



EVENT PLANNING GUIDE

Thank you for selecting the Salt Lake County Equestrian Park and Event Center for your upcoming event. As an SMG-managed facility, you have our pledge of personal service, professionalism and performance.

This guidebook provides basic information about the facility, policies and procedures, and will help with the initial planning process. Questions should be directed to the Event Manager.



February 2018

Policies, rules and regulations, rental rates and charges noted herein are subject to change without notice.



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Staff Contact List



Main Number	385-468-1600
Main FAX Number	385-468-1613
Facility Director	385-468-1604
Office Coordinator	385-468-1603
Accounting	385-468-1600
Sales Manager & Salt Lake County Fair Manager	385-468-1606
Event Manager	385-468-1605
Operations Manager	385-468-1601

Event Planning Checklist

6 MONTHS PRIOR:

- Facility Use License Agreements are issued.
- Sign and return the *Use License Agreement* to the Sales Manager, along with the initial deposit.
- An Event Manager is then assigned; place them on your emails lists.
- Coordinate with the Event Manager regarding additional deposits, if necessary.

2 MONTHS PRIOR:

- Send three copies of the event's preliminary floor plans to your Event Manager for Fire Marshal approval. Include arena layout, vendor set-up, footing and drag requirements, general production areas, etc.

1 MONTH PRIOR:

- General Liability Insurance Certificates are due.
- If applicable, send FDA tax-exemption letter to the City Auditor.
- Final rental payments are due to your Sales Manager.
- Schedule of Events, including all event specs with diagrams, are due to the Event Manager.
Necessary permits are due (Mass Gathering, South Jordan Special Permit; food permits, etc.)

Facilities at the Salt Lake County Equestrian Park & Event Center



The Salt Lake County Equestrian Park & Event Center sits on 124 acres with spectacular mountain backdrops in South Jordan, UT, just 30 minutes from downtown Salt Lake City. The Equestrian Park is located only a few miles from I-15 and several other major arterials, allowing for easy access. The Equestrian Park includes an event center, five arenas – including an indoor and a covered arena – boarding facilities, race track, polo field, triangle field, paddocks, open areas and large parking lots.

HOURS OF OPERATION

Riders may use arenas that are available for Open Ride dependent on event activity. Open Ride schedules are posted on our Facebook page, on our webpage at www.saltlake-equestrian.com, or by calling 385-468-1600. The office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. Call for schedules of reduced hours on these days: Christmas Eve, New Year's Eve, Easter, Independence Day and Pioneer Day. The Park is closed on New Year's Day, Thanksgiving Day and Christmas Day. Every rider at the Park must have a riding pass. Horses are not available to rent, nor are riding lessons offered through the Park.

EVENT CENTER

The centerpiece of the Equestrian Park is the 85,000 square foot, state-of-the-art Event Center. This Event Center is among the largest in the Intermountain West, featuring a 45,000 square foot floor arena surface. The footing in the indoor arena is exceptional and can be prepared for various events, such as reining, barrel racing, cutting or hunter jumper shows. The Event Center is also available for other sporting or consumer events.

The Event Center can seat up to 3,000 spectators in retractable bleachers.

The Event Center offers a portable-flooring system for events such as concerts, trade shows and the Salt Lake County Fair. It also features a concession stand, plenty of restrooms and a large concourse suitable for receptions, vendors and trade shows. The building is climate controlled year-round.

LAUREL BROWN RACETRACK

The Laurel Brown Racetrack is the state's finest track and host of world-class Quarter Horse racing. The races feature many of the industry's top horses, trainers and jockeys. The three-quarter-mile track features grandstand seating for 2,000 attendees and a breakaway rail. Racing fans can also enjoy the uniquely Western sport of chariot racing when the snow flies and the temperature drops.

OUTDOOR ARENAS

The Park features five outdoor arenas ranging from simple warm-up arenas to a lighted, 5000-seat rodeo arena. Our newest feature is a 39,000 square foot covered arena measuring 130 feet by 275 feet.

POLO FIELD

This beautiful, 12-acre grassy field is open every day during Open Ride, except when an event is scheduled. The Park occasionally hosts polo matches on the grounds and it is often booked for other special events, such as equestrian shows and the Salt Lake County Fair. The field is also available to sports teams in tournament play. Check with the Event Manager for pricing and availability.



