



SouthSide Works Event Guidelines

Guidelines set forth are applicable to all SouthSide Works approved events to be held in areas owned and operated by The Soffer Organization.

Responsibility of the Event Organizer

The organizer must provide the following:

- A complete description of the event including strategy and objectives.
- The names and telephone numbers of the parties responsible for production of the event.
- Dates of the event, proposed location, timing and advance planning.
- Advertising and public relations plans and description of how SouthSide Works will be included in these materials and provide samples.
- Names of all participating sponsors and their role in the event.
- All required applications and permits
- Event Forms are found at www.thesouthsideworks.com. Please fill out and fax to Pamelyn McMahon at 412-481-1786 for review.

Contractual Requirements

The following requirements shall apply to all approved events

The parties must enter into a written agreement, which sets forth all details concerning the event. Except as otherwise stated in the Agreement, the event organizer shall be responsible for all costs associated with the event including, but not limited to: advertising, insurance, production, set up, take down, clean up (beyond what SouthSide Works agrees to provide) and off duty security if required.

The parties must sign an indemnification agreement, agreeing to defend, indemnify and hold harmless The Soffer Organization, 2700 East Carson Street Associates, LP and Penn Center Management Corporation and Penn Center Realty Services from and against any and all claims, actions, and/or losses arising out of personal injury and/or property damage caused as a result of a said event. All certificates of insurance should be sent to SouthSide Works Management Office, 2835 East Carson Street, Suite 209, Pittsburgh, PA 15203.

Participating entities shall provide a certificate of insurance, which evidences coverage as required by SouthSide Works. Insurance requirements are subject to change based on the type of event. However, minimum requirements will include general liability in the amount of \$2,000,000 per occurrence; Auto Liability in the amount of \$1,000,000 per occurrence; Worker's Compensation-Statutory; and Employer Liability in the amount of \$1,000,000 per occurrence. Such certificates must name Soffer Organization, 2700

East Carson Street Associates, LP, Penn Center Management Corporation and Penn Center Realty Services as additional insureds on all vendor agreements entered into as a result of the proposed event. The certificate must state coverage will not be cancelled without thirty (30) days prior written notice to SouthSide Works. All coverage must be primary and not contributing.

The organizer will be solely responsible for compliance with all gaming laws, and obtaining all permits and licenses required by local, state or federal law.

Approval

All use of the event area must have the approval of SouthSide Works. Regardless of any guidelines set forth above, SouthSide Works, at its sole discretion, reserves the right to approve or not approve the use of the center premises for any event which SouthSide Works deems not to be in the best interest of the center, as well as any of the elements involved in the promotion, including, but not limited to, advertising, collateral and outside sponsors. The guidelines are intended as an overview and are not all-inclusive. SouthSide Works may, if it deems appropriate, impose other requirements in order to maintain its high marketing standards.

Use of Space

- Exhibitors must keep their own space neat and clean. No visible boxes or other storage containers are allowed. SouthSide Works holds the right to refuse any unprofessional set-up.
- SouthSide Works will dictate all sound volume levels of events.
- If event planners are soliciting donations, additional sponsors or vendors, it is required that SouthSide Works tenants be given the first right of refusal, prior to approaching off-site tenants. No off-site tenants that directly compete with SouthSide Works tenants or corporate initiatives will be allowed to participate at a SouthSide Works event.
- Exhibitors are permitted to display pamphlets or brochures on tables for consumers to pick up, however SouthSide Works will not tolerate, hand billing, or person to person distribution of printed material.
- Selling of goods or services must be pre-approved through SouthSide Works. All vendors must obtain the appropriate vendor's license and permits (including fire and health permits), and **provide proof to SouthSide Works two weeks prior to the event.**

Booths/Tents/Tables

- Certificate of Flame Resistance must be present for all tents.
- Booths must be self-contained. SouthSide Works offers electric at 110/208.
- All exhibitors must be in strict compliance with the Allegheny County Health Department.
- Exhibitors shall arrange their exhibitors so as not to obstruct the general view nor hide the exhibits of others or store fronts. No signs, apparatus, construction, etc., may be extended more than ten feet above the floor plan in the exhibitor's booth space.
- All exhibit tables must be dressed with proper table skirting to the floor

- Tent rental companies must provide a certificate of insurance naming The Soffer Organization, 2700 East Carson Street Associates, LP, Penn Center Management Corporation and Penn Center Realty Services as additional insureds at least 3 days prior to setup.
- Tents are to be secured only by weighted barrels. No drilling or staking will be permitted in any surface. Exhibitors will be responsible for any property damage.

Street Closures

- Every street that is closed must maintain a 20' clearance between event structures and the curb.
- All barricades must be monitored in case a fire truck needs to pull into the event area.

Insurance

- Each exhibitor is responsible to insure his/her own exhibit personal display and materials from any damage or loss through theft, fire, accident or other causes. SouthSide Works and its parent companies and affiliates, The Soffer Organization, 2700 East Carson Street Associates, LP, Soffer SouthSide Works, LLC, Penn Center Management Corporation and Penn Center Realty Services will be listed on all insurance policies as an additionally insured. Exhibitor is charged to maintain liability insurance with respect to both property and personal injury, doing business with companies of sound responsibility in the state of Pennsylvania. The management and personnel will take all reasonable precautions to safe-guard exhibitor's property; however SouthSide Works will not assume liability for loss, theft, or damage through any cause, including equipment, products, goods, personnel, exhibits or other materials, rented or leased by the exhibitor.

Blacktop

- No stakes are to be driven into any surface. The surface cannot be altered in any way no paints, oils or alternate sealers. Hot surfaces (cookers, kettles or engines) are not to exceed 500 degrees without protecting the blacktop.

Signage

- Signage must be professionally done. SouthSide Works has the final approval on size, content and color of all signs. Media Signage is limited to one banner or approved size. All signage locations to be determined by SouthSide Works.
- SouthSide Works has final approval on any ads, promotional or printed pieces which utilize the SouthSide Works logo.

Animals

- Animals are not permitted on premises, unless used for the seeing impaired or with prior permission from SouthSide Works.

Other

- Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of SouthSide Works. SouthSide Works may reasonably amend these rules and regulations at any time. All amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations. SouthSide Works will not be responsible for any last minute changes not communicated with SouthSide Works.

Event Requests for SSW Cinema

- All above requirements, if applicable, remain the same for requested events at the SouthSide Works Cinema.
- Requesting private screening rooms, requires a fee based on the number of guests.
- Event Forms are found at www.thesouthsideworks.com. Please fill out and fax to Pamelyn McMahon at 412-481-1786 for review.

Insurance

- Each exhibitor is responsible to insure his/her own exhibit personal display and materials from any damage or loss through theft, fire, accident or other causes. SouthSide Works and its parent companies and affiliates, The Soffer Organization, 2700 East Carson Street Associates, LP, Soffer SouthSide Works, LLC, SouthSide Works Cinema, LLC, Penn Center Management Corporation, Penn Center Realty Services and JENCO Cinemas will be listed on all insurance policies as an additionally insured. Exhibitor is charged to maintain liability insurance with respect to both property and personal injury, doing business with companies of sound responsibility in the state of Pennsylvania. The management and personnel will take all reasonable precautions to safe-guard exhibitor's property; however SouthSide Works will not assume liability for loss, theft, or damage through any cause, including equipment, products, goods, personnel, exhibits or other materials, rented or leased by the exhibitor.

Please direct any questions to Pamelyn McMahon at 412-952-5462