

RULES & REGULATIONS

The purpose of this section is to let you know about Facility rules and regulations **in advance** so you can make the best possible use of the Facility and our services while you are here. This section is not designed to overwhelm you with rules. Rather, it is intended to assist you in planning your event and to encourage your communication with our staff.

We have developed these rules & regulations to ensure that your event will be as safe and successful as possible. While we have attempted to be as thorough as possible, we recognize that not all situations will be covered in this section, and that you may need special consideration by Facility Management. Any questions regarding topics not included here should be directed to our Sales or Event Services Department. We will be glad to clarify any of the enclosed information.

Licensee is responsible for adhering to these rules & regulations and for ensuring that all exhibitors, service contractors and attendees are aware of these requirements.

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Access to Licensed Space

In the performance of their duties, Operator personnel shall have the right to enter the areas of the facility licensed to the Licensee. Specific hours may or may not be designated. At all times, Licensee will honor the official Operator identification credentials or uniforms worn by Operator personnel or sub-contractors.

Access to Surrounding Grounds

There shall be no access for street vehicles to the concrete pads or sidewalks surrounding the facility unless approved in advance by Facility Management. Use of these areas as well as landscaped areas by the Licensee is strictly at the discretion of Facility Management.

Adhesives (Approved Tape Usage)

Only approved tape and adhesive backed materials (non-residue, easily removable) are permitted for use on the facility's floor surfaces. Examples of approved tape are Shurtape – PC-618 Cloth Tape (2" or 3" width) or Shurtape – DF-642 Double Face Cloth Tape.

Use of tape on any wall surface, glass or equipment is prohibited. Adhesive backed decals and stickers may not be affixed to any Facility surfaces nor distributed to attendees.

Licensee is responsible for the removal of all approved tape and adhesive backed materials and any resulting residue on and/or damage to Facility surfaces and equipment by the completion of move out. Should Operator staff have to remove any such materials and residue or make any repairs, the Licensee will be charged accordingly.

Also see *"Tape / Decals / Stickers."*

Advertising

Licensee shall not publicize, or cause to be publicized, in any manner, any performance or event prior to the execution of the License Agreement.

When reference is made to the Facility, all print and broadcast materials associated with the Licensee's event shall use the official Facility name, currently the **Greater Richmond Convention Center**. Licensor reserves the right to change the official Facility name at any time.

No signs, banner, advertisements, show bills, lithographs, decals, posters, cards or other promotional material shall be placed in, on or about the Facility without the expressed written consent of Operator, and only then for the event authorized by the specific License Agreement.

Operator reserves the right to display or sell, and retain all income from the display or sale of advertising and promotions within the Facility without limitation. Licensee shall not interfere with, block, shield, remove, tamper with, or otherwise disturb advertising or promotions within the Facility without the expressed written consent of Operator.

Signs containing commercial or sponsored advertising messages (other than signs within the booths or spaces of exhibitors which advertise exhibitor's business or products) must be approved in writing by the Operator prior to being displayed in the Facility. Operator reserves the right to charge Licensee a fee for the right to display such advertising.

Licensee agrees not to permit or allow any advertising media that implies that Operator or Licensor is sponsoring Licensee's event, unless the event in fact is co-sponsored by Operator or Licensor. If in fact the event is co-sponsored by Operator or Licensor, Licensee agrees not to allow or permit any advertising media to be presented, privately or publicly, without first obtaining expressed written consent from Operator or Licensor.

Operator reserves the right to deny Licensee the authority to use the **Greater Richmond Convention Center** logo in any public or private promotional materials. If any such advertising is released without prior approval of Operator, Operator reserves the right to require Licensee to recall or modify all materials.

See your specific License Agreement for more information.

Alcohol

Only the Facility's exclusive F&B provider is permitted to sell and/or serve alcohol within the facility. No one other than the Facility's exclusive F&B provider is permitted to bring alcohol (and all other food & beverage products) into the facility.

The consumption of alcoholic beverages is restricted to the licensed function area. Consumption of alcohol is not permitted during move-in and move-out times.

At the Operator's discretion, security officers or Off Duty police officers may be required for functions where alcohol is being served. Staffing levels will depend on anticipated attendance, nature of the function and type of service. Please consult with your Event Manager for more details.

Also see "*Food & Beverage.*"

Americans with Disabilities Act

The Operator is responsible for compliance with applicable regulations of the Americans with Disabilities Act as it pertains to the physical structure of the Facility and permanent equipment.

Licensee is responsible for compliance with all applicable laws and regulations relating to non-permanent accessibility requirements such as, but not limited to, seating accessibility, exhibit area accessibility, as well as auxiliary aids for visually impaired, hearing impaired and mobility impaired.

Animals

With the exception of ADA service animals or animals used as part of Operator approved exhibits (i.e. dog, cat or cattle shows) or activities (approved theatrical performances, etc...), animals are not permitted in the Facility. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

A written request for waiver of this policy must be presented to the General Manager or designee by no later than 30 days prior to the event.

When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made.

- A protective coating such as plastic or visquine must be used to protect all floors and any Facility equipment.
- Some type of absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens.
- Curbing or bike rack must be provided to contain animals.
- Animals must be supervised at all times.
- Provide clean up and proper disposal of absorbents and waste.

Licensee will adhere to any and all other safety measures as required by Operator.

Licensee, or any other party planning to bring animals into the facility may be required to provide additional insurance naming Operator (Global Spectrum) and Licensor (Greater Richmond Convention Center Authority) as additional insured.

Animals are not permitted within 50 feet of any food service preparation or service area. The only exception to this is the use of ADA service animals.

Licensee is responsible for ensuring that any approved use of animals within the Facility is also in adherence to any and all applicable local, state and federal laws and ordinances.

Announcements

Operator reserves the right to make announcements as deemed necessary at any time in the interest of public safety. Licensee agrees that it will cooperate with the Operator staff in making such announcements.

ATM

ATM machines are located in the Cyber Café, in the lobby outside Exhibit Hall B, and on the 1st floor of the Ballroom Pavilion. ATM's or other cash dispensing machines may not be brought into the facility.

Attaching to Surfaces

Decorations may not be taped, nailed, tacked or otherwise attached to Facility surfaces or fixtures (i.e. ceilings, glass, doors, columns, walls, etc...).

Also see *"Drilling / Nails / Staples."*

Attendance / Room Capacity

Room occupancy is determined by fire and safety regulations and enforced by Operator personnel. The Licensee shall not admit a larger number of persons than can freely and safely move in any licensed space. Consult with your Event Manager for room occupancy levels.

Audio/Visual (AV)

The Operator has a preferred in-house AV services provider. The use of any Facility AV equipment requires the services of the in house AV services provider. Please contact your Event Manager to coordinate a meeting with the on-site AV services coordinator to discuss your event requirements.

➤ **House Audio System**

The in house AV services provider is responsible for all house audio systems. Should an outside AV services provider need to patch into the house audio system, a patch fee will be assessed to the Licensee. This connection will be facilitated and supervised by the in house AV services provider.

The house audio system is designed for use as a public address system (spoken word). It is not designed for musical entertainment or other loud audio reproductions.

Rooms able to be combined and divided by air walls also have the ability to have the audio systems combined and separated accordingly. This must be coordinated through your Event Manager.

➤ **Audio Levels**

Operator reserves the right to regulate the audio levels of all events. Licensee must maintain appropriate audio levels as to not disturb nor interrupt other events. If requested to do so by Operator staff, Licensee must lower volume levels accordingly.

➤ **Audio Recording/Taping**

Remote recording is possible for media services. For detailed information and associated costs, please contact the in house AV services provider.

➤ **Auxiliary Sound Equipment**

A detailed plan of auxiliary sound equipment must be submitted to and approved by the Event Manager whenever an outside AV service provider is used. This is to ensure the proper utilization of space, adjust room capacities as needed and to ensure public safety. The plan must be submitted no later than 21 days prior to move in.

