United States Institute of Peace
Conferences, Meetings and Events

Conferences, Meetings and Events
2301 Constitution Avenue NW
Washington, DC 20037
202-429-7870
www.usip.org

Peacemaker Plaza

WELCOME TO THE UNITED STATES INSTITUTE OF PEACE

Experience panoramic views of the National Mall and beyond at Washington's newest venue, the United States Institute of Peace.

Our five-story headquarters is a unique venue for receptions of up to 700 or seated dinners for 300. Other spaces include a 230-seat auditorium, conference rooms for up to 100, and a roof terrace with panoramic views for receptions of up to 200 or seated dinners for 125 guests.

Convenient amenities include in-house catering, state-of-the-art technologies, ground floor load-in, and valet parking for evening event requests.

Special Events at the United States Institute of Peace

With floor-to-ceiling windows and an iconic domed roof, the United States Institute of Peace offers an unparalleled setting for your next Corporate, Non-Profit or Government event.

EVENT CRITERIA

The United States Institute of Peace (USIP) is not available to host events of a primarily political or fundraising nature. All social events except for weddings are not permitted.

Events may not:

- Charge admission fees/make collections/seek contributions
- Give door prizes, or host auctions/raffles
- Be sponsored by organizations practicing discrimination
- Advertise or promote a product or service

EVENT TIME FRAMES

The United States Institute of Peace asks that private events should not interfere with daily internal activities. Standard event hours are Monday-Friday from 8am to 5pm, and 6pm-12am for special events in our public spaces. Weekend events are considered by request. The United States Institute of Peace is closed on Federal Holidays.

RESERVATION PROCEDURE

Proposed events are scheduled through the Office of Conferences, Meetings, and Events (CME). Please email eventinquiries@usip.org to reserve a date. USIP will reserve space for you conditionally, pending receipt and review of your event proposal.

Please email eventinquiries@usip.org with the following:

- Event Title
- Sponsoring Organization
- Event Date/Time
- Number of Guests
- Contact Name/Phone/Email

EVENT PROPOSAL

Once your request is submitted, CME will respond within 24 hours, or the next business day. Daytime events (earlier than 6pm) are reviewed and must be approved by the Executive Office.

EVENT APPROVAL PROCEDURE

Please submit an event request letter including a description of the event, the agenda, audience, funding, and entertainment, along with your organization's tax certificate (if 501c3 non-profit status). Your proposal must be received by the CME Office within four weeks of your original request for space. The request will be evaluated on the basis of the event's relation to the Institute's mission, programs, and/or availability of space and time of year.

SITE VISITS

All site visits for third-party rental use are scheduled and managed by the CME Office and are conducted by appointment only.

Carlucci Auditorium

CANCELLATIONS

Should an event be cancelled, the Event Sponsor will receive a refund based on the cancellation date according to the following:

Over 30 days in advance:

75% of the administrative fee refunded (less any direct costs incurred)

30 days or less:

Only direct costs refunded (less any costs incurred)

A space reservation may be canceled at the discretion of the Executive Vice President of USIP if a subsequent request for the same date is received from the White House, Heads of State, or Congressional Leadership.

In these extremely rare cases, all payments will be refunded in full or a mutually acceptable alternative space and/or date will be arranged.

West Boardroom

USIP CO-SPONSORSHIP REQUESTS

Federal agencies with a direct relationship to the USIP (e.g. DOS, DOD) may make a request to co-sponsor events at the Institute. Such events will be approved on a case-by-case basis. A written request must be submitted from the Director or Head of the Agency, and approval requires that the Director/Head of Agency or his/her designee personally attend the event as official co-host.

USIP staff participation is required for all co-sponsored events. The President of USIP, or his designee, acts as co-host at the special event. The Administrative Fee is determined on a case-by-case basis. Overtime fees will apply for all co-sponsored events beyond normal business hours. These events require the approval of the Executive Vice President.

FINANCIAL PROCEDURE

Once approved, CME will provide the Approval Letter, Event Budget and a Special Event Agreement that identifies the terms and conditions for holding events at USIP. The budget will include both the administrative fee for the approved space and estimated building and facilities costs. You must return the signed agreement together with the administrative fee to CME by the date specified in the letter.

As a sponsor, you are responsible for all costs associated with the event. Your payment to the Institute may be submitted by credit card, check or via electronic funds (EFT). Any refund following the event will be executed via electronic funds transfer (EFT). Please note, if USIP does not receive your payment by the dates identified in your agreement, we will be forced to cancel your event.

APPROVED VENDOR LIST

Sponsors must work with approved caterers and vendors for service. All USIP approved vendors have a certificate of insurance on file at USIP and comply with the established Institute's list of Vendor Guidelines in order to provide services in USIP spaces.

EVENT WALKTHROUGHS

The CME Office will arrange an on-site event walkthrough with the event sponsor and any caterer to discuss plans, policies, procedures and any equipment or materials necessary for an event. A final walkthrough is required no later than 2 weeks prior to the event with all external vendors to recap the attributes of the event.

