

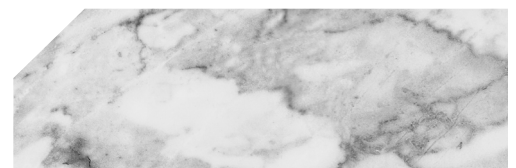
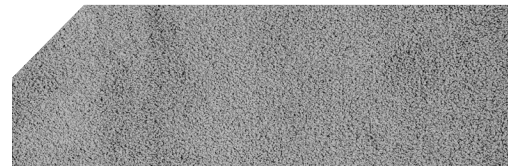


EVENT CONTRACTOR REQUIREMENTS

At the Global Hub, we have certain requirements for outside contractors hired to work at Kellogg events. These requirements are set in place so that we can all operate under a consistent understanding of the building, university event policy and overall Kellogg mission.

CARPET, GRANITE & WOOD PROTECTION GUIDELINES

- Contractor equipment delivered to event areas must be transported on standard soft wheeled furniture dollies or manual carts or by pallet jacks. Masonite "roadways" are required in areas where Center pallet jacks are driven.
- Wooden skids and crates may not be placed directly on the Global Hub's carpet, wood, granite or tile surfaces. Appropriate protection, such as visqueen (on carpet) or carpet scraps (on granite or wood) must be placed under wooden skids. Skids and crates must be removed from public space as soon as possible. All flooring protection will be provided by the Event Contractor.
- Carpet must be placed under any structures placed on granite, wood or tile such as counters, meter boards, portable concession stands, etc.
- No items are permitted to contact or lean against any facility wall or window surface.
- Items placed near the retractable theater seating wood wall in White Auditorium must be set at least 6" from the wall.
- Equipment must be transported through service corridors and on freight elevators. No equipment may be pushed through public areas. Exceptions may be made for certain areas with prior approval.
- Only approved adhesives may be used (i.e. blue painters tape).



FOR FURTHER QUESTIONS

Please reach out via email at facilities-kgh@kellogg.northwestern.edu or call our office at (847) 491-8300.