

Appendix B: Requirements **General Requirements**

The Parties hereto hereby acknowledge that the following additional terms and conditions are incorporated in and make a part of the Contract between the parties hereto.

Requirements for ALL event types, systems, entertainment, and features are listed below. Some requirements may or may not apply to Service. Additional requirements may be in Appendix A of the Contract along with specific Service Requirements in Appendix B. Company assumes Host will fulfill all requirements. If you need help or have questions on the following, please ask.

Extended Definitions: Area is/are the room(s)/space(s)/area(s) in which Service will utilize as part of the overall production at the Service Location, typically including both the Production Area and Audience Area. There could be several Area(s). The Production Area is part of Area where the production will be set up. The Audience Area is part of the Area where Guests should remain, sometimes separated from Production Area by barriers. Path is the pathway in which equipment travels from vehicle to Area and vice versa. Body immersive effects such as but not limited to body paint, powder, and/or foam are referred to as Physical or Immersive Effects. Sparks, fog, confetti, streamers, and all other non-Immersive Effects are referred to as Special Effects. Effects are both Immersive Effects and Special Effects. The Set Up Date and Time to the Service Strike End Date and Time is referred to as the Service Window. There could be several Service Windows as noted on the Contract.

- **Access:** Company will need unlimited and uninterrupted access to the Service Location, including its Area(s) and Path(s), during the Service Window. The Service Window may change as needed by Company as it is an estimate. If Path is on the longer side, Company may need more time to transport. Company assumes Host made prior arrangements with the Service Location's management to prepare for access.
- **Property Accommodation:** Company may need to store Property (vehicles, equipment) at Service Location or Host's nearby Property in a secure area. Company will let Host know about this requirement at least 7 days prior, or unless otherwise necessary due to unforeseen events.
- **Lockdown Accommodation:** To protect against the unfortunate event of theft, damage, etc. during a lengthy Service Window, Company may require the Area to be locked down between certain Service Window(s) while Company is away. Company will let Host know about this requirement at least 7 days prior, or unless otherwise necessary due to unforeseen events. Host is responsible to ensure this accommodation is possible even during an unforeseen event, and that there is security who will safeguard, limit, log entry to the Area if needed, and/or unlock for Company as needed.
- **Payment Due Dates:** Payments must be current.
- **Third-Party Vendors/Contractors:** Host shall provide notification to Company, with a confirmed receipt notification by Company, with all on-site vendor/contractor names, their contact information, and their service(s) during which Company will be on-site, within 7 days of Set Up Date and Time. It is hereby agreed that Company must specifically approve, in writing, all pyrotechnic (including "cold spark"), water, radiation (including laser), rigging (including truss, mobile stage, etc.), drone, and other services that may affect the Service of Company. Company may ask each/certain vendor(s) to furnish proof of training, registration(s), permit(s), and/or history. If vendors/contractors fail to be approved by Company within 7 days of the Service Set Up Date and Time, this shall be a Breach by Host.
- **Shelter Type:** Shelter Type must be maintained.
- **Ground Type:** Production Area Ground Type must be suitable to support the stabilization of Service purchased.
- **Lavatories/Restrooms/Bathrooms:** Company must have unlimited access to a clean toilet and sink with moving water and soap from their arrival to departure, Set Up Date and Time to Strike End Date and Time.
- **Temperature:** Unless Area is outdoors, the temperature in Area during Service Window should not be less than 60 degrees Fahrenheit or more than 80 degrees Fahrenheit. If Area is outdoors (including tent), a tent should be provided during Service Window and heated to at least a temperature of 45 degrees Fahrenheit, and if temperature is more than 95 degrees Fahrenheit during Service Window with sunlight, a ceiling/roof to the Production Area is mandatory to block the sunlight.
- **Sprinkler Systems:** Systems that may damage Property, such as in-ground outdoor sprinkler systems along Path, at, or near Area, should be temporarily disabled throughout Service Window.
- **Lighting:** If a lighting service exists:
 - **Lighting Control:** Host grants Company full control of the Service Location lighting throughout Service Window. Sufficient lighting will be necessary for set up and strike.
 - **Laser Lighting:** To use laser projectors at Service Location:
 - The minimum clearances, and lateral and below beam distances, as required by the jurisdiction of the Event Location, are achieved. Commonly, this distance must be at least 3 meters above the audience.
 - There must be a direct line of sight, from projection aperture to termination, for the laser operator / Tech.
 - There must be a straight shot beam path to its termination. No windows or reflective objects/surfaces can be in the scanning zone(s) of the projected beams.
 - **Location Lighting for OPERATION GLOW Service:** For the best possible experience, Host is responsible to provide an environment that is free from all external light sources including: house lights, parking lot lights, hallway lights, office lights, security lights (lights that remain on when the bulk of lights are off), lights visible in the distance, and/or all light fixtures except emergency light fixtures e.g. exit signs, power failure lights (not to be confused with security lights), that illuminate Area, are omitting 0 lux (turned 100% off) at least 30 minutes prior to Start Time, unless otherwise directed by Company. The whole Area should have a rating of no more than 0.002 lux ("no brighter than a moonless clear night sky with airglow") or dimmer.
- **Electricity:** Company may require electrical power and receptacles to access power. Each receptacle must be American Standard Edison outlet, on a 15-amp or 20-amp circuit breaker, 3 wire (grounded), and 120 volts. If outdoors, receptacles must be GFCI. If electricity is from a generator, the generator must be grounded and Company must be the only one using the generator, unless otherwise approved by Company. All receptacles must be accessible within 20 feet from the center of the Production Area, typically behind upstage (in crossover), and be labeled with their circuit name/number that correspond to each breaker name/number. Power must be tested by Host to ensure accuracy and quality, prior to Company plugging in.