TRIANGLE FIELD

The triangle field has multiple uses, such as vendor displays, flea markets and receptions. Parking is located next to the field, making access easy for patrons.

CONFERENCE ROOM

The Event Center has a small conference room off of the Administrative offices – with a view of the arena – that is available for rent.

SHERIFF MOUNTED POSSE BUILDING (Track Office)

This facility is available to rent for meetings, parties or receptions.

HORSE STALLS

The park has 306 stalls available for show boarding, with easy access to the arenas. There is also ample room for temporary stalls on the property.

PARKING

The Equestrian Park has paved and unpaved parking lots around the facility. No overnight parking is allowed unless in conjunction with an event. Overnight camping in an RV or trailer is allowed with written permission. Fees apply. Space is not available for recreational house trailers, cars, trucks, boats and other vehicles. Unauthorized vehicles will be towed at owner's expense. The Equestrian Park assumes no liability.

Horse trailer parking is free when an attendee is participating in an event. Trailers must be parked in the location provided by the Event Manager for the event. The Equestrian Park reserves the right to move trailers at any time for any reason. Trailers inappropriately parked or unauthorized trailers will be towed at the owner's expense.

Event Planning Services

The following list includes descriptions of each department's services. To contact a specific department, please refer to the staff contact list on page 3.

CONCESSION STAND & CATERING

The Event Center concession stand is open during approved scheduled events. Food, beverages, snacks and beer are available. Speak with the Event Manager for more information about concessions.

OPERATIONS

The Operations Department ensures that heating, cooling, lighting, ventilation and other critical building systems work correctly for the comfort and safety of staff, attendees and exhibitors. Operations is also responsible for the upkeep of all of the buildings,



arenas, tracks and fields at the Park.

EVENT MANAGEMENT & SERVICES

After the *Use Lease Agreement* is signed, the Event Manager will be assigned to work on event planning, implementation of requirements and will be the primary point of contact throughout the event.

FINANCE

Facility rental charges are due in full prior to the event arrival. Please check your *Use License Agreement* for amounts and due dates. Invoices for deposits may be requested; otherwise the *Use License Agreement* is the invoice. If payments are made using a credit card (VISA, American Express or MasterCard only), a 3.5% convenience fee will be applied to the billing. Additional services (e.g. arenas worked during the show, watering arenas, heavy equipment operator) are an additional charge and should be discussed with the Event Manager. Shortly after the event, services will be invoiced and payment is due upon receipt of the final invoice.

HOUSEKEEPING

Restrooms, lobbies, corridors and other public spaces will be kept clean during all event hours. Please be sure to tell the Event Manager about special cleaning needs or schedules.

SALES

Following the designation of available space, the Sales Manager will enter a space reservation for the event. All space reservations are entered on either a tentative/pending option, or on a definite basis. Potential date and space availability will be discussed, as appropriate. An event will be regarded as confirmed following the execution of the *Use License Agreement*, and payment of the deposit. The parameters for issuing and executing *Use License Agreements* are dependent upon the type of event being considered.

Booking & Rental Policies

(This policy is currently being updated.)

General Rules & Regulations

ADVERTISING & PROMOTION

All advertising of shows and events is the responsibility of the promoter. All events will be listed on the Equestrian Park website.

AMERICANS WITH DISABILITIES ACT (ADA)

The Equestrian Park is in compliance with the requirements of the Americans with Disabilities Act (ADA).



ATMs

The Equestrian Park has the sole right to make available ATMs. Events may not contract with any vendors to provide these services.

BUSINESS LICENSES & PERMITS

The Show management, exhibitors, agents, and contractors are required to comply with, and acquire any and all applicable federal, state and/or municipal permits or licenses for doing business within the State of Utah and the City of South Jordan.

- Business Licenses or Permits – South Jordan City 801-254-3742
- Mass Gathering Permit – Salt Lake County Health Department 385-468-4100 (for events over 500 people)
- Temporary Utah State Sales Tax Number – State Tax Commission 801-297-6303 (sale of products)

CANCELLATION

Cancellation fees and terms are listed in the *Use License Agreement*.

CAPACITY

Attendance cannot exceed the established capacity of the authorized areas. Show management cannot admit a larger number of persons than can safely and freely move about a contracted space. Capacity decisions are made by Facility Management and/or the City's Fire Marshal, and are final.