Balloons

Lighter than air balloons (helium filled) may not be handed out within the facility. They may be tethered to a display for decoration only. Balloons that are released into the ceiling will be removed at the Licensee's expense. Costs will include current labor and lift rental rates. Helium filled mylar (metallic) balloons are prohibited at all times.

Compressed flammable gases may not be stored within the Facility. This includes acetylene, hydrogen, propane and butane.

Also see *"Compressed Gases"* and *"Fire Code Rules & Regulations."*

Banners

The Facility has specific approved areas within the Facility for the hanging of Licensee banners (banners which only have the name of the event and/or Licensee). The copy and location of exhibitor or sponsor banners must be approved by the General Manager or the Assistant General Manager, and may be subject to additional fees. Operator retains all advertising rights. Please contact your Event Manager for more information.

Also see *"Advertising"* and *"Signs & Posters."*

Billing

See *"Settlement."*

Box Office

Operator is the sole provider of Box Office services for all Facility events. Please contact your Event Manager or the Box Office Manager for more details.

See your License Agreement for specific details.

Broadcast Rights / Recording

Operator reserves the right to videotape and record events for its own records, publicity and promotional purposes.

Licensee shall not televise or broadcast, or record for the purpose of televising or broadcasting, any event scheduled to take place in the Facility without the prior written approval of the General Manager or designee. If Licensee wishes to telecast or broadcast any events in the Facility, Licensee agrees to pay Operator an additional fee as determined by the General Manager or designee.

Licensee is responsible for all costs associated with such broadcast and/or recording rights. Operator is neither liable nor participator to any such activities unless contracted in advance. Licensee shall hold Operator and Licensor harmless from all such broadcasting activities, and shall provide additional insurance if requested to do so by the Operator.

Building Furniture

Facility property (i.e. furniture, artwork, decorative plants, etc...) shall not be moved or relocated by Licensee or Licensee's staff, exhibitors or service contractors. Relocation of any item(s) must be approved by the Event Manager and moved only by Operator Staff.

Business Center

Business Center services are exclusive to the Operator. The Business Center offers a variety of professional services, and is conveniently located in the main lobby. Contact your Event Manager for additional information.

Cancellations

Please refer to your specific License Agreement for cancellation policy.

Changeovers

Any changes to the initial meeting room set during the course of a day will be subject to the prevailing labor and equipment rate. There is no fee for normal overnight changes.

Cleaning

The Operator will maintain the cleaning of non-carpeted aisles in the exhibit hall. All booth and custom cleaning is the responsibility of the Licensee or designated service contractor.

Licensee or designated service contractors are to clean daily any of the freight entrances, docks or crate storage areas in their care, custody or control. Licensee or designated contractor is responsible for the timely removal of all crates and pallets from the facility within the licensed period. Licensee or designated service contractor is responsible for returning any exhibit area to its original cleaned condition.

Charges for any additional cleaning (i.e. floor tape, left over bulk trash, etc...) will be assessed at prevailing labor rates.

Also see *"Housekeeping"* & *"Trash Removal."*

Coat Check

Coat check services are available upon request. There is a labor-based fee for this service, which includes personnel and equipment. Operator reserves the exclusive right to operate, or contract out for the operation of, and receive all income from coat check services.

Should Licensee desire to operate its own coat check area with Licensee personnel, approval must be obtained from the Operator. Portable coat racks are available for rental upon request, subject to availability. Operator is not responsible for items left in coat check areas or on coat racks.

Compressed Gases

Compressed flammable gases are prohibited inside the Facility. This includes acetylene, hydrogen, propane and butane. Vehicles fueled by I.P. gas, such as forklifts used for setting-up shows and disassembling may be used when the exhibit or trade show is not open to the public.

Also see *"Fire Code Rules & Regulations."*

Concessions

Operator (via the Facility's exclusive F&B provider) reserves the right to sell food and beverages at any location in the Facility, including the exhibit hall floor. No one other than the Facility's exclusive F&B provider is permitted to sell food and beverages in the Facility.

Licensee may not block, nor permit its exhibitors or contractors to block, access to permanent concession stands. Licensee must ensure that a 10' x 35' area directly in front of each concession stand in each exhibit hall will remain open and available for use by the Facility's exclusive F&B provider to facilitate the sale of food & beverage. Ten feet (10') will be measured out from the concession stand towards the center of the exhibit space. Thirty-five feet (35') will run the length of the concession stand.

Also see "*Food & Beverage.*"

Cooking and Warming Devices

See "*Fire Code Rules & Regulations*" and "*Food & Beverage.*"

Copyrights, Patents, Service Marks & Trademarks

See your License Agreement for specific details.

Crate Storage

See "*Storage.*"

Curfew

The GRCC, in cooperation with the City of Richmond (Article VIII. of the City of Richmond code enforcement), adheres to a curfew for minors between the hours of 11pm and 5am. Please ask your Event Manager for details.

Damages

The Licensee, including its exhibitors, employees, volunteers, presenters and patrons, shall neither mar nor deface Facility structure, property or equipment. Repair costs resulting from such damages shall be charged to the Licensee.

Licensee is encouraged to conduct an inspection of all licensed areas prior to move in and upon conclusion of move out. Licensee should coordinate inspections with the Event Manager and primary general services contractor. These inspections will assist in determining the condition of licensed area before and after events.

Decorations

Decorations may not be taped, nailed, tacked or otherwise attached to Facility surfaces or fixtures (i.e. ceilings, glass, doors, columns, walls, etc...). Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are not permitted on any carpeted areas.

All decorations, including but not limited to, drapes, curtains, table coverings, skirts, carpet, signs, banners, acoustical materials, hay, straw, moss, bamboo, plastic cloth fabric, linen and similar decorative materials must

be rendered flame retardant. Proof of satisfactory flame retardant treatment (certificate) is required, and must be maintained within the specific exhibit area for inspection. If proof of satisfactory flame retardant treatment is not present, a sample of the decorative material must be made available for flame testing by the Fire Marshal.

Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

A small number of candles may be used when approved by the Operator. Please see *"Fire Code Rules & Regulations"* for restrictions and requirements.

Doors

Under no circumstances should any exterior door be propped open or any automatic closing device, panic hardware or mullion be removed from any door of the Facility.

All exits must remain unobstructed and free of debris at all times.

Also see *"Fire Code Rule & Regulations."*

Drilling / Nails / Staples

Drilling, nailing or stapling into any Facility surfaces or equipment is strictly prohibited. Licensee will be billed for any damages resulting from non-adherence to this requirement.

Also see *"Attaching to Surfaces."*

Electrical

See *"Utilities."*

Elevators / Escalators

Transport of freight and equipment between floors is permissible only via the freight elevators. Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials that cannot be carried by hand. Additionally, escalators are for the use of the general public and may not be blocked or used to transport freight and equipment (i.e. tables, chairs, etc...).

Entertainment Rider

Concerts, comedy events and any other special events that include touring entertainment must submit a complete entertainment rider to the Event Manager by no later than 21 days prior to event.

Event Manager

Upon execution of the License Agreement, you will be assigned a personal Event Manager, who will assist you in coordinating the staff and services available through the Facility.

Once on-site, the Event Manager will be your primary contact with the Facility. You will be able to contact the Event Manager via cell phone or through the Facility's Security Base Operator. For improved on-site communication, you are encouraged to provide your Event Manager with a 2-way portable radio.

Event Orders

Licensee must submit preliminary event orders (a detailed compilation of all event related details, including schedules, equipment requirements, personnel requirements, etc...) to the Event Manager by no later than two (2) months prior to the event.

Final Event Orders must be submitted by no later than 21 days prior to move in. Additional charges may apply if event orders are turned in past this deadline.