- *For Foam Service with a Foam Cannon:* An L14-30 4-prong receptacle/electrical outlet with 15,000 Watts, 30 Amp, Single Phase, and 240V needs to be provided if Company's generator for the Foam Cannon is not listed under Scope of Service or if Service is indoors.
- *For Service with Company Generator:* Company will use generator(s) outdoors only. Earth/dirt must be accessible for the generator for a grounding rod. If the event is indoors and the generator is to be used for the Foam Cannon, the generator will be placed outside the building and fed through an emergency exit or window. Host may need to make a path for Company to access generator within 50ft of Production Area (the max amount of cable we will run), or if generator is for the Foam Cannon, 50ft to the downstage position. Host ensures this is possible.
- *Cable Guards:* If Host expects Company to run cables through walkways, streets, standing areas, Audience Area, or other places that have traffic, Host must either purchase cable guards from Company or provide cable guards that 100% protect Company's cables.
- *Service with Effects:* The Area must be suitable to handle all Effects. Some specifics are below or under Appendix A.
 - *Haze/Fog Atmospheric:* If included in a pre-built package, it is critical to the success of the experience. Company uses water-based fluid. If indoors, to ensure the alarm system is not falsely tripped during the experience:
 1. Pick an Area that uses, or convert them to, heat / temperature / rate of rise detectors.
 2. Contact the local Fire Marshall (FM) and arrange for the detectors in the vicinity of the Area to be disabled. Typically, upon FM approval, a Host provided "fire watch" must continuously tour the disabled area, from the point of disablement to re-enablement, whom is then in charge of pulling the alarm if a fire is detected. The alarm system should not be disabled. Note, this is just a suggestion – Company accepts no liability, laws vary.
 3. If the above is not possible, Company will use a less atmospheric PPM, but this does not defend against an alarm trip.
 - *Confetti/Streamers:* Devices and equipment that are exposed to the launch of debris, such as lighting fixtures that are above the Audience Area, must be protected from projectiles. Confetti/streamers are launched at high speed. Ceiling height must be 20ft or greater.
 - *CO2/Cryogenic Blasts:* Host must ensure there is proper ventilation and air circulation for this Immersive Effect. Furthermore, please be aware of CO2 detectors and alarm systems, where applicable.
- *Service with Immersive Effects: Body Paint, Foam, Snow, and/or Bubbles:*
 - *Outdoor Service:*
 - *Water Requirements:* A garden hose and nozzle with running drinkable clear water of at least 50psi must be at the Production Area and be able to reach all around Area for possible cleaning and/or making Effects. Company does not bring hosing or a nozzle.
 - *If Sheltered:* All tents must be made of a tarp material (not cloth) for successful Effect removal.
 - *Barrier Securement:* Company may secure crowd control barriers using ground stakes or secure it to nearby objects.
 - *Indoor Service:*
 - *Water Requirements:* A hose and/or spout with running drinkable clear water of at least 50psi must be near the Production Area and be within 40ft of the Production Area for possible cleaning and/or making Effects. If a spout, it must be elevated enough to fill a 40-gallon drum in the upright position. If Mojo Barriers are used, an additional hose and nozzle with running drinkable clear water of at least 50psi must be near the Production Area at an outdoor location (for use with a gas spray washer) to clean Mojo Style barriers outdoors.