CHARITABLE DONATIONS/DRIVES/COLLECTIONS

No collections or donations, whether for charity or otherwise, can be made without permission of the Equestrian Park Director.

CIVIL RIGHTS ACT

Show Management must comply with all aspects of the Civil Rights Act.

CONCESSIONS & CATERING

All food, beverages and concessions are contracted and controlled exclusively by the Equestrian Park. Arrangements for serving food and beverage must be made through the facility's concessionaire.

CONTRACTORS/UNIONS

All contractors are required to register with the facility before work can be performed on site. Electrical contractors are also required to have a current Utility Service Contract on file with the facility. Registration materials include a valid business license, insurance and other supporting documents, if necessary. Upon registration, the facility will provide all rules and regulations needed to work within the facility.

Utah is a Right to Work state, and the Equestrian Park does not maintain any agreements with union entities. Please be aware that several service contractors do have agreements with unions. Ask your service contractor about any union regulations that may apply to your event.



COPYRIGHTED MATERIAL

Show management must obtain all necessary licenses and pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other property subject to any trademark, patent or other proprietary right, which is used or incorporated in the event. Please refer to the *Use License Agreement*.

DAMAGES

A damage evaluation report will be prepared by the facility after the completion of the event. Contact your Event Manager to make arrangements for pre and post-inspection of the facilities. All damage, except for normal wear and tear, is the responsibility of the lessee. Please refer to the *Use License Agreement*.

DECORATIONS

Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers. All decorative materials must be flameproof in accordance with Fire Regulations. No helium balloons or adhesive backed decals or signs are permitted to be given out at the Equestrian Park and the use of glitter or confetti is not allowed.

DOGS

Dogs are allowed on the outdoor premises, but must be on a leash. Dogs are not permitted in the building except in conjunction with an authorized exhibit, display or performance; or, as aids to the disabled. Where an animal is used in an authorized exhibit, display or performance, the animal is to remain in a properly enclosed pen or cage when not performing. Animals must have proper licensing and certificates and follow health and safety guidelines as may be required by local authorities and facility management. Dogs are not allowed in arenas or round pens.

EQUIPMENT STORAGE

Crates, cardboard boxes, hazardous materials, waste products, gases and other packaging and holding materials are prohibited from being stored or staged within the facility. They may be kept in trailers with closed, unlocked doors. Please contact your Event Manager for details.

FIREARMS RESTRICTIONS POLICY

The Salt Lake County Equestrian Park is a public facility owned by Salt Lake County and managed by SMG. As a property of public accommodation, it must comply with all federal, state, county and city laws regarding the possession of firearms in public spaces. However, when space at the facility is licensed to private event organizers, restrictions on licensed space may be imposed by the organizer.

In those instances, the event organizer must publicize in advance the restrictions on the event's website, on admission tickets, at the door and at the box office at their expense. Any objection to the imposed restrictions must be directly addressed to the organizer of the event. The Salt Lake County Equestrian Park is neither responsible for the licensee's decision to restrict firearms at an event nor subsequent conflict resolution if a patron objects to the restriction.

FIRE PROTECTION SYSTEM

The Equestrian Park is fully protected by an automatic fire sprinkler system. In addition, fire extinguishers are located throughout



the facility. Exit doors, exit lights, fire alarm sending stations, fire extinguishers and strobe lights are prohibited from being concealed, obstructed or tampered with at any time.

FIRE SAFETY

All contractors and vendors are required to comply with facility safety policies. See *Fire Safety Rules & Regulations* on page 18. The NFPA 101 Life Safety Code and the International Fire & Building Code are the established standards for review of occupancies and events at the Salt Lake County Equestrian Park and Event Center.

FIRST AID

The Equestrian Park requires that all public events of 1,000 or more attendees have on-site an Emergency Medical Technician. EMT coverage during your move-in and move-out periods when your exhibitors are working on-site is recommended. Charges for these services and supplies utilized are billed with the final statement. Please contact the Event Manager to order these services.