Event Security

Licensee is responsible for the security of all licensed areas from the time of initial occupancy until completion of move-out. This includes exhibit halls, ballrooms, meeting rooms, registration areas and applicable pre-function areas, as well as loading docks utilized by Licensee, its exhibitors and/or attendees.

Operator is the exclusive provider of all Event Security services (security guards & Off-Duty Police). Operator, in consultation with the Licensee, will determine adequate staffing levels to ensure public safety. All costs for Event Security will be charged to the Licensee. There is a four (4) hour minimum for all Event Security. Contact your Event Manager for more details.

Also see *“Event Staff” & “Labor, Equipment & Services Rates Sheet.”*

Event Staff

Operator is the exclusive provider of all Event Staff services including event security, badge checkers, door monitors, ushers, ticket takers, ticket sellers, Off Duty Police and EMT's. The Event Manager, in coordination with the Director of Safety & Security and/or Box Office Manager, will determine appropriate staffing levels. Specific requests should be provided to the Event Manager no later than 30 days prior to the event.

All costs for event staff will be charged to the Licensee. There is a four (4) hour minimum for all Event Staff personnel.

Event Staff cancellations may be made up to 48 hours prior to scheduled service, excluding weekends and holidays. Any cancellations made inside of 48 hours will result in a minimum charge of four (4) hours per staff member cancellation. Cancellations made during shifts will result in a minimum of a four (4) hour charge. If cancellation is made after the four (4) hour minimum has been met, then the charge will be equal to the total hours worked, rounded up to the next full hour.

For more information, please contact your Event Manager.

Also see *“Event Security,” “Emergency Medical Technician” & “Labor, Equipment & Services Rates Sheet.”*

Exhibitor Services

Exhibitors may pre-order services (Temporary Utilities, Telecommunications, AV, F&B) directly from the Operator's service providers. Contact information is located on the order forms. Order forms may be downloaded from our website, www.richmondcenter.com, or by contacting your Event Manager. Sample order forms are located in the *“Attachments”* section of this handbook.

During exhibitor move in, Operator may set up an Exhibitor Services Desk to facilitate last minute, on-site requests. Please contact your Event Manager for more details.

Also see *“Service Desk” & “Utilities.”*

Exhibitor Service Kits

Licensee must provide the Event Manager with a sample service kit for review, prior to finalizing and distribution. Service kits should include order forms for Operator's exclusive services and must incorporate the Fire Code Rules & Regulations. Order forms may be downloaded from our website, www.richmondcenter.com, or by contacting your Event Manager. Sample order forms are located in the "Attachments" section of this handbook.

Along with the sample exhibitor service kit, a list of exhibitors should be supplied to the Event Manager no later than 21 days prior to move in. Contact your Event Manager for more information.

Fire Regulations

See "Fire Code Rules & Regulations" in "Attachments" section.

First Aid

The Facility has two (2) rooms designated for use as First Aid Rooms. First Aid services are provided by off duty Emergency Medical Technicians (EMT's), from the City of Richmond Fire & Emergency Services Department.

Events with an anticipated attendance of 500 or more **may** be required to have an EMT on-site. For your convenience, your Event Manager will arrange EMT services. There is a four (4) hour minimum charge for EMT services. Costs will be billed to the Licensee at prevailing hourly rate.

Also see "Event Staff."

Floor Load Capacities

Ballroom - 125 lbs / sq ft

Exhibit Halls - 350 lbs / sq ft

Floor Plans

Licensee must submit five (5) copies of preliminary trade show floor plans to the Event Manager or the Director of Event Services for approval prior to exhibit space being sold. It is suggested that the preliminary floor plans be submitted six (6) months prior to the event.

The Event Manager will provide a preliminary review to ensure adherence to facility guidelines, and then submit to the City of Richmond Fire Marshal for final approval. Once approved, a signed copy will be returned to you.

Final revisions must be submitted by no later than 21 days prior to move in. Floor plans are not considered final until reviewed and approved by the Fire Marshal.

All floor plans should be drawn to scale and have the following information clearly indicated:

- Name and date(s) of event
- Name of space being used
- Number and dimensions of exhibits
- Scale
- Revision number and date

All floor plans should clearly note the location of, but not limited to, the following:

- Exhibits
- Exits

- Aisle widths
- Carpeted aisles
- Entrance units (headers, kiosks, etc.) & dimensions
- Registration area
- Service desk
- Vehicles
- Covered exhibits (canopies, enclosed or partially enclosed structures, etc...)
- Cooking demonstrations
- Stage and/or seating areas
- Food service areas

Access to exits, stairwells, doorways, fire-hose cabinets, pull stations, fire extinguishers, house lighting controls, electrical panels, restrooms and concession stands must remain unobstructed.

All floor plan approvals are subject to final on-site inspection.

Also see *"Fire Code Rules & Regulations."*

Fog / Smoke / Laser Lights

See *"Special Effects."*

Food & Beverage

The Facility's caterer is the exclusive provider of food and beverage (F&B) services, including but not limited to catering, concessions and alcohol. No one other than the Facility's exclusive F&B Provider may provide these services, without prior written approval of the General Manager.

Licensee may not block, nor permit its exhibitors or contractors to block, access to permanent concession stands. Licensee must ensure that a 10' x 35' area directly in front of each concession stand in each exhibit hall will remain open and available for use by the Facility's exclusive F&B provider to facilitate the sale of food & beverage. Ten feet (10') will be measured out from the concession stand towards the center of the exhibit space. Thirty-five feet (35') will run the length of the concession stand.

Operator, at its sole discretion, may allow Licensee and/or Licensee's exhibitors to distribute sample sized food and non-alcoholic beverage products manufactured or distributed by the Licensee and/or Licensee's exhibitors. Sample sizes will be no greater than two **(4) ounces** for food products and four **(2) ounces** for non-alcoholic beverage products. Service of alcoholic beverages must be arranged through the exclusive F&B provider.

Contact your Catering Sales Manager for more information at 804-783-7303.

Also see *"Alcohol," "Concessions," "Food & Beverage Sampling Policy"* and *"Food Shows."*

Food & Beverage Sampling Policy

Operator, at its sole discretion, may allow Licensee and/or Licensee's exhibitors to distribute sample sized food and non-alcoholic beverage products manufactured or distributed by the Licensee and/or Licensee's exhibitors. Sample sizes will be no greater than two **(2) ounces** for food products and four **(4) ounces** for non-alcoholic beverage products. Service of alcoholic beverages must be arranged through the exclusive F&B provider. Distribution of individual pieces of hard candy is permitted.

The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from the exclusive F&B provider.

The Licensee and its approved exhibitors will comply with and observe all federal, state and local laws, ordinances and regulations as to sanitation and the purity of food and beverages. Licensee and its approved exhibitors will comply with all laws and regulations relating to the preparation, handling and disposal of food and beverage products. Licensee and its approved exhibitors will procure and maintain the necessary permits and licenses required by laws and regulations pertaining to the preparation, handling and disposal of food and beverage products.

Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the General Manager, by no later than 30 days prior to the event. The written request must come from the Licensee, and must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served.

Food and beverage products may not be disposed of in Facility sinks, toilets, etc. Any damage resulting from non-adherence to this requirement will be billed to the Licensee at prevailing rates.

Arrangements for the receiving and storing of all food and beverage products must be coordinated through the exclusive F&B provider. The exclusive F&B provider is also available to assist you in coordinating proper removal of all food and beverage waste products (grease, food, etc...). Contact your Catering Sales Manager for more information at 804-783-7303.

Food Shows

Licensee must receive the written approval of the General Manager to produce a food show.

The Licensee will comply with and observe all federal, state and local laws, ordinances and regulations as to sanitation and the purity of food and beverages. Licensee will comply with all laws and regulations relating to the preparation and handling, sale and disposal of food and beverage products. Licensee will procure and maintain the necessary permits and licenses required by laws and regulations pertaining to the preparation and handling, sales and disposal of food and beverage products.