The event sponsor is responsible for inviting all external vendors to the meeting. The event sponsor's event timeline, vendor list, USIP Vendor Guidelines, and USIP Facility Management process (i.e., loading dock, security, cleaning, parking, etc.) will be reviewed during this meeting. 72 hours prior to the event, the sponsor must submit a copy of the CME Vehicle / Freight Access Form and include a complete list of event staff for event day building access. All event walkthroughs are scheduled by the CME Office during weekday business hours and by appointment only.

Reception on Leland Atrium

USIP PARTICIPATION

The President or his representative may have the option to deliver welcoming remarks during the event by official request only. The Sponsor will contract all sound support, platform, and podium if deemed necessary by the United States Institute of Peace.

The President and/or appropriate USIP officials may request up to six invitations for the Event reception and the Sponsor will provide requested invitations in a timely manner. The exact number will be determined by mutual consent with the sponsor on a case-by-case basis. Names and titles of these individuals will be provided to the event sponsor or organization, if requested. Whenever a Head of State, Diplomatic Official or Member of Congress attends an event at which there is assigned seating, the President or his designee will be seated at the head table or in the same block of seats.

RIGHT OF REVIEW

The President reserves the right to review and approve the Sponsor guest list; invitation or other printed matter relating to the Event; caterers and other vendors; and facilities management. The Sponsor will submit printed materials in draft to the Office of Conference, Meetings and Events for review and approval prior to printing. Use of the USIP name, seal or logo without the USIP prior approval is prohibited.

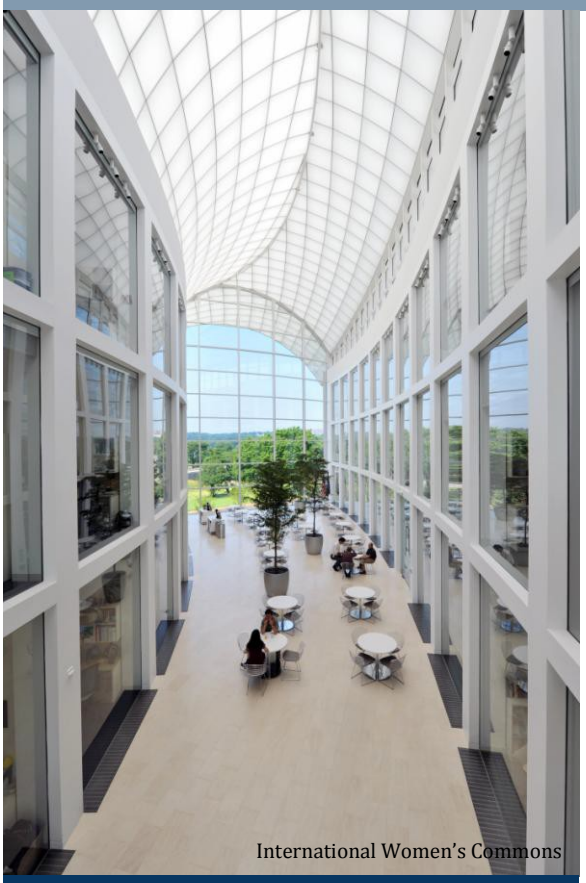
If official government or diplomatic dignitaries are attending the event, the USIP reserves the right to determine the appropriate protocol for greeting and handling of these guests at the Institute. **The CME office must be notified as soon as possible if dignitaries, including Members of Congress or Cabinet level officials, are expected to attend the event.**

STATE FUNCTIONS and CONGRESSIONAL EVENTS

The Great Hall, J. Robinson West and adjacent spaces in the USIP Building are available to Heads of State and Members of Congress for events which the Member and/or Official hosts and which relate to the responsibilities and to the business of Congress or Diplomatic Official. The Official and/or Member must preside.

SPEAKING PROGRAM

Should guest speakers be included as a part of the event, the speaking program and/or topic must be nonpartisan in nature. Each speaker's name and topic must be submitted in writing to the USIP events office prior to the event. The USIP host will make welcoming remarks and introduce the co-host.


International Women's Commons

INVITATIONS/PROGRAMS

The United States Institute of Peace reserves the right to review and approve all materials prior to printing. The style and text of the invitation, program, and handouts must be submitted to CME for approval in writing prior to final preparations for printing (i.e. the blue-line stage). If event is a co-hosted event, all invitations are issued with the USIP name and logo, or the name and title of the President and/or appropriate USIP official. The event sponsor/organization is also represented by the title of the highest ranking representative.

USIP INVITATIONS FOR LEADERSHIP

The President and/or an appropriate USIP official may request up to six invitations for the Event to be provided in a timely manner.

LOGOS and TRADEMARKS

Any use of the trademark or logo of an event sponsor/organization in connection with the event must be approved in advance in writing by USIP. Requests for all approvals of this nature are to be facilitated through USIP's CME office, and are subject to USIP's policies. The trademark or logo of an event sponsor/organization may not be placed on the invitation to the event, except in certain specific cases. If it is used, the USIP logo must also be incorporated, and the invitation must be cleared in advance.

