



GRAND CENTRAL TERMINAL PRODUCTION MANUAL

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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, New York State, and New York City Fire Department (FDNY) 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 East: Located south of the Main Concourse. The event space 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 PRIORITY

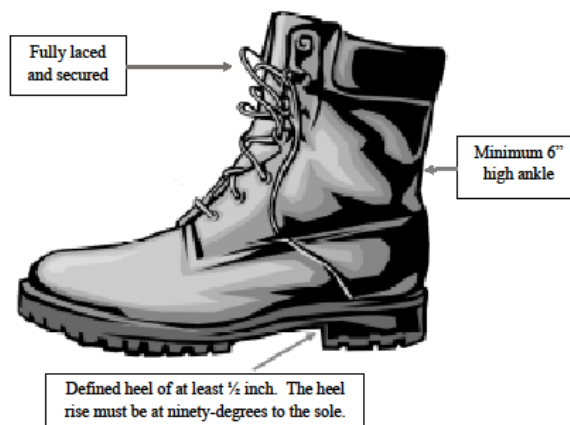
All staff working in Vanderbilt Hall must follow safety procedures established by OSHA and required by MNR. The Permittee is responsible for ensuring that all personnel/staff have the appropriate attire and adhere to all rules as listed below during the entirety of the event.

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

Appropriate Attire: During load-in, set-up, breakdown, load-out – and when any construction, assembly and scenic work is underway in Vanderbilt Hall - all **individuals** within the event space, whether they are part of the production 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, until the Permittee passes the MNR inspection and the event is approved to open. Anyone not dressed properly will not be permitted to enter or work in the space.

Proper PPE includes:

- **Footwear** which meets standard and Metro-North safety requirements:
 - Sturdy work boots with a defined heel of at least a ½ inch (steel toe is not required), at least a 6-inch-high ankle, fully laced and secured, slip-resistant soles, in good condition. (See example 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** designed with the intent of “**construction work**”, and that meet impact requirements per **ANSI class E** and MNR safety requirements:



- Hard hats **MUST** be worn at all times by everyone when loading in, building, breaking down, and loading out.
- Chin straps can be added.
- Decals on hardhats that potentially cover a defect or impact failure are not allowed.



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 (i.e. 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 guardrails.

Safety Supervision: A JLL event supervisor is required for all load-ins and load-outs to ensure event construction work is carried out safely and in accordance with Occupational Safety and Health Administration (OSHA), and MNR standards.

The charge for this mandatory service is \$100 per hour for the duration of load-in/set-up and strike/load-out.

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 break down 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 (such as but not limited to Job Safety Briefing) 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.



SAFE WORK PLAN

Failure to follow the SWP will result in suspension of construction activities.

Event Name:	Event Location:	Event Date:
Vendor name:	Foreman/Manager:	Contact #:
Activity/Task <i>* Detail the necessary steps to complete the activity, and add rows as needed.</i>	Possible hazards <i>* Detail the potential hazards that could cause harm to the crew.</i>	Safety controls <i>* Detail what will be done to minimize the hazards for the crew.</i>
Activity 1 <i>(e.g. erecting truss towers, installing pipe & drape)</i>		
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, Hilti, 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:

- All layouts and structures will meet or exceed requirements prescribed in applicable sections of the 2015 International Code Council with New York State Addendums, applicable sections of National Fire Prevention Association guidelines, and any other relevant MTA/MNR guidance documents. In any situation where conflict or ambiguity is encountered, the more restrictive standard will be followed.
- 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, this includes but is not limited to structural elements, plastics, hard-surfaces, fabrics, drapes, displays, decorations, upholstery, furniture, etc., must be fire retardant in accordance with the National Fire Prevention Association code 701 for fabrics and code 255 for hard surfaces, and New York City Fire Prevention Code; paying particular attention to NFPA (*NFPA –Code 701 – Standard methods of Fire Tests for flame Propagation of Textiles and Films. Code 255 – Standard method of Test of Surface Burning Characteristics of Building Materials.*)
- They must be accompanied by a valid test certificate from a reputable laboratory or certification agency (with contact information) showing American Society for Testing Materials ASTM E84 Flame Spread and Smoke Development Index ratings. All materials must meet or exceed Class B Flame Spread Index and Smoke Development Index.
- All certificates and/or affidavits, must have the latest date of inspection, evidencing fire retardancy and compliance with NFPA codes must be submitted to JLL at least 10 business days prior to load in for review and approval by MNR.
- Plywood, sheet materials, carpeting or other materials used to distribute weight and/or protect the floors or structures must be fire retardant – plywood must be stamped; Carpet must be labeled or certified with ASTM E84 testing information. Certificates must be available for inspection.
- Safety Data Sheets must be available for ALL materials on site. Theses should be submitted and approved for use. All Safety Data Sheets require 10 business days for review.
- Flammable materials are not allowed in Grand Central Terminal without prior written authorization from the Grand Central Terminal Fire Brigade.
- Spray applied flame proofing certificates must be submitted in writing and require 10 business days for review and possible approval. Please note that not all spray applied flame proofing is acceptable. Additionally, it is recommended that materials themselves pass the requirements of ASTM E84 Class B without the third party applied flame proofing.
- Contact information for fire-proofing/testing companies is available from JLL.

Fire Safety Requirements:

- Fire extinguishers — A minimum of six (6) 10 lb. commercial ABC type extinguishers with current inspection tags; number of extinguishers and locations must be shown on submitted floor plan for review and approved by MNR.
- They should be inspected and maintained in compliance with NYC requirements.
- 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 temporarily closed to guests and/or public at any point without notice or may require additional services at the Permittee’s expense.

Vanderbilt Hall East Fire Sensors:

- Interference with the Beam Smoke Detection in Vanderbilt Hall becomes a concern when event elements or construction of event elements pass through the horizontal plane at approximately 21 feet above the finished floor level. If the Beam Smoke Detectors in Vanderbilt Hall are disabled, an appropriate Fire Guard will need to be provided during the outage. The need, type, and number of Fire Guards will be evaluated based on the event details submitted and determined by MNR’s Fire, Life & Safety Department on a case by case basis.
 - An additional fee is incurred when an MNR Fire Guard is required.

Egress:

- All property and equipment must be kept clear of any emergency exits (specific attention must be paid to the “Special Event restroom” doors); main exit doors shall be kept unlocked, unobstructed and clearly visible at all times. Egress must also be maintained during build out and breakdown.
- **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 floor free of tripping hazards.**

Inspection & Safety Briefings:

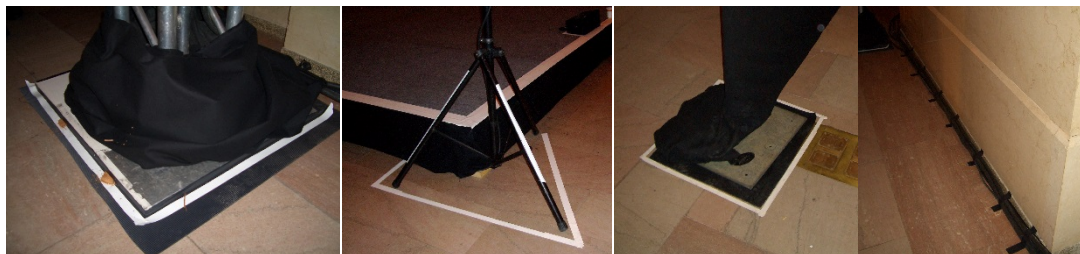
- All events must pass an inspection prior to opening. MNR & JLL event personnel will inspect the set-up to ensure all safety requirements, approved event layout, materials and elements have been followed. Inspections will be conducted on all spaces leased to the Permittee.
- A safety briefing, provided 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.**
- Typically, inspections last one hour, but longer for bigger or more complex builds. The Fire, Life, and Safety Briefing lasts approximately 10-15 minutes.
- **Inspections are to be scheduled between the hours of 6AM and 6PM on weekdays.** All other times are subject to approval by MNR.
 - Delays affecting inspection start time must be communicated to JLL *immediately*.
 - Missed inspections, due to client delays, will be rescheduled, for the same day (if possible), only when all necessary MNR inspection personnel are available.



