s expense:

- A tipster (dumpster) will be delivered at the start of load-in and the start of load-out at no charge.
- The tipster is typically stored within the event storage area and should be accounted for on the floor plan: Length 6’5”, Width 3’5”, and Height 4’.
- Permittee must submit a requested garbage removal and cleaning schedule for the duration of the event at least fourteen (14) calendar days prior to the first day of load-in
- Fees will be based on labor required to maintain this schedule
- Permittee must provide garbage bags.
- All garbage must be bagged in clear garbage bags only before it is placed in the tipster; any garbage not bagged will result in additional labor charges
- Cardboard must be flattened and stacked, and left next to the tipster for removal
- Construction materials such as, but not limited to, wood, metal and glass, may not be placed in the tipsters. The Permittee must dispose of these items off premise.
- Pre-event spot cleaning after load-in and post-event cleaning services are available. A request for services must be submitted to JLL by the date listed in the Submittal Deadline Schedule. Fees will be based on services requested and labor required to provide these services.
- The Permittee is not allowed to mop the floors in Vanderbilt Hall
- All items and materials brought onto the Premises for the purposes of the special event must be removed from the Premises by the Permittee prior to the end of load-out

Bathroom Access:

- There are “special events” bathrooms located one-level below Vanderbilt Hall East, accessible with a key from JLL.
- The Permittee must sign for the bathroom key.
- Should the bathroom key be lost or failed to be returned, replacement fees will be assessed.

Important Note: For public safety and security reasons, the public may not have access to the Permittee’s trash cans. NO EXCEPTIONS. Four trashcans can be placed in the public walkway in the center of Vanderbilt Hall at Permittee’s request. These public trashcans are maintained by MNR and are not a part of the housekeeping/trash removal schedule submitted by the Permittee. Excessive use of these trashcans requires additional services at a cost to the Permittee.
CATERING

It is the responsibility of the Permittee to keep the Premises in good order and condition so that at all times the Hall is clean and free of vermin and hazardous conditions. **The Hall must be left in broom-clean condition at the conclusion of an event.**

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**Catering and Food Preparation - Requirements:**

- Must provide a detailed layout/floor plan showing all catering elements (see Floor Plan/Structural Review section on page 16)
- Sternos, gas burners and appliances with exposed heating elements are prohibited.
- Cooking is prohibited
- Caterers may warm pre-cooked food using food warmers/chafing dishes and slow cookers
- Warming devices shall have temperature settings that do not exceed 210 degrees and be electrically powered.
- All catering equipment/elements must be commercial in nature, rated as such and appear on the floor plan. No appliances designated or labeled for household use shall be permitted.
- All appliances must carry the proper certification for their intended use. All appliances must be used in accordance with their manufacturer’s recommendations.
- All electrical equipment/components must be grounded; there are NO exceptions
- Spec sheets for each electrical component are required. All appliances shall conform to latest version of the NYS Mechanical Code, specifically section 507.1, for appliances requiring hoods.
- The proposed menu must be submitted
- All table displays/centerpieces must be stabilized

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**Approved Caterers:**

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abigail Kirsch Culinary Productions, Ltd.</td>
<td>Janet MacEachen or Carl Hedin (212) 696-4076 <a href="mailto:jmaceachen@abigailkirsch.com">jmaceachen@abigailkirsch.com</a> <a href="mailto:chedin@abigailkirsch.com">chedin@abigailkirsch.com</a></td>
</tr>
<tr>
<td>Glorious Food</td>
<td>Angela Zee (212) 628-2320 <a href="mailto:azee@gloriousfood.com">azee@gloriousfood.com</a></td>
</tr>
<tr>
<td>Mary Giuliani Catering &amp; Events, INC.</td>
<td>Beth Belkin (212) 725-1658 <a href="mailto:beth@marygiuliani.com">beth@marygiuliani.com</a></td>
</tr>
<tr>
<td>Great Performances</td>
<td>Linda Abbey (212) 727-2424 <a href="mailto:linda.abbey@greatperformances.com">linda.abbey@greatperformances.com</a></td>
</tr>
<tr>
<td>Creative Edge Parties</td>
<td>Carla Ruben (212) 741-3000 <a href="mailto:cruben@creativeedgeparties.com">cruben@creativeedgeparties.com</a></td>
</tr>
<tr>
<td>Pinch Food Design</td>
<td>Stella Rankin (212) 244-7000 <a href="mailto:stella@pinchfooddesign.com">stella@pinchfooddesign.com</a></td>
</tr>
</tbody>
</table>
The Glazier Group
Heather Lopez
(212) 406-7900
hlopez@theglaziergroup.com