Neither food and beverage products, nor cooking residue (oils, greases, etc.) may be poured into Facility's drainage system (sinks, toilets, etc.). Any damage resulting from non-adherence to this requirement will be billed to the Licensee at prevailing rates. The exclusive F&B provider is available to assist you in coordinating proper removal of all food and beverage waste products (grease, food, etc...).

Use of the Facility's kitchen space and equipment is subject to approval of the exclusive F&B provider at prevailing rates. Contact your Catering Sales Manager for more information at 804-783-7303.

Also see *"Food Sampling Policy."*

Freight / Shipping / Deliveries

Operator will not accept event related freight. Licensee and its exhibitors must make arrangements with their general services contractor or drayage company to handle all freight requirements.

Any freight or other deliveries arriving at the Facility prior to the move in date and times stated on the License Agreement will not be accepted unless previously approved in writing by your Event Manager. Licensee should make arrangements with their service contractor or drayage company for the receipt, storage and delivery of all shipments scheduled for delivery prior to the first contracted move-in date.

All materials, equipment or freight sent to the Facility during contracted move-in dates should be clearly marked to include the name of the intended receiver, name of event, location of event (i.e. exhibit hall A), and booth number if known.

Example: Attention: John Doe
 Nat'l Assn of Bicycle Makers
 Exhibit Hall A – Booth # 234
 Greater Richmond Convention Center
 403 North 3rd Street
 Richmond, VA 23219

Show management related materials (non-exhibitor items) such as registration materials, handout literature, furniture, rental plants, special decorations, etc., should be directed to the attention of the Licensee's on-site Show Manager or service contractor.

All deliveries are to be made at the appropriate loading dock via the back of house. Please contact your Event Manager for more details.

Licensee agrees that if Operator should receive, handle or have in its care or custody property of any kind shipped or otherwise delivered to the Facility for the Licensee, Operator acts solely for the accommodation of the Licensee. Operator shall not be liable for any loss of or damage to such property.

Operator will not accept C.O.D. deliveries.

Gratuities

It is the policy of the Greater Richmond Convention Center that individual employees (Operator and in house service contractors) may not accept cash gratuities, gifts or other considerations from customers, contractors or any other parties doing business with the Greater Richmond Convention Center. It is our intention for all employees to provide exceptional service to all customers without anticipation of additional compensation. We appreciate your understanding and adherence to our policy and its intent.

Hazardous Materials

See *"Fire Code Rules & Regulations."*

Housekeeping

During the course of the event, Operator provides general cleaning of food-service seating areas and common public areas (i.e. hallways, lobbies, restrooms, etc.).

One (1) daily cleaning of contracted areas is included in the license fee. This does not include emptying of contractor or exhibitor trashcans nor the cleaning of aisle carpet or exhibit booths.

Licensee must remove all materials by the end of the contracted move-out time.

Charges for any additional cleaning (i.e. additional room refreshes, left over bulk trash, etc...) will be assessed at prevailing labor rates.

Also see *"Cleaning"* and *"Trash Removal."*

Included with your licensed space

Meetings/General Session/Stage Presentations/Food Functions

- House lighting, heating or air conditioning during show hours (maintenance levels during move in/out)
- House PA System (does not include microphone)
- 110 volt / 15 amp electrical service from wall receptacles permanently located inside room (not to be used for exhibits)
- One standard room set per day (theater, classroom, conference, hollow-square, banquet, u-shape); also includes two (2) 8' skirted tables with eight (8) chairs, and one (1) lectern or podium
- Charges for mid-day room set changes will be assessed at prevailing labor rates.
- One room refresh per day (straighten seating, empty trash cans, light sweeping, clear trash from tables)
- Charges for any additional cleaning (i.e. additional room refreshes, left over bulk trash, large quantities of trash peculiar to the event, etc...) will be assessed at prevailing labor rates.

Tradeshows/Exhibits

- House lighting, heating or air conditioning during show hours (maintenance levels during move in/out)
- House PA System (wall mounted microphone is included in Exhibit Hall show offices)
- One daily general cleaning of public areas (i.e. restrooms, uncarpeted aisles, facility trashcans, etc.).
- Charges for any additional cleaning (i.e. left over bulk trash, sticker tape on exhibit floor, large quantities of trash peculiar to the event, approved glitter or confetti use, etc...) will be assessed at prevailing labor rates.

Insurance

See your License Agreement for specific details.

Keys

Keys may be obtained through the Event Manager with advance notice. Keys must be returned on the last day of the event. There is a \$150 charge for each key not returned for high-security re-keyed rooms, and a \$20.00 charge for each key not returned for regular cylinders.

Licenses

Licensee is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for staging the event (i.e. business licenses, special occasion and special events licenses, Fire Marshal permits, street closure permits, etc...).

Although Operator may assist Licensee in this process, the ultimate responsibility, including all costs, is that of the Licensee.

Lighting Levels

Lighting during move-in and move-out will be at "work-light" levels, typically 50%. Full "show light" levels (house lights) will be maintained during event hours. Please coordinate exact timing of lighting levels with your Event Manager.

Theatrical lighting and other special effects are available through the Operator's in-house, preferred AV services provider.

Loading Docks

The Facility has two (2) loading dock locations. The exhibit hall loading dock, located on Leigh Street at the corner of 3rd Street, has 16 loading bays. Access to the ballroom loading dock, which has four (4), dedicated loading bays, is located on 3rd Street, between Marshal Street and Broad Street.

Operator allocates loading dock bays with consideration given to specific event needs, overall event activities and Facility deliveries. Your Event Manager will determine your final dock space allotment.

Vehicles may not park in the loading area or on the truck route at any time without the prior approval of the Operator. Freight may not be stacked nor stored in the loading dock area or on the truck route at any time without the prior approval of the Operator. Contact your Event Manager for more details.

Lobby Space

All pre-function (lobby space) and foyer areas are to be used for ingress/egress. Use of these areas for registration, exhibits or any other activity requires the prior written approval of the Operator, and is subject to prevailing rental rates. When approved, floor plans must include this space if it will be used for any other

purpose beyond ingress/egress. All flooring in the pre-function and foyer areas must be adequately protected from damage prior to moving any supplies or equipment into this space.

Also see *“Pre-Function Space / Public Space.”*

Logos

See *“Advertising.”*

Lost and Found

Items found and turned into Operator representatives will be held in the Security Base for a limited period of time. For inquiries regarding any lost items, contact the security Base at 804-783-7316 or 804-783-7341.

Merchandising

See your License Agreement for specific details.

Motorized Equipment

Only Facility authorized personnel may operate Facility equipment.

Motorized vehicles such as carts, forklifts, bicycles, etc. may be used in the exhibit halls during non-event hours. Licensee is responsible for ensuring that vehicles operated within the exhibit halls do not drip oil or any other staining liquids. Vehicles that are found to drip such fluids will be removed from the facility.

Liquid fuel powered vehicles are prohibited from use in any carpeted areas of the facility (i.e. meeting rooms, ballrooms, pre-function spaces, etc...). Only non-fuel powered (electric) vehicles / equipment with rubber wheels may be used in carpeted areas. A protective covering of visquine must be placed on all carpeted areas during use of approved motorized equipment and vehicles.

Any clean up or repair related costs resulting from non-adherence to these requirements will be billed to the Licensee.

Move-In & Move-Out

Licensee shall not move personnel, equipment, or materials into the Facility prior to the beginning of the term of the License Agreement without the expressed written approval of the Operator. Licensee is responsible for contracting enough move in/out time for set-up and tear down by Licensee’s contractors. On-site changes to move-in/out schedules must be approved by and coordinated with your assigned Event Manager.

Upon expiration of the term of the License Agreement, Licensee shall remove all property, goods, effects belonging to the Licensee, its employees, agents, contractors, representatives, patrons, guests or invitees, or caused to be brought in or onto the Facility. Materials left behind will be removed and dealt with at the discretion of the Operator, and may result in disposal. Any costs incurred in such removal, disposal or storage of event-related materials will be passed on to the Licensee.

