

Over the past several months, we have been reviewing our safety programs and policies here at the Knoxville Convention Center (KCC) in regard to patron and vendor safety concerns and OSHA standards. We are implementing the following policy changes, effective immediately, in regard to outside vendors and clients providing rigging (to include any work that requires a scissor lift) and/or operating a forklift. Before any work is performed, the following documentation must to be submitted to the Knoxville Convention Center:

1. Insurance
 - a. Contractors must submit a copy of their current Certification of Insurance with the correct subrogation clause to the Event Manager prior to entering the building.
 - b. CERTIFICATES MUST STATE: "The City of Knoxville, SMG, their officers, agents and employees are included as additional insured. It is further agreed that this insurance is primary to all other similar coverage carried by the City of Knoxville, and/or SMG, and the Lessee and their insurance shall have no right of recovery or subrogation against the operator."
 - c. Contractor must carry at least \$1,000,000 liability, workman's compensation as required by Tennessee law, and \$1,000,000 auto
2. Forklifts
 - a. A copy of your company's forklift policy
 - b. Names of all employees who are certified to operate a forklift
 - c. Dates that employees (listed in b) completed forklift training
3. Rigging
 - a. All rigging plots are to be submitted to KCC Event Services no later than one week before work is to be performed. Failure to comply with deadline will result in a \$100 fee to review any plots submitted late.
 - b. Any plots that do not comply with the specifications published in the KCC event guide will need a structural engineer's stamp. There will be an additional fee for this service.
 - c. All plots must indicate each rigging point, weight associated with each point, and weight of each piece of equipment hanging on a truss.
 - d. A copy of your company's rigging and aerial lift (scissor lift) safety policy
 - e. Names of all employees who are certified to operate aerial lifts and do rigging
 - f. Dates that employees (listed in e) completed training for rigging and operating aerial lifts

If you or your company cannot provide the required documentation, our event managers can refer you to a KCC preferred vendor that can provide you with the necessary labor and/or equipment.

If you have any questions feel free to call or e-mail Jason Bourgoyne, Director of Event Services and Operations, at 865-251-6007 or jbougoyne@kccsmg.com.

Sincerely,

Jason Bourgoyne
Director of Event Services and Operations