FLOOR PLAN APPROVAL

The Event Manager will help with drawing a set-up plan for the event that will include arenas used, panel placement, number of stalls needed and other necessary items. Show management will then provide three copies of floor plans to the Event Manager eight weeks prior to the event for review and approval. After Facility Management review and approval, the Event Management Department will forward plans to the South Jordan City Fire Marshal for review and approval. All set-up plans should include:

- All points of entrance and egress should have a minimum of 20 feet clear space on all sides. Specific clearance is established for each major entrance and exit, and may be confirmed with the Event Manager.
- All aisles must be a minimum of 10 feet wide.
- A person should have to travel no more than 200 feet from any point in the building to the nearest exit.
- Dead-end aisles may be no longer than 50 feet.
- All fire hose connections, extinguisher cabinets and alarm call stations must be visible at all times.

FOOD SAMPLES

Exhibitors who process or distribute food in their normal course of business and would like to distribute food samples may be allowed, provided their food samples are no larger than bite-size, and the beverages are no larger than two (2) ounces. An exhibitor who does not manufacture, process or distribute food, must obtain approval from the Equestrian Park management before distributing samples.

FREIGHT – DELIVERED

Freight or materials, including overnight freight services, will not be accepted prior to your contracted move-in date. Any freight scheduled for delivery to the facility during the move-in periods must be to the attention of the show manager. The facility will not accept freight deliveries on behalf of the licensee, service contractors, decorators, exhibitors, etc. The facility will not accept C.O.D. shipments under any circumstances, nor will it accept responsibility for the costs associated with freight delivery/pick-up. The facility will not be liable for the security of freight left in the facility following the conclusion of the move-out dates, nor can we assume the liability for the shipping of such freight. Freight left in the facility will be disposed of at the licensee's expense.



HAZARDOUS MATERIALS

Use, display and storage of hazardous materials within the facility is restricted and subject to written approval by the Fire Marshal. Material Safety Data Sheet documentation must be supplied to the facility prior to product arrival. Transportation, storage, security, disposal and MSDS documentation is the sole responsibility of the material owner.

HORSE TRIPPING

Horse tripping is prohibited at the Equestrian Park, whether part of an event or single occurrence anywhere on the grounds. Horse tripping is defined as “the roping or lassoing of an equine, or otherwise tripping or causing an equine to fall by any means for the purpose of entertainment, sport or contest; or practice for entertainment, sport or contest.” This rule falls under Criminal Code: 76-0-301.

INSURANCE REQUIREMENTS

The Facility requires each show management organization or club to have insurance coverage in effect during the entire lease period, including move-in, event days and move-out.

All licensees and their subcontractors are required to provide a *Certificate of Insurance* to the facility. Copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, if requested, must be furnished 60 days prior to the first event date. General and excess liability coverage may be purchased through SMG. Contact the Event Manager for details on this option. See page 15 for detailed insurance requirements.

Show Management shall secure and maintain through the terms of the *Use License Agreement*, at their sole cost and expense, the following insurance:

- Workers' Compensation Insurance in full compliance with all laws covering the show management company's employees
- Employer's Liability Insurance, covering injury or death of any employee which may be outside the scope of Workers' Compensation Insurance
- Commercial Automotive insurance
- Commercial General Liability
- Fire Legal Liability Insurance

Commercial General Liability and Fire Legal Liability Insurance policies shall name as additional insured: SMG, Salt Lake County and their respective members, officers, directors and employees.

Certificates of Insurance and the endorsement shall be furnished at least 30 days before the first day of the event. Certified copies of the *Certificate of Insurance* or policies shall provide that such coverage may not be canceled within 30 days without advanced notice to the facility.

The General Manager or his/her designee reserves the right to cancel the event upon failure of show management to provide such verification of insurance within the specified period.



The facility offers as a courtesy and convenience to users the option of purchasing insurance through SMG. For more information please contact the Event Manager.

LIGHTING SERVICE FOR ARENA

Show lighting services begin one-half hour prior to each show day, and ends one-half hour after the scheduled closing. Work lighting services are provided throughout all move-in and move-out days.

LOST & FOUND

The Equestrian Park has the sole right to collect and have the custody of articles left in the premises by persons attending any event at the facility.

MOVE-IN & MOVE-OUT

When the event has concluded, show management must remove everything related to the event immediately. Any property left in the facility can either be removed and stored by the Equestrian Park at show management's expense or disposed of. Refer to the *Use License Agreement* for terms and conditions.

PARKING

The Equestrian Park has paved and unpaved parking lots around the facility. No overnight parking is allowed. Overnight camping in an RV or trailer is allowed in conjunction with an event. Fees apply. Recreational house trailers, cars, trucks, boats and other vehicles are prohibited. Unauthorized vehicles will be towed at owner's expense. The Equestrian Park assumes no liability.