- MNR & JLL will not be held responsible for delayed event start time due to delayed build out or inspections.
- Weekend inspections date(s)/time(s) must have prior approval by MNR.
 - Delays affecting inspection start time must be communicated to JLL immediately.
 - Delayed weekend inspections will only be rescheduled one time and within a two (2) hour maximum timeframe for the scheduled inspection time.
 - Any event missing the rescheduled inspection time (on the weekend) will have to wait until the next business day to schedule inspection and to open to the public, if approved.

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 unless approved by MNR
- 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 7 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. A list with the names of all personnel working the event along with their current license numbers must be submitted to JLL a minimum of two (2) days prior to the event load in. The final number of security guards required will be determined by the MTAPD. All security personnel working an event must have proper identification and current security license while on site at GCT.

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

Stone Security Services

(917) 299-3112 Tel

(212) 979-0716 Fax

Contact: David Stone

david@stonesecurityservice.com

Sims Security Group

(212)-922-1414 Tel

(212) 922-9855 Fax

Contact: Warren Sims

wsims@simssecurityservice.com

GSS Security Services, Inc.

(212) 764-5400 Tel

(212) 764-0213 Fax

Contact: John Sheehan

jsheehan@gss-security.com

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 Permittee. 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

RUSH HOUR(S) BLACK-OUT TIMES FOR LOAD-IN AND LOAD-OUT

Load-in and Load-out and Deliveries are **PROHIBITED** during peak rush hours:

Monday through Friday

7:00am – 10:00am and 4:00pm – 7:00pm

Rush Hour Black Out times are NOT in effect during the weekend.

AFTER HOURS LOAD-IN AND LOAD-OUT

(Between 2:00am and 5:00am)

The only entrances open 24 hours a day are

105 East 42nd Street and the DePew Place Loading Dock.

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.



Entrances and Dimensions:

- **105 East 42nd Street, Subway Passage Entrance(s)** (*Next to the Hyatt*):
This entrance is the only entrance off the street that is open 24 hours a day. It has double-door access with a width of 56". 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"**
 - 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.
 - Load in and out activity will require the use of a security escort to ensure commuter/visitor traffic is unimpeded and activity doesn't pose safety hazards to public foot traffic from the subway entrances to the East and West of the 105 E 42 Street Entrance doors.
 - An ASM might be required for this activity if security and event personnel fail to manage this activity properly or start directing commuters/visitors

- **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 driver's 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: **16'10"**
 - Diagonal: **18'4"**
 - Opening Across: **6'10"** (Less wood guards = **6'6"**)
 - Height: **6'11"**
- Maximum weight for the loading dock elevator:
 - 10,000 pounds for both elevators. (Allowable size)
- **Safety Supervision:**
 - **A JLL event supervisor is required for all load-ins/load-outs to ensure event construction work is carried out safety and in accordance with Occupational Safety and Health Administration (OSHA), and MNR standards.**
 - The charge for this mandatory service is \$100 per hour for the duration of load-in/set-up and strike/load-out.



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
<http://www1.nyc.gov/site/cecm/about/sapo.page>

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.
- Manufacturer'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 more than **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.
 - **The height of the ceiling is 55' 10."**

- **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 and approved by MNR.
 - 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 are NOT permitted for elements taller than 4'. Truss towers must have square bases that are large enough to provide support for the structure and equipment.

- **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 deinstallation must be described and/or diagramed.
 - Theatrical-style sealed sandbags (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 are not allowed. Most event elements need sandbags to provide acceptable stability.**
 - Note that the air vents blast out warm air in fall and winter and cool air in spring and summer, and therefore any workers within an approximate 10-15' range of the air vents will feel the effect.

*Theatrical Sandbag*



- **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” from the floor.
 - 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 for Grand Central Terminal:

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. Only the build out crew can remain on site during the inspections. Volunteers, events staff, clients, press, etc. must remain outside the event space until it has been cleared by MNR.
- Inspections scheduled before 7AM may require additional travel charges for MNR and JLL staff of up to 2 people, thus resulting in additional charges 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 may be accommodated and should be listed on the production schedule.