The Patina Group
Sharon Colabello
(212) 949-8248
scolabello@patinagroup.com

Important Notes:
- Equipment information for all electric catering items must be included in the electrical floor plan.
- The Permittee, its guests, and vendors are not permitted to remove alcoholic beverages from Vanderbilt Hall.
- An appropriate liquor license is required to serve alcoholic beverages and must be submitted to JLL at least 7 days prior to the event

GRAND CENTRAL TERMINAL RESTAURANTS

The Campbell Apartment
Mark Grossich
(212) 953-0409

Cipriani
Fabio Schiattarella
(212) 797-9255

Michael Jordan’s: The Steakhouse NYC
Heather Lopez
(212) 406-7900

Oyster Bar & Restaurant
Jonathan Young
(212) 957-2884

Zaro’s Bakery
Sheila Molden
(646) 208-0989
MEDIA AND PROMOTIONAL SIGNAGE

** ALL MEDIA MUST BE PRE-APPROVED BY JLL **

**Media coverage within Vanderbilt Hall:**
- Tripods and/or other equipment may not be set-up in the public walkway of Vanderbilt Hall at any time.
- Tripods must be sectioned off with stanchions to avoid causing tripping hazards.
- Electrical needs and details on the set-up (live feed, etc) must be submitted in advance and are subject to approval.
- No stepstools or ladders allowed.
- Battery-powered, handheld equipment is preferred.

**Media coverage in Grand Central Terminal outside of Vanderbilt Hall:**
- Crews must obtain pre-approval from JLL and MNR, and must register with the Station Master’s Office.
- Filming on train platforms is prohibited.
- Tripods may only be used 10:00 am – 4:00 pm and 7:00 pm – 12:00 midnight after receiving the necessary approval from JLL and MNR.

**Parking:** Media must secure their own parking permits for their vehicles.
OTHER EVENT SERVICES

Telephone/DSL:
- The Permittee must arrange for telephone service directly with Verizon Exhibitor Services at 888-812-0360
- The Permittee is responsible for the installation charge, usage charges and/or any other fees associated with this service
- Telephone service is provided through existing jacks located in the floor of Vanderbilt Hall
- JLL will provide the jack location information to the Permittee upon request
- **Recommendation**: allow at least thirty (30) calendar days for Verizon service to be arranged and installed
- **Neither JLL nor MNR are responsible for any delays caused by Verizon or for any failures with the service**

Internet:
- Vanderbilt Hall is wireless high-speed internet ready. This service can be ordered and paid for on-site at any time. Please note that these fees are for a single device only. For events requiring WiFi service for several devices, make arrangements directly with Transbeam prior to the event.
- Wireless Name: GrandCentralEventSpace
- A hard wire internet access, 30 megabit upload and download connection is available by contacting Transbeam directly:

  **Transbeam**
  Irene Hernandez
  212-631-8100 ext 278
  ihernandez@transbeam.com

- **Neither JLL nor MNR are responsible for any issues caused by Transbeam or for any failures with the service**

Television:
- A written plan showing the placement, stability and installation/strike schedule must be submitted to JLL as highlighted in Exhibit B; subject to JLL and MNR approval.
- The Permittee is allowed to temporarily install a television satellite on the Park Ave. viaduct
- The Permittee is responsible for all charges and for obtaining the necessary equipment associated with the use of this service.
- **Neither JLL nor MNR are responsible for any issues regarding television service/installation.**
VEHICLE DISPLAY POLICY

A written proposal (including blueprints) must be submitted to JLL, for review and approval by MNR no less than thirty (30) calendar days prior to the first day of load-in for the event.

Vehicle Display Proposal in Vanderbilt Hall must include:
- A detailed load-in/load-out plan for the movement of the vehicle(s) from Lexington Avenue through the Main Concourse and into Vanderbilt Hall
- A detailed floor plan indicating the placement of vehicle(s) in Vanderbilt Hall
- The number of vehicles to be displayed, make and model of each vehicle(s), and all weights and dimensions
- A security plan for the vehicles during the duration of the display in Vanderbilt Hall
- A structural engineering report must be submitted to MNR for review and approval no later than 30 prior to the event