Loading and unloading of freight and other exhibit materials is only permitted through the back of house, via the loading docks. Loading and unloading of exhibit materials is not permitted through the front of house (public areas) unless items are hand carried.

Novelties / Product Sales

See your License Agreement for specific details.

Painting

Painting inside the Facility is strictly prohibited.

Parking

Location

The Greater Richmond Convention Center parking facility is located at the corner of 3rd Street and Marshall Street, and is conveniently connected to the Convention Center via an enclosed skywalk for your comfort.

Specifications

- 6 level parking facility
- 440 general public parking spaces available
- 12 handicapped parking spaces
- 2 elevators located on the east side
- Stairs located on both the east and west sides

Rates

- Public Parking \$6.00 per vehicle - per day
- Overnight Parking \$26.00 per vehicle –per night

Rules and Regulations

- Park only in marked stalls
- Vehicles to occupy only one (1) stall
- Vehicles in excess of 19' in length are not permitted
- All overhead structure Clearance Signs must be observed at all times
- No vehicle above 7' 8" in length beyond Level 2
- No vehicle above 6' 7" beyond Level 3
- No parking in Travel Lanes or Fire Lanes
- Vehicles illegally parked in handicapped spaces will be ticketed and/ or towed at the owner's expense
- No backing into stalls, vehicles must be parked front in only
- Authorized Overnight Parking Permit must be displayed on the dash of the vehicle and visible from the outside at all times
- Parking ticket does not allow for re-entry following departure
- Parking ticket is not transferable
- Unauthorized vehicles parked on premises are subject to being immobilized and/or towed at owner's expense
- Selling, soliciting, demonstration of equipment and/ or distributing handbills are prohibited
- No loitering in parking garage
- Consumption of alcoholic beverages in the parking garage is prohibited

Additional Surrounding Parking

- The Greater Richmond Convention Center is surrounded by an additional 4,600 parking spaces within a 6-block radius.

Payment Schedule

See your License Agreement for specific details.

Also see *“Settlement.”*

Pets

With the exception of ADA service animals or animals used as part of Operator approved exhibits (i.e. dog, cat or cattle shows) or activities (approved theatrical performances, etc...), animals are not permitted in the Facility. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

Also see *“Animals.”*

Photography

Operator retains the right to take photographs of all events.

Pre-Function Space / Public Space

All pre-function (lobby space) and foyer areas are to be used for ingress/egress. Use of these areas for registration, exhibits or any other activity requires the prior written approval of the Operator, and is subject to prevailing rental rates. When approved, floor plans must include this space if it will be used for any other purpose beyond ingress/egress. All flooring in the pre-function and foyer areas must be adequately protected from damage prior to moving any supplies or equipment into this space.

Also see *“Lobby Space.”*

Propane

See *“Fire Code Rules & Regulations.”*

Protective Floor Covering

Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials and displays containing live animals must take appropriate steps to protect the Facility surfaces and equipment. A protective coating must be used on the floor, such as heavy plastic, visquine or similar strength material.

Displays containing glitter, confetti, sand, dirt, moss, mulch, or any similar item are not permitted in any carpeted areas.

Also see *“Animals”* and *“Decorations.”*

Radio Communication

Once on-site, you will be able to contact the Event Manager via cell phone or through the Facility's Security Base Operator. For improved on-site communication, you are encouraged to provide your Event Manager with a portable, 2-way radio.

Residual Matters

All matters, rules, regulations or deviations there from, not expressly provided for herein shall be decided upon by the General Manager or designee.

Rigging

For public safety reasons, the Operator must approve all rigging. A rigging plan showing locations, weights intent and method of suspension must be submitted to the Event Manager by no later than 30 days prior to the event. The Operator reserves the right to retain consultants at the Licensee's expense to review or verify rigging specifications.

Nothing may be attached to any Facility electrical or mechanical systems. This includes, but is not limited to, ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes. Rigging may only be attached to approved structural members.

All rigging must be in accordance with all national, state and local safety codes. Operator will require that any rigging that is found to be in violation of any of these codes be corrected at the expense of the Licensee. Fees may apply.

Rigging is **prohibited** in the meeting rooms.

Technical information and load capacities are available upon request. Please contact your Event Manager for more information.

Roof Access

Proper care of Facility roof surfaces is vital in maintaining a leak free facility that will prevent damage to exhibitors.

Access to the roof requires the prior written approval of the Operator. An escort will be provided at prevailing rates.

Access to the roof areas **must** be through designated locations. There will be no access to the roof areas via man-lift. All items placed on the roof must be labeled with the name of the event, as well as the name and booth number of the exhibitor.

Penetrations of the roof surfaces are strictly prohibited. Any damages resulting from non-adherence to this requirement will be billed to the Licensee.

All items placed on roof surfaces, including but not limited to satellite dishes, cabling, etc. must be removed by the end of move out.

All roof areas are **No Smoking** areas.

Room Capacities

Room capacities will vary widely depending upon specific function staging requirements (i.e. stage size, dance floor, AV, F&B service area, etc.). Please discuss your function details with the Event Manager to ensure safe and appropriate allocation of space.

Satellite Dish Placement

There are a limited number of satellite dish locations. Access to Facility roof areas requires the prior written approval of the Operator. An escort is required, and will be provided at prevailing rates.

Please contact your Event Manager at the earliest possible opportunity for consideration.

Also see *“Roof Access.”*

Security

Operator’s house security staff provides 24-hour general Facility coverage. House security staff is not responsible for goods and property within specific event spaces.

Licensee is responsible for providing security for the licensed areas from the time of initial occupancy until completion of move-out. This includes exhibit halls, ballrooms, meeting rooms, registration areas and applicable pre-function areas, as well as loading docks utilized by Licensee, its exhibitors and/or attendees.

At its discretion, Operator reserves the right to require additional security personnel. Event security and staffing services are an exclusive service provided by Operator. Arrangements can be made through your Event Manager.

Also see *“Event Security”* and *“Event Staff.”*

Service Contractors

Service Contractors (i.e. decorators, AV services providers, display companies, etc...) may only have access to the Facility for set-up and tear down in accordance with the dates and times specified in the License Agreement. Licensee is responsible for contracting enough move in/out time for set-up and tear down by Licensee’s contractors.

All service contractors must be identified with a badge while on-site. Any costs (i.e. damage, equipment rental, etc...) incurred by Licensee’s service contractors will be the ultimate responsibility of the Licensee.

Service Desk

At its discretion, Operator may set up an Exhibitor Services Desk during move in to facilitate last minute, on-site requests for utilities (electrical, compressed air, water fill/drain) and telecommunication services.

Hours of service desk will be determined by Operator and will include either a staff member or a hot-phone. The service desk may be located within your service contractor’s service area or in a pre-determined back of house location. Please contact your Event Manager for more details.

Also see *“Exhibitor Services”* & *‘Utilities.’*

Service Order Forms

Order forms for Utilities, Telecommunications and AV may be downloaded from our web-site, www.richmondcenter.com (in the Event Planning tab). Sample order forms are located in the *“Attachments”* section of this handbook.

Settlement

For your convenience and clarification, an Event Settlement Sheet summarizing license fee, additional charges and any credits is prepared after each event. Your Event Manager will schedule a time to review this settlement sheet with you.

Setup Instructions

See *“Event Orders.”*

Shipping & Receiving

See *"Freight / Shipping / Deliveries."*

Shuttles

The primary shuttle drop off and pick up location is located at the pull in area on 3rd St. between Marshal Street and Leigh Street. Arrangements can be made for other locations. Please contact your Event Manager for more details.

Also see *"Street / Lane Closures."*

Signs & Posters

Licensee will only post signs, cards, posters, etc. in Operator approved areas. Licensee's use of such areas is non-exclusive, and is subject to approval by Operator. Operator retains all advertising rights.

