

OPERATIONS MANUAL

This Operations Manual is issued by the Operations Department of the New York World's Fair 1964-1965 Corporation for the guidance of those receiving copies. It is not to be used as a definitive or complete statement respecting the various arrangements which the Fair Corporation has with exhibitors, concessionaires and others. Nor is it intended to be an exhaustive or complete treatment of the matters contained therein. It is intended only to serve as a handy reference manual for the convenience of Fair personnel. In all cases, the contracts with participants of the Fair and the rules and regulations of the Fair Corporation are controlling as to participants' rights and obligations, and material contained in the Operations Manual may not be taken as in any way modifying such contracts or rules and regulations.

The Fair Corporation does not guarantee the accuracy of the information contained in this manual, and the contents hereof are subject to change without notice as corrections, clarifications, deletions, changes or additions are considered appropriate by the Fair Corporation. Revisions will be issued whenever necessary. Corrections or additions should be submitted in writing to World's Fair Information Office, Administration Building -Attention: Mrs. Truslow.

Stuart Constable
Vice President-Operations

CONTENTS

- I. ORGANIZATION -- Staff and Responsibilities.
- II. EMERGENCY SERVICE.
- III. SERVICES OF THE FAIR CORPORATION and Officially Associated Firms.
- IV. SERVICES OF EXHIBITORS, CONCESSIONAIRES and PARTICIPANTS.
- V. SPECIAL EVENTS and SPECIAL DAYS.
- VI. INDEX.

SECTION I: STAFF AND RESPONSIBILITIES

Vice President-Operations: Stuart Constable WF 4-2252

Carl E. Holgren, Deputy Vice President of Operations WF 4-6452

Shirley Flynn, Executive Assistant to Vice President WF 4-2252

1. Chief of Protocol: WF 4-5380

The Office of the Chief of Protocol is responsible for the planning and programming of the visits to the Fair of dignitaries from the United States and abroad. This would include chiefs of state and their representatives, political, business, civic and social leaders. The Office is responsible for the issuance of invitations and conduct of all Fair-sponsored ceremonies and functions.

It is responsible for maintaining liaison with participants, and with the pertinent officers of the City, State and Federal Governments, the United Nations and the representatives of foreign nations.

2. The Program Director: WF 4-2313

The Program Director is in charge of all programs and special events, special exhibits, TV operations, fountain and fireworks shows and the Cities Service World's Fair Band of America. He is directly responsible for liaison with the Lincoln Center for the Performing Arts.

Director of Special Events: WF 4-5430

Director of Special Events controls the Fair's official Calendar of Events as well as the planning and supervision of all cultural and free entertainment events sponsored by the Fair Corporation. All special events requiring support of the Operations Department will be cleared through this office (see section V, following).

Director of Special Exhibits:

WF 4-2263

The Director of Special Exhibits supervises religious and eleemosynary exhibits assigned to the Operations Department and is also responsible for coordination of programs and liaison with the cultural institutions and museums of the City of New York.

The Director of Special Exhibits is also responsible for the supervision and operation of the "Archways to Understanding" Electronic Information Service and operates the Information Control Center and Complaint Service.

Director of Radio-Television and Public Address Operations: WF 4-5480

The Director of Radio-Television and Public Address Operations controls and supervises all physical preparations and arrangements for radio and television activities emanating from the Fair. The supervision of the Fair's public address system is also the responsibility of this office. However, all requests to emanate television or radio programs from the Fair or to do any filming for any purpose on the Fair site must be cleared through the office of the Vice President-Communications and Public Relations.

3. Chief Medical Officer:

WF 4-2328

The Chief Medical Officer is responsible for the operation of the Fair's medical facilities; for the enforcement at the Fair of the World's Fair Health Code and related laws; and for the supervision and control of all environmental health factors inherent in the operation of the Fair.

In general, World's Fair medical service is offered without charge, on an emergency basis only, to save lives and prevent suffering.

4. Director of Maintenance and Security:

WF 4-2272

WF 4-6408

(12M. - 8AM)

The Director of Maintenance and Security is responsible for the supervision of the Fair Corporation's Maintenance and Security Department which includes the following firms which have direct contracts with the World's Fair:

Allied World's Fair Service Corporation -
World's Fair Division

888-4444
WF 4-5300

Allied World's Fair Service Corporation will provide to the Fair Corporation the following services: cleaning, sanitation control, landscaping, gardening, support of special events (to include all physical arrangements), snow removal, flag display, repair of sidewalks and roads, extermination, plumbing, carpentry, welding, sign painting, servicing of gas equipment and appliances, air-conditioning, heating, refrigeration and other equipment, servicing of all utilities except telephone, gas and electricity, and various other services requiring trained maintenance personnel. (For information on services available to participants, see Section IV, 1.)

Allied personnel are also responsible for the operation of the Fair's warehouses and paint shop.

Pinkerton's National Detective Agency, Inc.
World's Fair Division

WF 4-6400

Pinkerton's National Detective Agency, Inc. - World's Fair Division will provide for the World's Fair the following services: police, traffic control, fire protection and prevention, emergency communications, ambulance service, non-professional administration of medical and health services, employees' and participants' records and identification, admission and related revenue control services (including ticket control, ticket selling, turnstile operations), control of bus terminals and parking field operations, lost and found services, lost children service, and accounting and reports connected therewith. (For night truck and emergency deliveries, see Section III, 3.)

Safety Department:

Under the direction of Pinkerton's National Detective Agency, Inc., a World's Fair Safety Department is being organized. Safety Department operational procedures will be issued at a future date.

World's Fair Police Department:

1st Precinct	888-8110
2nd Precinct	888-8120
Special Events Unit	WF 4-7575
Lost Property	WF 4-7510
Lost Child Care Center No. 1	WF 4-7580
Lost Child Care Center No. 2	WF 4-7590

IN AN EMERGENCY: Use any EMERGENCY TELEPHONE.
Emergency telephones are located at one end of each group of serpentine outdoor public telephone booths, the doors of which are marked "EMERGENCY TELEPHONE"; and are found within most exhibits and at various other locations throughout the Fairgrounds.

Use any telephone and dial 888-8100 (or dial 2276, if you are calling from a WF 4 extension).

The World's Fair Police Department is comprised of two precincts. It will operate as an independent police body within the Fairgrounds for protection of life and property, preserving the peace, preventing crime, detecting and arresting offenders, and enforcing all laws and ordinances. Participants, however, are responsible for security of their own premises.

Members of the World's Fair Police Department are peace officers and, as such, while in the performance of their duties, have the usual powers and authorities of peace officers.

World's Fair Fire Department:

WF 4413

IN AN EMERGENCY: Use any EMERGENCY TELEPHONE.
Emergency telephones are located at one end of each group of serpentine outdoor public telephone booths, the doors of which are marked "EMERGENCY TELEPHONE"; and are found within most exhibits and at various other locations throughout the Fairgrounds.

or

Use any telephone and dial 888-8100 (or dial 2276, if you are calling from a WF 4 extension).

The World's Fair Fire Department will consist of three fire fighting units quartered at independent locations within the Fairgrounds, and will function inside the Fairgrounds in the same way generally as the Fire Department of the City of New York functions outside the Fairgrounds.

The World's Fair Emergency Communications System is under the direct supervision of the World's Fair Fire Department. It will consist of a New York Telephone Company Emergency Reporting Telephone System, an A. D. T. automatic supervisory alarm system, a two-way emergency radio communications system and a personal paging system; and is staffed by trained emergency dispatching personnel. The Emergency Telephone Reporting System will consist of approximately 400 emergency reporting telephones located at serpentine outdoor public telephones, within most exhibits, and other locations throughout the Fairgrounds.

Bus Terminal and Automobile Parking Department

WF 4-6407

This department will be responsible for two charter bus terminals and four automobile parking areas with an overall capacity of 454 buses and 19,015 automobiles. (18,715 public automobile parking areas plus 300 exhibitor parking areas).

A separate Truck Delivery Unit will process applications and approvals for all night truck deliveries into the Fairgrounds.

Admissions and Revenue Department

WF 4-6444

This department will handle the admission of all visitors to the Fair through the operation of eight separate general admission gates plus four special gates, and will be responsible for a daily accounting to the Fair Corporation of all admissions and parking revenues collected.

Identification Department

WF 4-5365

This department, located in the World's Fair Service Building, Roosevelt Avenue Parking Lot, is responsible for issuing employee identification passes requiring photographs to employees of the World's Fair Corporation, its agents, exhibitors and concessionaires.

World's Fair Housing Bureau

Address: 30 Rockefeller Plaza, New York, N. Y. 10020

Telephone: Administrative matters..... LT 1-8720
Hotel/Motel Information..... CI 7-0100

The New York World's Fair Housing Bureau is prepared to process requests for housing by visitors to the Fair in accordance with the procedure outlined in Section III-5, following.

World's Fair Maintenance Company

WF 4-5400

The World's Fair Maintenance Company will provide maintenance of all electrical utilities and equipment for the Fair Corporation and for all exhibitors requiring contractual electrical maintenance. This includes operation and repair of the underground electrical distribution system, street, building, flood lighting, pools, fountains, and World's Fair public address system.

5. Office of the Director of Concessions:

WF 4-2278

The Director of Concessions is responsible for the supervision and control of concessionaires. In general, a concessionaire may be defined as an individual or company whose contract with the Fair Corporation gives the right to charge the public for sale of merchandise and/or services.

The Director of Concessions supervises all eating establishments to ensure compliance with Fair Corporation directives and the Rules and Regulations of the Fair.

The Director of Concessions also is responsible -- through liaison with Media Enterprises, Inc. -- for supervision of all Fair Corporation official licensees. In general, an official licensee may be defined as any person or company whose products for sale or distribution on or off the Fair site incorporate, pursuant to a licensing agreement with the Fair Corporation, the name "New York World's Fair 1964-1965 Corporation" or any part thereof and/or the name and reproduction of the Fair's symbol, "Unisphere (R)" and/or reproductions of exhibits, activities or attractions located at the Fair.

6. Personnel and Office Management Department:

WF 4-2291

The Office Manager is responsible for the operation of the Administration Building; for the administration of all personnel employed by the Fair Corporation; for liaison with the Telephone Company on the Fair Corporation's communications requirements, both internal and external; for the World's Fair Information Service, the Purchasing Department, Car Dispatch, Mail and Duplication Departments; for the distribution of such Fair Publications as the Rules and Regulations of the Fair Corporation, the Building, Health and other Codes of the Fair, the Operations Manual, and appropriate changes thereto. (All other publications are the responsibility of the Vice President-Communications and Public Relations.)

SECTION II: EMERGENCY SERVICE

TO SUMMON A POLICEMAN
TO REPORT A FIRE
TO OBTAIN AN AMBULANCE
TO REPORT A CHILD
WHO IS MISSING
TO REPORT A CHILD
FOUND WANDERING
UNACCOMPANIED
TO OBTAIN WHEELCHAIRS
AND ATTENDANTS

Use any EMERGENCY TELEPHONE.
Emergency telephones are located at
one end of each group of serpentine
outdoor public telephone booths, the
doors of which are marked "EMER-
GENCY TELEPHONE"; and are found
within most exhibits and at various
other locations throughout the Fair-
grounds.

or

Use any telephone and dial 888-8100
(or dial 2276, if you are calling from
a WF 4 extension).

a. For emergency service or repairs to all World's Fair or participants' utilities (except gas, telephone and electricity), or for any emergency service requiring trained maintenance personnel of any type:

Dial WF 4-5300 or 888-4444 (Allied World's Fair Service Corporation -
* World's Fair Division)

b. For emergency service or repairs to World's Fair or participants' own electrical equipment (including lamp replacement, sound system repairs, electrical distribution system repairs, etc.):

Dial WF 4-5400 (World's Fair Maintenance Company)

c. For emergency service or repairs to World's Fair or participants' own gas systems:

Dial AR 1-4300 (Brooklyn Union Gas Company)

d. For emergency deliveries within the Fairgrounds during daily hours of operation:

Dial WF 4-2272 (Office of the Director of Maintenance and Security)
For further information, see Sec. III-3.

e. Emergency services by World's Fair police, medical, and fire departments generally will be provided without charge. Emergency repair service will be billed to the participant at applicable rates.

SECTION III: SERVICES OF THE FAIR CORPORATION

AND OFFICIALLY ASSOCIATED FIRMS

1. General:

a. Purpose: The Fair Corporation and its officially associated firms will supply to participants services necessary to ensure the success of each exhibit and of the Fair as a whole. To obtain the most efficient service, it is the policy of the Fair Corporation that all participants wherever possible will deal directly with these associated firms and with individual departments within the Fair Corporation. In all instances it is intended that services be readily available by telephone request.

b. Definitions:

"Participants" include exhibitors, concessionaires, and others participating in the Fair.

"Fair" includes the Fair Corporation itself and officially associated firms such as Pinkerton's National Detective Agency, Inc. - World's Fair Division, World's Fair Maintenance Company, Allied World's Fair Service Corporation - World's Fair Division, etc.

"Staff" includes employees of the Fair Corporation itself or authorized representatives of officially associated firms.

c. Communications Between Participants and Host Units:

1. Host Unit Liaison Officer: The duty of the "Host Unit Liaison Officer" is to arrange promptly with appropriate members of the Fair staff and associated firms appropriate assistance or service requested by participants, when such assistance and service cannot be obtained directly by the participant from the appropriate Fair Corporation department or associated firm.

2. Participants' Responsibility: Each participant will furnish to Stuart Constable, Vice President-Operations, the name of the exhibit manager and the assistant exhibit manager, or other responsible persons acting in these capacities, together with their business telephone numbers and (for emergency use only) their off-site or residence telephone numbers.

3. Sub-exhibitors: Sub-exhibitors within any pavilion will deal with the Fair Corporation only through the office of their own pavilion manager.

4. Correspondence: Fair staff members will be expected to deal directly with each participant. In any instance where there is written correspondence, it is requested that a carbon copy be forwarded to the appropriate Host Unit Liaison Officer for his information and records:

d. Host Units:

"Host Units" have been established within the Fair Corporation as follows:

Federal and States	Transportation Division
International Division	Industrial Division
Operations:	Communications and Public
Protocol	Relations:
Concessions	Press
Special and Religious Exhibits	Radio and TV coverage
Cultural (free entertainment)	Special Group Days
Special Fair Functions	Sports Events
	Great Days

Upon receiving notice of an impending special event, function, ceremony, visit, group "Day," etc., the Liaison Officer responsible (on behalf of the appropriate Host Unit) shall immediately advise the Operations and Communications and Public Relations Departments. Before any event can be booked it must be cleared with the Office of the Program Director to ensure that suitable facilities are available and that there is no conflict with other events already booked. For procedures to be followed, see Section V, "Special Events and Special Days."

e. Notification to Fair by Participants:

As far in advance as possible participants will notify the appropriate Host Unit Liaison Officer (who will in turn notify the Offices of the Program Director and the Director of Maintenance and Security) of all planned activities or special events for which the participant requires assistance or for which he proposes to use facilities of the Fair Corporation or of other participants (outside of his own premises).

All such services by the Fair Corporation will be billed direct to the participant at established rates. It is the policy of the Operations Department that such rates be as low as is consistent with good service and designed to cover only the Fair's own actual cost of providing the service requested.

2. Access to Site:

a. Emergency Deliveries: The charge for emergency trucks to enter the service gate and service area will be \$5.00 for each entry. Deliveries from outside the Fair site during hours of public operation will be permitted only in actual emergencies or in cases of perishable merchandise delivery, as determined by the Fair Corporation. Such deliveries will be permitted through the gate situated at the intersection of Avery Road and 131st Street, the Fowler Avenue gate, into the Allied World's Fair Service Corporation Area only. Entry to the Amusement Area may require further restrictions.