USE OF NAME, SEAL OR IMAGE

The use of the Institute's name is a registered trademark and its name, seal and image may not be used in any document without prior written approval by the Office of Conference, Meetings and Events and Public Affairs and Communications.

Except as otherwise permitted in writing, the Institute does not allow or authorize the use of its name, or images to be used to promote or advertise products or services of any commercial organizations or contractors associated with the Institution, or donors to the United States Institute of Peace.

A reservation may be canceled at the discretion of the Executive Vice President of USIP or if a subsequent request for the same date is received from the White House, Heads of State or Congressional Leadership. In these extremely rare cases, all of your payments will be refunded in full or you will be offered an alternative space and/or date.

GUEST LISTS

In order to provide background information to USIP Executive Leadership and to security staff, the event sponsor/organization involved will be asked to provide the names and affiliations of guests prior to the event. This list will not be used for solicitation or publicity purposes. USIP expects that any event held in its facility will comply with all applicable rules and regulations governing the attendance or participation of Members of Congress or their staffs in the event.

NO SMOKING POLICY

Smoking is NOT permitted in USIP, or the Landscape or surrounding areas, at any time.

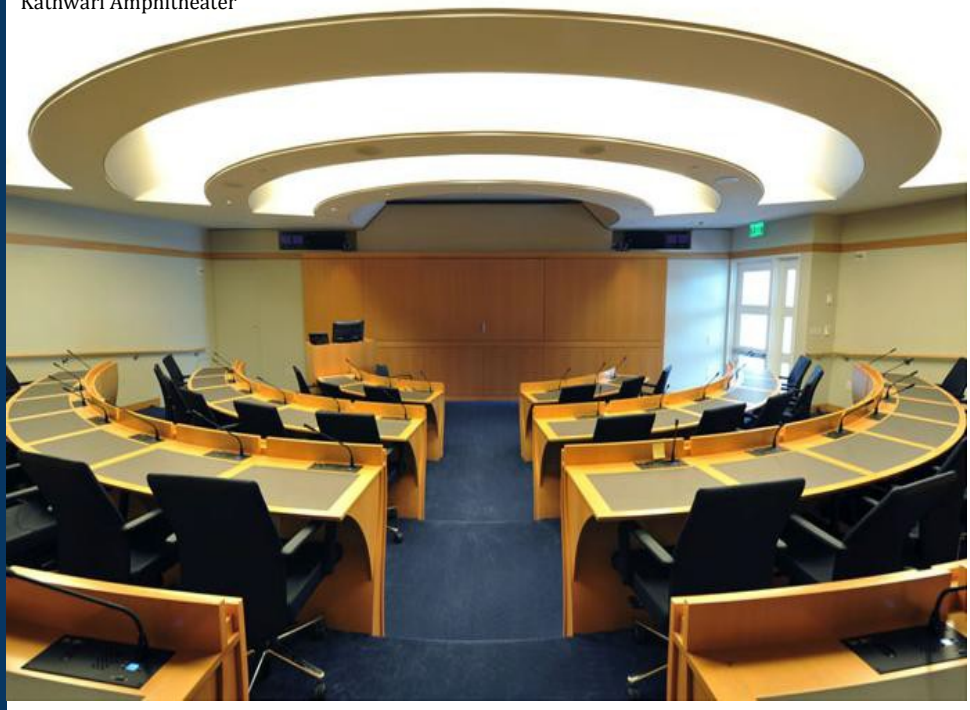
SECURITY

The Endowment supplies a uniformed security staff for the USIP Building during events. USIP security staff is not staff for Event Sponsors or vendors. Large crowds and special circumstances may require additional security. If in the sole discretion of the Endowment additional security is needed, the Event Sponsor shall arrange and pay for all additional staff and equipment. Event Sponsors should coordinate security needs with CME well in advance of an event.

VIP SECURITY REQUIREMENTS

- USIP must be informed of all security details accompanying attendees at any event. Security details are subject to direction from the USIP Managing Director of Operations.
- Parking must be scheduled in advance with the USIP Managing Director of Operations.
- Security sweeps and meetings must be scheduled before the event.
- Motorcade vehicles may stage in front of the building or alternate areas with prior approval. Drivers must remain with vehicles.

Kathwari Amphitheater



PODIUM LOGOS

A trademark or logo of an event sponsor/organization may not be used on a podium.

ADVERTISING AND PRINTED MATERIALS

Advertising and promotional materials may make no reference to specific corporate brands, products, or services, or make use of advertising slogans concerning products or services.

All printed materials and objects to be distributed, or visual presentations to be made, at special events must receive prior approval from the Office of Conference, Meetings and Events.

MEDIA AND PRESS

Arrangements for press and broadcast media coverage of a special event must be handled in conjunction with, and approved by the Public Affairs and Communications Office.