The Licensee will remove all "inappropriate" signage materials at the request of Operator personnel.

Licensee will remove all signage materials by the end of move-out. At the Licensee's expense, Operator will remove all materials remaining after move-out.

All signage materials must be flame retardant. See *"Fire Code Rules & Regulations."*

Also see *"Advertising"* and *"Banners."*

Skateboards, In-Line Skates, Roller-blades, Scooters

The use of skateboards, in-line skates, roller blades, scooters or other types of recreational transportation is prohibited within the Facility, without the prior written approval of the Operator.

Licensee's show management staff and the staff of the official services contractor may use electric carts, motorized equipment (i.e. forklifts) and bicycles in the exhibit halls during non-event hours. Licensee is responsible for ensuring that vehicles operated within the exhibit halls do not drip oil or any other staining liquids. Vehicles that are found to drip such fluids will be removed from the facility. Under no circumstance are these vehicles permitted on carpeted surfaces.

Also see *"Motorized Equipment."*

Smoking

Smoking is **prohibited** within the Facility, except for designated areas.

Special Effects

Requests to use special effects must be submitted for review and approved by the General Manager or designee, by no later than 30 days prior to the event. Any required revisions must be resubmitted for approval by no later than 72 hours prior to the scheduled function.

Licensee is responsible for obtaining all necessary approvals, permits and licenses from appropriate regulatory boards.

Licensee may incur additional staffing expenses as required by the Fire Marshal's Office.

See *"Fire Code Rules & Regulations"* for more details.

Storage

Limited crate storage is available, and must be coordinated with the Event Manager.

Storage of empty boxes, cartons, packing materials, etc., and other combustible materials will not be permitted within the facility (exhibits halls, meeting room, ballrooms, pre-function areas, concourses, etc...). These types of materials may be stored outside the building in approved areas. Contact your Event Manager for more information.

Combustible materials within booths or registration areas shall be limited to a one (1) day supply. Storage of additional combustible materials behind exhibit booths is prohibited. See *"Fire Ordinance Rules & Regulations"* for more information.

Street / Lane Closures

It is possible to coordinate the closing of lanes of traffic on the streets immediately surrounding the convention center. Please contact your Event Manager for details.

Tape / Decals / Stickers

Only approved tape and adhesive backed materials are permitted for use on the facility's carpeted surfaces. Contact your Event Manager for details. Use of tape on any wall surface, glass or equipment is prohibited. Adhesive backed decals and stickers may not be affixed to Facility surfaces nor distributed to attendees.

Licensee is responsible for the removal of all approved tape or adhesive backed materials and resulting residue from Facility surfaces and equipment. Should Operator Staff have to remove any such materials and residue, the Licensee will be charged accordingly.

Also see *"Adhesives (Approved Tape Usage)."*

Telecommunications

Operator, through an agreement with OpenBand, is the in house provider of all telecommunication services for the Facility.

Order forms may be downloaded from our website, www.richmondcenter.com. Sample order forms are located in the *"Attachments"* section of this handbook.

Ticket Sales

See *"Box Office Policies"* in *"Attachments"* section.

Trash Removal

Labor for the removal of left over show materials and debris and any corresponding hauling fees will be charged to the Licensee at prevailing rates.

Extra open top containers and trash compactor hauls are available upon request. This service must be ordered through your Event Manager. Licensee will be charged at prevailing rates. If no services are ordered, but deemed necessary by the Event Manager once on site, Licensee will be billed premium rates.

Also see *"Cleaning"* and *"Housekeeping."*

Utilities

Operator is the exclusive supplier of all temporary utility connections (electrical, compressed air, water fill/drain). All electrical connections must meet requirements of the *"Fire Code Rules & Regulations."* Please contact your Event Manager for ordering information. Order forms may be downloaded from our web-site, www.richmondcenter.com (in the Event Planning tab). Sample order forms are located in the *"Attachments"* section of this handbook.

Also see *"Exhibitor Services."*

Vehicles in the Facility

Display Vehicles

Vehicles, which are part of a display, are permitted within the exhibit halls. Licensee is responsible for ensuring that all such vehicles meet the guidelines set forth in the *"Fire Code Rules & Regulations."*

Placement of display vehicles in carpeted areas requires the prior written approval of the General Manager or designee. Licensee must submit a written request by no later than 30 days prior to the event. If approved, these displays will require additional protection of the carpeted areas (i.e. visquine, additional carpeting, etc...). Contact your Event Manager for details.

Move-In / Move-Out Vehicles

Other than vehicles used as part of a display, vehicles are not permitted within the Facility for loading and unloading without the prior authorization of your Event Manager. All approved vehicles must be attended while in the Facility and may not have the motors running while stationary. All such vehicles must be removed prior to the opening of the event, and may not return until the event has closed and all attendees have vacated the area. Additional security personnel may be required.

Also see *"Motorized Equipment."*

Water Displays

All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee.

Water Service

Water services can be arranged through the Facility's exclusive F&B provider at prevailing rates. Contact your Catering Sales Manager for more details at 804-783-7303.

Head table water service can be provided by the Greater Richmond Convention Center staff at no charge. Please ask your Event Manager for details.

Weapons

Weapons are prohibited in the facility except as noted below:

- A. Firearms carried by sworn law-enforcement officers in the performance of their lawful duties or as permitted by law.
- B. Open and concealed carry of handguns in public areas of the facility is allowed as permitted by law.
- C. Weapons approved by the Operator as an integral part of the event. If approved as an integral part of an event, weapons may be displayed as part of an exhibit at an event subject to the following conditions:

1. The exhibitor must comply with all Federal, State, and Local laws governing the possession and/or sale of firearms.
2. Firearms may not be loaded or fired in the Facility.
3. Firearms must be deactivated by removing the firing pin, the bolt, or otherwise altered so that they are incapable of being fired (by a metal lock through the trigger mechanism, a plastic strap securing the trigger or hammer mechanism, a plastic strap securing the firearm's "action" mechanism in an "open" state). Exceptions may be granted, at the Operator's discretion, for particularly rare antique firearms displayed in a locked case or otherwise made inaccessible.
4. Powder or primers are prohibited in the Facility. Sample live ammunition may be displayed in exhibits, which are kept separate from firearm exhibits or by exhibitors who do not also display firearms.
5. Firearms and ammunition will be inspected at Licensee's expense by an authorized safety inspector approved by the Operator at times as determined by the Operator to insure adherence to these conditions.

FIRE CODE RULES & REGULATIONS

The **Richmond Department of Fire and Emergency Services** and the **Greater Richmond Convention Center** want you to have a safe and successful event. The following basic outline of rules & regulations has been developed to assist you in accomplishing that objective. This outline is based upon provisions of the 2003 International Fire Code.

Please take the time to review this information, as compliance is a requirement. Should you have any specific questions, please feel free to contact your Event Manager.

A. GENERAL REGULATIONS:

1. Licensee as well as Licensee's exhibitors and service contractors must comply with all Federal, State, and local fire codes applicable to "Places of Assembly."
2. Storage of empty boxes, cartons, packing materials, etc., is prohibited within the Facility (exhibit halls, meeting rooms, ballrooms, pre-function areas, concourses, etc...). These types of materials may be stored outside the Facility in approved areas. Contact your Event Manager for more information.
3. Pre-function spaces (lobbies, foyer areas approved for use by the Operator) may be utilized for registration, providing:
 - a. Storage of combustible materials necessary for registration (i.e. paper, boxes, etc.) shall be limited to a one (1) day supply.
 - b. Registration booths and lounge areas must be set up in designated areas as shown on approved floor plans, and shall not impede required egress.
4. Trash, rubbish, grease, etc., must be removed from the building at least once each day.
5. Fire lanes in and around the Facility must remain clear and unobstructed.
6. Smoking is prohibited within the Facility.
7. Licensee shall be responsible for the correction of all fire code violations found. All violations are required to be corrected within the time determined by the Fire Marshal or duly authorized representative(s). Failure to comply with Fire Marshal instructions may result in denial of opening the doors for the show and /or citation.