Allied World's Fair Service Corporation will then telephone the participant before taking any action. The participant may send a messenger to carry the material to his exhibit. However, if the delivery is handled by Allied World's Fair Service Corporation a charge of \$6.00 will be made for delivery of a package a man can carry, and a basic \$10.00 charge if a vehicle is required. These charges are subject to increase if more than one man is needed for the delivery.

Requests for emergency delivery services will be processed through the Office of the Director of Maintenance and Security, WF 4-2272.

b. Regular or routine deliveries: All deliveries and/or services to the Fairgrounds will generally be permitted only between the hours of 12:00 midnight and 9:00 a. m. daily (hours subject to change). Truck delivery permits will be obtained from the office of the Truck Delivery Operations Unit. Fees for such permits are as follows:

<u>Monthly Permit</u> (night delivery only)	\$5.00 per vehicle
<u>Single entry permit</u> (night delivery only; obtainable at Fowler Avenue Gate; good for single entry only)	\$1.00 per vehicle
<u>Emergency entry permit</u> (during hours of public operation; obtainable at Fowler Avenue Gate; good for single entry only)	\$5.00 per vehicle

Single entry permits and emergency entry permits will be surrendered at exit gates.

For further information, write manager, Bus and Automobile Parking Department, Truck Delivery Operations Unit, World's Fair Service Building Box 487, World's Fair, New York 11380, or telephone WF 4-4802.

c. TV trucks and equipment: Mobile video vans will be permitted on the Fairgrounds during normal operating hours (9:00 a. m. - 10:00 p. m.) after required clearance has been obtained, but only with World's Fair police patrol car escort. However, vehicles carrying special lighting equipment, scenery, props, portable generators, etc. are absolutely prohibited during normal operating hours. All trucking of these items must be limited to the hours before 9:00 a. m. and after 11:00 p. m. daily.

Mobile units will be admitted through any of the 11 gates surrounding the Fairgrounds. Entry permits and specific gate assignments must be requested in advance through the Office of the Director of Radio-Television and Public Address Operations, WF 4-4580.

d. Special equipment required in connection with Special Events or Special Days: Special advance arrangements must be made with the Office of the Program Director, through the Director of Special Events, WF 4-5430.

e. Private automobiles, taxis, and limousines: These are prohibited from entering the Fairgrounds.

3. Equipment Rental Service:

Special equipment of all types can be rented through Allied World's Fair Service Corporation, which will arrange for its delivery to and removal from the Fairgrounds. Telephone 888-4444 for information on costs, availability, etc.

4. Fire Department Services:

The World's Fair Fire Department responds to all alarms for fire or emergencies within the Fair area. In addition Fire Department personnel generally make daily preventive inspections of all premises on the Fairgrounds and will operate a fire prevention educational program for employees of participants. For further information, telephone WF 4-6411.

5. Housing Services:

a. General: The New York World's Fair Housing Bureau, operated for the Fair Corporation by the New York Convention and Visitors Bureau, is located in Room 50, South Mezzanine, RCA Building in Rockefeller Center, Manhattan. Mailing address: 30 Rockefeller Plaza, New York, New York 10020. Telephone LT 1-8720.

b. New York World's Fair 1964-1965 Hotel and Motel Guide: This pamphlet, available to the public without charge through the World's Fair Housing Bureau, contains 1964 rates for all establishments in the metropolitan area which have signed agreements of cooperation with the Housing Bureau specifying conditions concerning rates, operations, etc. In addition, a supplemental volume, the Housing Handbook, also has been published, designed as a master reference available to authorized persons only and not distributed to the public.

c. Individual requests for reservations may be made either through travel agents, directly to the hotel or motel, or directed to the Housing Bureau for placement. Requests sent to the Housing Bureau should indicate 1st, 2nd, 3rd, and 4th choice of accommodations.

d. Requests for reservations received from groups are "broadcast" weekly by the Housing Bureau to participating establishments which then negotiate directly with the group's representative if they can fulfill the specified requirements.

e. Private housing: Information concerning apartments or houses for rent or for sale, either furnished or unfurnished, will be accepted by the Housing Bureau in writing only for the assistance of bona fide participants.

f. There is no charge for any Housing Bureau service.

6. Information Services:

a. Telephone Information Service:

Greyhound at the World's Fair, Inc., on behalf of the Fair Corporation, will staff a telephone information service and information booths on the Fair site. For answers to questions about individual participants and the Fair in general, dial 888-1212. Information will be supplied by the Greyhound staff to the best of their ability and at no cost to participants. This telephone information service is operated from 8:00 a. m. to 12:00 p. m. daily. Information booths on the Fairgrounds are staffed from 9:00 a. m. to at least 10:00 p. m. daily.

Each participant is responsible for providing accurate and up-to-date information to the Fair's Information Service, WF 4-2381, for use by the Greyhound information staff.

b. General: The World's Fair Information Service, located in the Administration Building, is staffed Mondays through Fridays from 9:00 a. m. to 10:00 p. m. , and on Saturdays and Sundays from 9:00 a. m. to 5:00 p. m.

- Information Manual: The Information Manual supplies all information to the telephone information service, the information booths on the Fairgrounds and other information centers answering questions from the general public.

Each participant is responsible for providing accurate and up-to-date information to the Fair's Information Service, WF 4-2381, for use in the Information Manual.

- Daily Program of Events: The Program of Events is published on a daily basis and distributed forty-eight (48) hours in advance. It will list the time and location of special events and features sponsored by the Fair, together with certain entertainment, shows, demonstrations, and other special attractions scheduled by the Fair's participants.

All information for inclusion in this Program must be submitted in writing to the Fair's Information Service seventy-two (72) hours in advance. Additions, deletions or changes may be supplied to Information Service by telephone, WF 4-2381. Each participant will receive a copy of the Daily Program of Events.

*

Each participant is responsible for providing accurate and up-to-date information to the Fair's Information Service, WF 4-2381, for use in the daily Program.

- Operations Manual: The Operations Manual is issued by the Operations Department. Corrections or additions should be submitted in writing to the Fair's Information Service. Revisions will be issued by the Information Service whenever necessary.

- Electronic Bulletin Board Information Service: Under the sponsorship of the General Foods Corporation, with editorial control supplied by Time, Inc. , and under the supervision of the Director of Special Exhibits, 15 "Archways to Understanding" will provide information to visitors at the Fair during operating hours. Information presented will be divided on a 28-32 ratio between world, local, sports and other news events; and World's Fair on-site activities.

All information for these electronic bulletin board programs must be submitted in writing to the office of the Director of Special Exhibits at least 48 hours in advance. Additions, deletions, or changes may be submitted by telephone to the Information Control Office maintained by the Director of Special Exhibits, WF 4-4752.

Because of limited capacity of this electronic equipment, material supplied by participants may not be programmed in many instances. The Fair Corporation, with the advice of Time, Inc., will exercise final editorial control.

7. Insurance Service for Participants:

The Insurance Department of the Fair Corporation administers the Insurance Program as set forth in the Rules and Regulations of the Fair Corporation. Any information concerning this Program can be obtained by calling WF 4-2218.

8. Public Address System:

The public address system of the Fair Corporation will provide a continuous program of appropriate music. Only in severe emergencies will it be possible to interrupt these programs and then only for "Priority 1" security announcements by appropriate Fair Corporation officials. Headquarters for the system is in the Press Building.

All requests for any sound level adjustments will have to be submitted to the Office of Radio and Television Operations - WF 4-5480. Upon proper investigation and clearances, engineers will be assigned to adjust the playback level in that particular area.

9. Complaint Service

Under the supervision of the Director of Special Exhibits a complaint service will be operated to maintain satisfactory performance by all personnel, equipment, and facilities on the Fairgrounds so that every visitor to the Fair will receive the best possible service and value at all times.

A "Record of Complaint" Form will be prepared by appropriate World's Fair police and other officials, by Greyhound telephone information service operators, or by members of the World's Fair staff, on receipt of any bona fide complaint. Both the original and duplicate copy of each Record of Complaint will be forwarded directly and at once to Complaint Service, World's Fair Administration Building. Here the original copy will be forwarded to the appropriate Fair office, associated firm, or specific individual for immediate corrective action, while the duplicate copy will be retained by the Complaint Service.

After corrective action has been completed by those responsible (or in any case not later than 48 hours after receipt by those responsible for taking necessary corrective action), this original copy must be returned to the Complaint Service, where it will be matched with the duplicate already on file and made available for analysis by the Office of the Vice President-Operations.

10. Articles left in Luggage Lockers:

a. Lost Keys: Users of American Locker Company lockers who lose their keys should be directed to the nearest Greyhound Information Booth. The Greyhound attendant will telephone the American Locker Company to provide any employee to meet the individual concerned at the Information Booth, and accompany him to the locker in question where it will be opened.

b. Articles stored more than 24 hours: Visitors leaving articles in lockers over 24 hours may redeem them by contacting the nearest Greyhound Information Booth, where the attendant on duty will check with the American Locker Company office, in the Service Area Maintenance Building, and give the visitor instructions on where to redeem the articles in question.

11. Lost Children:

a. Two Lost Child Care Centers have been established, one in the Security Building, the other near the 2nd Precinct headquarters in the Lake Amusement Area. Both Centers will be staffed by policewomen from at least 10 a. m. to 10 p. m. daily, and will remain open later if necessary. Under normal circumstances, children unclaimed after 9:00 p. m. at night will be taken off the Fair site for appropriate shelter, food, and medical attention, if required.

b. A child found wandering unaccompanied should be brought to any uniformed World's Fair policeman, who will immediately notify police headquarters, attempt to find the parent or guardian (if in the immediate vicinity), and then deliver the child to the nearest available Lost Child Care Center.

c. To claim a lost child: Fair visitors seeking lost children should ask any uniformed policeman for assistance. The policeman will direct the parent to the appropriate Lost Child Care Center, where positive identification must be made before the child will be released. The supervisor of each center will maintain appropriate records.

12. Lost and Found Property:

The Lost and Found Property Office is located in the Boat House Building in the Lake Amusement Area. Found property should be turned in to this office, to either of the police precincts, or to any member of the police force. This office is open between 10:00 a. m. and 10:00 p. m. daily. Persons inquiring concerning lost property or reclaiming lost property should do so at this office located in the Boat House Building.

13. Medical and Health Services:

IN AN EMERGENCY:

Use any EMERGENCY TELEPHONE. Emergency telephones are located at one end of each group of serpentine outdoor public telephone booths, the doors of which are marked "EMERGENCY TELEPHONE"; and are found within most exhibits and at various other locations throughout the Fairgrounds.

or

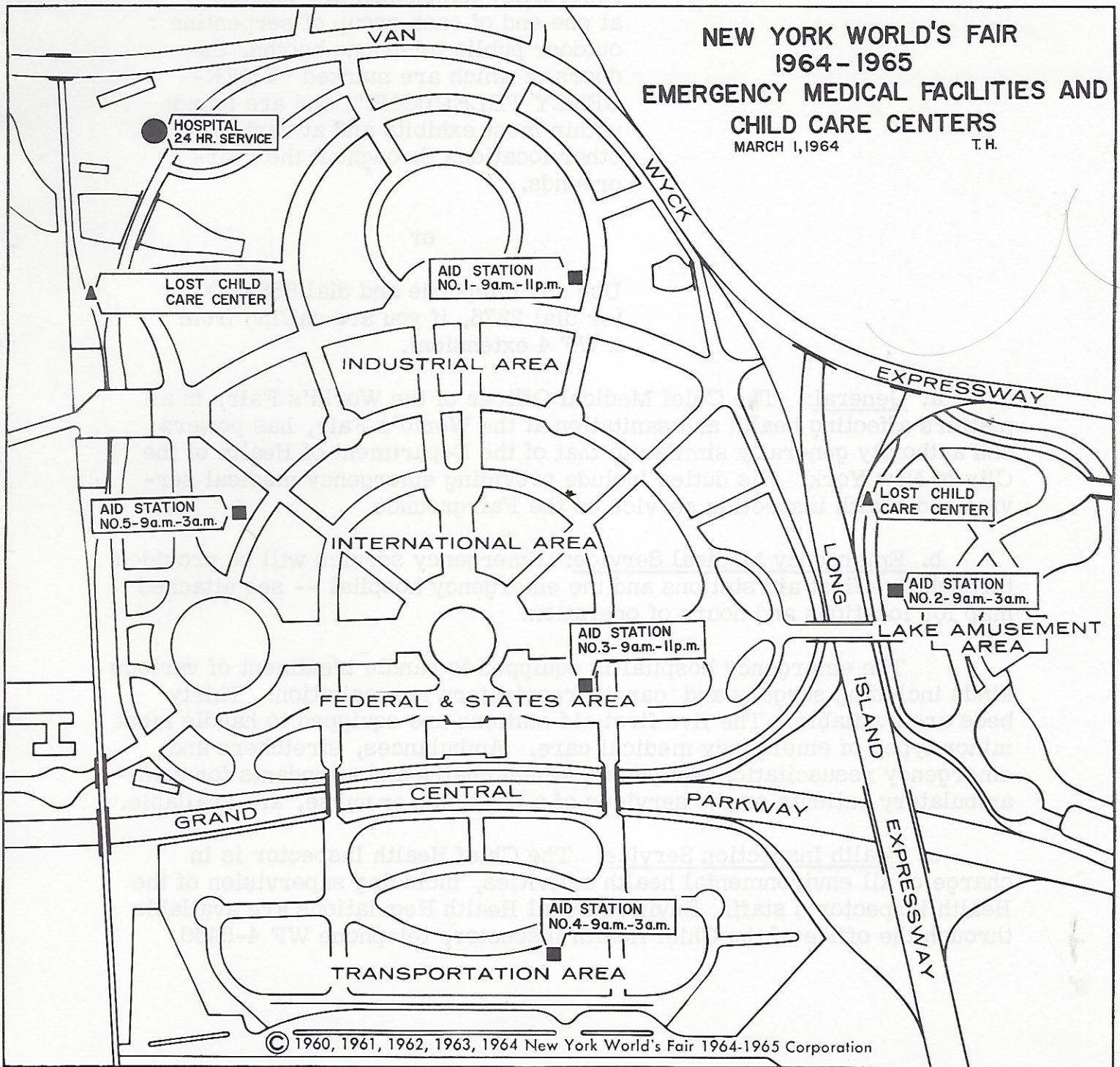
Use any telephone and dial 888-8100 (or dial 2276, if you are calling from a WF 4 extension).

a. General: The Chief Medical Officer of the World's Fair, in all matters affecting health and sanitation at the World's Fair, has powers and authority generally similar to that of the Department of Health of the City of New York. His duties include providing emergency medical service and health inspection service on the Fairgrounds.

b. Emergency Medical Service: Emergency service will be provided through five first aid stations and the emergency hospital -- see attached map for locations and hours of operation.

The emergency hospital is equipped to handle treatment of various kinds including surgery and cardio-respiratory resuscitation. Thirty beds are available. The five first aid stations are equipped to handle most minor types of emergency medical care. Ambulances, stretchers and emergency resuscitation equipment, wheel chairs and attendants for semi-ambulatory patients or the services of a physician or nurse, are available.

c. Health Inspection Service: The Chief Health Inspector is in charge of all environmental health activities, including supervision of the Health inspector's staff. Environmental Health Regulations are available through the office of the Chief Health Inspector, telephone WF 4-6460.



14. Operating Permits:

a. General: All exhibits and concessions, regardless of size or purpose, require an Operating Permit before entry by the public will be permitted. In addition, certain equipment, activities and personnel require special certificates or permits. By arrangement with the Vice President-Operations and under his supervision, all such permits and certificates are issued by the Fair Corporation's Permit Office; requirements and procedures are explained in detail in the "Operations Permit Manual." This Manual and necessary application forms are available from the Permit Office, WF 4-2315.

b. Changes: All changes of a substantial nature in either construction or operation will require new or amended permits.

c. Surveillance Activities: The Construction Permit Office, under the supervision of the Fair Corporation's Chief Engineer, will exercise continuing surveillance over existing and supplementary construction as follows:

1. Building and Electrical Codes. Inspectors will maintain continuous watch for violations of the Building and Electrical Codes due to alterations or faulty maintenance.

