

## ATTACHMENT A

### LIBRARY OF CONGRESS EVENT VENDOR REQUIREMENTS

#### INSURANCE

At least one month prior to the Event, vendors shall provide the Library Events Office with a Certificate of Insurance for the following minimum amounts.

1. Commercial General Liability – \$1,000,000 per occurrence, and including coverage for products liability and contractual liability.
2. Liquor Liability coverage – \$1,000,000.
3. Automobile Liability coverage – \$1,000,000 per accident for bodily injury and property damage.
4. Workers Compensation – statutory limits.

#### DELIVERIES

**Freight Screening Process for All Deliveries to the Library of Congress** – All trucks, cars and vans with deliveries to the Library of Congress Capitol Hill campus will be required to complete the United States Capitol Police (USCP) offsite screening process. At least three working days prior to the delivery date, truck and driver information must be submitted to the Library Events Office and the USCP. Inspection procedures to include station hours and locations will be provided by Library Events Office staff.

**Hours** – Library Events Office will establish hours of delivery and pickup based on the nature of each event.

**Supervision** – The Sponsor or its agent is required to provide supervision during all load-in and load-out activities, including that of all vendors, suppliers and agents of the Sponsor. No deliveries will be allowed without Sponsor oversight. Library Events Office staff will also oversee load-in, set-up and load-out. Sponsor or vendors shall call to the attention of Special Events staff any damage to the buildings – especially floors and walls in the historic Thomas Jefferson Building – and staff will document the damage. Event sponsors are liable for all damages to the facility as stated in the License Agreement.

**Freight Access** –

*Jefferson Building* loading dock accessed via 2nd Street, SE

*Madison Building* loading dock accessed via "C" Street, SE

Alternative loading areas may be designated by the Library Events Office as necessary.

The Sponsor shall provide the Library Events Office with a list of all vendors, supplier and agent vehicles making deliveries and pick-ups for the event (i.e., caterers, subcontractors, florists, beverage suppliers, etc.). This list must include approximate times of delivery and pick-up and be submitted to the Library Events Office at least one week prior to the event in order to facilitate the offsite inspection process and access to the buildings.

**Receiving** – The Sponsor or its vendors, suppliers and other agents must be available to receive and sign for all deliveries. The Library of Congress will not receive or accept deliveries. Vendors must provide staff during the entire delivery/pickup period. Extreme caution must be exercised when bringing supplies or materials into the Library. Specifically, no tables, boxes or other objects are to touch walls, exhibit cases or pieces of furniture. No tables may be rolled on non-carpeted floors. Floor protection must be used in all storage areas. Carpet, felt or Masonite must be used. Plastic and tarps are not considered floor protection.

**Elevators** –

*Jefferson Building* – As designated by the Library Events Office, a Library elevator operator will control the service elevator. Vendors must follow instructions given by the elevator operator.

*Madison Building* – Freight elevator from loading dock must be used.

**Equipment** – Vendors must provide all hand trucks and flatbeds needed for transporting food and equipment. Carts and rolling cases used in the Library of Congress must be fitted with rubber wheels to eliminate floor damage. The

Sponsor must provide all furniture and equipment needed to service an event. Round tables MAY NOT be rolled unless the floor is carpeted. All event equipment, such as tables, chairs, and other décor items, must have rubber, felt or plastic covered feet or bottoms when in direct contact with the marble floors. No table longer than 6' may be used in the Jefferson Building without special permission from the Library Events Office. The Library Events Office must approve all equipment to be used at an event, including, but not limited to, specialty bars, chair styles, candles & décor, carpets, and drapes.

**Parking** – Vehicles must be removed from the premises after unloading. Parking is not available on site.

### **Storage** –

*Jefferson Building* – Limited storage is available in areas designated by the Library Events Office and must be screened from view. Floor protection must be used in all storage areas. Carpet, felt or Masonite must be used; plastic and tarps are not considered floor protection.

*Madison Building* – There is no storage space available.

### **SET-UP**

**Bars** – Set up of bars in the Great Hall may not begin before 5:00pm or when the building closes to the public, whichever is later. No glasses, ice, alcohol or any other type of beverage may be visible prior to 5:00pm or when the building closes to the public, whichever is later. Protective mats or plastic must be placed under and around the bar to protect the floor.