B. FLOOR PLANS:

1. The trade shows and / or exhibitions shall be set up as indicated on the approved floor plans.

2. All floor plans require advance written approval by the Fire Marshal or his/her designee. The submittal and approval process is as follows:
 - a. Licensee must submit five (3) copies of preliminary trade show floor plans to the Facility's Event Manager or the Director of Event Services for approval prior to exhibit space being sold. It is suggested that the preliminary floor plans be submitted six (6) months prior to the event.
 - b. The Event Manager will provide a preliminary review to ensure adherence to facility guidelines, and then submit to the City of Richmond Fire Marshal for final approval. Once approved, a signed copy will be returned to you.
 - c. Final revisions must be submitted to the Event Manager by no later than 21 days prior to move in. Floor plans are not considered final until reviewed and approved by the Fire Marshal or his/her designee.
3. All floor plans should be drawn to scale and have the following information clearly indicated:
 - Name and date(s) of event and expected capacity
 - Name of space being used
 - Number and Dimension of exhibits
 - Scale
 - Revision Number and Date
4. All floor plans should clearly note the location of, but not limited to, the following:
 - Exhibits
 - Exits
 - Aisle widths
 - Carpeted Aisles
 - Entrance units (headers, kiosks, etc...) and dimensions
 - Registration Area
 - Service Desk
 - Vehicles
 - Covered Exhibits (canopies, enclosed or partially enclosed structures, etc...)
 - Cooking Demonstrations
 - Stage and/or Seating Areas
 - Food Service Areas
5. Access to **exits, stairwells, doorways, fire-hose cabinets, pull stations, wall mounted emergency strobe lights, fire extinguishers, house lighting controls, electrical panels, restrooms and concession stands** must remain unobstructed.
6. All floor plan approvals are subject to final on-site inspection.

C. BOOTH CONSTRUCTION / DECORATIONS / STAGE SCENERY:

1. All decorations, including but not limited to, drapes, curtains, table coverings, skirts, carpet, signs, banners, acoustical materials, plastic cloth fabric, linen and similar decorative materials must be rendered flame retardant. Proof of satisfactory flame retardant treatment (**certificate**) is required, and must be maintained within the specific exhibit area for inspection by the Fire Inspector. If proof of satisfactory flame retardant treatment is not present, a sample of the decorative material must be made available for flame testing by the Fire Inspector.
2. Items that cannot be treated to meet requirements, such as, but not limited to hay, straw, moss, bamboo, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited. Bamboo must be live and placed in water to be utilized as decorative material.
3. Easels, signs, chairs, etc. may not be placed beyond booth areas into aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a

neat and compact manner. Empty cardboard boxes cannot be stored in show or exhibit areas. Licensee is responsible for advising exhibitors that booths must be cleared of combustible rubbish daily.

4. Combustible materials within booths shall be limited to a one (1) day supply. Storage of combustible materials behind the booth is prohibited. Combustible materials (i.e. crates and boxes) shall be stored outside the building in an approved area or in a storeroom having a fire resistance rating of at least two (2) hours and protected by an automatic extinguishing system
5. **Fire-fighting and emergency equipment may not be hidden or obstructed.** A three (3) foot clearance shall be provided around fire hose cabinets, portable fire extinguishers, alarm pull boxes and standpipes. Clear access shall be maintained at all times to these units, this includes strobe lights on wall for emergency notification.
6. Exhibit booths or exhibit enclosures that require fifty (50) feet or more travel distance to reach the exit access aisle (of the booth or exhibit enclosure) shall be provided with a minimum of two (2) exits remote from each other.

D. EXITS:

1. All exit doors must remain clear, unobstructed, and in proper operating condition at all times when building is occupied. Exit signs must function properly and be visible from all areas.
2. All exits, hallways, and aisles must remain clear and unobstructed at all times. This includes charts, easels, trailer tongues, etc.

E. COMPRESSED GASES / OPEN FLAMES / EXPLOSIVES:

1. Compressed **flammable** gases are prohibited inside the Facility unless approved by the Operator and the Fire Marshal. This includes acetylene, hydrogen, propane and butane. Vehicles fueled by LP-gas, such as forklifts, may be used when the exhibit or trade-show is not open to the public. Approved amounts are subject to require a **permit** from the Fire Marshal's office.
2. Exhibits displaying lighter than air (i.e. helium) **balloons** or other inflatable objects are prohibited from using foil-type (Mylar or aluminum) material. Vinyl, rubber or plastic varieties are permitted, however the compressed air or gas cylinder (non-flammable) used for inflation must be properly secured to prevent tipping. Cylinders are not permitted inside the building during event hours.
3. Non-flammable compressed gas cylinders must be stored in an upright position with gauges and regulator protected against physical damage.
4. Open Flame devices are prohibited. Exceptions include:
 - a. Cooking or warming devices in compliance with Section F, "**Cooking & Warming Devices.**"
 - b. A small number of candles may be used when approved by the Operator. Candles must be securely supported on non-combustible bases and located as to avoid danger of ignition to combustible materials. The candle flame shall be protected via the use of hurricane lamps, glass globes, or similar type devices.
 - c. All open flame devices and candles require a **permit** from the Fire Marshal's office. Those requesting use of open flame devices and candles shall provide sample/picture for approval at least ten (10) days prior to the event to the Fire Marshal or his/her designee. This will ensure time to make changes if devices do not meet approval.
5. The use of welding equipment and cutting equipment as part of an exhibit requires the prior written approval of the Operator. When approved by the Operator, the following requirements must be met:
 - a. Cutting and welding equipment must be in good repair
 - b. Approved combustible or flammable items may be no closer than 35 feet of work site
 - c. When 35 feet cannot be obtained, protected covers, fire resistant shields or guards may be used with prior Fire Marshal approval
 - d. All wall and floor openings within thirty-five (35) feet of the site location must be tightly covered to prevent the passage of sparks to adjacent areas

- e. Operation of welding/cutting equipment requires a **permit** from the Fire Marshal's office.
- 6. The use of explosives and blasting agents is prohibited within the Facility. Ammunition and pyrotechnics **may** be allowed under certain conditions, with the prior written approval of the Operator and the City of Richmond Fire Marshal's Office. If pyrotechnic materials are approved for use within the Facility, a Fireworks Permit will be required with the following parameters:
 - a. 15 day minimum application period (State Law)
 - b. Licensed explosive handler required
 - c. \$1,000,000 liability insurance; (Operator and Licensor must be listed as "Additional Insured")
 - d. A Fire Watch may be required by City of Richmond Fire Marshal's Office, and will be billed to the Licensee at prevailing rates.

F. COOKING & WARMING DEVICES:

Cooking is prohibited within the facility, without the prior written approval of the General Manager or designee. If approved, food-warming devices in exhibit booths must comply with the following.

1. Appliances must be listed by a nationally recognized testing laboratory (U.L., F.M.) for their intended use.
2. Devices shall be isolated from the public by at least four (4) feet or by a barrier between the device and the public.
3. Devices shall be limited to 288 square inches of cooking surface area.
4. Devices shall be placed on non-combustible surface materials.
5. Devices shall be kept to a minimum of two (2) feet from any combustible material(s).
6. Devices used for cooking shall be separate from each other by a minimum distance of two (2) feet.
7. A 20 pound K-Class fire extinguisher and lid for each device or an approved automatic extinguishing system shall be provided.
8. Appliances must have an automatic shut-off feature to prevent overheating.
9. Small cans of Sterno may be used for food warming purposes when proper precautions are taken to prevent ignition of combustible materials.
10. The Fire Marshal's Office requires a permit for cooking of any kind. Ask Event Manager for details.