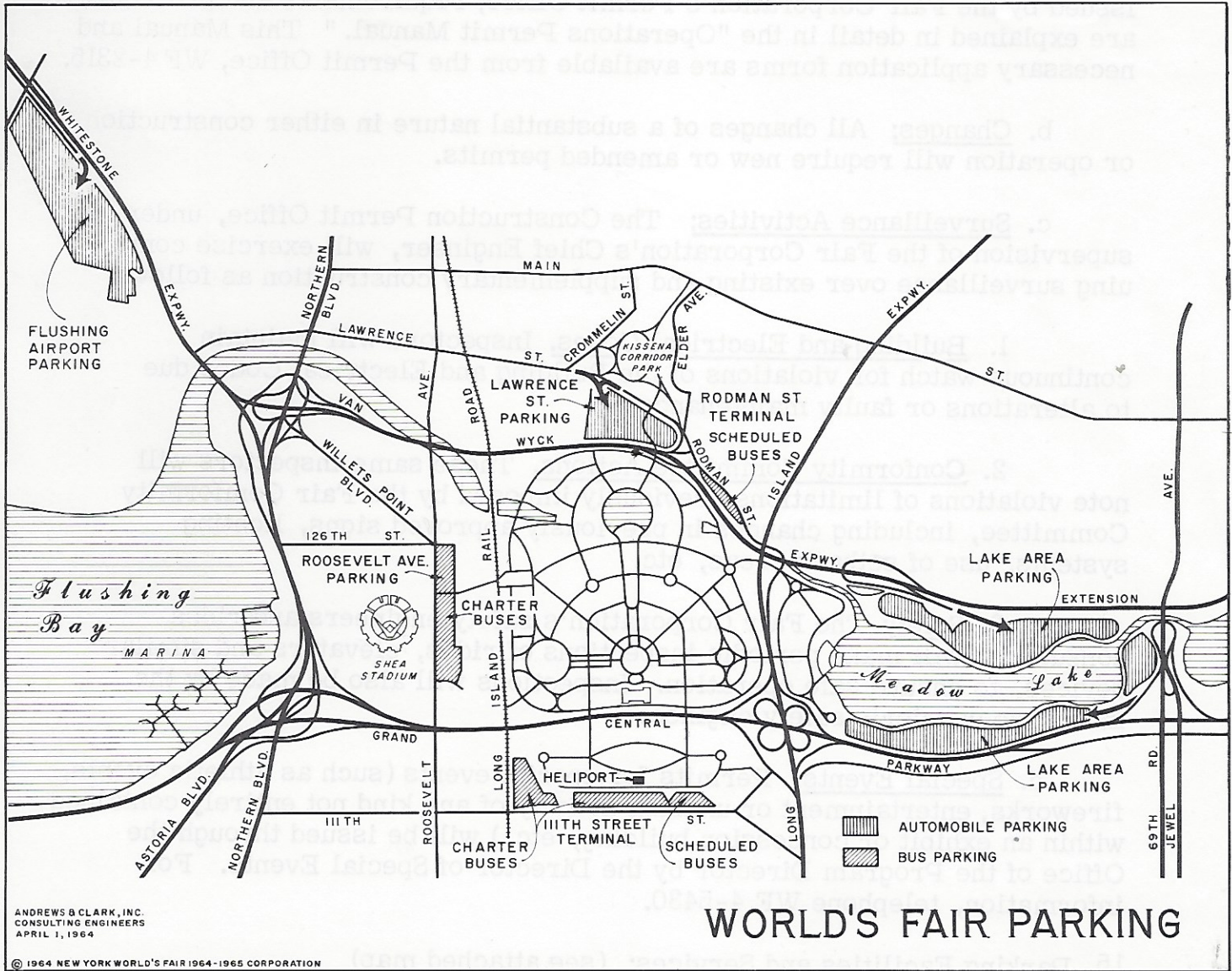
2. Conformity Committee Actions. These same inspectors will note violations of limitations previously imposed by the Fair Conformity Committee, including changes in previously approved signs, lighting systems, use of setback areas, etc.

3. Safety. The Fair Corporation's safety engineers and rides consultants will make periodic inspections of rides, elevators and similar devices, to ensure safe operation. Inspections will also be made by the insurance carrier's safety engineers.

d. Special Events: Permits for special events (such as athletic events, fireworks, entertainment or unusual activity of any kind not entirely contained within an exhibit or concession building, etc.) will be issued through the Office of the Program Director by the Director of Special Events. For information, telephone WF 4-5430.

15. Parking Facilities and Services: (see attached map)

a. For Chartered Buses: Terminals are located at Roosevelt Avenue Parking Field (for 175 buses) and 111th Street Charter Bus Terminal (for 279 buses). Reservations for parking space should be requested in writing to Bus Reservations, Bus and Automobile Parking Department, World's Fair Service Building, Box 487, World's Fair, New York 11380, giving dates and times.



Rates: Reserved parking - Single Bus Berth Space
(fees payable at least two weeks in advance):

\$8.00 per day

\$1300.00 for 180-day parking period, 1964

\$2500.00 for 360-day parking period, 1964-65

Time Parking (fees payable at the gates):

\$1.00 per hour, or any part thereof, per bus

\$12.00 maximum charge for the entire day, per bus.

Note: Rates apply to 3:00 A. M. on the next
succeeding day.

b. Reserved auto parking for participants only: A special section of the Lawrence Street Parking Field (with an entrance at Fowler Avenue and 131st Street) provides 300 spaces designated for participants' reserved parking. For reservations write Bus and Automobile Parking Department, World's Fair Service Building, Box 487, World's Fair, New York 11380.

Rates: \$260 per year per space, which includes the pre-opening period, the 1964 operating period of the Fair, and 15 days following the 1964 closing date.

\$500 for the two-year period per space, which includes the pre-opening period, 1964 and 1965 operating periods, and as presently contemplated, the entire off-season period.

c. Public auto parking: 18,715 parking spaces will be available for the general public at four locations: Flushing Airport Parking Field, Lawrence Street Parking Field, East and West Meadow Lake Area Parking Fields. No trucks, commercial vehicles, buses, trailers or semi-trailers, or homes on four wheels will be permitted in these areas.

Rates: \$1.50 per day per car.

d. For information on all parking facilities at the Fair, write: Manager, Bus and Automobile Parking Department, Pinkerton's National Detective Agency, Inc., World's Fair Service Building, Box 487, World's Fair, New York 11380, or telephone WF 4-4800.

16. Admission Tickets:

Admission tickets to the Fairgrounds will be sold and exchanged only at published locations. No "Will Call" or other special service will be offered. No reduced rates, other than those specified in official tariffs, will be available.

Visitors may leave the Fair and reenter the same day by use of hand stamps and identification by ultra-violet light machines at the gate.

17. Passes:

a. Pass Control Office: This department is responsible for the issuance of all permanent passes which do not require a photograph, and all day passes.

b. Pinkerton's National Detective Agency, Inc. - Identification Department, WF 4-5422: This department will be responsible for the issuance of all permanent passes which require a photograph.

c. Permanent Passes:

1. General: "Application for Permanent Employee Identification Pass" (Forms ID-1 and ID-2) may be obtained at the Identification Building located in the Roosevelt Avenue Parking Field near the Willets Point Subway Station. Passes admit bona fide employees of the Fair Corporation, associated firms, and participants to the Fairgrounds only. In case a pass is lost or destroyed the Identification Office must be notified in writing at once.

Permanent passes are electronically coded and when inserted in slots provided at the top of pass turnstiles, will release the arm to permit passage. Different colored passes are issued for the various qualified classifications. Passes are good for 1964 only. New passes will be issued in 1965.

2. Gold colored passes and Terrace Club Membership Cards (no photograph required):

The membership cards to the Terrace Club printed on the electronically coded gold colored and white cards may be used for admission at the pass gate. The member using such a card at the gate may be required to sign a sheet for the purpose of comparison with the signature filed by the Terrace Club with the Admissions and Revenue Department.

The Pass Control Office will issue gold colored passes to individuals in the following approved classifications. No fee is required. Signature must be filled in on pass by holder

-Members of the Executive, Finance and Organization Committees, Officers of the Fair Corporation, Board of Directors and Members, head of the Industrial and Transportation Sections and consultants of the Fair Corporation.

Operations Manual

-Federal officials, as follows: President, Vice-President, Members of the Cabinet, Chairman Pro-Tem of the Senate, Speaker of the House of Representatives, majority and minority leaders of both Houses, members of both Houses from the City of New York, Federal Highway Administrator, Regional Director of the Post Office, U. S. Commissioner of Customs, Collector of the Port of New York, Chief Engineer and local Engineer of the Army.

-New York State officials, as follows: Governor, Lieutenant Governor, Comptroller, Attorney General, all members of the State Legislature, Superintendent of Public Works and his assistant, local District Engineer, Superintendent of Insurance and his 1st Deputy, and members of the State World's Fair Commission.

-New York City officials, as follows: Members of the Board of Estimate and City Council, Park Commissioner, Sanitation Commissioner, Commissioner of Water Supply, Gas and Electricity, Superintendent of Health, Superintendent of Buildings, Commissioner of Public Works, Police Commissioner, Fire Commissioner, Commissioner of Hospitals, Corporation Counsel and approved members of the staff of the Mayor's Office and the City Council.

-Governors of all States participating in the Fair; list of eligibles to be obtained from the Federal and States Division of the Fair Corporation.

-Two of the top executives of all firms having leases or contracts with the Fair Corporation for exhibits, concessions or major licenses; list of eligibles to be obtained from the responsible division (Industrial, International, Transportation, Concessions, Federal and States) and submitted to the Pass Control Office.

-Editors and heads of all newspapers, TV and radio stations in the metropolitan area (i. e., within a 50 mile radius of the Fair site).

3. Blue passes(no photograph required):

The Pass Control Office will issue blue passes to individuals in the following approved classifications:

-Managers of pavilions and concessions; list to be obtained from the responsible division. Fee: original \$1.00, replacement - \$5.00.

-Police, in accordance with list submitted by Police Commissioner, and four Western Union operators. No fee required.

-Fire, City and State Health Departments, the F. B. I., State Labor Department investigators, State Liquor Authority, C. I. D., Army Intelligence Post Office Department inspectors, U. S. Customs and Internal Revenue, Naturalization Service agents, Treasury Department agents, in minimum amounts at their request. No fee required.

4. White passes (photograph required):

Pinkerton's National Detective Agency, Inc. - Identification Department will arrange for photographing of and issuing white passes to all employees of the Fair Corporation (other than those being issued gold colored) and those employees of Pinkerton's National Detective Agency, Inc. - World's Fair Division, Allied World's Fair Service Corporation - World's Fair Division, World's Fair Maintenance Corporation, insurance carriers and brokers and auditors assigned to Fair Corporation work. No fee required.

5. Green passes (photograph required):

Pinkerton's National Detective Agency, Inc. - Identification Department will arrange for photographing of and issuing green passes to all employees of Pinkerton's National Detective Agency, Inc. - Exhibitors Division, Allied World's Fair Service Corporation - Exhibitors Division, Railway Express Company, U. S. Post Office, and American Express Company working regularly at the Fair site. Fee: original - \$1.00, replacement - \$5.00.

6. Red passes (photograph required):

Pinkerton's National Detective Agency, Inc. - Identification Department will arrange for photographing of and issuing red passes to the following approved classifications:

-All repairmen permanently assigned on the site for the servicing of equipment or installations used by the Fair Corporation or participants, N. C. R. cash register mechanics and other necessary service personnel. Fee: original - \$1.00, replacement - \$5.00.

-All members of the press holding a press accreditation card issued by the New York City Police Department. No fee required.

-Union representatives located on the site. No fee required.

-Two truant officers named by the head of the Board of Education Bureau of Attendance, and telephone men and two New York City Water Supply Gas and Electric engineers. No fee required.

-Employees of N. A. S. A. No fee required.

7. To obtain Permanent Employee Identification Passes: Application Forms ID-1 or ID-2, together with a check for one dollar (\$1.00) per pass requested, must be submitted to the Comptroller, New York World's Fair Corporation, Administration Building, World's Fair, New York 11380. On receipt of check and application by Comptroller, "Individual Pass Authorization Card" (Form ID-4) will be forwarded to the participant requesting the issuance of the pass. After completion of these forms, employees for which passes have been requested will present the Authorization Cards in person to the Identification Department in the Service Building, where passes will be prepared and issued. These Authorization Cards are not to be folded or mutilated in any way.

8. To replace a lost pass: "Application for Replacement of Permanent Employee Identification Pass" (Form ID-3), together with a check for \$5.00 per pass replacement requested, must be submitted to the Comptroller. On receipt of check and application by Comptroller, the same procedures will apply as were used to obtain the original pass.

9. Participants' responsibility: Each participant is responsible for all permanent employee passes issued to his employees. On termination of employment, each participant is required to obtain the employee's pass and return it immediately to the Identification Department. Misuse of an Employee Identification Pass by an employee will result in the revocation of the employee's pass privileges. Misuse of the pass authorization privilege or non-adherence to any of the rules governing passes by the participant may result in suspension of all pass authorization privileges. Changes (deletions or additions) in authorized signature(s) for issuance of passes should be reported on a supplemental "Signature Authorization Card" (Form ID-2), obtainable from the Identification Department.

10. Verification of passes: From time to time Pinkerton's National Detective Agency, Inc. - Identification Department will furnish participants with a tabulated listing of their employees to whom permanent passes have been issued. Participants are expected to examine this listing and report exceptions.

d. Day passes:

1. Day passes may be transmitted to the requesting department in advance, upon receipt of a duly filled out application form, or may be picked up at the Pass Control Office if more convenient, upon presentation of proper credentials. Last minute requests made by telephone will be honored but should be picked up at the Pass Control Office. Emergency requests where an applicant appears at the gate will be called in to the Pass Control Office by the Gate Supervisor. The Pass Control Office will verify by telephone to the appropriate department or participant whether the admission is necessary. If so, he will authorize the Gate Supervisor to admit the applicant and send a day pass to the gate to cover the admission.

2. The following classifications are authorized to receive day passes:

- Visiting VIPS--on written request from the Office of the Chief of Protocol or the appropriate Host Unit Liaison Officer.
- Sports and entertainment participants -- on written request from the Director of Special Events.
- Repairmen -- on written request from the participant or the Director of Maintenance and Security.
- Messenger boys and hand deliveries during operating hours on request from the Director of Maintenance and Security.
- Volunteer workers of the religious pavilions, the Masons, UNICEF and the Women's Advisory Council. The Women's Advisory Council is authorized to obtain up to 10 such passes a day. Volunteer workers for the other categories are limited to the maximum submitted on a schedule in advance. This schedule will be checked to avoid possible abuses. In case of abuse, the privilege of free day passes will be rescinded.

3. Invitations to visit the Fair shall be accompanied by day passes.

4. Passes for deliveries or admission after closing hours will be issued by office of the Director of Maintenance and Security.

18. The Terrace Club:

The Terrace Club, located atop the Port of New York Authority Heliport and Exhibit Building, is the official club of the New York World's Fair. Only members and their guests may use its facilities. For information on membership write: Mr. Guy Tozzoli, The Port of New York Authority, 111 Eighth Avenue, New York, New York 10011. Individual membership dues: \$1,250., including tax, for two years, \$125.00 per associate membership for spouses of members, for two years. Corporate memberships are also available.

19. The Official World's Fair Women's Hospitality Center:

The Hospitality Center, located in the penthouse of the Better Living Center, is the official headquarters for national and international women's organizations and their membership. It is also a center for the reception of VIPs from the U.S. and abroad. For further information, write Director of Women's Activities, New York World's Fair 1964-1965 Corporation, World's Fair, New York 11380, or telephone WF 4-2391.