**Electricity/Stoves** – Special electrical requirements must be submitted to the Library Events Office two weeks prior to a scheduled event. Only electric stoves whose wiring is grounded (no propane or bottled gas) may be used for cooking. Sterno is permitted for warming. Only three Sterno per Cresscore is permitted in the Jefferson Building outside of the cellar kitchen.

**Timing** – Delivery and set-up times must be arranged through the Library Events Office and will be based on the number of guests, Library hours of operation, and complexity of event.

**Kitchen covering** – The floors of areas used for kitchens and staging must be completely covered with carpet, felt or Masonite sheet for floor protection. Plastic or tarps may be placed on top for spill protection only. The floor under and behind all bars must be covered in plastic. All tables, food carriers, and other equipment must be placed at least six inches from walls. No cooking may take place outside of catering kitchens; warming or holding with Sterno is allowed with

the caveat that no more than 3 Sterno per Cresscore are permitted outside the cellar kitchen of the Jefferson Building.

**Flames** – Votive candles and Sterno may be used during events. Unprotected taper candles and open flames (such as with flambé) are not permitted.

**Trash** – All trash must be enclosed in plastic bags and removed from the Library premises. When using and emptying Library trash cans, the trash liners must be replaced by the caterer at the conclusion of the event. The Library is not responsible for removal of trash generated by the event.

**Library Property** - No materials, objects, or equipment belonging to the Library may be used unless authorized by the Library Events Office. Any such authorized items must be returned to their original location.

**Designated Areas** – Vendors and subcontractors are allowed only in designated areas.

**Equipment/Material Removal** – Caterers must remove everything they have brought into the buildings. All materials and equipment must be removed on the day of the event.

**Securing Cords** – All power, audio, visual, or other cords must be secured to prevent tripping hazards. Securing of cords may be by mats, gaff tape, or other methods approved by the Library Events Office.

**Tape** – ONLY gaff tape of the appropriate color may be used. No other tapes may be used unless approved by the Library Events Office.

## **FOOD AND BEVERAGE**

**Menus** – Most food and beverage are permissible in the Library of Congress. A menu must be submitted in advance to the Library Events Office.

**Red Wine** – Red wine is allowed for sit down dinners only. Service of red wine at receptions or any standup event is PROHIBITED.

**Service** – The Caterer must provide a minimum of 1 service person per 25 guests for receptions or other stand-up events.

**Bartenders** – Only professional bartenders may tend bar at the Library of Congress.

**Cash Bars** – Cash bars are not permitted.

**No Smoking Policy** – Smoking is **NOT** permitted inside the Library of Congress.

**Food Donation** – The Library of Congress encourages caterers to participate in food donation programs.

## **KITCHEN PROCEDURES**

All cooking for events in the Jefferson Building must take place in the cellar kitchen or other areas designated by the Library Events Office.

Caterers must leave the kitchen clean and organized.

Food and debris must be removed from all sinks and sinks must be wiped dry.

All counters must be wiped clean.

Refrigerators and freezers must be wiped clean and left empty. No food or ice may be left without the permission of the Library Events Office.

Floors must be swept and mopped. Brooms and mops are provided.

Caterers must remove all trash from the event in closed plastic garbage bags.

## **VIDEOTAPING/PHOTOGRAPHY**

On-site videotaping and photography may be used for archival and non-commercial corporate and institutional purposes only. Except as otherwise provided herein, the Library of Congress does not authorize the use of its name or images to promote or advertise products or services of Sponsors, vendors or other parties.

Permission for on-site videotaping and photography must be obtained prior to the event from the Library Events Office.

## **AUDIOVISUAL**

Arrangements for audiovisual support must be coordinated through the Library Events Office.

Equipment provided by vendors must be delivered, stored and removed under the guidance and time frame of the Library Events Office.

## **DECOR**

Events requiring banners, large displays, backdrops, tents, or professional decorator services must be coordinated with the Library Events Office at least two weeks before the event. No items may be adhered to the building in any way.

## **ENTERTAINMENT**

All forms of entertainment must be approved by the Library of Congress.

## **LIGHTING**

Uplighting must be battery powered and wireless. Pinspotting and other spot/floodlights that are elevated on stands may have cords that must be properly secured. Cords and cabling must be kept to an absolute minimum especially across walkways.