



**PLEASE READ ALL OF THE FOLLOWING IN GREAT DETAIL AS YOU START PLANNING YOUR EVENT. FEEL FREE TO CONTACT OUR EVENT TEAM WITH ANY OTHER QUESTIONS OR CONCERNS AT 212.971.5353**

FiDi Banking Hall grants their exclusive vendors the privilege to provide event planning and production services throughout the space which includes audio visual, lighting, staging, custom fabrication, décor, floral, entertainment, all rentals, musical entertainment, printing, tenting, and extra entertainment.

FiDi Banking Hall is a landmark building, RESTRICTIONS APPLY:

Nothing can be placed on the walls, columns, revolving door etc. without prior consent from FiDi Banking Hall. All Visitors must check in with security desk and event team.

#### **DELIVERIES:**

- All deliveries must go through our service entrance that is located on Pine Street.
- If it's a messenger (less than 100lbs) it can come through the main entrance doors located on Pine Street.
- Please send an excel spreadsheet of package details (how many packages, what we are expecting etc) to [info@fidibankinghall.com](mailto:info@fidibankinghall.com)
- Any deliveries prior to event date must be approved by FiDi Banking Hall in advance.
- All deliveries sent to FiDi Banking Hall must be picked up and removed off the premises by noon the next day.

#### **LOAD IN/LOAD OUT:**

- Load in/load out times must be scheduled one (1) week in advance with Venue Management team. Additional and load-in changes may result in result additional fees.
- All Load In/Out must go through the service entrance located on Pine Street.

#### **STORAGE:**

- Venue has very limited space for storage. Additional storage may be provided at an

additional cost. Please contact your event team if you are in need of additional storage.

#### **TRASH:**

- Outside client vendors are responsible for removal of any trash and debris left over from event.
- Client will be billed for removal of any leftover trash, set pieces, artwork, décor elements or garbage incurred by FiDi Banking Hall unless prior arrangements with FiDi Banking Hall are agreed upon.

#### **PYRO:**

- Not permitted in the space at any times.

#### **OPEN-FLAME:**

- Not permitted in the space at any times. Please note that sterno fuel is not permitted at anytime with the venue.

#### **EGRESS:**

- All egress and emergency exits must remain clear at all times pursuant to NYFD regulations.

#### **SOFT GOODS/DRAPE:**

- All drape and soft goods must have fire retardant certificates.
- Anything placed on the marble floors must have a pad or fabric protecting the marble.

#### **CABLES:**

- All cables must be taped down and matted. Client vendors are responsible for their own tape and mats. FiDi Banking Hall have final say on where cables can and cannot be run.

#### **POWER:**

- All power requirements must be approved two (2) weeks prior to event date.
- FiDi Banking Hall exclusive vendors handles all power requirements in FiDi Banking Hall and all power associated with production requirements.
- Additional power drops can be added at an additional cost.
- Vendors are not permitted to plug into any outlets without approval from FiDi Banking Hall. Outlets are provided upon request, at additional cost.

#### **WIFI:**

- A shared network is available throughout the space. A private network can be set up for you at an additional cost.

### **STREET PERMITS:**

- FiDi Banking Hall's exclusive event team will handle all street permits if necessary at an additional cost. FiDi Banking Hall's exclusive vendors will handle outside lighting, step and repeats, stanchions, tenting or any other elements that will be needed outside the entrance to FiDi Banking Hall.

### **SOUND / AUDIO:**

- All audio/sound must be handled by FiDi Banking Hall's exclusive vendors.
- FiDi Banking Hall has final say on audio levels.
- Clients are not permitted to bring in any outside equipment.
- All labor must be handled through FiDi Banking Hall.
- Client can bring a technical director to organize and call the show.
- Client can bring A1 to supervise but FiDi Banking Hall A1 is required.