20. Services Offered Distinguished Visitors:

a. General: Certain courtesies will be extended to visiting dignitaries by the New York World's Fair Corporation. All such visits will be channelled through the Office of the Chief of Protocol. The extent to which these courtesies will be extended will depend on the rank of the visiting dignitary and the nature of the visit. Each visit will be planned in coordination with the host division, host pavilion and the participants involved.

b. Official Visits:

1. An official visit is one sponsored by the Fair Corporation. On these occasions an official tour will be scheduled for the visiting dignitary with complimentary admission, escorting officers, guides, and transportation on the Fairgrounds.

2. Any information regarding a scheduled visit should be given to the Office of the Chief of Protocol, WF 4-5380. The following should be supplied, if possible.

-Name and title of the visiting dignitary.

-Names and titles of those persons accompanying the dignitary.

- Date, time and point of arrival in New York.
- Expected duration of visit.
- Date and time of arrival at the World's Fair.
- Expected duration of Fair visit.
- Any special requirements of the visit.

3. On confirmation of an official visit, the Office of the Chief of Protocol will furnish information to Communications and Public Relations for their release to the press.

4. To establish a basic framework for the visit, the Office of the Chief of Protocol will schedule a meeting with a liaison officer from the host division and a representative from the host pavilion. The host pavilion representative should consider in advance the following points which will be discussed at the meeting:

- Confirmation of the facts included in the initial information.
- Names of officials who will represent the host pavilion in the welcoming committee at the visitor's point of arrival.
- Requirements for transportation, both on and off the World's Fair site.
- Desirability of a press conference for the distinguished visitor.
- Names of any exhibits that the distinguished visitor might wish to see.
- Determination if any entertainment, such as a luncheon, dinner or reception, is planned by the host pavilion.
- Personal data on the distinguished visitor, including diet restrictions, preferred cuisine and beverages, smoking habits, state of health-as it might affect the visitor's ability to see the Fair.

Additionally, the host pavilion will be requested to submit:

- A biography of the visitor, which will eventually be included in the visitor's printed program.
- A photograph of the visitor, if possible.
- A pavilion guest list, in order of precedence, to be used for any entertainment that might be hosted by the New York World's Fair. The guest list should include titles and marital status of each individual.

5. After coordinating the visit with the host division and exhibitor representative, administrative instructions will be issued to the various departments which will be required to assist with the visit.

6. Prior to the visit, a program will be issued to all concerned. The program will include a detailed outline of the official tour, miscellaneous information pertaining to correct form of address and other protocol procedures and a biography of the distinguished visitor.

c. Unofficial Visits: *

1. An unofficial visit is one not sponsored by the Fair Corporation.

2. Certain courtesies will be extended by the New York World's Fair Corporation to visiting dignitaries making unofficial visits. The extent to these courtesies will depend largely on the rank of the visiting dignitary and the nature of the visit. Each visit will be planned in coordination with the host unit and the participants involved.

d. Cooperation requested from participants:

Participants are asked to extend certain privileges to visiting dignitaries -- escorted tours, admission to exhibits ahead of normal waiting lines and through separate entrances, wherever possible.

To ensure the satisfactory conduct of these visits, and to facilitate cooperation in all areas, the Protocol Office will maintain a roster of daily duty officers serving in each pavilion. For additions to the Protocol roster, telephone WF 4-5380.

21. Labor Relations

a. **General:** Virtually all unions whose members will be working at the Fair, in declarations presented to the Fair or in their agreements, are pledged to peaceful methods for the resolution of differences which may arise. Copies of the procedures established in the pledges are available on request.

If you are a party to a union agreement, familiarize yourself with all provisions noting, particularly, the mediation and arbitration provisions.

As to those working at your Pavilion through a contractor, promptly advise the contractor of any problems. The contractor should take it from that point.

The Fair Corporation has a labor relations counsel who is available to discuss labor matters with participants when necessary.

b. **Use of union labor:** Use of appropriate union labor by exhibitors is generally important. However, this generally does not apply to those employees of exhibitors whose work comes within the following job descriptions:

1. managerial and supervisory personnel.

2. those who are employed within the pavilion of the exhibitor on the Fair site as secretaries, stenographers, typists, clerks, accountants or bookkeepers.

3. those who are employed within the pavilion of the exhibitor on the Fair site as hosts, hostesses, receptionists or conductors and whose duties consist of greeting visitors to the pavilion, giving directions to visitors, escorting visitors about the pavilion, explaining the displays or exhibits either by means of a talk or demonstration procedure approved by the exhibitor, answering questions about the exhibits or the pavilion, promoting the exhibitor's products, generally creating goodwill towards, and understanding of, the exhibitor, or any of the foregoing.

Note: that which constitutes a theatrical performance is not contemplated in the foregoing.

c. As to special and unusual situations, consult your own counsel, contractor or the Labor Relations Counsel to the Fair Corporation, located in the Administration Building, WF 4-2336.

22. Fair Corporation Publications:

a. "World's Fair" - general information about the Fair. For minimum quantities (12 or less) write Information Service, New York World's Fair 1964-1965 Corporation, World's Fair, New York 11380; for bulk distribution, write Communications and Public Relations Department, New York World's Fair 1964-1965 Corporation, World's Fair, New York 11380.

b. "Rules and Regulations of the Fair Corporation", @ \$3.00 per copy; "World's Fair Health Code", @ 50¢ per copy; "World's Fair Building Code", @ \$2.50 per copy -- for copies write Office Manager, New York World's Fair 1964-1965 Corporation, World's Fair, New York 11380, enclosing check or money order.

23. Armored Car Service:

Under contract to Pinkerton's National Detective Agency, Inc., Armored car service for transportation of funds and valuables to, through and from the Fairgrounds is provided by Wells Fargo Armored Car Service Corporation, located in the World's Fair Service Building. For information telephone AR 1-3160.

SECTION IV: SERVICES AVAILABLE DIRECTLY FROM

EXHIBITORS AND CONCESSIONAIRES

1. Allied World's Fair Service Corporation - Exhibitors Division:

Allied World's Fair Service Corporation will provide to participants the following services: general janitorial services, elevator operators-starters, grounds maintenance and gardening, atmospheric pest control, exterminating services, mechanical services-stationary engineers, ride equipment maintenance, projection equipment maintenance, display maintenance, slide machine operation maintenance, display equipment maintenance, stagehands, sign-painting (mechanical and hand lettering), locksmith services, ironworker services, glazier services, plumbing services, scenic artist services, laborers, masons, carpeting services (installation and repair), operating engineers, rental of towing equipment, welding equipment, boom-bucket trucks, fork lifts and chauffered vehicles, all types of off-season refurbishing for rides and ride equipment, winterizing services, laundry and dry cleaning services of all types as well as procurement of uniforms, money collection services for vending machines of all types, refuse container rental, refuse collection, and also maintain a pool of all inter-related crafts for both on-call and regular services.

2. Brooklyn Union Gas Co:

The Brooklyn Union Gas Company will provide maintenance and repair-- on both a routine and emergency basis -- for all gas lines and services supplied to the Fair Corporation and its exhibitors, excluding equipment, appliances, or lines within buildings.

3. Pinkerton's National Detective Agency, Inc. - Exhibitors Division:

Pinkerton's National Detective Agency - Exhibitors Division will furnish to all participants (on a contractual basis) security officers, security patrols, armored car service, ushers and usherettes, hosts and hostesses, cashiers, ticket sellers, ticket takers and other related personnel. Telephone 888-4900 for information.

4. World's Fair Maintenance Company:

See section I, 6.

5. Banking Service:

First National City Bank operates two branches at the Fair, one located on Avenue of Africa at the Court of the Five Boroughs, the second on Meridian Road near the Post Office. Participants and their employees and employees of the Fair Corporation and associated firms will use the Meridian Road service branch for all in-Fair banking needs (except safe deposit boxes, which are not available on the Fairgrounds).

Office hours:

Avenue of Africa branch -- 10 a. m. - 10 p. m., seven days a week.
Meridian Road service branch -- 9 a. m. - 3 p. m., Monday - Friday.

Telephone for both branches: 888-7900

6. Transportation Services:

a. Boat Service to the Fair: This service is available as per the following:

1. American Hydrofoils, Inc. 120 Wall Street, New York, New York, will operate 35, 22 passenger Aquafoils. Leaves Wall Street: estimated time to the World's Fair, 30 minutes; leaves 26th Street: estimated time to the World's Fair, 25 minutes; leaves Hunts Point, Bronx: estimated time to the World's Fair, 11 minutes. Fare: from 26th Street and Wall Street, adults - \$6.00 round trip - \$3.50 one way; children - \$3.00 round trip; from Hunts Point, Bronx, adults - \$4.00 round trip - \$2.50 one way; children - \$2.00 round trip. Trips every 5 minutes.

2. Circle Line Sightseeing Yachts, Inc., West 41st Street, New York, New York, will operate boats to the Fair. Leaves Pier 80: estimated time to the World's Fair, 1-3/4 hours. Fare: adults - \$5.00 round trip - \$2.75 one way; children - \$2.50 round trip - \$1.25 one way. Boats leave twice daily - 10:30 a. m. and 2:30 p. m.

3. Fairwater Excursions, Inc., Edgewater, New Jersey, will operate boat service to the Fair via "The Teresa" and the "Fairmaid". Leaves Tri-Terminal Corporation Pier: estimated time to the World's Fair, 90 minutes. Fare: adults - \$3.50; children \$1.75. Boats leave 3 times daily.

4. Fair Transportation, (subsidiary of American Hydrofoil) will operate ferryboat service to the Fair. Leaves Bronx: estimated time is unknown. The ferry will be used when all hydrofoils are in service.

5. Orange Steamship Lines, Inc. will operate boat service to the Fair via 400 passenger ferryboat. Leaves Battery Park, Manhattan: Fare: adults - \$3.00 one way; children - \$1.50 one way. Three trips will be made daily.

6. Parkchester Beach Club, Sound View Avenue, White Plains Road, White Plains, New York, will operate boat service to the Fair via two 90 passenger ships. Leaves Shore Haven Marina Classon Point: estimated time to the World's Fair, 20 minutes; Fare: adults - \$3.00 round trip; children - \$1.00 round trip.

b. Scheduled Bus Service to the Fair:

1. From Brooklyn, via Brooklyn Surface Lines:

East New York - Brooklyn - World's Fair. Fare: 25¢.

Flatbush - Brooklyn - World's Fair. Fare: 25¢

Ridgewood Terminal, Queens - Rodman Street Terminal,

World's Fair - 111th Street Terminal, World's Fair -
Main Street Terminal, Flushing. Fare: 15¢.

For further information, telephone UL 2-5000, extension B 5505.

2. From Bronx, via West Fordham Transportation. Fare: \$1.00 each way. For further information, telephone LO 9-2600.

3. From Connecticut and New England, via the Connecticut Company. Fare: variable for adults and children. For further information, telephone 203 624-0151.

4. From Long Island:

Via Hempstead Bus Lines. Fare: \$1.00 each way from any place on franchised routes. For further information, telephone 516 PI 6-3340.

Via Star Bus Line. Fare: 20¢ from first zone (25¢ average). For further information, telephone 516 ED 3-5700.

Via Bee Line Hempstead route. Fare: 75¢ each way. For further information, telephone 516 RO 6-1100.

Via Schenck Transportation Company Glen Cove route. Fare: 47¢-85¢. For further information, telephone 516 FL 4-1600.

Via Schenck Transportation Company Glen Cove route. Fare: 60¢-\$1.25 each way. For further information, telephone 516 FL 4-1600.

5. From Manhattan:

Via Bronx - Manhattan route. Fare: adults \$1.00; children (under 5) 50¢. For further information, telephone LU 5-2480.

Via Grey Line New York Tours. Fare: \$1.00 each way. For further information, telephone LW 4-3030.

6. From New Jersey:

Via Public Service. Fare: variable for adults and children. For further information, telephone 201 MA 2-7000.

Via Short Line. Fare: unknown. For further information, telephone 201 LA 9-3666.

7. From Pennsylvania, via Werner Bus Lines. For information telephone 215 WE 3-7735 or 215 FA 6-6060.

8. From Queens:

via Q/44, Bronx-Jamaica route. Fare: 15¢-20¢.

via 2/48, LaGuardia Airport route. Fare: 15¢.

via Q/25-34, Jamaica-160th Street route. Fare: 15¢.

via Q/66, Northern Boulevard-Shea Stadium route. Fare: 15¢.

via Forest Hills route. Fare: 15¢.

from LaGuardia and Kennedy Airports to Peter Stuyvesant Gate (for Eastern Air Lines passengers only). Fare: 15¢. For further information telephone Queens Surface Lines, UL 2-5000, extension B 5505.

from various hotels in Queens to the Fair. Fare: variable according to distance. For further information telephone Fair Motor Services Corporation, LT 1-3140.

9. From Washington D. C. and Philadelphia, via Trailways.

For information telephone 202 RE 7-5800.

10. From Westchester, via West Fordham Transportation. Fare:

\$1.50-\$2.00 each way. For information telephone LO 9-2600.

c. Charter Bus Service to the Fair:

Local bus companies anywhere in the nation are arranging to charter service to and from the gates of the Fair individually tailored to fit specific requirements. These companies should be contacted directly or through local travel agents.

Parking at the Fair for chartered buses -- see Section III, 8-9.

d. Bus Service to and from the World's Fair Marina:

The Queens Transit Company will offer bus service between the World's Fair Marina and New Amsterdam Gate. Fare each way: 15¢ per person. For further information telephone HI 5-3100.

e. Bus Service to and from Flushing Airport:

Free shuttle bus service for occupants of private autos parked at the Flushing Airport Parking Field will be provided by Queens Transit Company between 9:30 a.m. and 11:30 p.m. or depending on passenger requirements.

f. Bus Service within the Fairgrounds:

Greyhound at the World's Fair, Inc. will provide transportation, sightseeing and guide services within the New York World's Fair. These services include:

1. Regular on-off service on various routes within the Fair.
2. Sightseeing bus service (with recorded commentary)--
1-1/2 hour trip passing all major exhibits
Tickets: \$3.00, adults; \$1.50 for children under 12.
3. Glide-a-Ride service (with driver-guide) -- 60 passenger, three-coach tractor-trains offer separate tours of various areas of the Fair:

Tour A (International and Lake Amusement Areas),
45-minute trip. Tickets: \$1.00, adults;
50¢ for children under 12.

Tour B (industrial and International Areas),
30-minute trip. Tickets: 75¢, adults;
50¢ for children under 12.

Tour C (Transportation and Federal/States Areas),
30-minute trip. Tickets: 75¢, adults;
50¢ for children under 12.

4. Escorter service (with driver-guide) -- specially-designed four-passenger vehicles, available over unlimited selection of routes and tours. Escorters may be engaged on meter basis (as a taxi) or at the following rates:
20 minutes minimum = \$3.00 for two passengers,
\$1.00 each for additional passengers up to four.
By the hour or day = \$9.00 per hour for two passengers,
\$1.00 each per hour for additional passengers up to four.

Sightseeing buses, Glide-a-Ride tractor-trains, or Escorters may be chartered for groups of two to 60 passengers, provided sufficient advance notice is given to Greyhound at the World's Fair, Inc. For information, rates and reservations telephone 888-4400, or write Greyhound at the World's Fair, Inc., World's Fair, New York 11380.

g. Helicopter Service to the Fair:

Scheduled helicopter service will be available from the Pan American Building in Mid-Manhattan, the Wall Street Heliport in Lower Manhattan, and the New York Airports, to the landing deck atop the Port Authority Heliport in the Transportation Area of the Fair.

There will also be sightseeing flights originating from the Fair heliport. For further information telephone DE 5-6600.

h. Rail Service to the Fair:

The Long Island Rail Road will offer express service from Pennsylvania Station in Manhattan direct to the Main Entrance of the World's Fair. Fare each way: 50¢ per person. Direct trains also will operate from the Jamaica Station to the World's Fair. For information regarding regularly scheduled trains telephone JA 6-0900.