Any printed, visual, or broadcast materials (e.g., brochures, advertisements, TV commercials, public service announcements, press kits, letterheads, press releases, banners, etc.) produced by the event sponsor, by an organization acting on the event sponsor's behalf, or by a co-hosting organization, which refer to the Institute or its or programs, must be submitted to CME for approval prior to use.

CAPACITY CHART

VENUE	SQUARE FEET	BANQUET	RECEPTION	THEATER	CLASS	CONFERENCE
Shultz Great Hall *& Leland Atrium*	Great Hall 3,883 sq. - Combined 6,151 sq.	330 Combined 420	500 Combined 700	180	-	-
Leland Atrium	2,790 sq.	120	200		-	-
International Women's Commons (IWC)	3,515 sq.	200	260		-	-
Solomon Roof Terrace	2,175 sq.	125	200	100	12-15	24
Carlucci Auditorium	1,191 sq.	-	-	230	-	-
Peacemaker Plaza	2,250 sq.	125	275	-	-	-
Simon Conference Room (B241)	1,155 sq.	50	125	100	30	30
Farooq Kathwari Amphitheater (B206)	1,117 sq.	-	-	-	48	-
Swig Conference Room (B203/B204)	(B203)- 369 sq. (B204)- 352 sq. - Combined 721 sq.	(B203) – 25 (B204) – 25 - Combined 50	(B203) – 30 (B204) – 30 - Combined 60	(B203) – 15 (B204) – 15 - Combined 40	(B203) – 12 (B204) – 12 - Combined 24	(B203) – 10 (B204) – 10 - Combined 20
Hauser Video Conference Room (B214/B215)	(B214)- 396 sq. (B215)- 210 sq. - Combined 606 sq.	(B214) – 25 (B215) – 25 - Combined 50	(B214) – 30 (B215) – 30 - Combined 60	(B214) – 15 (B215) – 15 - Combined 40	(B214) – 12 (B215) – 12 - Combined 24	(B214) – 10 (B215) – 10 - Combined 20
Islam and Dreisman Conference Room *(B216)*	210 sq.	-	-	-	-	8
West Boardroom (C505)	1,491 sq.	-	20	-	-	20
Shultz Great Hall, Leland Atrium, Peacemaker Plaza	8,401 sq.	-	950	-	-	-
Shultz Great Hall, Leland Atrium, IWC, Solomon Terrace	11,841 sq.	-	1100	-	-	-
Shultz Great Hall, Leland Atrium, IWC, Peacemaker Plaza	11,916 sq.	-	1200			
Entire Facility *Shultz Great Hall, Leland Atrium, IWC,* Peacemaker Plaza, Solomon Terrace	14,091 sq.	-	1400			

UNITED STATES INSTITUTE OF PEACE
OFFICE OF CONFERENCES, MEETINGS AND EVENTS
2301 Constitution Avenue NW
Washington, DC 20037

Sample Application for Third-Party Event Requests

[DATE]
Ms. Lisa Frazier
Director of Events
United States Institute of Peace
2301 Constitution Avenue, N.W.
Washington, D.C. 20037

Dear Ms. Frazier:

On behalf of [organization], I am inquiring about the use of the United States Institute of Peace [name of room] on the evening of [date] for [event].

The [organization] is a corporation or a[Identify whether your organization is a cultural, educational, literary, scientific or other organization as defined in section 501(c)(3) of the Internal Revenue Code, or another type of organization.]

[Describe the type, purpose, and time frame of the planned event, and/or the event's relation to the United States Institute of Peace mission, programs, or collections.] Describe existing or proposed relationship with the United States Institute of Peace; e.g., sponsorship of a current or forthcoming initiative.]

[Organization] agrees to pay the standard administrative fee of [$ amount] plus direct expenses for the event, such as overtime, cleaning, and signage. I understand that the USIP Events Office will provide a budget outlining these costs.

I hope that you will give serious consideration to this request. [Name and title of senior level contact] will be in touch with your Events Office to discuss this proposal.

Sincerely,
[Signed by the head of the organization]

Proposal should be on organization letterhead and be signed by the head of the organization.

View of Peacemaker Plaza

LEED/SUSTAINABILITY

The USIP Building is certified LEED Gold. The Endowment expects Event Sponsors and their vendors to be mindful of waste, water conservation and energy consumption and to provide CME with green sustainability practices documents when available.

FIRE CODE

Event Sponsors and their vendors must abide by the District of Columbia Fire Code and regulations, including the following specific requirements:

- No equipment, signage, or installation shall block doors, egress routes, or emergency exits.
- Sterno may be used for moderate warming during events. Locations for all food stations using sterno must be approved in advance through CME.
- Sterno containers need to be blown out and cooled before moving. Sterno containers must fit securely in sterno holders under servers.
- Unprotected taper candles and open flames (such as with flambé and stir frying) are prohibited from use in the building.
- All votives must be LEDs.
- Propane and bottled gas are prohibited in the building.
- All stage sets, stands, materials and decorations shall meet all applicable fire and safety standards and regulations.