 - *Flooring:* Area flooring must be a hard non-porous non-cracked surface and capable of getting wet and cleaned easily.
 - *Cleaning:* At least 2 mops and a rolling mop bucket with soap must be provided for after End Time.
 - *Barrier Securement:* Company may secure crowd control barriers using nearby objects. Tennis/Volleyball poles in the ground or nearby objects such as bleachers or hooks works pretty well.
 - *Indoor Protection Disposal:* A large dumpster, typically 280cuft for 5 grip indoor protection, is required to be within 100ft from the center of the Audience Area to dispose of used Materials. If Ambassadors are not required, the disposal location should be specified to Company upon arrival. If Company was not informed about the whereabouts of the disposal location, cannot find the disposal location, or the disposal location distance wasn't met, Company will leave it in an obvious location so Host can find a suitable location on their own accord. If the disposal site cannot handle the quantity of Materials, Company will place it nearby.
 - *Indoor Protection Pathways:* Unless otherwise purchased from Company, Company does not provide a pathway to the purchased Audience Area, or other areas such as bathrooms, closets, and/or emergency exists, should it be needed. Thus, Host shall create and protect this/these pathway(s) using their own materials and labor.
 - *Liquid Effect Disposal:* Company may need a specified location to dispose of any excess liquid Effects. If Host does not specify a drain or disposal site before the Service begins, Company will decide at its sole discretion, without penalization, the best way to dispose of excess Effects at or near Service Location.
- *Service with Immersive Effects: Powder:* The Production Area must be placed facing the direction the wind is blowing, so no powder damages Company's equipment. Powder is an outdoor Immersive Effect only.
- *Service with Wireless Systems:* Wireless systems may be used by Company, such as wireless microphone systems and Wi-Fi. Host must ensure that Service Location is suitable for Company's wireless activity. Specific frequencies can be provided upon request, at least 14 days before Set Up. Additionally, if any signal jammers are present, they must be turned off so our wireless systems are not inhibited.
- *Production Area Size and Weight:* The minimum area in which Company will utilize for the Production Area is specified under Appendix A. For the purpose of show safety, the Production Area must have a level flooring and be capable of handling a live load up to 50 pounds per square foot and 2,000-pound load placed upon any 2 1/2 x 2 1/2 square foot space, unless otherwise mentioned in Contract. Host may request exact rig weights more than 14 days prior to Service Date.
- *Path Size and Weight:* The Service Location's Path must be suitable for the included Property listed under Scope of Service. Host must provide a Path that can withstand the weight and dimensions of Company's Property. Path must be clear of all obstructions and be a level hard surface, not grass; unless Production Area Ground Type is grass then Path is pre-approved to be grass. The Path is not allowed to have stairs, large cracks, ramps with more than a 35-degree angle, or paths that would require equipment to be lifted. The Path must be no longer than, if indoor: 300ft, if outdoor (non-grass): 100ft, if outdoor on grass: 30ft, to center Production Area unless otherwise approved by Company in writing.
- *Vehicle(s)*
 - *Size and Weight:* Through Service Window, Company may travel off-road only in an effort to establish Path and reduce Path length. When possible, Company may dock vehicle to stage to shorten Path. Company assumes that the ground,