The Long Island Rail Road will sell package tickets which will include Fair admission and return trip rail fare. Price (from Penn Station) will be \$2.50.

Special reserved trains: Special trains may be reserved or special cars may be set aside in existing trains for groups visiting the Fair. Groups arriving by train from the South or West or from New England (via the New Haven Railroad) will be able to board these special trains directly across interconnecting Penn Station platforms. Trains will be scheduled to depart at a specific time and cannot be held for stragglers. This service is available at no extra charge.

Groups originating on the Long Island may reserve special trains direct to the Main Entrance. Fare: regular passenger rates from the point of origin.

For information and reservations contact Manager of Passenger Sales, Long Island Rail Road, Jamaica Station, Jamaica, New York 11435, or telephone JA 6-0900, extension 498.

i. Subway Service to the Fair:

The Main Entrance to the Fair is located at the Willets Point Station of the Flushing IRT subway line. On payment of a single 15¢ fare visitors to the Fair can board subways anywhere in the entire City system and by transferring at appropriate interconnecting points reach this Main Entrance.

During the Fair's operating hours special trains will offer express service direct from the Times Square and Grand Central Stations in Manhattan. Fare each way: 15¢ per person.

Special reserved trains: Special trains may be reserved or special cars may be set aside in existing trains for groups visiting the Fair. These special trains or special cars must be reserved 30 days in advance, and can be boarded only at Times Square, Grand Central or Queens Plaza Stations. Trains will be scheduled to depart at a specific time and cannot be held for stragglers. This service is available at no extra charge.

For information and reservations contact Acting General Manager, New York City Transit Authority, 370 Jay Street, Brooklyn, New York 11201, or telephone UL 2-5000.

7. Commercial Recording Service:

The WTFM Recording Company, official recording service of the New York World's Fair, located at Long Island Expressway, Fresh Meadows 65, New York, telephone LE 9-5600, will maintain a recording service at the World's Fair in the Better Living Center. They are prepared to supply, on the grounds, any radio or audio recording services required by exhibitors.

8. Ice Service:

Rite Ice Corporation will furnish its products to other users on the Fairgrounds. Telephone GL 6-6600.

9. Paid-Admission Shows at the Fair:

Participants and all visitors to the Fair wishing to secure tickets or reservations at any paid-admission show within the Fairgrounds are expected to make their own arrangements directly with the individual show managements.

10. Photo Services and Photo Supplies:

a. Still or press photos: From offices in the Press Building, United Press International, Inc., Commercial Photography Division will supply to participants at a charge still photos of the participant's exhibit, activity or special events. Telephone MU 2-0400, extension 465, to arrange desired coverage.

b. Motion pictures: Hearst Metrotone News, Inc., will supply to participants at a charge motion pictures in color or black-and-white of the participant's exhibit, activity or special events.

c. Supplies: Medo Fair Corporation will offer for sale photographic supplies and will provide a developing and printing service.

11. Post Office Services:

Foot carriers will make two deliveries daily, Monday through Saturday inclusive, to concessionaires, exhibitors and other business operations on the site.

Lock boxes are available for rental at the World's Fair Post Office or the Flushing Post Office. Special delivery messengers will operate between 7:00 a. m. and 9:15 p. m., Monday through Saturday inclusive, and from 10:30 a. m. to 7:00 p. m. on Sundays and holidays.

Window services are available in the Post Office to assist foreigners.

Mail pick ups are made from sixty strategically located boxes on the site. Pick up from these boxes is dependent on the volume.

12. Religious Services:

a. Catholic: Daily celebration of Mass may be scheduled in the mezzanine Chapel of the Vatican Pavilion, seating 350 worshippers.

b. No other faiths will offer regular religious services on the Fairgrounds.

c. No collection or solicitation of funds is allowed on the Fair site in connection with any religious activity.

13. Restaurants at the Fair:

Participants and all visitors to the Fair planning special events or wishing to make reservations for groups of all sizes at any restaurant within the Fairgrounds are expected to make their own arrangements directly with the individual restaurant.

14. Stroller and Wheelchair Rental:

Baby strollers and wheelchairs may be rented or purchased from Equipment for Fairs, Inc., at any of four locations in the Fairgrounds. Equipment must be returned to the location from which it was rented; no delivery service is offered. Cost: \$2.00 per day for strollers; \$4.50 per day for wheelchairs; group rates are available. Handicapped visitors with their own wheelchairs will be allowed entry at any gate except the Main Gate (because of the stairways).

15. Telephone Service:

Within the Fairgrounds the New York Telephone Company will furnish, install and maintain telephone service and other communications for the Fair Corporation and all participants.

Telephone numbers for exhibitors, concessionaires and other participants will be found in the Queens Telephone Directories under the heading "WORLD'S FAIR."

Telephone numbers of members of the Fair Corporation staff or officers of the Fair's administration will be found in the World's Fair Corporation Telephone Directory, published and distributed separately.

Service and other calls:

Repair Service	611
Business Office (orders for service, billing matters, rates, charges, etc.)	888-9950

16. Bonded Storage: Bonded storage in this area is available at:

Greenpoint Terminal Warehouse Foot of Noble Street Brooklyn 22, New York EV 3-6400	Marlyn Warehousing Corporation 3810-3914 Review Avenue, One Newtown Creek Long Island City 1, New York RA 9-6900
---	--

Rates are 5¢ per cubic foot or 20¢ per 100 pounds per month or any fraction thereof. Handling rates, per in or out movement, are 10¢ per cubic foot or 40¢ per 100 pounds.

17. World's Fair Marina:

Complete modern facilities for all visiting boats are available, at these rates:

	<u>Docking in Slip</u>	<u>Mooring</u>
Overnight (24 hours)	20¢ per foot, overall	10¢ per foot, overall
Per month	\$5.40 per foot	\$2.70 per foot
April 1-October 31	\$13.00 per foot	\$5.00 per foot

The dockage day starts at 6:00 a. m.; boats docked earlier will be charged for the previous night. Check-out time is 6:00 p. m.; boats remaining later will be charged for the following night. Minimum charge will be for a 24-foot slip. For reservations telephone TW 8-6300.

SECTION V: SPECIAL EVENTS AND SPECIAL DAYS

1. Definitions:

a. Special Event: Any activity on the Fairgrounds which, in the opinion of the Communications and Public Relations Department, will be of interest to news media, such as "State Days" and "Great Days." Visits by groups of any kind involving 10,000 or more automatically will be considered as "Special Events" (with appropriate coordination and publicity by the Fair). All performances and activities scheduled as part of the Fair's cultural and free entertainment programs will be considered as "Special Events."

b. Special Day: A Special Day may be designated to recognize the visit to the Fair of a homogeneous group consisting of at least 1,000 persons, provided plans for the group visit were completed prior to February 29, 1964; visit of a group sponsored by and recognized as an official part of the activities of an exhibitor. A "Special Day" normally will not be designated for groups of less than 1,000 people.

2. Facilities Available for Special Events or Special Day Groups:

a. Those controlled by participants: Facilities within exhibit pavilions (such as the Federal Pavilion, which is equipped to handle large groups) may be available under certain circumstances. For information concerning such facilities, contact each participant directly.

b. Those controlled by the Fair Corporation: Use of all Fair-controlled facilities will be scheduled and supervised by the Office of the Program Director through the Director of Special Events. These facilities (site plans attached) include:

The Singer Bowl

Open-air stadium, lighted for night use; capacity: 15,020 in bleacher-type seats, surrounding open center field 110' x 270' surfaced with green macadam; or 3,000 temporary seats may be placed in center field, for a maximum capacity of approximately 18,000; dressing room facilities for 100 male and 100 female performers; movable stage 35' x 60', public address and TV facilities available.

Basic cost: on request.

The Pavilion

Covered, louver-sided, geodesic-domed structure, not sound-proof; capacity: 2,100 in permanent seats facing convex stage area 51' x 84', with playing area 40' x 40'; dressing room facilities for 100 male and 100 female performers; public address and TV facilities, stage and TV lighting available.

Basic cost: on request

Industrial Common

Outdoor paved area, containing approximately 12,000 square feet; capacity: up to 2,000 on temporary seating placed on the concrete, with 3,000 or more standing on surrounding grass apron; a large permanent bandshell (The Tiparillo Dance Pavilion) equipped with lighting; public address system is available.

Basic cost: on request

Enterprise Common (in the Industrial Area)

River Common (in the Industrial Area)

National Maritime Union Park (in the Transportation Area)

Outdoor areas, each containing 8,000-13,000 square feet of paved area; capacity: 1,000-1,700 on temporary seating placed on the concrete areas, with 3,000 or more standing on surrounding grass apron; mobile bandshells normally situated at each location; public address facilities; TV facilities at Enterprise Common.