PUBLIC TICKET SALES

Show management is responsible for all required licenses and pays all admission taxes required by any government regulation. Show management may be required to have tickets printed by a bonded printing firm and submit to the Event Manager a certified manifest of all tickets printed prior to placing tickets on sale. For each ticket sold, the Equestrian Park collects a \$2.50 fee. Show Management will provide 40 complimentary tickets to the Equestrian Park.

PYROTECHNICS

The use of pyrotechnics within any building on site is prohibited. Fireworks may be displayed in certain outside areas. The guidelines for such activities are described below:

- The pyrotechnics contractor shall hold a valid federal license issued by the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms for the use of "low explosives." A copy of this license shall be provided to Facility Management at least one month prior to show date.
- The pyrotechnics contractor shall apply for, and comply with, all permits and requirements of the South Jordan Fire Marshal, and shall provide a copy of approved permits to facility management.
- The pyrotechnics contractor must submit a *Pyrotechnic Approval* form to facility management at least one month prior to show date. Contact the Park office to obtain a *Pyrotechnic Approval* form.
- The pyrotechnics contractor shall prepare and submit to facility management four copies of a complete description of

the pyrotechnic activity, including:

- A plot showing the exact location, type and number of devices.
 - Protective materials and equipment for the activity.
 - Location and number of fire extinguishers for the activity.
 - Schedule of activities, number of certified pyrotechnic operators, and their locations.
 - Schedule for pre-show pyrotechnic tests to be conducted in the presence of a South Jordan City Fire Inspector.
- The pyrotechnics contractor shall provide a current *Certificate of Insurance* to facility management naming the Salt Lake County Equestrian Park and SMG and Salt Lake County, as additional insureds.
 - The pyrotechnics contractor shall provide certifications on all materials and products used in the pyrotechnic activity, indicating these materials contain no hazardous gases or materials which would cause injury or harm to patrons, show contractors or facility employees.
 - The use of pyrotechnics within the license is approved by the licensee show management, who is directly responsible to the facility for all activities as described in the *Use License Agreement*.
 - The pyrotechnics contractor shall contact the facility's Events Management Department one month in advance of the show to coordinate special requirements and personnel required for the activity. Any additional Equestrian Park personnel required shall be invoiced at the prevailing labor rates.

RECYCLING & SUSTAINABILITY

Please work with the Event Manager to develop a plan to recycle materials that may be left over from the event.

RESIDUAL MATTERS

All matters, rules and regulation or deviations there from, not expressly provided for herein, shall be decided by facility management. Rules and regulations are subject to change without notice.

SECURITY & PUBLIC SAFETY

Safety of all occupants of the facility is of primary concern. Any unsafe condition or activity should be immediately reported to facility management for corrective measures.

Lessee is responsible for security in all areas leased from the time of initial occupancy until completion of move-out. Such services, when required, will be at the expense of the Lessee. See Security section of *Policies and Procedures* for more information about security at the facility.

The Event Manager, along with show management, will evaluate each event according to the nature of the event, profile of the attendees, areas in use, and consideration for other events when determining staffing of security personnel and/or certified first aid personnel requirements, including exhibitor move-in and move-out periods. Lessee is responsible for all costs of security and certified first aid personnel during their lease term.

All Equestrian Park employees wear photo identification badges while servicing events. Show management may refuse access to employees without visible and proper identification. Properly identified facility employees on facility business can access any space at any time. Facility employees are not obligated to wear additional identification for right of access.



If it becomes appropriate in the judgment of facility management to evacuate the premises for reasons of public safety, then, after such evacuation, show management may continue to use the premises for sufficient time to complete presentation of the event without additional fees providing such time does not interfere with another show.