G. TENTS & CANOPIES / ENCLOSED & MULTI-LEVEL DISPLAYS:

1. All temporary installation of tents, awnings or canopies within the Facility or on its exterior require prior approval by the Operator and the Fire Marshal or his/her designee.
2. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Operator in accordance with Floor Plan submittal timelines outlined in Section B, "Floor Plans."
3. Displays within the Facility possessing a roofed area (tents, awnings, canopies, etc...) of 200 square feet or more must be equipped with a smoke detector.
4. Separate permits are required for the erection of tents (with sidewalls on 2 or more sides) in excess of 200 square feet and canopies (open without sidewalls or drops on 75% of the exterior) in excess of 400 square feet to be displayed on the exterior of Facility. Contact the Fire Marshal for details.
5. Exhibits meeting the following criteria must be protected by an automatic fire sprinkler system:
 - a. Multi-level displays
 - b. Displays consisting of multiple rooms with ceilings
 - c. Displays with ceilings 225 square feet or larger

With the prior written approval of the Fire Marshal, occasional exceptions to this requirement **may be** made for vehicles, boats and similar type exhibits. Contact the Fire Marshal's office for details.

H. ELECTRICAL EQUIPMENT:

1. All electrical equipment must be UL listed and approved for its specific uses. Electrical equipment must be installed, operated, and maintained in a manner that does not create hazard to life or property. All exhibitors' 120-volt cords must be 3-wire ground type. All exposed, non-current carrying, metal equipment likely to be energized, must be grounded.
2. Extension cords may not be used as a substitute for permanent wiring. Extension cords are only permitted for use with portable appliances or fixtures in immediate use.
3. Each extension cord must be plugged directly into an approved receptacle and must, except for approved multiple extension cords, serve only one (1) appliance or fixture.
4. The current capacity of the extension cord must be no less than the rated capacity of the appliance or fixture.
5. Extension cords must be maintained in good condition without splices, deterioration or damage.
6. All extension cords extending across an aisle or in a path of travel must be secured/covered to avoid tripping by pedestrians.
7. Extension cords and flexible cords shall neither be affixed to structures nor extend through walls, ceilings and floors, nor run under doors, nor cause environmental damage. Only licensed electrical contractors under the control of the Operator may run extension cords or flexible cords under aisle carpeting in conjunction with an exhibit or trade show.

I. VEHICLES (Liquid & Gas Filled Vehicles & Equipment):

1. All fuel-powered vehicles (i.e. forklift, cranes, etc.) not on display must be removed from inside the Facility before attendees are allowed onto the exhibit floor.
2. No vehicle(s) shall be parked in the fire lanes or block exits outside the Facility
3. With the prior written approval of the Operator, **vehicles for display purposes** are permitted to display within the Facility, provided they meet the following requirements:
 - a. Cars and trucks shall have no more than $\frac{1}{4}$ tank or 5 gallons of fuel (whichever is less). Motorcycles shall have no more than 2.5 gallons of fuel.
 - b. Fuel caps must be taped shut or fitted with a locking cap
 - c. The hot lead battery cable shall be disconnected from the terminal and remain disconnected while the vehicle is inside the Facility
 - d. Fueling or de-fueling of vehicles on Facility property is prohibited
 - e. Vehicle power supplies may not be re-connected during show hours
 - f. Keys to all vehicles must be stored in an easily accessible location at all times. Facility's Security Base must have immediate access to the keys.
 - g. For events with multiple vehicle exhibits (Auto Shows, Motorcycle Shows, etc...), all vehicles must be inspected by the Fire Marshal or his/her designee (to include Operator's Security & Event Staff) for fuel levels prior to entering the Facility.
 - h. Licensee must supply a complete list of all vehicles displayed within the Facility, listing the year, make and color of each vehicle.
4. Exhibitors must place visquine (fire retardant plastic covering), or some other non-flammable material underneath vehicles to catch leaking fluids.
5. All vehicles shall be inspected by the Fire Marshal or his/her designee two (2) to three (3) hours prior to the event opening to ensure all required details have been addressed.

J. SEATING & BOOTH ARRANGEMENTS:

1. All seating arrangements for events must be in accordance with Chapter 10 of 2003 International Fire Code. Any special or unusual arrangements must be approved prior to ticket sales.

2. Exhibit approvals will require a final site inspection by the Fire Marshal prior to event opening. Licensee will be billed for Fire Marshal site inspections conducted after normal work schedules, weekends or holidays, at prevailing rates. Please coordinate your final site inspection time with your Event Manager.

K. HAZARDOUS MATERIALS:

1. The use of hazardous materials is not permitted in the Facility without the prior written approval of the Operator and the City of Richmond Fire Marshal's office. Hazardous materials include, but are not limited to open flames, hot coals, compressed gas cylinders (such as propane and acetylene), gasoline, radio active materials, pool chemicals, pesticides, herbicides, poisons, and/or any flammable, combustible or toxic liquid, solid or gas. Small samples of these types of products **may** be allowed in conjunction with certain exhibit or tradeshow when approved in advance by the Operator and the City of Richmond Fire Marshall's Office.
2. By no later than 30 days prior to the event, Licensee and/or Licensee's contractors and exhibitors must submit to the Event Manager a written request for approval to bring hazardous materials in or around the Facility. This request must include a description and purpose of the materials, as well as copies of all applicable Material Safety Data Sheets (MSDS). Licensee, Licensee's contractors and/or exhibitors must also devise a plan for handling any releases or threats of release of such materials in, on, under or about the Facility. This plan must be documented and submitted with the request.
3. All hazardous materials approved for use or display in or around the Facility must be labeled and accompanied by the applicable MSDS sheet, which must be produced upon request of the Operator, Fire Marshal or other regulatory body. Before, during and after the event, the Licensee, Licensee's contractors and/or contractors must handle, transport, remove and dispose of all hazardous materials in a safe, proper and lawful manner.
4. Only a limited supply of the material is allowed in the device to be demonstrated. Excess fuel and cylinders must be properly stored outside of the Facility. All transferring of fuel must be done with safety cans. All compressed gas cylinders must be securely anchored in the exhibits. Aerosol cans and other products containing flammable or combustible ingredients are not permitted in the exhibit area unless empty.
5. Written authorization by the City of Richmond Fire Marshal's office and the Operator is required for the following:
 - a. Display and operation of any heater, heat producing or open flame devices such as barbecues, candles, lanterns, torches, fireplaces, etc...
 - b. Use or storage of flammable liquids, compressed gasses, dangerous chemicals or pyrotechnics
6. Combustible waste must be collected as it accumulates and stored in non-combustible, covered containers in a pre-approved area outside the Facility. These containers must be emptied at least once daily and removed from the site at the Licensee's expense. Under no circumstances should hazardous materials be disposed of on Facility property.
7. Through Licensee's insurance policy, Licensee shall indemnify and hold harmless the Facility, Operator and Licensor from any and all liability, damages and expenses resulting from Licensee's, Licensee's exhibitor's and/or contractor's use of hazardous materials.

L. PERMITS:

1. All permits may be obtained through the Richmond Department of Fire and Emergency Services Fire Marshal's Office. For additional information, please contact the Public Relations/Assemblies Officer at 804-646-0617 or 804-646-5434. If not available, you may contact the Office of Fire Prevention at 804-646-6640.

2. **Costs:**

<u>PERMIT TYPE</u>	<u>COST</u>	<u>NOTES</u>
Open Flame / Candles	\$40.00	
Fireworks/Pyrotechnics displays	\$150.00	Pre-approval required 15-20 days prior to event)
Compressed gases	\$150.00	
Storage of welding cylinders	\$150.00	
Tents/air-supported structures	\$40.00	
Welding or Cutting	\$40.00	

Fees are subject to change without notice.

3. **Payment:** Make checks payable to: The City of Richmond.