MNR SUPPORT SERVICES

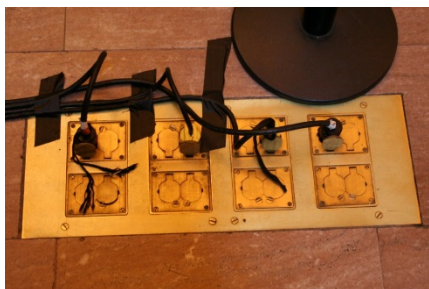
MNR provides Support Services including, but not limited to, electricians, customer service representatives and fireguards. The deadline for submitting requests for MNR support services is listed in the Submittal Deadline Schedule (Exhibit B in the event contract).

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 fifteen (15) 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 15 amps**

House Power:

- A request for this service, specifying the amount of power needed, must be submitted by the date listed in the Submittal Deadline Schedule.
- 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.
- **Connection/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 connection and disconnect.

Electrical Requirements:

- The use of extension cords is discouraged, if used, the following applies:
 - Cords must be a minimum of 12-gauge wire, grounded and UL Listed.



- All extension cords shall be a continuous run regardless of the distance.
 - Any extension cord run of over 150 feet, for 15 amps, must use 10 AWG (American Wire Gauge).
 - Power strips can be used on low amperage devices **ONLY**.
(Total allowed equipment connected to a power strip shall not exceed 10 Amps).
 - Use of any extension cords, multi-plug adapters, and power strips as an extension of an extension cord (daisy-chaining) 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 and/or personal belongings.
 - All electrical cords may not be placed under flooring of any kind (wood/carpet/vinyl, decal, etc.) at all times.
 - Cable ramps, also known as yellow jackets, are not allowed in public or fire egress areas. Use of cable ramps require prior review and approval by MNR. Rubber mats with gaffe tape and high visibility markings can be used to prevent tripping hazards and will be inspected on site.
 - Cables must be “flown” over the doorways and secured to the grate with zip ties. Minimum overhead clearance is 8’.



Chandeliers:

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

Truss Lighting or Displays:

- Continuous System Bonding jumpers, in accordance with NEC 250.28 (A, C, D), and 250.8 codes, must be used for all metal truss construction. *(Meaning: NEC – National Electrical Code (developed by the NFPA). Code: 250.28 (A, C, D) – System Grounding / Main bonding jumper and system bonding jumper & Code 250.8 – Connection of Grounding and Bonding Equipment.)*
- The jumper connection can be made at any point on the truss and to the connecting system from the equipment source to the first area there is a disconnection point.



Cable Arrangement:

- All cables that are enclosed in a structure (such as but not limited to: scenic walls, flooring, ceilings, truss, light boxes, etc.) **must** be protected against damage (pinching, tearing, piercing, exposure to flammable materials).
- All cable connections (terminators, plugs) must be properly secured so that there is no tension or stress on the cable connections.

OTHER MNR SUPPORT SERVICES:

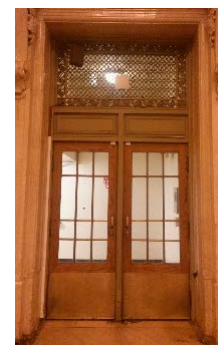
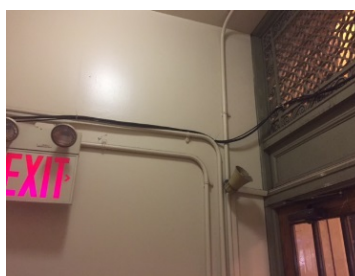
Fees are associated with all MNR support services provided



▪ **MNR Communication & Signals (C&S):**

Live Feeds (LF)

- Request for a LF must be determined during the Production Meeting. The following details must be provided
 - Total number of wires being run.
 - Total (thickness) of wires.
- The LF wires will pass into Vanderbilt Hall East through a shaft, accessible via a grate on the GCT viaduct floor. From there the wires will be routed to the **Southwestern doors / Special Event Restroom Doors** (*closer to 89 E. doors*)
 - The wires will travel from the shaft through a pre-cut opening above the “Open Shaft” door in the Lower Level Special Event & Tenant restroom corridor (located beneath Vanderbilt Hall East). The wires will travel along the existing conduit piping, secured with zip ties, and fed through the entry point in the grate above the Special Event & Tenant Restroom doors in Vanderbilt Hall East.
 - Once inside Vanderbilt Hall East, the client will take possession of the cables/wires and secure them with Gaffer’s tape along the predetermined route.
 - All live feed wires shall be a continuous run, from the source on the viaduct to the connection point in Vanderbilt Hall East, regardless of the distance.