CATERER and VENDOR POLICIES/ GUIDELINES

BUILDING LIGHTING

The Institute and Endowment work with the U.S. Commission of Fine Arts (CFA), National Capital Planning Commission (NCPC), and the National Park Service (NPS) to ensure that the lighting of the USIP Building complies with applicable lighting standards at all times. To maintain such standards:

- Event Sponsors may not modify or enhance the exterior building lighting plan. For example, no spotlights, searchlights, strobe lights, color gels, or any other techniques that modify the exterior lighting plan as approved by CFA, NCPC, and NPS.
- Interior wall and ceiling lighting may not be increased or modified.
- The use of strobe or bright colored lights or up-lighting and equipment for enhancement of the building's ceilings is prohibited.

Requests for the use of wall washing, lighting, or gels will be evaluated and approved on a case-by-case basis.

All event lighting plans must be submitted in writing to Facilities for review and approval two weeks in advance of an event. Lighting plans not submitted for review in a timely manner may not be approved.

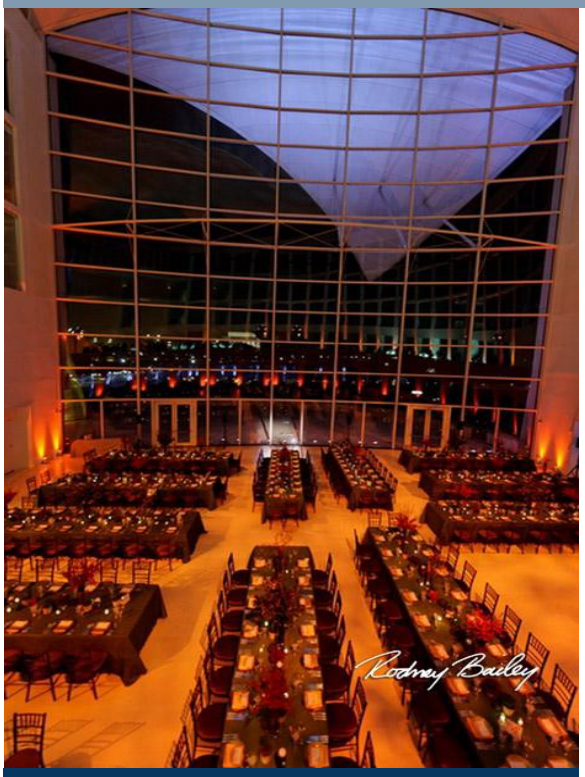
INSURANCE and INDEMNITY

Most vendors regularly supporting events at the USIP Building maintain approved levels of insurance and keep evidence of such insurance on file with CME. For all events, it is the responsibility of the Event Sponsor to ensure that the Event Sponsor and all vendors for the event have appropriate insurance and have provided certificates of insurance to CME at least seven days before the date of the event. The following insurance is required of all Event Sponsors and vendors:

- Commercial General Liability -- $1,000,000 per occurrence, and including coverage for products liability and contractual liability
- Liquor Liability coverage -- $1,000,000 (not required for audiovisual companies)
- Umbrella coverage -- $2,000,000
- Automobile Liability coverage -- $1,000,000 per accident for bodily injury and property damage
- Workers Compensation -- statutory limits (Event Sponsors are not required to provide workers' compensation insurance for independent contractors, but such contractors must provide certificates documenting that appropriate insurance policies are in place.)
- If more than 2,000 guests are reasonably expected to attend an event, the limit of liability increases to $5,000,000 per occurrence.

All coverage shall name the Institute, the Endowment, The John Akridge Management Company, and Seasons Culinary Services as additional insureds.

By agreeing to provide goods or services in the USIP building, an event sponsor and its vendors agree to indemnify and hold harmless the United States Institute of Peace, Inc., the Endowment of the United States Institute of Peace, the John Akridge Management Company, and Seasons Culinary Services and the employees, officers, directors, and agents of each of them from any and all claims, liability, costs, and expenses to the extent arising from any act or omission of such event sponsor or vendor, its agents or employees.



HACCP POLICY and PRACTICE

The Endowment complies with the U.S. Food and Drug Administration Hazard Analysis Critical Control Point (HACCP) principles and guidelines and requires compliance by all catering firms and vendors that use the USIP Building kitchens. All persons and organizations participating in food delivery, maintenance, preparation, or handling at the USIP Building are subject to HACCP audit or review by the Endowment. Failure to meet HACCP standards is grounds for termination of an event agreement.

All catering firms and vendors working in the USIP Building are required to have on file with CME a copy of a District of Columbia Department of Consumer and Regulatory Affairs Retail Food License appropriate to their business and service.

SPECIAL EVENTS STAFF PARKING

- Special event staff are defined as all caterers, crews (lighting, stage, sound, etc.), cooks, chefs, florists, engineers, performers, servers, movers, drivers, managers, and supervisors.
- Special event staff are not permitted to enter through the USIP Building main entrance. All staff must park offsite.