### **VIDEO:**

- All video production must be handled by FiDi Banking Hall's exclusive vendors.
- Clients are not permitted to bring in any outside equipment.
- Client agrees to deliver any media content, videos or power point presentation in ready-to-play condition. (Any changes by our staff require an additional charge & prior notice)
- Client must provide 48 Wall St with a moving image file in .MOV (H.264), PowerPoint or Keynote (16:9 or 4:3 aspect ratio) one (1) week prior to the event.
- Please note that all of the built-in screens have a 4:3 aspect ratio. These screens are 62"x100".
- FiDi Banking Hall will not release any recorded video media content after an event if full payment has not been received.
- Origination fees may apply.
- All video labor must be handled through FiDi Banking Hall's exclusive vendors.
- Client can bring in a technical director.

### **LIGHTING:**

- All lighting must be handled by FiDi Banking Hall's exclusive vendors.
- Vendors are not permitted to bring in any outside lighting equipment into the space.
- Client needs to provide any specific lighting needs or colors at least (2) weeks prior to event. If nothing is provided, FiDi Banking Hall cannot guarantee that specific colors will be

available.

- All lighting labor handled through FiDi Banking Hall's exclusive vendors.

### **DÉCOR/FLORAL:**

- FiDi Banking Hall's exclusive vendors handle all aspects of décor and floral. These vendors can either work with your event designer directly or our event design team will work to meet your vision, design and theme.
- No outside décor or floral is allowed in the venue.

### **RENTALS:**

- FiDi Banking Hall's exclusive vendors handles all rental tables, chairs, linens, lounge, kitchen items and props within the venue.

### **RUN OF SHOW / TIMELINE:**

- Must be submitted to FiDi Banking Hall production team at least three (3) weeks prior to event.

### **STAGING:**

- FiDi Banking Hall's exclusive vendors must handle all fabrication or staging throughout the space. FiDi Banking Hall needs at least three (3) weeks' notice for all staging and fabrication requests.
- All stagehands/labor must be handled through FiDi Banking Hall.
- FiDi Banking Hall's exclusive vendors will work directly with your event designer to capture the look and feel of your event.

### **RIGGING:**

- All rigging must be handled by FiDi Banking Hall's exclusive vendors. No Exceptions.
- All rigging must be approved by venue management at least (3) weeks in advance.
- All weights and loads must be submitted three (3) weeks in advance.
- Due to weight restrictions, all weights must be approved in writing by venue's structural engineer. NO EXCEPTIONS.

### **PERFORMANCE:**

- All performances are subject to approval and require Liability Release and insurance certificate.

### **PRINTING AND GRAPHICS:**

- All printing and graphics must be handled by FiDi Banking Hall's exclusive vendors. These vendors will work with your branding/graphics team directly.
- All graphics must be sent in EPS format at least two (2) weeks prior to event. Anytime after that will incur additional rush charges.

## **CATERING:**

### In-House Caterer:

- Client must finalize menu selection two (2) weeks prior to event.
- All kitchen equipment rentals are through FiDi Banking Hall's exclusive vendors and are subject to additional costs.
- FiDi Banking Hall will handle liquor licenses and COI's.
- Only electric kitchen equipment is allowed at FiDi Banking Hall.
- FiDi Banking Hall enforces a no-open flame, gas or propane policy.

### Outside Caterers:

- Outside caterer must provide FiDi Banking Hall's exclusive vendors with their COI, any liquor permits needed and kitchen equipment requests at least two (2) weeks prior to event.
- Please note, all kitchen equipment and all rentals are handled through FiDi Banking Hall's exclusive vendors therefore, are subject to additional costs.
- Only electric kitchen equipment is allowed at FiDi Banking Hall.
- We enforce a no-open flame, gas or propane policy.
- Caterer must submit a floor plan two (2) weeks prior to event

## **COI:**

- All client's, vendors and outside catering staff that enter FiDi Banking Hall need to provide FiDi Banking Hall's exclusive vendors with a COI at least three (3) weeks prior to event. Please email information to [info@fidibankinghall.com](mailto:info@fidibankinghall.com)

**GETTING THERE:** FiDi Banking Hall is conveniently located by the 2,3 Subway. If you choose to drive, there are several parking garages around FiDi Banking Hall.

Signatures:

FiDi Banking Hall: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Client: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_