- **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 and events requesting alcohol to be served. Two (2) fire guards are the standard requirement for private events.

- **Elevator Operators:**
Are required for exclusive use of Loading Dock 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 will be removed once load-out is complete.
- 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 include the requested cleaning schedule on the final production schedule.
- Dedicated cleaners, working in four-hour increments, will be required for most catered or sampling events.
- Post-event cleaning charges will apply and can amount to between 4-12 hours, depending on the demands of the clean –up.
- Pre-event spot cleaning after set-up is complete is strongly suggested.
- Fees will be based on services requested and labor required to provide these services.
- 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.
- 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.
- The Permittee may have access to a sink below Vanderbilt Hall for the disposal of ice and water.
- 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 Permittee must not place trash cans in Vanderbilt Hall where they can be easily accessed by the public or guests. **NO EXCEPTIONS.** The four public trashcans in Vanderbilt Hall 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 Vanderbilt Hall and/or the Taxi Stand are clean and free of vermin and hazardous conditions.

Vanderbilt Hall and/or the Taxi Stand must be left in broom-clean condition at the conclusion of an event.

Catering and Food Preparation - Requirements:

- Must provide a detailed layout/floor plan showing all catering elements (see Floor Plan/Structural Review section on page 15)
- Sternos, gas burners, convection ovens, induction burners or cooktops, and appliances with exposed heating elements are **strictly 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 rated for commercial use, and carry U/L approved / tested or equivalent electrical safety certification 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.
- The proposed menu must be submitted
- All table displays/centerpieces must be stabilized
- Use of sneeze guards for public events selling/sampling food is required
- **Permittee is solely responsible for following all rules and regulations set forth by the Department of Health, including but not limited to getting the appropriate permits and licenses.**



Alcohol Sampling During a Public Event

If the event is approved to sample alcoholic beverages, the below requirements and restrictions must be strictly enforced and may change based on the exact details and nature of the event. Failure to follow these requirements will result in revocation of the Permit, at Metro-North's option, without refunding any portion of the fees.

- An appropriate valid liquor license is required to serve alcoholic beverages and must be submitted to JLL at least 7 days prior to the event.
- Proof of liquor liability must be included on the Certificate of Insurance
 - \$3,000,000 per occurrence and annual aggregate per location
- The Permittee must place stanchions to separate the alcoholic beverage serving area from the rest of the public event.
- The Permittee must control the amount of alcoholic beverage consumed per person, must ensure that no one under 21 years of age enters the alcoholic beverage serving area, and that no alcoholic beverage leaves the approved area.
- The Permittee must station a Security guard to check ID's at the entrance to the alcoholic beverage sampling area and prevent anyone under the age of 21 years from entering the alcoholic beverage sampling area.
 - Any questionable ID's must be rejected immediately. Security may be required to use an ultraviolet light to check ID's
- The Permittee, with MNR & JLL input, will specify the hours during which sampling will take place and include that information on the production schedule.
- The Permittee must provide a plan to be approved by MNR & JLL for ensuring that only one sample is served per person, for example a hand stamp.
- MTAPD and MNR will set the approved sample size at the security meeting when all finalized event details are presented and discussed
- The cups used for sampling must be as close to the sample size as possible without creating an issue for spilling. This is to ensure that only the approved sample size is served.
- At least two (2) MNR Fire Guards will be required on site during the sampling, at the Permittee's expense.
- If at any time MTAPD or MNR feels the Permittee is unable to maintain a safe environment, the sampling will be stopped.

Approved Caterers for Grand Central Terminal:

Abigail Kirsch Culinary Productions, Ltd.

Janet MacEachen or Carl Hedin
(212) 696-4076
jmaceachen@abigailkirsch.com
chedin@abigailkirsch.com

Glorious Food

Angela Zee
(212) 628-2320
azee@gloriousfood.com

Mary Giuliani Catering & Events, INC.

