



at Foundation For The Carolinas

Band/DJ/Photo Booth/Entertainment Group/Production Company Guidelines

Events at 220 North Tryon are a team effort. Successful events are dependent upon open and constant communication between the 220 North Tryon Event staff and all of our vendors. As such, we have created this packet of guidelines to communicate the basic standards and practices to be followed within our facility. We also hope this packet will help eliminate many of the FAQs vendors have when first coming to our facility.

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General Guidelines

All Vendors must provide Certificate of Insurance with a one million dollar minimum General Liability Coverage. 220 North Tryon , LLC and Foundation For The Carolinas must be listed as additional insured.

Foundation For The Carolina's policy on discrimination and harassment states that all employees and other persons on Foundation premises shall conduct themselves in a professional and businesslike manner. Any discrimination, intimidation or harassment of Foundation employees, vendors or guests will not be tolerated. Discrimination or harassment based on an individual's race, religion, sex, sexual orientation, gender orientation, color, age, national origin or disability is expressly prohibited. Anyone in violation of this policy should be reported to security or event staff or immediately.

220 N Tryon is a smoke free facility. The use of tobacco and vapor-producing products are prohibited in the building and on the SPX Terrace and Rodgers Sculpture Garden. All guests and staff who wish to smoke should do so at the benches located in front of our building. There is no smoking in the Truist Center Courtyard.

Weapons of any type (including but not limited to firearms, knives, explosives) are strictly prohibited in the 220 N Tryon facility and the Truist Center Loading Dock. **Possession of a concealed handgun permit does not allow a firearm to be carried in the facility.** Anyone in violation of this policy should be reported to security or event staff immediately.

220 N Tryon does not take responsibility for personal belongings. All efforts should be made to leave valuables off site or secured on the person.

Please inform event staff or security whenever there is a concern about the facility, equipment repair or a guest or staff behavior.

220 N Tryon does not provide parking validation for vendors.

No vendor is to consume alcohol on 220 N Tryon premises, this includes band members, crew and DJs.



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Access

The Truist Center Loading Dock is NOT owned or operated by 220 North Tryon or Foundation For The Carolinas. Vendors seeking access to the loading dock must submit a Truist Center Daily Access Form directly to TruistCenter@am.jll.com no later than **2:00 PM** on the business day prior to the requested access date & time and **2:00 PM Thursday** prior to any weekend activity including building structured holidays. A copy of this form is located at the end of this packet. Vehicles may not be parked for more than **30 minutes** in the loading dock. It is the client's responsibility to find parking for their vehicle. Please comply with all directions given by the Dock Master.

Upon arrival at Foundation For The Carolinas, **ALL** vendors without exception must sign in with security at the reception desk located on the 1st floor. If required, security will give vendor an access badge to use for the freight elevator. This badge must be returned before leaving the building.

Load in and load out times are scheduled with purpose; please be respectful of this schedule. If for some reason a vendor cannot make their scheduled load in/out time, please contact the Dock Master or event contact.

If an individual or company repeatedly fails to return their badge, restricted access and fines may be applicable.

Delivery/Pick-up

All deliveries must be made to the basement staging kitchen. Prior written approval from an Events Manager is required to deliver items to the fourth floor or tenant space on the first floor.

All items must be removed from the property immediately following the event. The only exception allowed is leaving items in the basement staging kitchen. Any item left in this area must be completely cleared of all food, left neatly in identified location and must be picked up within 48 hours of event date.

The entity responsible for renting the items is responsible for moving them. For liability purposes, 220 NT is not allowed to move rental equipment. Please plan your staff accordingly.

Please provide your 220 NT Event Manager with a copy of your rental order. Without this documentation your delivery may not be accepted.



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Equipment

220 North Tryon has various carts available to vendors for moving equipment throughout the facility. This equipment is provided on a first-come, first-served basis and can be found in the staging kitchen located in the basement. All equipment should be returned to staging kitchen after use.

FFTC equipment should not be left on the Truist Center Loading Dock. Any vendor who does not return equipment to the staging kitchen will be held responsible for its replacement.