- including off-road, is able to support the weight of Company's Property and Vehicle – up to 26,000lbs within 20ft, and guarantee Company will not get trapped by ground or lock-in/out. Company also assumes that Host made arrangement with Service Location management/coordination/leadership and will therefore be responsible for any action that may arise.
- **Vehicle Parking:** Vehicle parking for at least one 35-foot length, 13-foot 3-inch height, straight truck must be possible and be within 2 city blocks of the Service Location. Host is responsible for any parking fees including but not limited to valet. If Company was not instructed to use specific parking, Company has the right to use valet or any near lot at the Host's expense. Company may utilize more than one vehicle. Company may leave vehicle(s) in loading/unloading areas.
 - **Planning Form(s):** Host must complete all planning forms in the Company provided planning account with location instructions, foreseeable Service issues, and critical information regarding the event with notice of completion to Company.
 - **Fire Extinguisher:** An unexpired class ABC fire extinguisher must be accessible and within 100 feet of the Production Area. Company must be informed of the extinguisher location upon arrival. Company is not responsible for using the extinguisher in the event of a fire.
 - **Internet:** For use of our Unlimited Music Library feature, a high-speed Wi-Fi connection to the internet is needed. For in-person events that have a virtual service, an ethernet connection to connect to our router is needed.
 - **Laws and Permits:** Company assumes Host arranged, meets, and fulfills all governing laws including but not limited to Fire Code and Noise Ordinance(s). A sound/noise permit is recommended for all outdoor Services and is the responsibility of Host to obtain and pay for. Check Appendix A for SPLs (volume) as the system may not be turned down passed a threshold.
 - **Security and Safety:** Host is recommended to provide their own security to handle emergencies and/or issues that may arise from Service. Company is not responsible for enforcing organizational rules or laws on Host's guests.
 - **Staging:** If staging is provided to Company, Host ensures each platform supports at least 125 pounds per square foot, and ensures it is level and fixed (without sway).
 - **OPERATION GLOW:** Host must provide and set up a stage, if not purchased from Company.
 - Stage Length and Width:**
 - Level 0-2 Stage Dimensions: 12-16ft (W) by 8-12ft (L)
 - Level 3+ Stage Dimensions: 16ft (W) by 12ft (L)
 - Stage Height:**
 - Indoor or Outdoor (non-tent): 4ft+ (H)
 - Outdoor Tent: 3ft (H)
 - Single Stage Deck on Stage as DJ Table:** A stage deck of 3-4ft height is needed for DJ to use as a DJ table and shall be placed at center stage. If an additional stage deck is not available, a strong 6ft table may be approved by Company, with notice.
 - **Tables:** Under Appendix A, the number of 6-8ft table(s) must be provided to Company unless otherwise listed under Scope of Service.
 - **Meal(s) & Break(s):** [a] Host may be required to provide meal(s) to Company. If so, for every on-site event service window that's: [1] 6 hours or less, then a cold meal of at least 550 calories with an uninterrupted 20-minute break must be provided to each Staff, or [2] more than 6 hours, then a hot meal consisting of at least 650 calories with an uninterrupted 30-minute break must be provided to each Staff. Please check with Company for Staff's food allergies or dietary restrictions. [b] Open floor food and beverage served to Guests, such as hors d'oeuvres and late-night food, shall be open to Staff without limitation.
 - **Ambassadors:** If Ambassadors are required in Appendix B, Host must provide Ambassadors. Ambassadors will be used for labor as instructed by Company. If not known when they are needed, contact Company.
 - **VIP:** Host may request, or Company may require, that Host provides VIP Ambassadors for dispersing Immersive Effects such as UV Body Paint. VIP Ambassadors must arrive 10 minutes before the Start Time for pre-Event training. Any damage to equipment created by VIP Ambassador(s) will be billed to Host. Ambassadors must stay in the designated ambassador area and follow all rules, training, and instruction provided to them, otherwise Company may revoke VIP Ambassador status and/or eject VIP Ambassadors from the Service Location and its entirety.
 - **Signage:** Host is recommended or required by law to post all important information regarding the Service they are hosting including warning signs, disclaimers, and relevant information, especially if strobes, lasers, and/or Immersive Effects are present and required by law. If required by law, this shall be host's responsibility.
 - **Single Point of Entry:** For events with strobes / flashing lights, lasers, and/or Effects: to have every Guest consume/read and understand signage Company may post, Company requires one point of entry to Area unless otherwise approved in writing. If outdoors, Host should cordon the Audience Area with barriers, caution tape, and/or another method.
 - **OPERATION GLOW Level 0:**
 - **PA System:** Host shall provide the event's PA system with subwoofers that is adequate for their audience size. 2x XLR DIs as Stereo L/R and all required AC receptacles must be at the DJ's table upon Company's arrival.
 - **Barriers:** Host shall provide and setup steel barricades the entire width and between the Audience Area and Production Area.
 - **Protection:** Host shall provide their own protection to all Property (speakers, staging, lighting, floor, walls, cables, etc.) unless articulated on the Contract.
 - **Lodging / Hotel:** Host may be required to purchase lodging as articulated on the Contract. Each room must be non-smoking, have 2 queen beds for at least 4 people per room, and be within the listed location(s) or, if no location is listed, must be within 5 miles of the Service Location. The lodging provided to Company must be at least a 2-star hotel with a Google Review star rating at 4 stars or above, must not be on Host's property (e.g., campus housing) unless otherwise approved by Company in writing, must have a hot breakfast, and must be able to provide parking for up to a 26ft-bed truck and vehicle (parking fees at the expense of Host). Company strictly denies all lodging with: "Microtel", "Motel 6", "Ramada", "La Quinta", "Best Value Inn", "Econo Lodge", and "Days Inn". IHG and Marriott hotels are preferred. Company must be notified of the lodging name, address, and necessary booking information 14 days prior to the Service Set Up Date Start Time. The reservation should be placed under Company's service name.
 - **Trash:** If a dumpster isn't required due to indoor protections, a trash bin to dispose of Materials shall be nearby for Company to use.

NOT ALWAYS REQUIRED BUT ALWAYS APPRECIATED:

- Event / School / Organization Attire