SIGNS & BANNERS

Small directional signs may be placed in the interior entrances subject to approval in advance by the Event Manager. Signage requests will be coordinated with other events utilizing the facilities. All sign material used should be flame retardant to the satisfaction of the City Fire Marshal. Signs and banners may not be taped or nailed to any surface of the Facility. Zip ties may be used to fasten show banners to rails. Fees may be assessed for any promotional advertising located within the facility premises. Exterior signage is not permitted on the city streets or right-of-way. The placement of signs or advertising in the city or county requires proper licenses and permits from the appropriate governing agencies. Please follow these regulations, as well:

Wall Signs: Wall signs are prohibited in all residential zones, B-3 business, and C-1 and C-4 commercial zoning districts

- **Handbills, Posters, Advertisements & Notices:** No sign, handbill, poster, advertisement or notice of any kind or sort can be fastened, placed, posted, painted or attached in any way or upon any curbstone, lamppost, telephone pole, electric light or power pole, hydrant, bridge, tree, rock, sidewalk or street, except signs owned and erected by a public agency or erected by permission of an authorized public agency, as required by law.
- **Moveable Sign:** Any sign not properly located in a fixed position on the property or within a building or car, such as an A-frame, trailer sign, or pedestal-type sign, is not allowed.
- **Temporary Signs:** Any sign, banner, pennant, valance, or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard, or other light materials, with or without light frames, intended to be displayed out-of-doors for a short period of time, is not allowed.

SMOKING POLICY

Smoking is not allowed in the Park except in parking lots at the racetrack, in front of the event center and on the south side of the event center. Utah State Law prohibits smoking in all public facilities; this includes the outdoor arenas and the racetrack. SMG's policy prohibits E-cigarettes, as well. In compliance with the Utah Clean Air Act, smokers must be at least 25 feet from all doors.

SPECIAL SERVICES & EQUIPMENT

- **Air Conditioning & Heating**

Air conditioning and/or heating is provided during show hours only. Air conditioning and/or heating are not provided on move-in or move-out days. Additional charges will be assessed for air conditioning and/or heating requested during non-show periods.

- **Audio Services**

The Event Center has a sound system for announcing or music. The Event Manager can assist in contacting an audio/visual services company for larger productions.

- **Event Personnel**



The Event Manager will determine the amount of staff necessary for the event and provide a rate sheet for the cost of hiring extra personnel. Lessee will be responsible for the costs incurred. All other persons employed by Lessee or affiliated with any event that takes place at the Equestrian Park will be the responsibility of the Lessee. All individuals working at the Equestrian Park must wear an identification badge provided by their respective employer or badges can be obtained from the Park office.

- **Rental of Equipment**

Equipment rental (such as tables and chairs) is available for an additional charge. See the Event Manager for equipment rates and labor charges. All set-up must be completed by Equestrian Park personnel.

- **Cleaning & Trash Removal**

The facility maintains all public spaces external to the exhibit area, including hallways, corridors, food service areas, and all restrooms, when used as “public spaces,” at no charge.

- **Box Office**

Box Office services for “day-of-event” sales are available at the facility. Contact the Event Manager for more information.

STATE SALES TAX

At any event where taxable sales and/or admission fees occur, state sales tax must be collected. It is the responsibility of the licensee to ensure that the event itself and any vendors at the event obtain a *Temporary Sales Tax License* and a *Special Return* from the Utah State Tax Commission. Events include, for example, sporting events, festivals, product shows, auctions, conventions, hobby shows or concerts. The *Temporary Sales Tax License* and *Special Return* are only valid for the event for which they are issued. Promoters are required to contact the Utah State Tax Commission to register their event as soon as it is under contract with the facility. **Contact the commission at 801-297-6306 or 1-800-662-4335 ext. 6303, or via email at Specialevent@utah.gov.**

VEHICLES (Operations & Staging)

Vehicles are permitted in the Event Center arena strictly for the purposes of loading and unloading freight. Unless the vehicle represents an integral part of a display, it must be moved. Display vehicles must conform to fire codes as they pertain to fuel tanks and battery connections. See *Fire Safety Rules and Regulations* on page 18. For the safety of everyone, motorized vehicles, including forklifts and trucks, must not exceed speeds of five miles per hour (5 mph) in all areas of the Event Center.

Wi-Fi

The facility is equipped with Wi-Fi and use of it is free to event attendees and exhibitors. It is password protected and has limited range within the Park. Please see the front desk for information.