Beth Belkin
(212) 725-1658
beth@marygiuliani.com

Great Performances

Linda Abbey
(212) 727-2424
linda.abbey@greatperformances.com



Creative Edge Parties
Carla Ruben
(212) 741-3000
cruben@creativeedgeparties.com

Pinch Food Design
Stella Rankin
(212) 244-7000
stella@pinchfooddesign.com

The Glazier Group
Penny Glazier
(212) 406-7900
ppglazier@glazierworks.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 Great Northern Food Hall
Bryan Flodman
Bryan@meyersusa.com

Cipriani
Simone Terrin
212-973-0999
sterrin@cipriani.com

**Michael Jordan's:
The Steakhouse NYC**
Penny Glazier
(212) 406-7900

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

Zaro's Bakery
Michael Stansfield
(646) 894-0565
mstansfield@zaro.com

MEDIA, PROMOTIONAL SIGNAGE, and SOUND

***** 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.

Live Feed within Vanderbilt Hall

- A request for this service, specifying the time of install and removal, must be submitted to JLL by the date listed in the Submittal Deadline Schedule.
- This service is provided by MNR C&S Maintainers. See Communication & Signals section located under Additional Metro-North Services for further details.
- Must provide quantity of and size of cables. A walkthrough of the route can be arranged with the Jones Lang LaSalle Event Manager. Permission from the Grand Hyatt Hotel's Security Manager must be obtained to use one of their parking spots on the GCT Viaduct for the Satellite Truck. The contact at the Grand Hyatt:
 - Ron Ruotolo, Area Director of Security
 - Grand Hyatt, Office # 646 213 6842

Media coverage in Grand Central Terminal outside of Vanderbilt Hall:

- Crews must obtain pre-approval from Meredith Conti, Corporate Relations Representative for Metro-North. Email: mconti@mnr.org Phone: 212-340-4825
- Permits may be obtained for the following times only:
 - Monday-Friday 10 AM – 3 PM and 8 PM – 1:30 AM
 - Weekends between 6 AM – 1:30 AM.
- Filming on train platforms is prohibited.
- Request for tripods must be submitted to and approved by JLL and MNR. Tripods may be approved to only be used from 10:00 am – 4:00 pm and 7:00 pm – 12:00 midnight.

Parking: Media must secure their own parking permits for their vehicles.

Brand Ambassadors and Event Staff:

- All promotional and event activity must remain in the leased event space.
- Brand Ambassadors and Event Staff may not solicit in any of the public spaces, such as the Main Concourse, the center walkway, or any other parts of the building.
- If you would like to reach people outside of the event space, you may go outside the Terminal on 42nd Street. Please do not block any of the entrances to the building and stores.

Sound Considerations:

- Music and any other sound should not affect train announcements or bleed into the Main Concourse.
- Client must be considerate of the Great Northern Food Hall on the West Side of the Hall and music/sound should not affect their business.
- MNR and JLL reserve the right to require the client to lower the volume.
- Client is responsible for gaining the necessary rights to play music.
- Music/event must not have any profanities.



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, **NO** exceptions.
- 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:*
 - Extra security must be present near the vehicle.
 - Only one person will be able to enter the car at a time.
 - 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 unit will inspect the vehicle(s) at an additional cost.*
- 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 to occur.*

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 worker’s 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:

Tom Davidson
 Jones Lang LaSalle
 Grand Central Terminal
 25 Vanderbilt Avenue, Hall 2A
 New York, NY 10017
 Phone: 212.340.2442
 Tom.Davidson@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.



SUBMITTAL DEADLINE SCHEDULE – SAMPLE

Refer to contract for exact dates

“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 (i.e.: 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.
- **Final electrical cut sheets and fire proofing documents.**
- **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 putting 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.