Vehicle Hours Load in/Load out
- 2:00am – 5:00am only

Load-in/out Location for vehicles: Graybar Passage (Lexington. Ave bet. 42nd/43rd St. – bet. 420 Lexington. Ave. & the Grand Central Market entrances)
- Vehicle(s) must be inspected by MTAPD – K-9 unit immediately prior to load-in.
- Vehicle(s) may not have more than one (1) gallon of fuel when entering and/or while on display in the Terminal.
- The battery must be removed from the vehicle(s) prior to entry into the Terminal (the battery must be stored outside of GCT at the sole responsibility of the Permittee)
- If the vehicle(s) cannot be moved without the battery (for example, if the car must be in “park” in order to remove the battery, and therefore in “park” it is not possible to move the car through the Terminal), and appropriate documentation of such is included in the vehicle proposal, then the battery must be removed by an automotive technician immediately upon the vehicle’s placement in Vanderbilt Hall. The battery must be placed directly into a safe and secure container for transport out of the building. These details must be included in the load-in / load-out plan for approval
- Vehicle(s) may not be started within the Terminal
- All floors in the Terminal – in the path of the vehicle(s) as it is moved as well as underneath the vehicle(s) while it is on display – must be protected with a ½” carpet pad base, with 5/8” plywood on top
- All materials associated with the movement and display of the vehicle(s) must be supplied and installed by Permittee
- Vehicle(s) shall be moved to the display area by Permittee’s event personnel only.
- A technician from the vehicle(s) manufacturer or dealer must be on site during the movement of the vehicle(s)
- Event personnel must take all necessary precautions to prevent loss of vehicle(s) control
- MNR Fire Brigade personnel must escort the vehicle(s) to ensure compliance with safety procedures
- Vehicle(s) must be free of all leaks (the Permittee is liable for any damages caused in the event of fluid leaks)
- Special attention must be given and appropriate measures taken to prevent tripping hazards around the vehicle(s) while on display
- JLL & MNR are not responsible for the vehicle(s) and/or the event personnel required to move the vehicle(s) and are not liable for any damages associated with the vehicle(s)
- Permittee must provide a key-locking gas cap for the vehicle(s)
- Once inside Grand Central Terminal, Permittee must surrender the vehicle(s) key and the gas cap key to a representative of the private security company hired by the Permittee for the event, so that the keys are on site, in the room, and available at all times; keys will be returned at the time of load-out
- *If the car is open to the public:*
  - Only one person will be able to enter the car at a time
  - Extra security must be present near the vehicle
  - No packages may be placed inside the car

**Services Required of MTA Police Department:**
- An MTA Police K9 inspection of the vehicle(s) is required immediately prior to the load-in of the vehicle(s); there will be a fee assessed for this inspection
- An MTA Police officer must be hired (at the expense of the Permittee) to maintain security at the Graybar Passage entrance while the doors are removed
- An MTA Police Highway unit must be hired (at the expense of the Permittee) to maintain traffic control on Lexington Avenue and security of the vehicles while they are on the street
- *In the event that an MTA Police K9 is unavailable, additional fees for an MTA Police team inspection of the vehicle(s) will be assessed*
- MTA Police Department must be notified 72 hours prior to the cancellation of an event or Permittee will be required to pay for services as scheduled
- Any delays will be subject to additional labor costs
- *Please note that due to heightened city, state and/or national security concerns, the MTA Police may determine at any time that additional MTA Police coverage is required or that a vehicle(s) display poses too great a security risk at that time*

**Vehicle Display in Taxi Stand:**
- The above rules and guidelines apply
- Vehicles will be loaded in and removed from Vanderbilt Avenue and 43rd Street
- Fees for taxi stand vehicle displays are evaluated on a case-by-case basis

**Required-Vendor Information:**
The required structural engineer to supply a Vehicle Load -in Plan is:

Joseph “Tim” Brennan**
(212) 297-0205
timtrains@aol.com

The required vendor to move vehicles in/out of Grand Central Terminal is:

ASL
Dino Spadaccini
914-633-1550
dspad@aslauto.com
EVENT INSURANCE

Permittee must meet all insurance requirements and submit proof in the form of the “Metropolitan Transportation Authority Certificate of Insurance.” No exceptions will be made regarding this issue.

- Permittee must forward the completed “Metropolitan Transportation Authority Certificate of Insurance” no less than two weeks (fourteen calendar days) prior to event load-in. A PDF version of the certificate should be sent to Dorit.Phinizy@am.jll.com
- NOTE: Statutory limits for workers compensation are required and must be noted with an “X” on the submitted insurance form for approval.