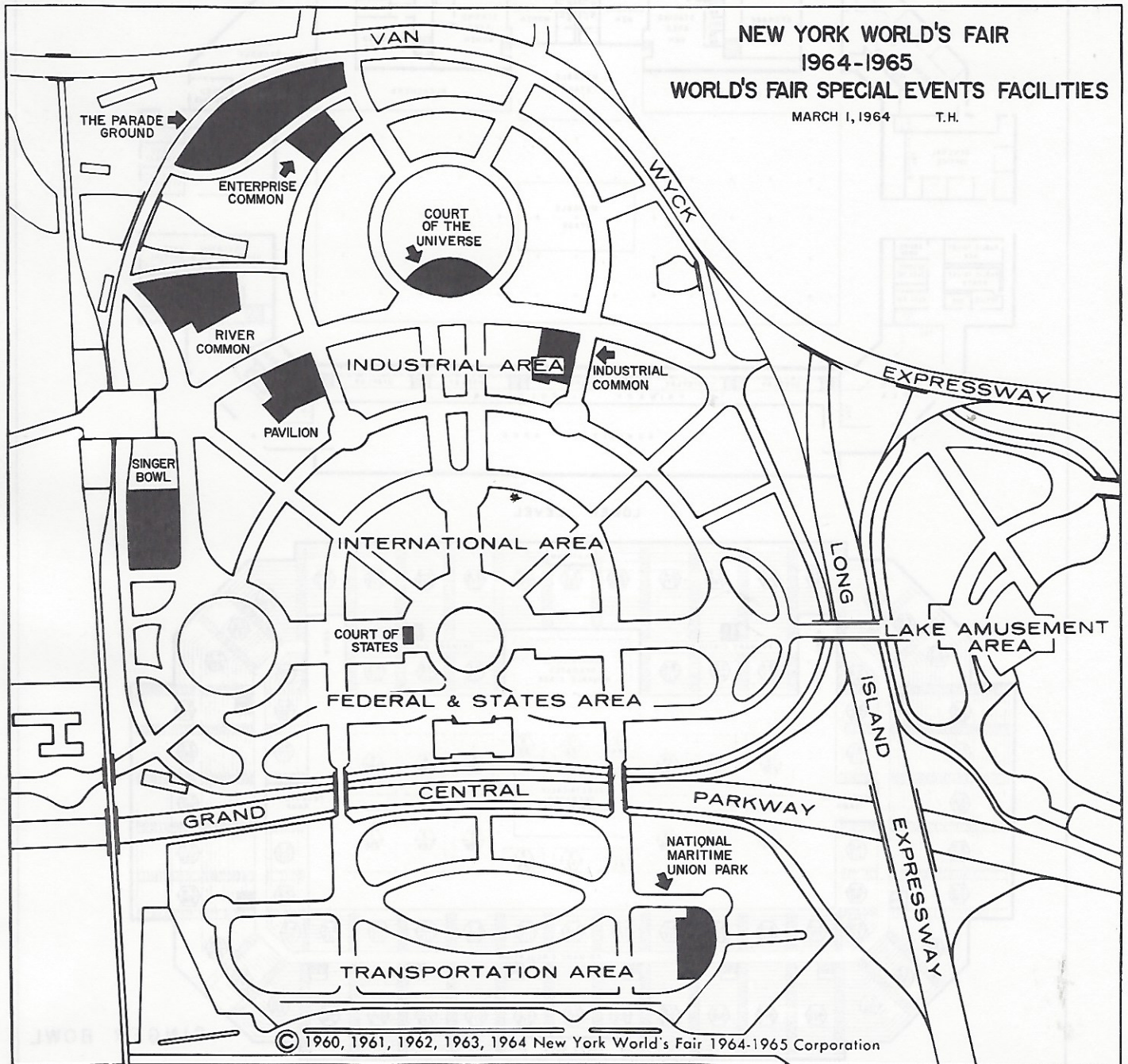
Basic cost: on request

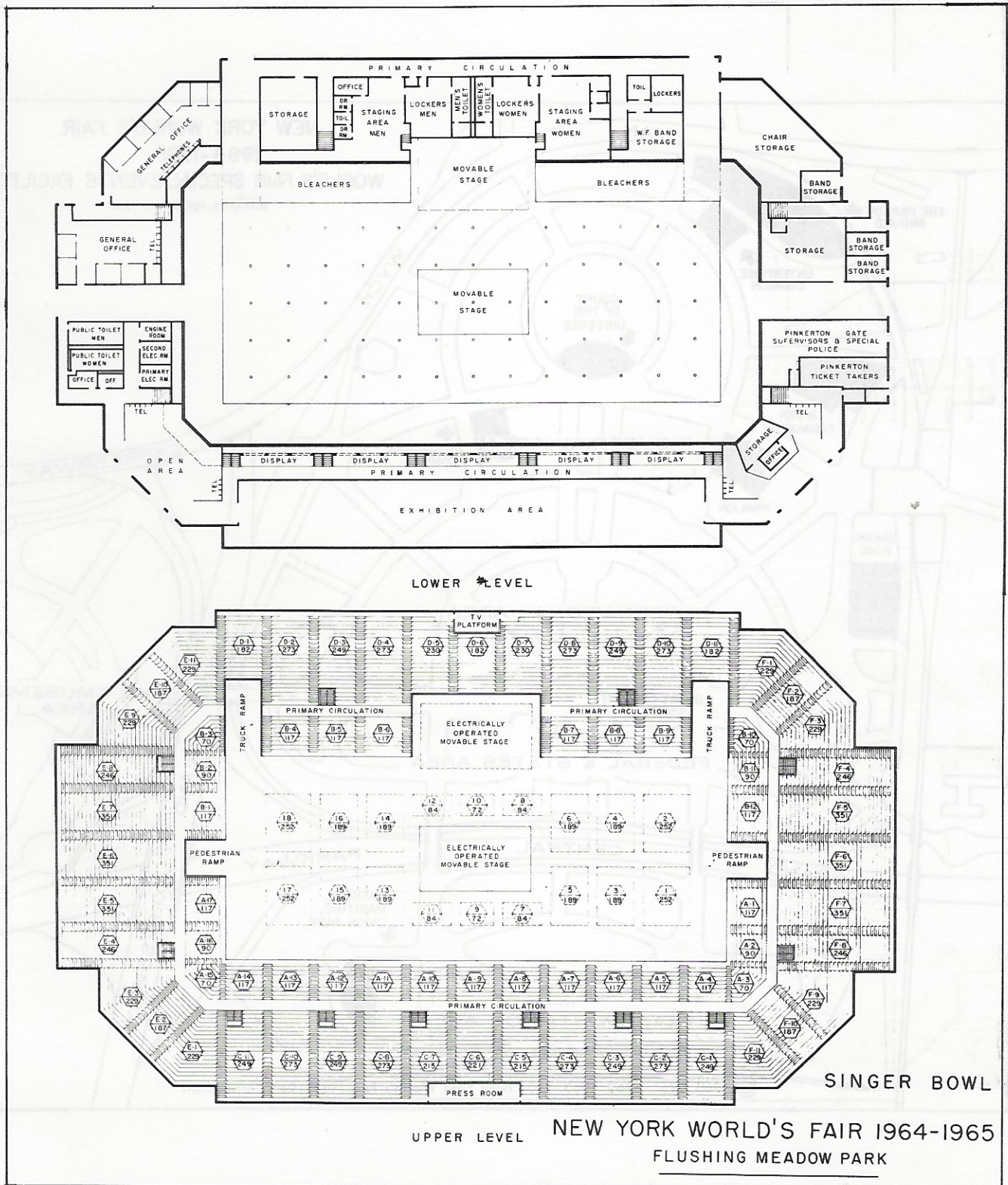
The Parade Ground

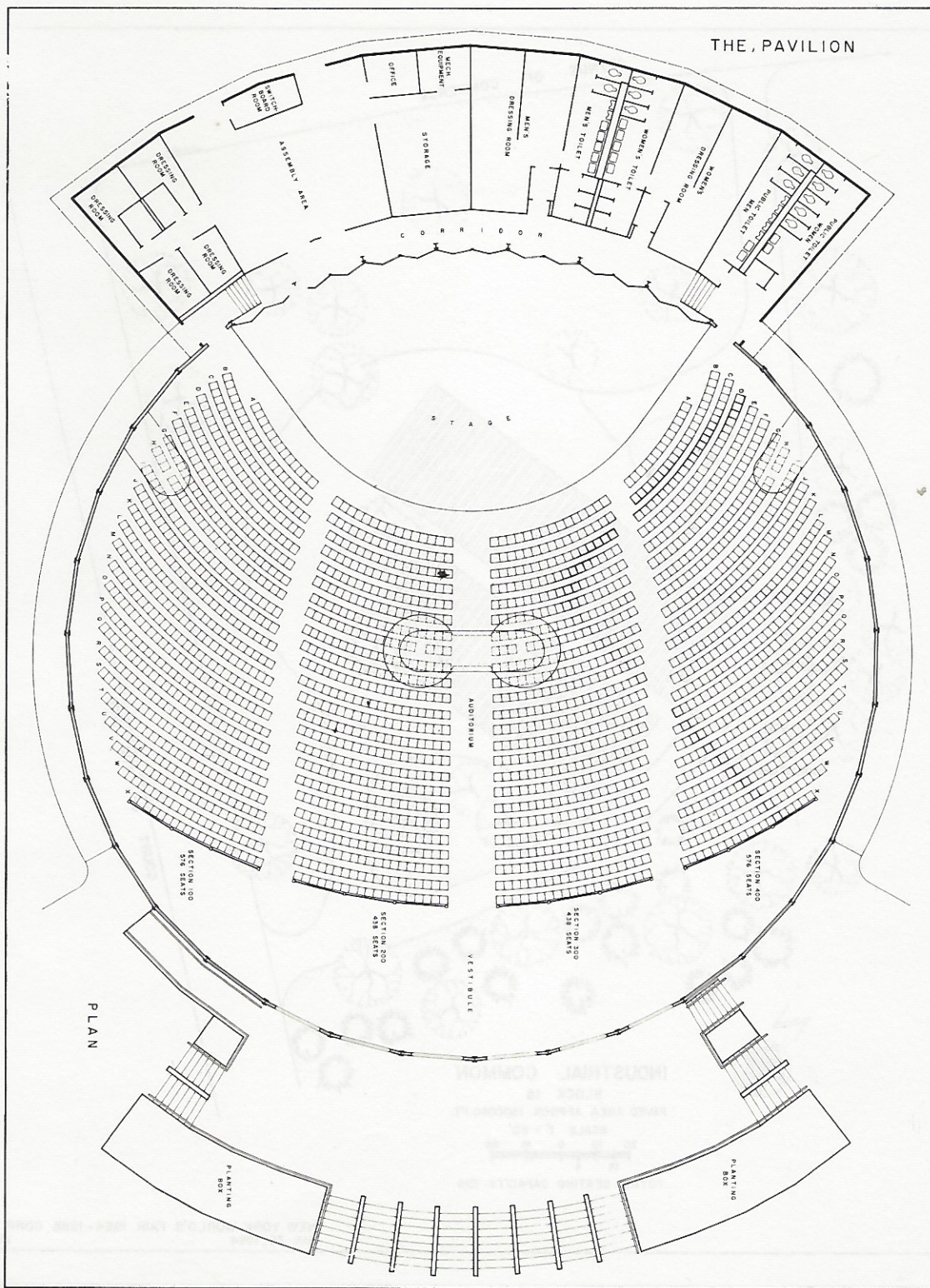
Outdoor, grass-sodded area, 4 1/2 acres; mobile stage with self-contained public address equipment available.

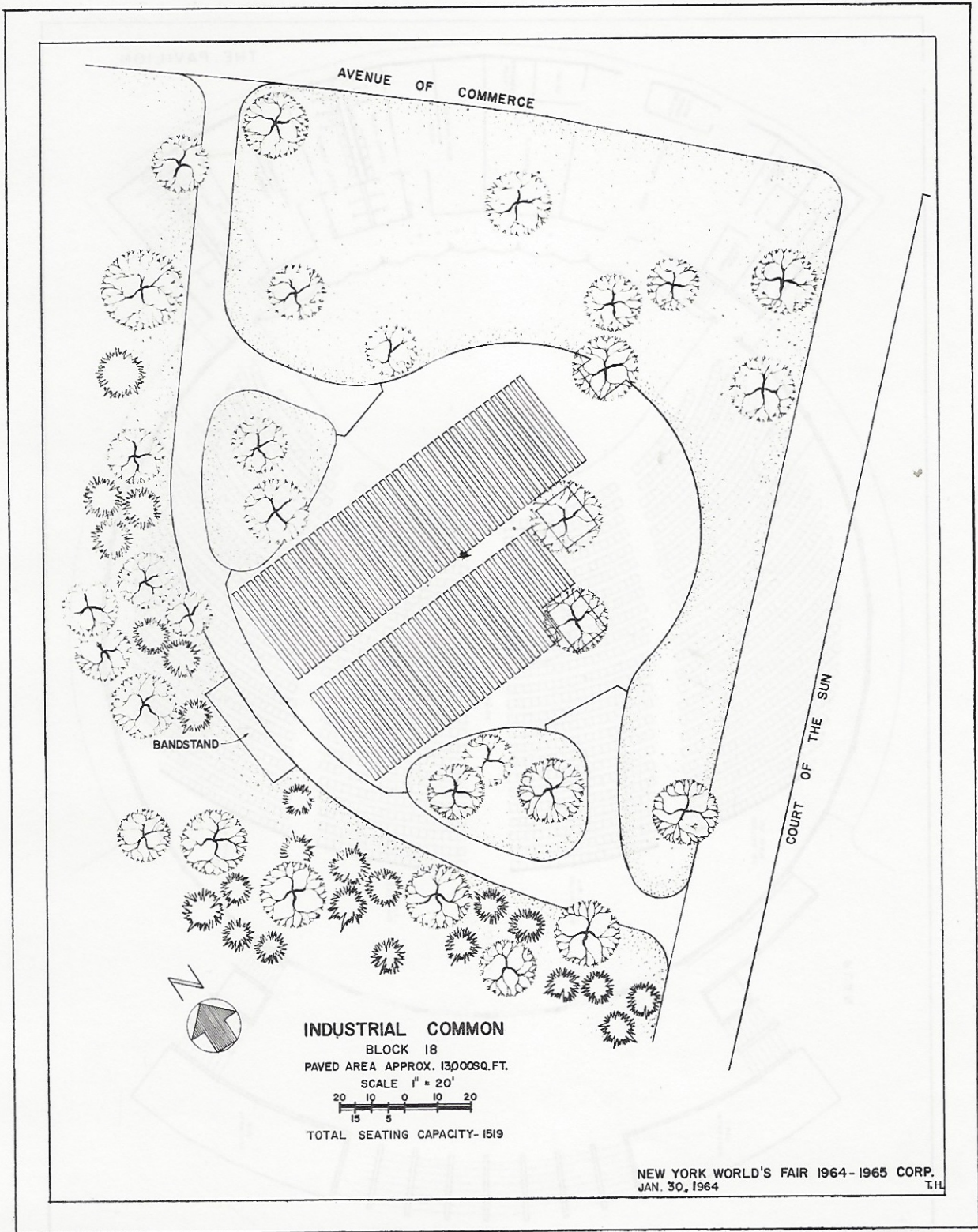
Basic cost: on request

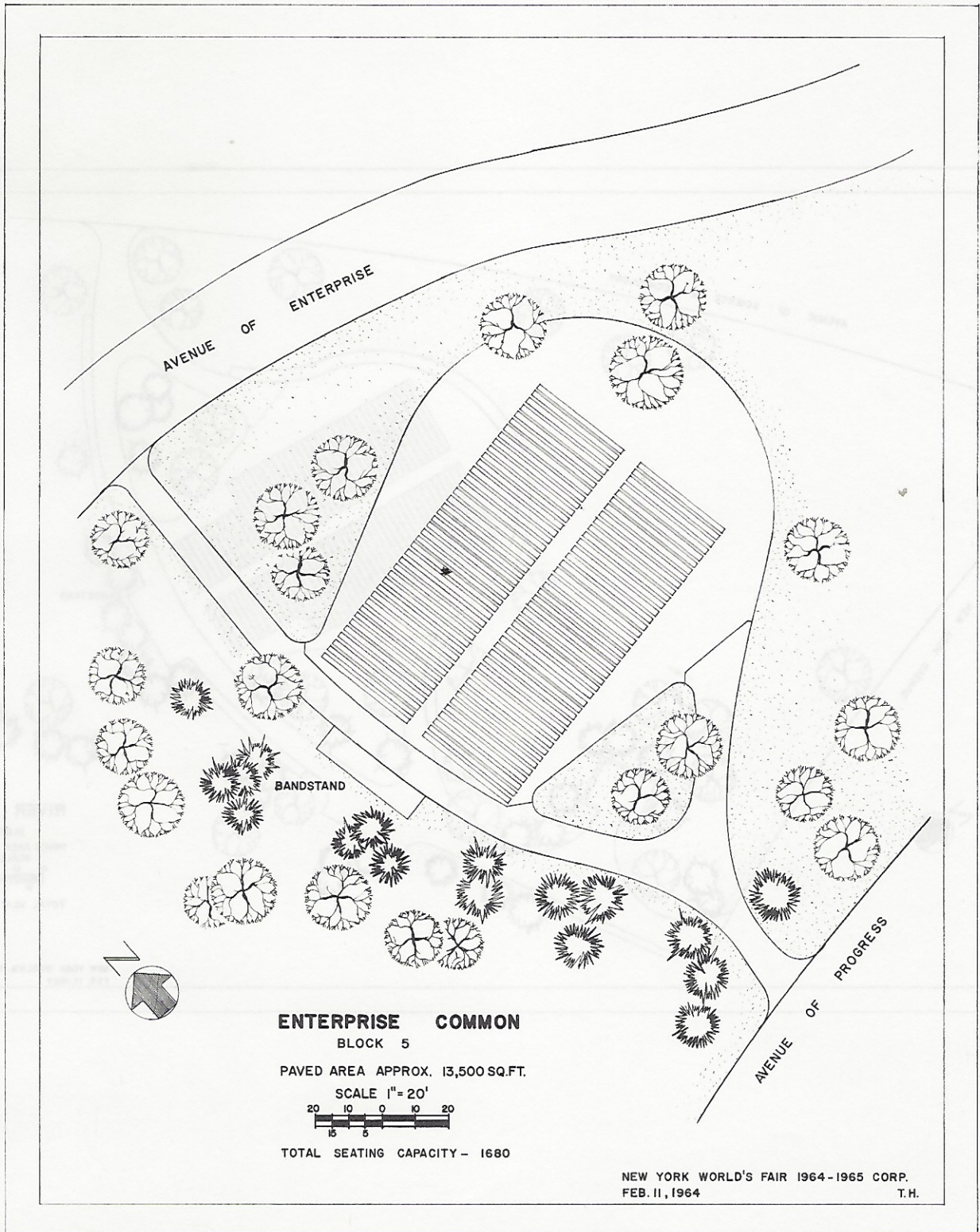
Locations of these Fair-controlled facilities are shown on the attached map. Other outdoor areas within the Fairgrounds may be available for special events, by prior arrangement. A movable bandstand, equipped with self-contained public address, lighting and generating equipment can be made available for small events anywhere on the Fairgrounds.