Insurance COMMERCIAL GENERAL LIABILITY INSURANCE



REQUIREMENTS

Licensee shall secure and maintain Commercial General Liability Insurance through the term of the *Use License Agreement* with the Equestrian Park, including move-in and move-out days. *The Commercial General Liability Insurance shall have limits not less than one million dollars each occurrence combined single limit for bodily injury and property damage, including coverage for personal injury, contractual and operation of mobile equipment and products liability (if applicable).*

As stated in the *Use License Agreement*, Commercial General Liability and Automobile Liability insurance policies shall name as additional insured's:

- SMG
- Salt Lake County Equestrian Park
- Salt Lake County and their respective members, officers, directors, agents and employees

DEADLINE TO PROVIDE PROOF OF INSURANCE

Copies of additional insured endorsements, primary coverage endorsements and, if requested, complete copies of policies satisfactory to the operator shall be provided for the operator at least 30 days before the first day of the event. Certified copies of the *Certificate of Insurance*, or *Policies*, shall provide that they may not be canceled without 30 days' advance written notice to the operator. *SMG insurance will be purchased for your event automatically at a rate of \$0.65 - \$0.77 per person, per day, (depending upon the type and size of event) if proof of insurance has not been received within 14 days of the first date of facility occupancy.*

SHORT-TERM BOOKINGS

Any booking requested 14 days or fewer from the first date of move-in/occupancy will be required to provide a certificate of insurance or request SMG's optional insurance prior to being issued a *Use License Agreement*.

SMG INSURANCE POLICY

As a convenience and courtesy to Licensees of the Equestrian Park, SMG can arrange for you Commercial General Liability Insurance. *This must be requested at least 14 days before the event start/move-in date.* Commercial General Liability Insurance is available to provide protection against negligent acts for which the lessee may be held responsible, including property damage or bodily injury. This policy provides basic liability protection for the premises of the Salt Lake County Equestrian Park & Event Center and the operations being conducted while on the premises. The premium paid protects against any claims occurring during the event, including move-in and move-out days. This insurance is based on an Occurrence Basis, which means a claim can be submitted after the premises have been vacated and long after the event has been held. Standard Liability exclusions do apply. The policy provides the following insurance limits:

- \$1,000,000: Per Occurrence Limit. This is the limit that applies to all parties seeking recovery for a single occurrence at your event.
- \$1,000,000: Products/Completed Operations Limit.
- NIL: Policy Aggregate Limit.

The Commercial General Liability Insurance coverage offered by SMG is written by TIG. TIG holds a Best Guide Rating of an XI, reflecting a financially stable and strong insurer able to meet claim obligations. This offer alleviates the need to find separate



insurance policies.

Please note that as the tenant and user of the Equestrian Park, the lessee is the Named Insured on this policy. A *Certificate of Insurance* will be issued upon your request, and the cost for this coverage will appear on your final settlement statement. *The cost of this program is \$0.65 - \$0.77 per person, and is based upon the number in attendance per day, or a minimum charge of \$125.*

PLEASE EMAIL, FAX OR MAIL CERTIFICATE OF INSURANCE TO:

Salt Lake County Equestrian Park
 2100 W 11400 S
 South Jordan, UT 84095
 FAX: 385-468-1613
 Email: ep-front@saltlake-equestrian.com

Equipment List

Equipment	Quantity
Chairs	40
6' rectangular tables	5
8' rectangular tables	10
5' rounds	8
6' rounds	2
Stanchions	10
Pallet Jack	1
Large forklift	1
Gray temporary flooring	45,000 sq. ft.
Water truck	1



Tractor with black widow implement	2
John Deere 7800 with track conditioner	1
Front end loader	1
14' Grader	1

Facility Specifications

ARENA	BUILDING Square Footage	ARENA SURFACE	SQUARE FOOTAGE	BLEACHER SEATING
Indoor	85,000	150x300	45,000	3,000
Covered		130x300	39,000	1,000
Rodeo		160x300	48,000	5,000
#2		150x300	45,000	N/A
#4		150x260	41,600	N/A
#5		160x360	57,600	250
Polo Field			12 acres	
Track		¼ mile		

Recommended Security Guidelines

Note: A Security Supervisor must be present on-site for every four Security personnel scheduled. Show Management is responsible to make available and review event security schedules with the facility at least 30 days prior to the first event move-in day.

Fire Safety Rules and Regulations

The *NFPA 101 Life Safety Code* and the *International Fire and Building Code* are the established standards for review of occupancies and events at the Equestrian Park. The information contained in this outline is a summary of relevant provisions contained in these Codes, as well as standard operation procedures established in cooperation with the City Fire Marshal.