- The Permittee and all Vendors hired by Permittee working within the premises during load-in, load-out and/or during the actual event shall purchase and maintain the following insurance coverage as a minimum requirement for access to or use of the Premises. It is to be provided at Permittee’s and Vendor’s sole expense.

- The Permittee must submit a standard certificate evidencing proof of insurance (and naming the additionally insured listed below) to Jones Lang LaSalle at least fourteen (14) calendar days prior to load-in. Certificates should be e mailed or sent to:
  
  Jones Lang LaSalle, Special Events Grand Central Terminal  
  25 Vanderbilt Avenue, Hall 2A  
  New York, NY 10017  
  Telephone: 212-340-3406  
  Dorit.Phinizy@am.jll.com

- All original Certificate(s) of Insurance, must list the following information in the space provided under “Certificate Holder”:
  
  Metro-North Railroad and Metropolitan Transportation Authority  
  2 Broadway, 21st Fl.  
  New York, N.Y. 10004

- Permittee waives any and all rights of subrogation against the parties identified above as additional insureds.

- All policies will be written by companies licensed to do business in the State of New York and which have a rating by Best's Key Rating Guide not less than “A-/XII”.


Insurance coverage must include:

A. Commercial General Liability
   Combined Single Limit - $2,000,000 per occurrence & annual aggregate per location.
   Such insurance shall be broad form and include, but not be limited to, contractual
   liability, independent contractor's liability, products and completed operations liability,
   and personal injury liability. A combination of primary and excess policies may be
   utilized. Policies shall be primary and noncontributory.

B. Worker's Compensation - Statutory Limits
   Employer's Liability with minimum liability limits of $1,000,000 bodily injury by
   accident per accident, $1,000,000 bodily injury by disease policy limit; $1,000,000 bodily
   injury each employee.

C. Commercial Automobile Liability
   Combined Single Limit - $1,000,000 per accident.
   Such insurance shall cover injury (or death) and property damage arising out of the ownership,
   maintenance or use of any private passenger or commercial vehicles and of any other
   equipment required to be licensed for road use.

D. Property Insurance - $1,000,000
   All-risk, replacement cost property insurance to protect against loss of owned or rented
   equipment and tools brought onto and/or used on Grand Central Terminal by the Permittee.

E. Liquor Liability (if applicable)
   $3,000,000 per occurrence and annual aggregate per location.

F. Name, Date, Location of the Event

NOTE: Policies described in Sections A, C, and E, above shall include the following as additional
insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized
for the policy(ies) described in Section A. above. Please note that the spelling of these parties must
be exactly correct or the Event will not be allowed to commence.

Send a copy of the endorsement CG 20 26 07 04 with the following listed:
   a.) MTA Metro-North Railroad
   b.) Metropolitan Transportation Authority
   c.) Connecticut Department of Transportation
   d.) Midtown Trackage Ventures, LLC and Midtown TDR Ventures, LLC (collectively,
       "Midtown")
   e.) Argent Ventures, LLC
   f.) Jones Lang LaSalle Americas, Inc. g.) Jones Lang LaSalle Services, Inc.
“TO-DO” List: Please reference detailed instructions in the Production Manual to complete the following requirements.

**DUE NO LATER THAN (40 days prior to Load In)**

- Initial **vendor list**, including: primary contact information for event producer/production company, security firm, chosen structural engineer (from list of approved engineers).
- Complete **event details** and **production schedule** including:
  - Hours open to the public and if there will be a private event
  - Load-in and Load-out specifics, including entrances to be used, times of access (and notification of any work scheduled to take place “after-hours” 1:30 am – 5:00 am),
- A **detailed floor plan** (and all supporting documentation) including:
  - All materials, weights, load-points and dimensions with supporting documents (shop and/or manufacturer’s drawings, renderings, catalog cuts, etc.)
  - This information must be submitted to one of the approved structural engineers.
  - **Remember:** EVERYTHING that will be brought into Vanderbilt Hall must be shown on the floor plan.

(Note: **weights and dimensions may be listed directly on the floor plan, or may be listed as a key attached to the floor plan. The Permittee will be billed directly by the structural engineer for services rendered. Please submit floor plans directly to both the engineering office and JLL.**)

- All **electrical requirements**, including amperage to be used, locations required, connect and disconnect times for tie-in. Chandelier dimming and restore times. Please indicate intended use of any of the floor outlets in Vanderbilt Hall.
- An **exhibitor packet** (if planning an expo-style event) complete with a list of products and equipment in each booth, and, as with the vendor list, a list of participating exhibitors.
- Detailed information on **performances** and **special activities** (i.e. description of each activity; number of activities; numbers of staff involved, timings, list of props and equipment)

**30 days Prior to Load In**

A **production meeting** with MNR to discuss production details based on materials that have been previously submitted. Event materials are due to Metro-North for review, NO LATER THAN one week prior to production meeting. Bring at least 5 copies of all production materials.