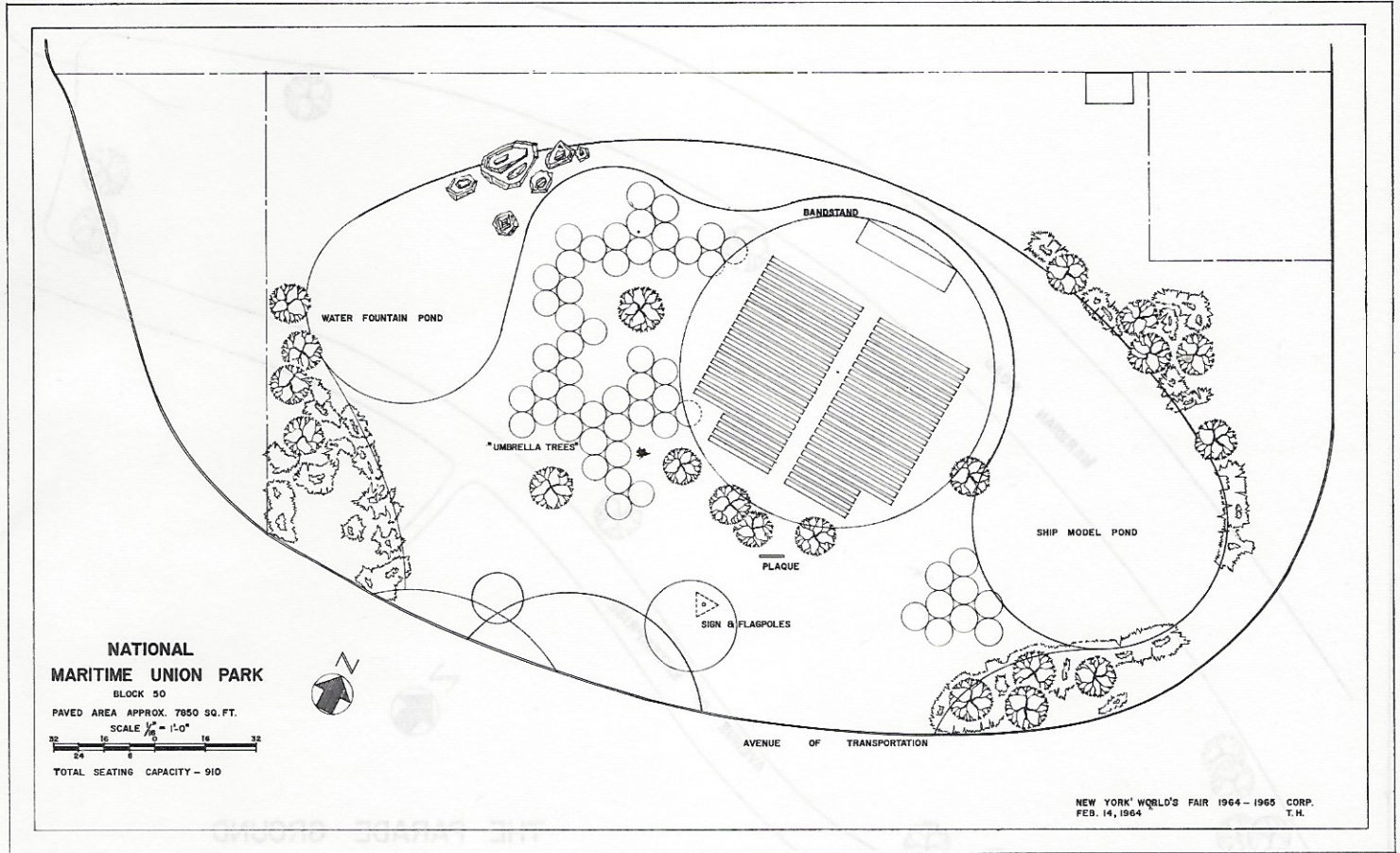






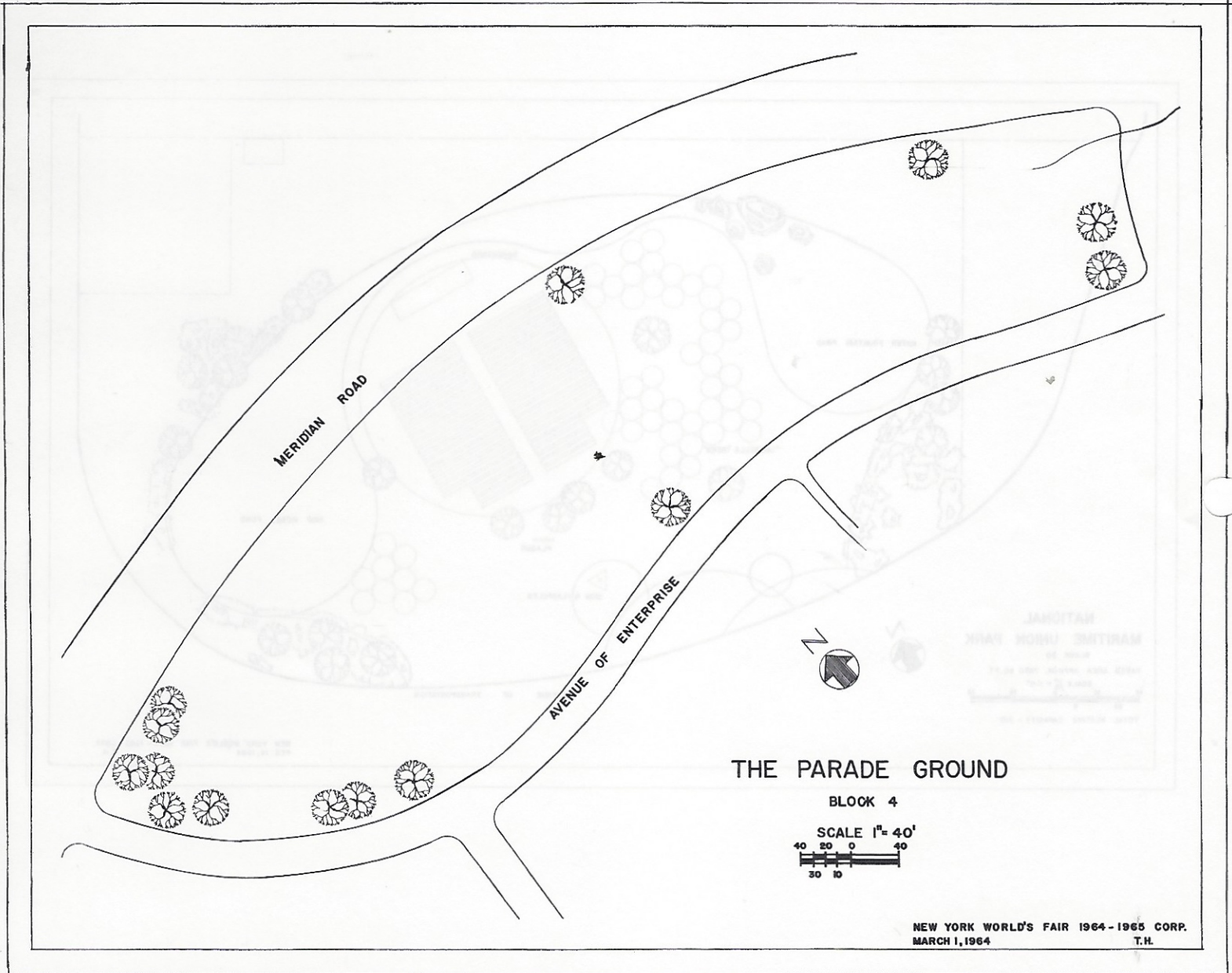






4/15/64

V - 9



3. Assignment of Fair-Controlled Facilities:

a. Policy: Participants, organizations and groups of all kinds may request use of any Fair-controlled facility, but the Fair will reserve the right, in any event, to adjust arrangements at any time. (Certain other rights reserved by the Fair Corporation are explained on page 2 of the "Confirmation of Arrangements" attached).

b. Required preliminaries: Terms of "Confirmation of Arrangements" letter-agreement must be met, specifically: submission of plans 60 days in advance; and receipt by the Fair Corporation of payment 14 days prior to the event. The Fair must receive properly signed letter-agreement or acceptable substitute therefor.

4. Charges for use of Fair-Controlled Facilities:

a. Excepting only those events where the Fair Corporation itself is the host, there will always be a charge made by the Fair Corporation for all personnel, equipment, special services, etc., supplied, sufficient to cover the costs involved.

b. Tentative schedule of charges per four-hour time period
(10 a. m. - 2 p. m., 2 p. m. - 6 p. m., 6 p. m. - 10 p. m.):

For The Singer Bowl
the package price of
\$530 includes:

For The Pavilion the
package price of \$420
includes:

For the Commons areas
and National Maritime
Union Park the package
price of \$230 includes:

3 Stagehands

7 Porters

8 Policemen

1 Matron

2 4'x8' Platforms

1 Podium

1 Lectern

2 Flags

10 Single Chairs

Public Address set-up

Rubbish removal

Electrical power

3 Stagehands

5 Porters

3 Policemen

2 Matrons

2 4'x8' Platforms

1 Podium

1 Lectern

2 Flags

10 Single Chairs

Public Address set-up

Rubbish removal

Electrical power

2 Stagehands

2 Porters

2 Policemen

--

2 4'x8' Platforms

1 Podium

1 Lectern

2 Flags

10 Single Chairs

Public Address set-up

Rubbish removal

Electrical power

For The Parade Ground, charges will depend on the type of activity scheduled.

c. Additional personnel in these categories is available at these basic rates per hour, to which will be added a 15% supervisory fee:

Stagehands.....\$ 5.50	Utility Man.... \$ 4.00	Teamster.....\$ 9.00
Porters	Carpenter..... 8.25	Fireman..... 4.00
Male..... 3.50	Painter..... 8.75	Policeman..... 4.00
Female (matron)... 3.00	Laborer..... 6.50	Ticket Seller... 4.00
Electrician..... 10.75	Plumber..... 12.75	Ticket Taker... 4.00
Projectionist..... 9.50	Operating	Usher..... 4.00
	Engineer..... 8.00	

d. Special personnel or equipment is available by advance arrangement and at extra cost.

5. Procedure for organizing Special Events or Special Days:

a. At the time sufficient advance information is available and after the Master Calendar has been cleared (but in any case at least 60 days prior to each event), the Director of Special Events will meet with representatives of the Host Unit, the participant, the Communications and Public Relations Division, and other personnel (as necessary) to establish a final program for the event. This final program, together with administrative instructions, maps, miscellaneous information, etc., will be published well in advance of the event by the Office of the Program Director for the guidance of all concerned.

b. In addition, for those events where the Fair Corporation is the host, the Office of the Chief of Protocol will issue (in writing) all official Fair Corporation invitations and any revisions or cancellations of these invitations; prepare and issue the Official Program; and be available on request to any Host Unit.

6. Television-Radio Coverage for all events and activities:

a. All requests for permission to originate any radio, television, or film coverage from the Fair site must first be cleared and accepted by the Office of Communications and Public Relations thru the Radio and Television Coordinator, WF 4-6584.

b. Operations policy: The Office of the Director of Radio-Television and Public Address Operations, WF 4-5480, must be notified whenever a participant schedules any radio, television, or motion picture origination. This information is essential to enable this office to arrange admission to the Fair site for the production-technical personnel, performing talent, and equipment; assign World's Fair police escorts from the point of entry to the production area; and schedule the origination on World's Fair master information schedules.

PEACE THROUGH
UNDERSTANDING

NEW YORK WORLD'S FAIR 1964-1965 CORPORATION
INTERNATIONAL EXPOSITION AT FLUSHING MEADOW PARK
 FLUSHING 52, N.Y. • TELEPHONE-AREA CODE 212-WF 4-1964 • CABLE ADDRESS "WORLDSFAIR"

CONFIRMATION OF ARRANGEMENTS

This will confirm the arrangements between the New York World's Fair 1964-1965 Corporation (the "Fair Corporation") and

("your organization") for use of Fair Corporation facilities on _____, 196____,
 as follows:

<i>Description of Facility</i>	<i>Estimated Cost to You</i>	<i>Time and Date</i>
--------------------------------	------------------------------	----------------------

Your organization's program is:

You will submit to us, at least 60 days prior to the day reserved for your organization, your proposed program in detail, including all services requested of the Fair. After receipt of this program, the Fair Corporation will estimate the cost of providing the services you request and will prepare and mail to you an invoice covering these costs. Payment of the amount shown on the invoice must be received by us at least 14 days prior to the date reserved. Within 30 days after the "Day" or as promptly as actual costs can be tabulated, the Fair Corporation will send you an adjusted bill which you agree promptly to pay, or will refund any overpayment made by your organization. Your organization's place on the Fair's Calendar of Events and reservation of any Fair facilities assigned for the use of your organization will be subject to cancellation on 24 hours' notice if any of the requirements of this paragraph are not fulfilled.

In addition to placing your program on the Fair's Calendar of Events and reserving Fair facilities for your program, the Fair Corporation stands ready to make available to your organization the following:

- Reports on the Fair
- An assembly area
- Official listings of your "Day"
- Housing information
- Information on restaurants
- Information on exhibits
- A World's Fair Certificate
- Publicity and publicity material

The Fair Corporation will not be required to provide free admission to the Fairgrounds for any member of your organization or any performer or other person partaking in your program, or transportation, food, lodging or other expenses.

Your organization will be responsible for bringing to, handling within, and removing from the Fairgrounds any special equipment necessary to your program which is not readily available on the Fairgrounds. You must obtain prior approval from the Fair's Director of Special Events to bring any such special equipment into the grounds.

The Fair Corporation hereby approves in principle your program as generally described on page 1. The final details of the program will, however, also be subject to the Fair Corporation's approval, and the Fair Corporation reserves the right to censor any program which, in our good faith opinion, is offensive to good taste and in so doing to interrupt the program and clear the audience from the area. You agree to comply at the Fair site with the codes, rules and regulations of the Fair Corporation as now or hereafter amended.

The Fair Corporation reserves the right to arrange for the pick-up or broadcast of your program or parts thereof by communications and other media (including—by way of illustration—radio, closed circuit television, television utilizing sponsored broadcast facilities, recordings and movies) without compensation or other payment to your organization or others. Upon our request, you will furnish to us in advance of your program releases or waivers requested by us in connection with such broadcasts from the persons participating in your program. It is also understood that the "Day" reserved for your organization may also be reserved for others.

It is also understood that this agreement may be terminated by the Fair Corporation in its sole discretion upon ten (10) days' notice to your organization, without liability to your organization or to any other person. In addition, the Fair Corporation reserves the right, in its sole discretion, to change the location or require modifications in the details of your program. It is clearly understood, however, and we agree that the Fair Corporation does not intend to exercise these rights of termination or modification unless in our good faith judgment this is necessary in the best interests of the Fair.

The person signing this agreement for your organization will be your organization's official representative unless, of course, he notifies us in writing of some other one person who will so act, and his decisions and agreements in connection with the day-to-day activities and plans of your organization will be binding upon your organization. You agree that the address of your organization to be used by us in communications concerning your program will be that listed below your signature at the end of this letter agreement.

We very much look forward to an early acceptance by you, and stand ready to cooperate with you in every way to ensuring the success of your organization's visit to the Fair.

Very truly yours,

NEW YORK WORLD'S FAIR
1964-1965 CORPORATION

By
(Vice President—Operations)

ACCEPTED AND AGREED TO:

.....
(Name of Organization)

By
(Officer or Authorized Representative)

.....
(Address)

NEW YORK WORLD'S FAIR 1964-1965 CORPORATION
Administration Building, World's Fair, New York 11380

- Host Federal/State Press
 Unit Industrial Radio/TV Coverage
 International Special Group Days
 Transportation Sports
 Special Exhibits Great Days
 Concessions Special Fair Functions
 Other: _____

<input type="checkbox"/>	ORDER FORM	for SPECIAL EVENT
<input type="checkbox"/>	PRELIMINARY INVOICE
<input type="checkbox"/>	FINAL INVOICE
<input type="checkbox"/>	Protocol
<input type="checkbox"/>	Free Entertainment

Sponsor Organization or Participant _____ Date(s) _____ 1964
 At site for Sponsor or Participant _____ Times _____ a. m.
 (name) (phone) _____ p. m.

BILL TO: _____ No. of people expected _____
 In charge _____
 for Host Unit _____
 In charge _____
 for Operations _____

DESCRIPTION OF EVENT _____

Sponsor to supply _____
 Guest arr. and depart? _____ If rain? _____

Yes No Press coverage requested by participant AREA USED (_____ hrs/day x _____ days of use)
 Singer Bowl Enterprise Common
 Yes No Photo coverage requested by participant The Pavilion River Common
 (participant to be billed directly) Industrial Common National Maritime
 Yes No Radio/TV coverage requested by participant (participant to be billed) The Parade Ground Union Park
 Yes No Fair official requested to greet guests _____ Other: _____ \$ _____
 Yes No Ground plan attached _____ OPERATIONAL COSTS (manpower) _____
 Yes No World's Fair Certificate prepared Deliver/Mail to: _____ \$ _____

Inscription on Certificate: _____ OPERATIONAL COSTS (equipment) _____
 _____ \$ _____

Distribution (delete unneeded addressees):
 _____ in charge
 _____ for participant in charge
 _____ for Host Unit in charge
 _____ for Operations
 Accounting (2) W. F. Dir. of Public Relations
 Deputy VP-Operations Donaghue Corp.
 Dir. -Maint. & Security Dir. of Publicity (3)
 Allied Maint. HQ (3) W. F. Radio/TV Dir.
 Pinkerton HQ UPI (Press Building)
 W. F. Police (4) W. F. Insurance Dept.
 W. F. Medical HQ W. F. Safety Eng. (2)
 W. F. Maint. Corp. HQ Show File Gen. File
 Dir. - Special Exhibits Protocol
 Info. Service (calendar) Other _____

SPECIAL COSTS (details attached) \$ _____
 DAMAGES if any, details attached \$ _____
 TOTAL COSTS \$ _____
 less:
 Amount paid in advance \$ _____
 NET AMOUNT PAYABLE to N. Y. World's Fair Corporation . . . \$ _____
 not later than _____ 1964
 or REFUND due you (check enclosed) \$ _____

Prepared and approved for Operations Department by: _____
 Date: _____ 1964

c. Responsibilities of the Office of the Director of Radio-Television and Public Address Operations:

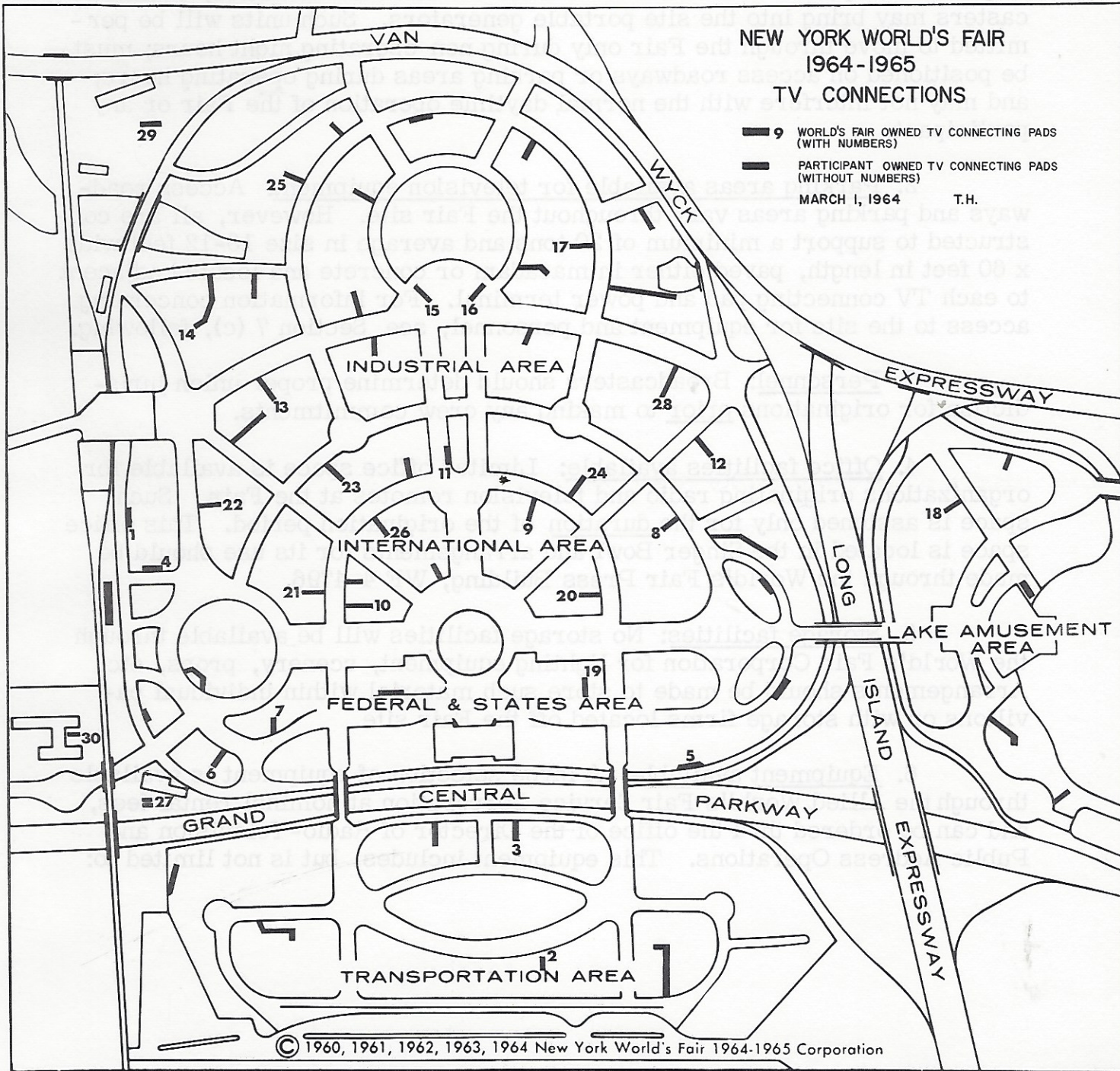
1. To discuss with all originating organizations all necessary details pertaining to World's Fair facilities, technical aspects and pre-production arrangements.
2. To provide assistance with respect to contacting World's Fair participants to clear and obtain approval for all proposed organizations involving pavilions of exhibitors.
3. To arrange for additional World's Fair personnel as needed and requested to ensure successful operations, including liaison personnel and police escorts for movement through the Fairgrounds.
4. To coordinate technical arrangements with the New York Telephone Company and all others involved.
5. To prepare and submit to the World's Fair Comptroller final costs of services supplied by the Fair Corporation.

d. Participants' Responsibility: Each participant is responsible for supplying the following information to the Office of the Director of Radio-Television and Public Address Operations:

1. The name, address, and telephone contact of the person(s) who has authority to permit and clear originations from each pavilion; of the exhibit manager(s) directly responsible for daily operation of each pavilion; and of the chief electrician(s) for each pavilion.
2. The hourly cost estimate for keeping each pavilion in operation after regular closing time, if needed for radio-television requirements.
3. Diagrams of actual parking areas adjacent to each pavilion available for radio-television mobile units.
4. Admission procedure to each pavilion for World's Fair officials and radio-television technicians, for pre-broadcast surveys and arrangements.

e. Facilities Available:

1. Television connecting pads, terminals, and power: 69 TV connecting pads are available within the Fair Site (see attached map). Broadcasters requiring a fixed location for a video tape recording unit working in conjunction with a roaming television camera control van will have available three such facilities in the parking area behind the World's Fair Press Building.



Power sufficient to permit operation of at least one black-and-white TV camera control van and 20-25 kw of special lighting is available at each TV pad, thru a Russell Stoll receptacle (Part HSR-8424).

To originate "color" TV broadcasts from some pads will require additional power for "color" lighting facilities. Should a planned telecast require more power than is available from the installed facilities, broadcasters may bring into the site portable generators. Such units will be permitted to move through the Fair only during non-operating night hours; must be positioned on access roadways or parking areas during operating hours; and may not interfere with the normal daytime operation of the Fair or any participant.

2. Parking areas available for television equipment: Access roadways and parking areas vary throughout the Fair site. However, all are constructed to support a minimum of 20 tons and average in size 10-12 feet wide x 60 feet in length, paved either in macadam or concrete and located adjacent to each TV connecting pad and power terminal. For information concerning access to the site for equipment and personnel, see Section 7 (c), following.

3. Personnel: Broadcasters should determine proper union jurisdiction for originations prior to making any crew commitments.

4. Office facilities available: Limited office space is available for organizations originating radio and television remotes at the Fair. Such space is assigned only for the duration of the origination period. This office space is located in the Singer Bowl and arrangements for its use should be made through the World's Fair Press Building, WF 4-4796.

5. Storage facilities: No storage facilities will be available through the World's Fair Corporation for lighting equipment, scenery, props, etc. Arrangements should be made to store such material within individual pavilions or with storage firms located off the Fair site.

6. Equipment available: A large selection of equipment is available through the Allied World's Fair Service Corporation at nominal rental fees, and can be ordered thru the office of the Director of Radio-Television and Public Address Operations. This equipment includes, but is not limited to:

boom trucks	lecterns
bulletin boards	music stands
director chairs	organ
easels	pianos
fire extinguishers	platforms (4' x 8')
flags	podiums
flagpoles and holders	sign holders
fogging machines	stanchions
folding chairs	step units
folding seats (7-per-unit)	tables
fork lifts	waste baskets

f. Safety requirements: All camera and power cables used in connection with radio or television originations must be rigged to avoid any public hazard. All plans for these originations must be reviewed in advance by the Office of Radio-Television and Public Address Operations, and must conform in all ways with World's Fair safety requirements.

g. Charges:

1. For power: A standard consumed power rate has been established for all television originations using World's Fair facilities--\$6.00 per hour of usage. These facilities include all World's Fair-installed TV connecting pads, The Pavilion, The Singer Bowl, the World's Fair Press and Administration Buildings. Under no circumstances are participants permitted to sell or otherwise dispose of electric energy to others.

2. For New York Telephone Company lines: Video, audio, private and exchange lines are available at all TV pick-up points. The New York Telephone Company has worked out special arrangements for the rapid connection of all types of service and regular tariff charges apply. No special construction charges will apply at the normal TV pick-up points. Arrangements for circuits will normally be made by the broadcaster directly with the Telephone Company. Bills will be rendered directly by the Telephone Company.

Rates for all types of service may be obtained from the Office of the Director of Radio-Television and Public Address Operations, WF 4-5480.

3. Services supplied by the Fair Corporation (power, labor, equipment, etc.) will be billed to the designated organization or participant by the World's Fair Comptroller who will receive payment therefor; or will be charged against appropriate Host Unit budgets. Terms of payment: net 10 days.

h. Persons planning to participate in radio or television projects originating at the World's Fair should review carefully in advance the World's Fair Radio and Television Operations Manual, available through the office of the Director of Radio-Television and Public Address Operations, New York World's Fair Corporation, World's Fair, New York 11380. Write for further information or telephone WF 4-5480.

4. Safety requirements: All camera and power cables used in connection with radio or television operations must be typed to avoid any public hazard. All plans for these operations must be reviewed in advance by the Office of Radio-Television and Public Address Operations and must conform in all ways with World's Fair safety requirements.

5. Charges:

1. For power: A standard contracted power rate has been established for all television operations using World's Fair facilities--\$5.00 per hour of usage. These facilities include all World's Fair-installed TV connecting pads, The Pavilion, The Singer Bowl, the World's Fair Press and Administration Buildings. Under no circumstances are participants permitted to sell or otherwise dispose of electric energy to others.

2. For New York Telephone Company lines: Video, audio, private and exchange lines are available at all TV pick-up points. The New York Telephone Company has worked out special arrangements for the rapid connection of all types of service and regular tariff charges apply. No special construction charges will apply at the normal TV pick-up points. Arrangements for circuits will normally be made by the broadcaster directly with the Telephone Company. Bills will be rendered directly by the Telephone Company.

Rates for all types of service may be obtained from the Office of the Director of Radio-Television and Public Address Operations, WF 4-5480.

3. Services supplied by the Fair Corporation (power, labor, equipment, etc.) will be billed to the designated organization or participant by the World's Fair Corporation who will receive payment therefor; or will be charged against appropriate Host Unit budgets. Terms of payment: net 10 days.

	<u>Section and page</u>		<u>Section and page</u>
Enterprise Common	V, 2	Folding seats - availability	V, 17
Equipment rental service	III, 4	Fork lifts - availability	V, 17
Executive Assistant to Vice President-Operations	I, 1		
- F -			
Facilities available -			
Special events	V, 1		
Special days	V, 1		
Facilities controlled by participants	V, 1		
Facilities controlled by Fair Corporation	V, 1		
Fair Corporation's Permit Office	III, 11		
Fair Corporation publications	III, 22		
Federal and States See Host Units	III, 2		
Fire alarms	III, 4		
Fire Dept. services	III, 4		
Fire extinguishers	V, 17		
Firemen- availability	V, 12		
Fire prevention education	III, 4		
First aid stations	III, 9		
Flags - availability	V, 11 V, 17		
Flagpoles and holders - availability	V, 17		
Flynn, Shirley	I, 1		
Fogging machines - availability	V, 17		
Folding chairs - availability	V, 17		
- G -			
		General Foods Corp. - Electronic bulletin board information service	III, 6
		Great Days	V, 1 III, 2
		Greyhound at the World's Fair, Inc. - telephone information service	III, 5 III, 5 III, 7 III, 8
		Greyhound information booths	III, 5 III, 7 III, 8
- H -			
		Health Code	I, 2
		Health inspection service	III, 9
		Health services	III, 9
		Hearst Metrotone News, Inc. - motion pictures	IV, 8
		Holgren, Carl E.	I, 1
		Hospitality Center	III, 19
		Host Units	III, 2
		Host Unit Liaison Officers	III, 1

	<u>Section and page</u>		<u>Section and page</u>
Media Enterprises	I, 6	Operations	
Medical and health services	III, 9	See Host Units	III, 2
Medo Fair Corp. -		Operations Dept.	III, 6
photo supplies.	IV, 8	Operations Manual	III, 6
Motion pictures	IV, 8	Operations Permit Manual	III, 11
Music stands - availability	V, 17	Order form for Special Events	V, 13
		Organs - availability	V, 17

- N -

National Maritime Union Park	V, 2
	V, 9
New York Telephone Company	
telephone service	IV, 9

- O -

Office of the Director of	
Concessions	I, 6
Office management	I, 7
Official visits	III, 19
Official World's Fair	
recording service	IV, 8
Official World's Fair Women's	
Hospitality Center	III, 19
Operating engineers -	
availability	V, 12
Operating permits	III, 11

- P -

Paid-admission shows	IV, 8
Painters - availability	V, 12
Parade Ground	V, 2
	V, 10
Parking facilities and services	III, 11
	III, 12
	III, 13
Participants' responsibility -	
general	III, 1
for Special Events	V, 14
Pass Control Office	III, 14
Passes	III, 14
Passes -	
Identification Dept.	III, 14
Pavilion, The	V, 2
Permanent employee pass -	
application for	III, 17
participants' responsibility	III, 17
replacement of	III, 17
verification of	III, 17

	<u>Section and page</u>		<u>Section and page</u>
Permanent passes -		Private automobiles	III, 4
general	III, 14	Program Director	I, 1
Terrace Club	III, 14	Projectionists - availability	V, 12
gold	III, 14	Protocol	
blue	III, 15	See Host Units	III, 2
white	III, 16	Protocol, Chief of	I, 1
green	III, 16	Public address set-up -	
red	III, 16	availability	V, 11
Personnel and Office		Public address system	III, 7
Management Dept.	I, 7	Publications	III, 22
Photo services and supplies -			
motion pictures	IV, 8		
still or press photos	IV, 8		
supplies	IV, 8		
Pianos - availability	V, 17		
Pinkerton's National			
Detective Agency, Inc. -			
Exhibitors Div.	IV, 1	Radio and TV Coverage	
services available	IV, 1	See Host Units	III, 2
safety dept.	I, 3	Record of Complaint	III, 7
World's Fair Div.	I, 3	Regular deliveries	III, 3
Platforms - availability	V, 11	Religious services	IV, 9
	V, 17	Reserved auto parking -	
Plumbers - availability	V, 12	participants only	III, 13
Podiums - availability	V, 11	public	III, 13
	V, 17	Restaurants at the Fair	IV, 9
Policemen - availability	V, 11	Rite Ice Corporation	
	V, 12	ice service	IV, 8
Porters - availability	V, 11	River Common	V, 2
	V, 12		V, 8
Post Office services -		Routine deliveries	III, 3
foot carriers	IV, 8	Rubbish removal - availability	V, 11
lock boxes	IV, 8		
window services	IV, 9		
mail pick-up	IV, 9		
Press			
See Host Units	III, 2		

- R -

- S -

	<u>Section and page</u>	<u>Section and page</u>
Services offered -		Telephone service IV, 9
by Fair Corporation and officially associated firms	III, 1	Television-radio coverage See TV Index listings
by exhibitors and conces- sionaires	IV, 1	Terrace Club III, 19
Sign holders - availability	V, 17	The Parade Ground V, 2
Singer Bowl	V, 1	V, 10
	V, 4	The Pavilion V, 2
Single chairs - availability	V, 11	V, 5
Special and Religious Exhibits		Ticket takers - availability V, 12
See Host Units	III, 2	Ticket sellers - availability V, 12
Special Days	V, 1	Time, Inc. III, 6
Special Events	V, 1	III, 7
Special Events		Transportation Division
Operating Permits	III, 11	See Host Units III, 2
Special Fair Functions		Transportation services -
See Host Units	III, 2	boat service IV, 2
Special Group Days		bus service-chartered IV, 5
See Host Units	III, 2	bus service-scheduled IV, 3-4
Special reserved trains	IV, 7	bus service-World's Fair IV, 5
Sports Events		helicopter service IV, 6
See Host Units	III, 2	rail service IV, 6
Stagehands - availability	V, 11	subway service IV, 7
	V, 12	special reserved trains IV, 7
State Days	V, 1	Truck deliveries -
Staff and responsibilities	I, 1	general I, 5
Stanchions - availability	V, 17	fees and procedures III, 3
Step units - availability	V, 17	Truck permits III, 3
Storage, bonded	IV, 10	TV - Radio -
Stroller and wheelchair rental	IV, 9	connections V, 15
Sub-exhibitors	III, 1	coverage of Special Events V, 12
Surveillance activities	III, 11	equipment V, 16
		facilities - available V, 14
		V, 16
		operations policy V, 12
		parking V, 16
		personnel V, 16
		power V, 16
		responsibilities of V, 14
		safety requirements V, 17
		storage facilities V, 16
Tables - availability	V, 17	
Taxis	III, 4	
Teamsters - availability	V, 12	

- T -

