



Welcome to the San Mateo County Event Center! We are eager to provide you with our expertise to produce a successful event.

Whether you are planning a conference, convention, trade show, public show, meeting, banquet or other type of event, this *Facilities FAQ Guide* is designed to provide the information you need for your event planning process. More detailed information will be provided through the contracting process and by the Event Manager assigned to your event.

Please think of this *Guide* as a planning tool and a reference. We encourage you to read the entire guide. If nothing else, please do review the section titled ***"If you don't read anything else, read this!"*** This section highlights essential information and critical dates every event must adhere to on one page.

We offer an ample selection of equipment, in-house services and food and beverage. We know that producing an event small or large, takes communication and commitment to accomplish success. We want to more than measure up to your expectations and needs.

The San Mateo County Event Center also enjoys a successful relationship with our labor community. Our excellent customer service is directly attributable to our staff, as well as our strong partnership with local unions. The best practices that they engage assure the highest quality services for clients at the Center. We proudly offer Edlen Electric as our exclusive electrical provider, ensuring your event's electrical needs are handled safely and with the best professionals; as well as the many professional preferred vendors listed for your event requirements in the attached list of SMCEC approved providers.

Our goal is for you to be more than happy with your experience. At the conclusion of your event, you will receive an evaluation form. We encourage you to return it with your comments. We always want to learn and improve your experience.

Thank you for giving us the opportunity to host your event!

Dana Stoehr

Dana Stoehr, CEO

San Mateo County Event Center



IF YOU DON'T READ ANYTHING ELSE, READ THIS!

IMPORTANT PEOPLE:

Your Event Manager is your customer service representative. This key contact at the Center will help you understand our rules and how they might affect your event, as well as communicate all information about your event to the rest of the Center staff. Please feel free to ask this contact any question. If your Event Manager doesn't know the answer, she/he will know where to get it!

Your Catering Sales Coordinator will coordinate all of your requirements for banquets, coffee and refreshment services, concessions, booth catering, food and beverage sampling and promotions. Our Catering Department provides quality catering and concession services on an exclusive basis in the Center.

A/V:

We have several recommended providers that have worked with us and demonstrated consistent excellence. Please work with your Event Manager for all of your A/V needs.

PHONE AND INTERNET:

We provide all of your telephone and other telecommunication services including internet connection at bandwidths from 56K to T3. Please see your Event Manager for more details.

ADVANCE SHIPMENT AND STORAGE:

The Center cannot and will not accept freight for an event. Limited quantities of critical meeting and similar materials may be accepted in advance IF you make arrangements with your Event Manager. There is a fee for early delivery as well. Consult with your Event Manager if you need to make these arrangements.

LABOR PARTNERS:

The benefit of our union partnership is a working environment in which both the Event Center Staff and Labor both commit to maintaining the highest level of customer satisfaction. It also ensures that work is performed at a reasonable cost, offering a superior level of efficiency, productivity, and quality. Skilled training and certifications that provide superior safety procedures in the delivery of services, and is an important issue for us all. Please see our list of Preferred and Exclusive Providers on our Vendor Resource Page or ask your Event Manager to send you our Vendor Providers .pdf which provides you with a completed list of providers to choose from. **Thank you for choosing professional and qualified vendors from our list partners for your event.**

Since much of the work required for your event falls under the expertise of various unions, it is important that you, as well as your contractors and producers, understand these functional roles so that the appropriate labor can be provided. The following are areas that fall within the scope of proficiency provided by our union partners:

- Freight Handling to and from the last point of rest: Teamster Local #2785/
www.teamsterslocalunion2785.org
- Bay Area Trade Show and Convention Installers and Exhibit Builders, as well as Outdoor and Commercial Sign Painters/ www.local510.org
- Staging, Rigging, Theatrical Lighting, Sound and Audio-Visual Services and Computer Installation: I.A.T.S.E. Local 16 / www.local16.org
- Food and Beverage Services: San Mateo County Event Center www.smcec.co
- Electrical Services: Edlen Electric/ www.edlen.com

You can find their contact information under the different tabs for specific work on our website.

Have your work done right the first time:
Use Union Labor for a positive and successful event!

IMPORTANT DATES

Before Your Event

- Review your contract and related Food and Beverage supplemental agreement, sign and return quickly. The sooner we complete your contract, the sooner we get you on your way to a successful event
- Please be mindful of and schedule deadlines in your agreement

Before Selling Exhibit Space

- Obtain approval of floor plan including registration setups in lobbies or areas in front of Food and Beverage locations

No later than 30 Days before Your Event

- Make final payment of License Fee
- Pay final advance deposit for catering requirements
- Provide event requirements to Event Manager
- Provide Certificate of Insurance
- Submit a final floor plan to your Event Manager for the San Mateo Fire Marshal Approval

(See Use Agreement for required Additional Insured's and related requirements)

PARKING AND TRAFFIC CONTROL

San Mateo County Event Center provides 3,000 on-site parking spaces. Accurate attendance estimates are necessary to share with your Event Manager so we can manage the event's parking needs.

VENDORS –

1) Full-Service Contractors – they have all the equipment to install an event, can supply labor, and do payroll;

2) Specialty Contractors – they have some equipment, can supply labor for many types of work, and can do payroll;

3) Payroll Companies – they can supply labor and do payroll, but do not have equipment.