KITCHEN POLICY

The USIP Building maintains two commercial kitchen facilities and one plating kitchen. The main kitchen is located on the 1st floor; the plating kitchen is on the 2nd floor; and the secondary kitchen is near the 5th floor Board Room. Use of the kitchens must be coordinated through CME and the USIP in-house food service provider. In addition to HACCP standards, the following specific policies and procedures apply to all use of the USIP Building:

- To reduce the risk of cross-contamination and illness, food service vendors must clean and sanitize work surfaces before and after use. Sanitizing of the kitchen will be managed through USIP Facilities.
- Use of USIP Building kitchen appliances and equipment (range/oven/refrigerator/dishwasher) by Event Sponsors and their vendors is strictly prohibited. All cooking for third-party events must be done off-site. No pots, pans, or utensils are available for caterers or vendors.
- Each vendor will need to provide its own utensils and equipment for food preparation and processing.
- All on-site food prep for events in the USIP Building must take place in the main 1st floor kitchen, 2nd floor plating kitchen or 5th floor kitchen.
- Early kitchen access and/or closure will result in additional fees and must be approved by USIP Administration and USIP Facilities.
- Food and beverage items not belonging to the approved caterer shall be locked or stored prior to arrival of serving vendors.
- All personal items such as handbags, backpacks, purses, computers, phones, and jackets must be placed in the storage lockers located near the main kitchen. The Institute is not responsible for personal belongings, products, or supplies of Event Sponsors or vendors.
- Hands are to be washed and dried before applying gloves and before preparing food.
- All persons preparing food must wear a hair restraint or covering. A beard restraint is required for individuals with facial hair.
- All food preparation must be executed within food service facilities that ensure proper ventilation and are in compliance with space requirements.
- Food and debris must be removed from all sinks and sinks must be wiped dry. All counters must be wiped clean.
- All trash must be enclosed in plastic bags and removed from the USIP premises immediately after the conclusion of an event. USIP is not responsible for removal of trash generated by the event.
- Floors must be swept and mopped. Brooms, dry mops, and dustpans may be used. No chemicals or other cleaning materials may be used by vendors without prior written consent from USIP Facilities.
- A CME staff member will be on site periodically to oversee adherence to catering requirements and act as the liaison among caterers, contractors, subcontractors, and CME staff. USIP Facilities must review the kitchen before and after the caterer has completed cleaning and must sign off on the Post-Event Checklist (also provided to In-house Vendor) before the catering representative leaves the property.

CATERER

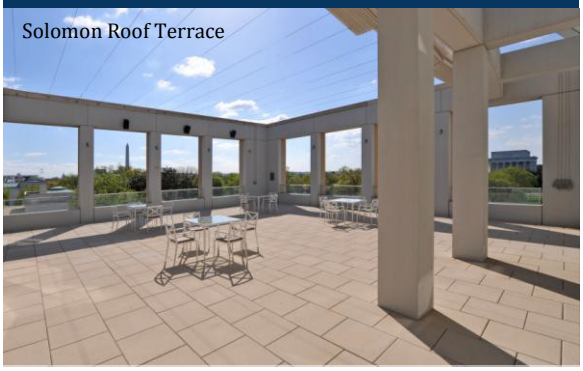
- All caterers must be on the CME Approved Caterer List.
- Red wine, cranberry juice, and red berries are prohibited.
- No liquid or solid refuse of any kind is to be disposed of in the USIP Building lavatories or on USIP property.
- Event Sponsors and vendors must hold appropriate licenses from the District of Columbia Alcoholic Beverage Regulation Administration, and all licenses must be available for inspection during the Event.
- For purposes of securing a temporary liquor license, the Event Sponsor shall request a letter from the Endowment at least 60 days before the Event.
- Service and sale of alcoholic beverages in the USIP Building shall be in accordance with District and federal laws.
- No person under 21 years of age shall be served or allowed to possess alcohol in the USIP Building.
- The Event Sponsor is responsible for enforcement of all alcohol-related requirements for the Event.
- Alcohol may not be visible or set up on bars in the Great Hall or North Atrium before 5:00 PM or be openly displayed in the public areas of the USIP Building until it closes to the public. Tables may be placed and clothed ahead of time.
- Cash bars are not permitted on Institute property.
- Only professional bartenders may be used in the USIP Building.
- Caterers must place plastic sheeting, mats or runners behind each bar. Felt padding or carpeting must be placed under each bar for storage of glass crates or boxes.
- Plastic must be placed under each plating table along the 1st floor and 2nd floor loading dock hallway.
- Caterers must provide sufficient number of drop tables throughout the reception area and entire venue (minimum of one per 35 guests).
- Vendors must provide all equipment for the event, including trash cans and screens to screen off equipment deliveries and kitchen work areas if necessary.
- Hot boxes and tables shall not butt against the kitchen walls.
- Equipment on the 1st floor Great Hall level shall not butt against the Global Peacekeeping Center interactive displays or the glass along the USIP Peace Well.
- Vendors must remove all trash from premises immediately after the event.
- All used rentals (glasses, dishes, tables, chairs, etc.) must be staged for pickup on the loading dock.