Please be aware of the state of your equipment. Any equipment that is not in proper working order should not be used in the facility. Any damage discovered due to improper equipment will be assessed back to the vendor. Carts that have been outside or carry substantially heavy loads should never be run on the marble.

Carts with metal wheels and pallet jacks are strictly prohibited beyond the basement level.

Do not block elevator doors with equipment as it risks damage to equipment and elevators. Damage incurred as a result of this will be at the vendor's expense.

The freight elevator is not to be used to store equipment. It is used by all event vendors and Foundation For The Carolinas vendors. At times the freight elevator may be used to move guests across floors.

All areas open to guests should be free of equipment and be clean of debris no later than 30 minutes prior to guest arrival.

The event staff is always available to move 220 North Tryon furniture or equipment as needed. Vendors should not move equipment or furniture that is not their own, unless given permission by 220 North Tryon event staff. The event staff is not responsible for moving vendor equipment.

Absolutely no equipment is allowed in passenger elevators. All equipment must be loaded in through the loading dock.



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Luski Gallery Events

When events are scheduled in the Luski Gallery, security moves to the side reception desk located next to the Truist Center Courtyard. Please check in with security there.

No vendor should begin setting up in the Luski Gallery without permission from the 220 North Tryon event staff.

Vendors should not allow anyone in through the front doors without permission from the 220 North Tryon event staff. All guests and vendors should be sent to the Truist Center side entrance until the front doors are unlocked by security.

220 North Tryon event staff reserves the right to ban vendors from using certain equipment within the Luski Gallery to minimize potential damage to art and facility.

Amplified sound can cause damage to glass art work located in the Luski Gallery. 220 North Tryon event staff must approve any audio visual set up.



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Bands/DJs/Photo Booth/Entertainment Groups/Production Companies

Vendors must load in through the Truist Center Loading Dock only. Vendors are not allowed to load in through the front or side doors.

Due to the large amount of equipment that entertainment vendors often have and the short window of time vehicles may stay at the Truist Center Loading Dock, we recommend unloading your vehicle completely into the basement of 220 North Tryon and moving your vehicle before going to the event space to set up. Truist Center has the right to tow your car if it is left in their Loading Dock.

After an event has finished, vendors have 1 1/2 hours to load out of the facility. If vendors anticipate needing more than an hour and a half to load out, this must be communicated to the event staff. Arrangements should be made at least one week in advance. An additional cost may occur for extended time.

Be aware of the state of your equipment. Any damage caused by improper equipment or handling of equipment will be charged back to the vendor.

Do not run any cords across entry ways or walk ways. If for some reason it is necessary to do so, they must be neatly secured with Gaffers tape. No other kind of tape may be used on the floors at 220 North Tryon. Nothing may be secured to the walls of 220 North Tryon.

Entertainment vendors must request chairs or tables at least one week in advance. No linens are provided by 220 North Tryon. Entertainment vendors must bring their own rugs. Empty cases should be stored in the event support room or basement.

Inform the event manager if lighting needs to be changed in the event space. Do not use the lighting controls located inside or outside the event space or the Crestron.

No decorations or lights can change the appearance of the building.



Management Office: (704) 625-5818 ~ Engineering Phone: (704) 625-5825 ~ Security Phone: (704) 375-9060
 E-Mail Form To: TruistCenter@am.jll.com

TRUIST CENTER DAILY ACCESS FORM

This form is to be filled out 24 hours in advance of any requested work efforts within the Truist Center facility. All daily access forms must be submitted no later than 2:00 PM on the business day prior to the requested access date & time and 2:00 PM on Thursday prior to any weekend activity including building structured holidays. All forms must be legible and filled out in their entirety before further form processing will be considered. Any forms not meeting these standards will be discarded and access will be denied. If during the course of the work effort the scope changes or extends beyond what is reflected on the approved access form, engineering must be notified before work continues and non approved deviations may result in work being stopped.