Service	Time frame	Cost	Additional costs/notes
JLL Event Safety Supervisor	Load-ins/set-up and Load-out/strike.	\$100 per hour	A JLL event supervisor is required for all load-ins/set-ups and load-outs/strikes to ensure event construction work is carried out safely and in accordance with Occupational Safety and Health Administration (OSHA), and MNR standards.
Electrical connect and disconnect	Three (3) hour increments - Mon: 12am-4pm, Tues – Fri: 12am-12am, Sat: 4pm-12am & Sun: 8am-4pm	\$1,425	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 to the left of the doors on the east end of Vanderbilt Hall. Permittee should include proposed connection and disconnection times in the production schedule. Final times determined as per MNR's availability. 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. Fees are determined by the date and time of tie in/out.
Dimming and Restoring of Vanderbilt Hall chandeliers	Three (3) hour increments - Mon: 12am-4pm, Tues – Fri: 12am-12am, Sat: 4pm-12am & Sun: 8am-4pm	\$1,425	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. Fees are determined based upon the date and time of the dimming/restoration.
Fire Guard	Four (4) hour increments - Weekdays	\$748	2 Fire Guards are required. MNR Fire Guards/EMTs are required for all private events, most catering, sports events or events with athletic activities to insure the safety of the staff, guests, and Terminal. Additional charges may be incurred if it is determined additional Fire Guards are needed for an event
Assistant Station Master (Customer Service Rep)	(8) hour increments- Weekdays & Weekends	\$925	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 incurred if it is determined additional ASMs are needed for an event/activity



Vanderbilt Hall Live Feed Cable Install/Run & Removal /	Three (3) hour increments – Weekdays Mon – Fri: 8am – 4pm	\$1584 <i>(Install/Run & Removal on Straight Time)</i>	Connection is via the Grand Central Terminal viaduct into Vanderbilt Hall. Permittee should include proposed connection and disconnection times in the production schedule. Final times determined as per MNR’s availability. Events that need to connect/remove wires before 8am, after 4pm and during weekend hours will incur overtime charges.
Elevator Operators	(3) hour increments – Weekdays Mon: 12am-4pm, Tues – Fri: 12am-12am, Sat: 4pm-12am & Sun: 8am-4pm	\$1,601 <i>(Load in & out on Straight time for two (2) Elevator Operators plus Supervision)</i>	Are required for exclusive use of Loading Dock freight elevator and load-in/ load-out use of a public elevator. Additional charges will be added to services provided to events outside of the regularly scheduled crew shifts.
Four (4) banners in the Main Concourse (Install & Removal)	Weekdays Installed at 10 am	\$8,162 <i>(Install & removal on straight time)</i>	Additional fees will apply if client does not provide banners according to schedule and/or fabrication specifications. Fee is for weekday installation and strike (straight time). Weekend installations are available for an additional fee (overtime) *Event must be 5 or more days.
Archway banner (Install & Removal)	Weekdays except between 7:00 am – 10 am and 4:00 pm – 7:00 pm	\$1,117 <i>(Install & removal on straight time)</i>	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. Overtime hours: Mon – Fri 4am – 12AM & Sat and Sun
Vehicle Display in Vanderbilt Hall	Load in and load out of Vehicle: between 2:00 am – 5:00 am only	\$29,575	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.
Housekeeping requests/Porters/Bathroom Attendants for private events	Per hour / Per man charges	\$55 Regular Time \$75 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-hour increments, will be required for most catered or sampling events. 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.
Dedicated MTA Police K9	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



MTAPD Detail	Minimum 8 hrs	\$2,000- \$12,000	Events with high-level celebrities or VIPs may require an MTAPD Detail to be present in addition to hired security. Please get in touch with JLL as soon as you know if you will have a notable person in attendance. This does not apply to all VIPs. The MTAPD will make the final determination whether a detail is needed.
Wi-Fi Internet	Per Computer	Daily & Weekly Rates <u>Per Device</u>	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 ihernandez@transbeam.com Wireless Network Name (SSID): GrandCentralEventSpace 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.
Vehicle Display in Taxi Stand - Bollard Removal & Install	Load in and load out of Vehicle: between 7:00 pm – 7:00 am only	\$11,574	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 events only. Weekends are available for an additional fee.
Full Hall Privatization with the use of Great Northern Food Hall	Starting no earlier than 7:00 pm lasting no longer than 5 hours Any time on weekends	\$12,000	This fee covers services which accommodate the closing of the center walkway and Vanderbilt Hall, 3 customer service representatives, 6 police officers, fire guards and signage. Please note that room closures are evaluated and approved on a case-by-case basis and must be in conjunction with a full buyout of the Great Northern Food Hall
Fire Extinguishers	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 Permittee is not required to rent them from JLL