Full-Service Contractors

Freeman

245 South Spruce Avenue
South San Francisco, CA 94080
650-878-6000
Contact: Nancy Horner

GES

601 C DNA Way
South San Francisco, CA 94080
650-826-0022
Contact: Cathe Dawson

Curtin Convention & Expo Services

2269 Chestnut Street, Ste 628
San Francisco, CA 94123
P: 415-883-7818
F: 415-883-1755
Primary Contact: Lynne Curtin
Sales Contact: Diane McKone

T3 Expo

365 East Grand Avenue
So San Francisco, Ca, 94080
Ph. 650-534-8961
Contact. Chris Valentine

Specialty Contractors

Electrical

Edlen Electrical Exhibition – **SMCEC Exclusive Electrical Contractor**
129 Sylvester Rd, South San Francisco, CA 94080
Phone: (650) 225-0900
www.edlen.com

Rigging-

Thank You for choosing a vendor that uses: **International Alliance of Theatrical Stage Employees, Local 16** - 240 2nd St #100, San Francisco, CA 94105 Phone: (415) 441-6400

AUDIO, VIDEO & LIGHTING

MC CUNE AUDIO VIDEO LIGHTING

101 UTAH AVE
SOUTH SAN FRANCISCO, CA 94080
PHONE: (650) 873-1111
ATTN: DAVE MOLNAR
EMAIL: dmolnar@mccune.com

PRESENTATION SERVICES

379 OYSTER POINT BLVD. #7-9
SOUTH SAN FRANCISCO, CA 94080
PHONE: (415)826-0510
ATTN: REGGIE JACKSON
EMAIL: rjackson@psav.com

PROJECTION VIDEO SERVICES, INC

747 HOWARD STREET
SAN FRANCISCO, CA 94103
PHONE: (415) 974-4077
ATTN: MIKE NEELY
EMAIL: mneely@projection.com

CREATIVE TECHNOLOGY

14072 CATALINA STREET
SAN LEANDRO, CA 94577
PHONE: (510) 618-5100
ATTN: SEAN VON SEEGER
EMAIL: svonseeger@ctsanfrancisco.com

AUDIO

BBI

241 QUINT STREET
SAN FRANCISCO, CA 94124
PHONE: (415)695-9555
ATTN: SARAH ROOS
EMAIL: sarah@bbinet.com

SOUND ON STAGE

3182 DIABLO AVENUE
HAYWARD, CA 94545
PHONE: (510)782-7000
ATTN: WES NORWOOD
EMAIL: wes@soundonstage.com

LIGHTING, RIGGING, STAGING, SCENERY & SCENIC SHOP

ISLAND CREATIVE MANAGEMENT

440 CALIFORNIA AVENUE, BUILDING #2
TREASURE ISLAND, SAN FRANCISCO, CA 94130
PHONE: (415) 834-0641
ATTN: ED ABINSAY
MAIL: eabinsay@islandcreative.com

IMPACT LIGHTING

50 WEST OHIO STREET SUITE C
RICHMOND, CA 94804
PHONE: (510) 232-5723
ATTN: DAVE MCCOLLUM
EMAIL: dmccollum@impactsf.com

HOLZMUELLER CORP

1000 25th STREET
SAN FRANCISCO, CA 94107
PHONE: (415) 826-8383 ext. 270
FAX: (415) 826-2608
ATTN: WILL HAMMERSMITH
EMAIL: will@holzmueller.com

STAGE RIGGING INC

2690 MIDDLEFIELD ROAD - UNIT F
REDWOOD CITY, CA 94063
PHONE: (650) 299-1189
FAX: (650) 299-1617
ATTN: CHRIS SCHMIDT
EMAIL: chris.schmidt@stagerigging.com

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ACME SCENERY

100 INDUSTRIAL WAY
BRISBANE, CA 94005
PHONE: (415) 468-2262
FAX: (415) 468-2263
ATTN: AARON SHORES
EMAIL: aaron@acmescenery.com

GENERATORS

HUGHSTON ENGINEERING

150 STARLITE WAY
SOUTH SAN FRANCISCO,
PHONE: (650) 952-7400
ATTN: LANCE HUGHSTON JR
EMAIL: alsolance@hughstonengineering.com

Freight

Thank you for choosing a vendor of your choice that uses **Teamster Local 2785**
wcmartie@teamsterslocalunion2785.org
Phone 415-467-0450, Ext. 118

Other

Coastal International Exhibit and Event Services

599 Bridgeway
Sausalito, CA 94965
P: 415-339-1700
Sales Contact: Pat Chin 415-339-3480
pat.chin@coastalintl.com

Czarnowski Exhibit and Event Marketing Service

25821 Industrial Blvd. #100
Hayward, CA 94545
510-732-0880 x305
Contact: Tom Koski

Nth Degree Event Marketing

469 Littlefield
South San Francisco, CA 94080
P: 650-583-4440
Local Contact: Tony Yuretich

Payroll Companies

Union Payroll Agency

5430 Park Drive

Rocklin, CA 95765

P: 916-625-1420

F: 916-252-2243

Sales Contact: Mike Sunseri

We are all here to make your Event, the best!