Solomon Roof Terrace

FLOORING PROTECTION

The USIP Building has custom flooring that requires close attention to prevent damage. The Event Sponsor will be responsible for any damage or staining of the floors during the event or setup or breakdown.

- Stage protection will be 36 x 36 inches with soft material (homasote) plus a 36 x 36 inch plywood sheet. Carpet under the homasote to add protection and prevent scratches is required. When using smaller stages (which have the stage legs closer together) it is preferable to have only nine inches of exposed floor protection around the stage instead of the 18 inches that it currently has.
- All equipment and materials moved across any building floor surfaces must be transported on equipment with rubber wheels to avoid scratching the floors.
- Protective floor covering shall be supplied by vendors for all bars and areas where beverages are served.
- Protective pads shall be supplied by the vendor and placed on the floors for all table setup. All table legs and other equipment must have nylon or soft rubber tips to protect the floor. Nylon tips should be placed prior to arrival at the building.
- Caterers and vendors should bring all necessary hand trucks and flatbeds for transporting equipment and food.
- All equipment, including round tables, must be transported from the loading dock on carts into the event spaces over building-provided rubber flooring.
- Floor stains incurred during the course of the event must be reported to CME or the USIP facilities staff immediately.


Solomon Roof Terrace

BUILDING ACCESS

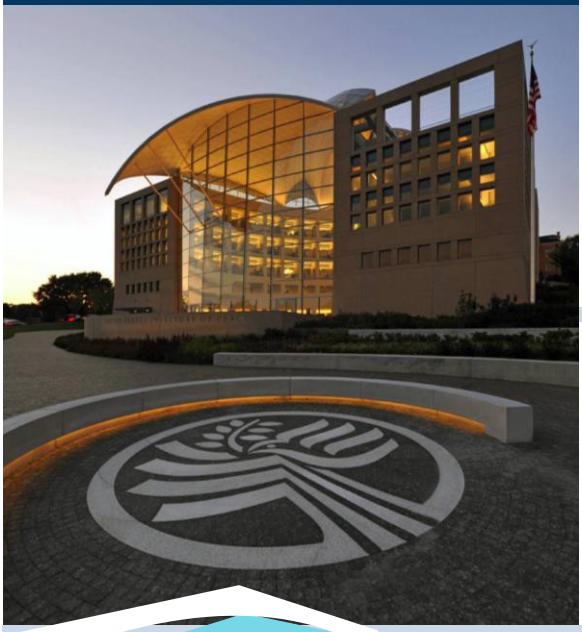
- All trucks and staff must enter via the 23rd Street entrance.
- All trucks will be inspected by USIP Security at arrival.
- One box truck per loading dock.
- Driving through any loading dock bay gate while it is closing is strictly prohibited. Drivers observed violating this policy will be directed to leave the property.
- No box truck parking or unattended box truck parking is permitted along 23rd Street.
- Staff will enter the building via the designated Vendor Loading Bay door. A valid photo identification must be presented to USIP Security, who will provide a contractor's badge.
- After check-in, USIP Security will call CME and USIP Facilities will escort the vendor staff through the building to the event space(s). Under no circumstance will staff of an Event Sponsor or vendor be permitted to work in the USIP Building without a vendor badge and identification.
- Before setup work begins, catering representatives must check in at the Vendor Loading Bay security booth and provide names of event captains.
- CME will establish hours of load-in and load-out based on the nature of the event.
- Vendor load-in may be scheduled through CME between 6:30 AM and 8:00 AM, or 2:30 PM and 4:00 PM, via the P2 lower level, Vendor Garage Deck, or screened off from view. Vendors may transport equipment to the main floors beginning at 3:00 PM.
- Vendors will be allowed two (2) hours immediately before the event for setup and two (2) hours immediately following the event for clean-up and tear down.
- The loading dock must be utilized for all load-in and load-out of vendor equipment and related event items. Alternate doors must be approved in advance by CME and USIP Facilities.
- Vendor load-in, with the exception of caterers, may not go through the main kitchen.
- Vendors are required to use the freight elevator for transporting all food, flowers, equipment, and materials to the event location. An elevator operator will be provided for the service/freight elevators.
- Vendors must be available to receive and sign for all their deliveries. CME will not receive or accept deliveries from external sources for vendors.
- Caterers must provide staff during the entire delivery and pickup process.
- Events that require setup the day before the event must be pre-approved through CME.
- The security deposit required under the contract for the event may be applied to any loss or damage resulting from violation of these regulations.
- All logistical plans must be carried out in consultation with CME and USIP Facilities to ensure that the setup, operation, and breakdown of the event does not disrupt the normal business operations of USIP headquarters.