1. All curtains, drapes and decoration must be constructed of flameproof material, or be treated with an approved flame proofing solution. Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.
2. No combustible materials, merchandise or signs shall be attached to, hung from or draped over side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flame-proofed.
3. All exits, hallways and aisles are to be kept clear and unobstructed at all times.

4. Storage of any kind behind the drapes or display walls or inside display areas is prohibited. All cartons, crates, containers and packing materials that are necessary for repacking shall be removed from the show floor. Consideration will be given for the storage of crates outside of the facility. Contact the Event Manager for available areas.
5. No exit door shall be locked, bolted or otherwise fastened or obstructed any time the facility is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the facility shall have no more than ¼ tank or five gallons of fuel in the tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and at least one battery cable disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicle from the building in the event of an emergency.
7. The use of liquefied petroleum gases (LPG) and/or propane and compressed natural gas (CNG) inside the building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz. non-refillable cylinder.
8. All trash and refuse shall be removed daily from the facility.
9. All electrical wiring shall be installed in a manner approved by Facility Management.
10. All standpipes shall be kept clear and unobstructed at all times.
11. All appliances fired by natural gas shall be approved by the Facility Engineering Manager and Fire Marshal, and be installed in accordance with NFPA 54 National Fuel Gas Code before being used.
12. The Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
13. The Facility Management and City Fire Marshal shall check egress of the facility before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until the necessary corrective action has been completed.
 - Schedule for pre-show pyrotechnic test to be conducted in the presence of a City Fire Inspector.
 - Pyrotechnic contractor shall provide a certificate of insurance to Equestrian Park management naming SMG and Salt Lake County as additional insured's.
 - In addition to the above requirements, the contractor must be licensed by the State of Utah.
14. There shall be no obstruction blocking exit doors from the outside of the facility, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
15. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs or fire strobes.
16. No vehicles shall be parked in fire lanes outside the facility.
17. No flammable liquid or material shall be used or admitted inside of the facility except by approval of Facility Management and Fire Marshal. Prohibited materials include, but are not limited to, kerosene, motor fuel, explosives, cryogenic gases, etc.
18. Artificial lighting, such as lanterns and candles, etc., requires approval of the Facility Management and Fire Marshal.
19. The use of all gas-fired heating units, either portable or stationary, needs to be approved by Facility Management and Fire Marshal.
20. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, and installed in accordance with the provisions of the City Building and Fire Codes. Tabletop or portable deep fat fryers that do not exceed oil capacity of 32 pounds may be used with the necessary ventilating hood and fire

suppression protection, provided there are two 10 pound K-class extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.

21. Portable fryers must be placed at the rear of the booth or maintain a separation from the public by five feet to prevent splashing burns.
22. Tables where a portable fryer is used must be made of non-combustible material or covered with a non-combustible material. This requirement includes up to 18 around the portable fryer. Walls, drapery or décor closer than five feet from the fryer must be protected with a non-combustible material.
23. Facility Management and the Fire Marshal should approve booth floor plans prior to Licensee selling booth space. Submit plans to the Event Management Department no later than eight (8) weeks before set-up date.
24. Double Deck and Covered Exhibit plans must be submitted to Event Management for Fire Marshal and Facility Management approval no later than 8 weeks before set-up date.
25. There shall not be any ticket booths, tables, or any other display set up in the lobby without the prior approval of Facility Management and Fire Marshal.
26. All aisles shall be maintained at a minimum of 10 foot clearance unless otherwise approved in advance by Facility Management and the Fire Marshal.
27. All covered structures in excess of one hundred square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
28. All floor plans submitted shall be representative of the halls, rooms, lobby and hallways and/or areas in which the events are held, including location of manual pull stations, fire hose standpipe closet, exits, aisles and doors in air wall, etc.
29. Any contractor that intends to use pyrotechnics at the Equestrian Park shall hold a valid federal license issued by the US Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms, for the use of "low explosives." A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the Show management who shall remain directly responsible to the facility for all activities as described in the *Use License Agreement*. A complete description of the pyrotechnic activity shall be prepared and submitted to the Facility 30 days in advance of the event and include the following information:
 - Permit from City Fire Department
 - Plots showing exact location, type and number of devices
 - Protective materials and equipment for activity
 - Location and number of fire extinguishers for activity
 - Schedule of activities, number of certified pyrotechnic Facility Management and their locations

Should there be any questions regarding plans and/or code requirements, contact Facility Management at 385-468-1600.