Attendance at this meeting should include:
- A representative of the Permittee
- A representative of the Production company
DUE 18 Days Prior to Load In

- Notification of **Telephone** (Verizon) and satellite TV arrangements made by the Permittee
- **Security** and Event Staffing arrangements/requirements; *also include details on steps being taken for crowd control and public safety*
- A map/plan of **safety elements** to be utilized (ie. fire extinguishers, smoke detectors, exit signs, and stanchions etc.)
- **Insurance** certificates for the Permittee forwarded to JLL
- Manufacturer’s Cut sheets for all electrical items (e.g. lights, AV and catering equipment, distro box)
- All fire-proofing certificates for any and all combustible materials (and/or necessary MSDS sheets)

DUE NO LATER THAN 14 Days Prior to Load In

- **Final detailed and complete production schedule**, showing the complete running order of event from load-in to load-out, including all trucking and staffing movements
- **Final detailed and complete floor plan**; showing all event elements including materials, weights, load-points, dimensions, storage arrangements within Vanderbilt Hall and/or Taxi Stand;
- **Final detailed and complete changes or modifications as required** by the JLL and MNR.
- **Final deadline for submission** for approval of any and all **promotional signage** to be displayed outside of Vanderbilt Hall as per JLL Event Signage Spec Sheet, and any and all **advertising materials and press releases** relating to the exhibition and events in the venue; *please submit prior to the actual printing of material.*
- **Safe Work Plan**, submitted to JLL.
- **Housekeeping** and trash pick-up requirements; the garbage tipster will be automatically included; garbage pick-ups, pre-event, post-event, and/or daily cleaning must be scheduled in advance (*Note: All garbage must be bagged in clear plastic bags before put into the tipster; garbage bags are NOT provided; construction materials such as wood, metal and plexi-glass are not permitted in the tipster and must be taken offsite for disposal by the Permittee.*)
- **Payment for final balance** of room rental

ONE WEEK prior to Load In:

A **Security Meeting**, depending on the availability of the MTAPD, will be scheduled to discuss the security plan. At this meeting there should be:
- A representative from the Permittee
- A representative from the production company
- A representative from the security company

- All **payments for services**, upon invoice
- Notification of any **Media and/or Celebrity/Government Officials involvement**.
- Final catering details
- Final structural engineering report
- A copy of the staff, press/media credentials.
**EVENT FEES**