PHOTOGRAPHY & VIDEOGRAPHY

- Event Sponsors and attendees are welcome to take pictures and video of the event and attendees for personal use and use by the Event Sponsor for its own internal non-commercial purposes.
- Permission for other on-site videotaping and photography must be obtained from CME prior to the event.
- Except as otherwise specifically agreed, the USIP name, logo, USIP Building images or images taken from within USIP facilities shall not be used to promote or advertise products or services of any person or organization.

ENTERTAINMENT

- All forms of entertainment must be pre-approved by CME and USIP Facilities.
- The floor must be protected beneath any staging of entertainment.
- Musicians must use the Vendor Loading Bay door for building access to unload instruments and equipment.
- Offsite parking for entertainers is the responsibility of the entertainers or the Event Sponsor.
- Entertainers must coordinate floor protection with the Event Sponsor or other vendors if they cannot supply their own.
- Music stands must have felt tips. Speakers should be properly secured.



EVENT DÉCOR and STAGING

- Events requiring signage, large displays, backdrops, or professional decorator service must be coordinated with CME and USIP Facilities at least two weeks before the event.
- Helium balloons, bubble or fog machines, petals, and confetti are not permitted in the USIP Building.
- No items may be hung from the ceiling of the auditorium or the beams above the ceiling (i.e., truss, banners, and lighting).
- No signage, decorations, frames, or other materials shall penetrate or be attached by fasteners of any kind to the walls, ceiling, floors, planters, or any other permanent fixtures of the USIP Building.
- Large banners or signs on the interior or exterior of the building are prohibited. Open paint containers, spray paint, or hazardous materials are not permitted in any form.
- Vendors are responsible for the setup of all event-related equipment.
- USIP reserves the right to assess a fee to the Event Sponsor if the load-out goes beyond two hours.
- USIP is not responsible for loss or damage to any equipment left overnight in the USIP Building.
- If flowers or plants are provided for an event, they must be completely removed immediately after the event. Floral arrangements may not be constructed on site. No potted plants may enter the USIP Building except through the loading dock area.
- Candles may not be incorporated into floral centerpieces.
- Any additional staging must be approved in advance by CME and USIP Facilities.
- Use of pipe and drape must be approved in advance and cannot block any doorways, emergency exits or building signage.
- Floor protection must be used for all coat racks.
- Razor blades may not be used on the floor. All carpeting must be precut.
- Fountains are not permitted in or around the USIP Building.
- All events that include dancing must provide a dance floor. Protective covering *(see FLOORING)* must be placed between the dance floor and the auditorium floor.
- The dance floor may NOT be mopped prior to the event.

CASE STORAGE

- Cases may be stored on P2 lower level or the USIP vendor garage deck/vendor pullout area prior to and during event. Conference room may not be used.
- The freight elevator doors cannot be propped open.
- Cases should be moved in and out in a timely manner.

AUDIO VISUAL and TELECOMMUNICATIONS

- Arrangements for audiovisual and special telecommunications support must be coordinated through CME.
- Times of all sound checks must be approved by CME. After technical testing before an event, all tested equipment must be unplugged before vendor departure.
- Equipment provided by vendors should be delivered, stored, and removed under the guidance of and according to the timeframe provided by USIP Facilities.
- All power, audio, visual, or other cords used by caterers and vendors must be secured to prevent a tripping hazard. Securing of cords may be done with mats, yellow jacks, taping, or other methods approved by CME.
- Only gaff tape of the appropriate color is permitted. No other tapes may be used unless approved in advance by CME.
- The floor must be protected beneath any staging.
- Carlucci Auditorium events require the use of a USIP AV tech or consultation.
- No cables may be left on the floor unless secured against a wall with white gaff tape.
- Lighting trees and speakers may only be used against a wall or in a corner with the lighting tree base covered with white cloth.
- Truss work must be built up from the floor. It cannot be hung from the ceiling or other building features.
- Access to USIP bridges must be requested before signature of an event contract.
- Radiofrequency transmitting devices other than cell phones must be cleared with CME and USIP Security.
- Extraordinary Internet connectivity or wi-fi service for an event requires prior approval by CME and may require special arrangements at the expense of the Event Sponsor.

Shultz Great Hall

DIRECTIONS TO USIP

The United States Institute of Peace is located at 2301 Constitution Avenue, NW, Washington, DC 20037.

The Foggy Bottom Metro station (Orange & Blue Line) is within walking distance of the headquarters (.6 mile), with several bus lines serving Potomac Park (S1, H1, L1, N3, P1). Parking is available at nearby public lots.

BUILDING ACCESS

USIP is open to invited guests only – guests who have an appointment to visit someone at USIP or guests who have registered for a program at the Institute. We kindly encourage all guests to arrive early to ensure a smooth transition at arrival.

- All visitors and event guests are required to enter via 23rd street for building access.
- Screening of guests and visitors entering the building using X-ray machines and magnetometers is required. All handbags, briefcases, laptops etc. must be placed on the x-ray machines for scanning.
- **Guest Lists:** For security purposes, all invited guest names must be submitted 48-72-hours prior to event in Excel format. Using three columns for first name, last name and generic email address.