Contractors/Vendors Access Requestor Information **Customer/Client/Project Manager Information**

Work Date: Start: _____ End: _____	Floors/Areas Access Requested	
Work Time: Start: _____ End: _____		
Company Name	Customer Name	
Contact Person	Contact Person	
Phone Number	Phone Number	
Emergency Number	Emergency Number	

Detailed Description of Work or Reason for Requested Access

Contractors/Vendors Access Requestors MUST Answer YES or NO to the following Questions

Will any "Hot-Work" be performed (i.e. welding, soldering, pipe sweating, use of heat guns, etc...)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	The section below is to be checked off by Cousins personnel only. FACP DEACTIVATION REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> FIRE WATCH REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> FACP (RED) LOG SHEET REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> PRE/POST RISK INSPECTION REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> HOT WORK PERMIT REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> MSDS SHEETS REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> SMP REQUIRED? YES <input type="checkbox"/> No <input type="checkbox"/> SMP - _____
Will any "Sprinkler System" relocation, testing, modifications, or sprinkler system construction work efforts take place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any "Fire Alarm Control System" device relocations, testing, modifications, or general system work efforts take place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any core drilling, hammer drilling, sanding, spray applications (i.e. painting, Zolatone, insulate on etc...) work efforts take place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any power sweeping, pressure washing, hard surface grinding, blowing, shop vacuuming, steam cleaning, heavy common area dusting, construction cleaning including heavy dusting and sweeping be performed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any mechanical work efforts take place that include, the removal or handling of pressurized gases (i.e. refrigerant recovery), filter replacements, fluid draining, pneumatic work, restaurant hood maintenance, etc...?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any work take place that includes the additions of walls, doors, ceiling tile, installation of floor coverings, relocation of moveable walls, or relocation of office cubes in close proximity to any fixed fire alarm system notification devices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any electrical work including energizing of new circuits or equipment, breakers/panels, rough ins, tie ins, under raised floors, above ceiling, generator maintenance (i.e. load banking, maintenance runs), battery or battery string maintenance, shuffling of high energy electrical loads (i.e. UPS, PDU, Power Wrap, Power Tie Operations) take place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any fire rated floors, walls or ceiling require penetrating? If YES See Building Engineering for proper approvals and path.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is there any engineered drawings stamped, approved, and permitted? No electrical work including demolition, and/or installations shall take place without building approval of drawings/load studies/updated panel schedules, etc...	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will any chemicals be used? (i.e.) solvents, glues, cleaners, lubricants, fuels, paints, stains, refrigerants, compounds, etc... Contractor/Vendor must provide MSDS sheets if requested prior to access form approval.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Approval Team (Cousins only)	Engineer Signature Required	FACP Deactivation Stamp								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>Initials</u></td> <td style="width: 50%; text-align: center;"><u>Date</u></td> </tr> <tr> <td>Property Management _____</td> <td></td> </tr> <tr> <td>Engineering _____</td> <td></td> </tr> <tr> <td>Security _____</td> <td></td> </tr> </table>	<u>Initials</u>	<u>Date</u>	Property Management _____		Engineering _____		Security _____			
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Engineering _____										
Security _____										



If you are a General Contractor or Supervising Contractor that will utilize more than one individual for project supervision over an extended period of time or shift changes, their information must be added in the spaces below.

Supervising GC/Contractor [Shift 1]	Office Phone Number		Cell Phone Number
Supervising GC/Contractor [Shift 2]	Office Phone Number		Cell Phone Number

Vendor/Sub-Contractor Participants List

Add names, numbers, emergency contact numbers to the list below as a **replacement** for generating (1) access document per vendor or sub-contractor. This will pertain to projects and construction that involves more than (1) participant. It is of the absolute importance that the access form document be filled out in full to include work scope and description per Vendor/Sub-Contractor.

Vendor/Sub-Contractor Name	Office Phone Number	Cell Phone Number	
WORK SCOPE			
WORK SCOPE			
WORK SCOPE			
WORK SCOPE			
WORK SCOPE			
WORK SCOPE			