**Fees for Grand Central Event Services**
- Not all fees apply to every event.
- Exact fees are determined once a final production schedule is received.
- Services required but not listed in this schedule will be determined at the time of request.
- Fees listed are estimates at the time of contract. Actual fees may be higher.
- Additional charges may apply to weekend events.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>TIME FRAME</th>
<th>COST</th>
<th>ADDITIONAL COSTS/NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical connect and disconnect</td>
<td>Weekdays: (Monday afternoons from 4:00 pm until 12:00 am Tuesday counts as overtime)</td>
<td>$2,000</td>
<td>NOTE: 100 AMP, 200 AMP or 400 AMP three phase services are available for the same cost. Permittee is responsible for providing bare tails and for power distribution. Connection is located by the fire exits on the East and West ends of Vanderbilt Hall. Permittee should include proposed connection and disconnection times in the production schedule. Final times determined as per MNR’s availability. <strong>There will be an additional fee for events that load-in and out during weekend hours. Events that need to connect or disconnect on Monday afternoons from 4:00 pm until 12:00am on Tuesday will incur overtime charges.</strong></td>
</tr>
<tr>
<td>Dimming of Vanderbilt Hall chandeliers</td>
<td>Weekdays: (Monday afternoons from 4:00 pm until 12:00 am Tuesday counts as overtime)</td>
<td>$1,100</td>
<td>Service is available during weekend hours and Monday afternoons from 4:00 pm until 12:00am on Tuesday for an additional fee. The light level will be approved by MNR and JLL at the time of the dimming. Supplemental lighting may be required.</td>
</tr>
<tr>
<td>Fire Guard</td>
<td>(4) hour increments - Weekdays</td>
<td>$360 per guard</td>
<td>2 Fire Guards are required. MNR Fire Guards/EMTs are required for all private events and most catering events to insure the safety of the staff, guests, and Terminal. Additional charges may be added to weekend or events during hours outside regular crew shifts</td>
</tr>
<tr>
<td>Assistant Station Master (Customer Service Rep)</td>
<td>(8) hour increments- Weekdays</td>
<td>$640</td>
<td>Required to maintain a clear public walkway when an event has the potential to draw crowds that may interfere with building operation or the safety of the public. Additional charges may be added to weekend or during hours outside regular crew shifts.</td>
</tr>
<tr>
<td>Hanging of four banners in the Main Concourse</td>
<td>Weekdays Installed at 10 am</td>
<td>$10,000</td>
<td>Additional fees will apply if client does not provide banners according to schedule and/or fabrication specifications. Fee is for weekday installation and strike. Weekend installations are available for an additional fee. *Event must be 5 or more days.</td>
</tr>
<tr>
<td>Hanging of archway banner</td>
<td>Weekdays except between 7:00 am – 10 am and 4:00 pm – 7:00 pm</td>
<td>$1,000</td>
<td>Additional fees will apply if client does not provide banners according to schedule and/or fabrication specifications. Unless specifically requested banner is discarded upon removal. Fee is for weekday installation and strike only. Weekends begin at 3PM on Fridays – installations/removals are available for an additional fee.</td>
</tr>
<tr>
<td>Service Description</td>
<td>Details</td>
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<tr>
<td><strong>JLL Production Supervisor</strong></td>
<td>Weekend Events and on a case-by-case basis $100 per hour Fee will be charged for events that load in on either Saturday or Sunday morning. Final fees for an event that load out on either a Saturday or Sunday will be determined following a review of the final production schedule.</td>
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<tr>
<td><strong>Vehicle Display in Vanderbilt Hall</strong></td>
<td>Load in and load out of Vehicle: between 2:00 am – 5:00 am only $26,000 Flat fee. Additional fees may apply should Metro-North and MTA Police regulations not be followed or should the scope of work exceed the hours allotted. Fee is for weekday installations only. Weekend installations or removals are available for an additional fee. Costs for vehicle displays in the taxi stand are evaluated on a case-by-case basis.</td>
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<tr>
<td><strong>Housekeeping requests/Porters/Bathroom Attendants for private events</strong></td>
<td>Per hour / Per man charges $60 Regular Time $80 Overtime Housekeeping includes mopping, vacuuming, dusting, trash removal, etc. Number of times garbage must be removed throughout event will depend on the scope of the event and requested schedule for garbage removal. Additional hours will apply should garbage not be properly bagged in clear bags and cardboard broken down according to housekeeping regulation. Dedicated cleaners, working in four-to-six-hour increments, will be required for events which generate a lot of waste. Pre-event cleaning and post-event cleaning charges will apply and can amount to between 2-8 hours depending on the demands of the clean–up. Bathroom attendants are available for private events.</td>
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<td><strong>Dedicated MTA Police K9</strong></td>
<td>Minimum 8 hrs $1,000 All deliveries are to be inspected prior to entering the terminal. K9 may be available for short periods of time at no charge; MTA Police will make that determination, but typically a delivery of more than 2 box trucks require a dedicated K-9 Unit</td>
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<td><strong>Wi-Fi Internet</strong></td>
<td>Per Computer Daily &amp; Weekly Rates Per Device Wi-Fi Internet is provided by Transbeam. The wireless speeds are 30 megabit download and 30 megabit upload speed. A hardwire connection is available and must be scheduled in advance with: Irene Hernandez 212-631-8100 ext 278 <a href="mailto:ihernandez@transbeam.com">ihernandez@transbeam.com</a> Wireless Network Name (SSID): <strong>GrandCentralEventSpace</strong> The WiFi network that is available in Vanderbilt Hall is similar to one at an airport or coffee shop. Select the duration needed and enter a credit card for payment. Service is 30 Meg and able to accommodate (20 plus) computers.</td>
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<td><strong>Fire Extinguishers</strong></td>
<td>Flat rate per side of Vanderbilt Hall $100 A minimum of 6 ten-pound ABC-rated extinguishers per side of Vanderbilt Hall delivered prior to load in and removed after load out. While the extinguishers are mandatory, the Permitee is not required to rent them from JLL.</td>
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</tbody>
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