

FORT WORTH®



Convention Center



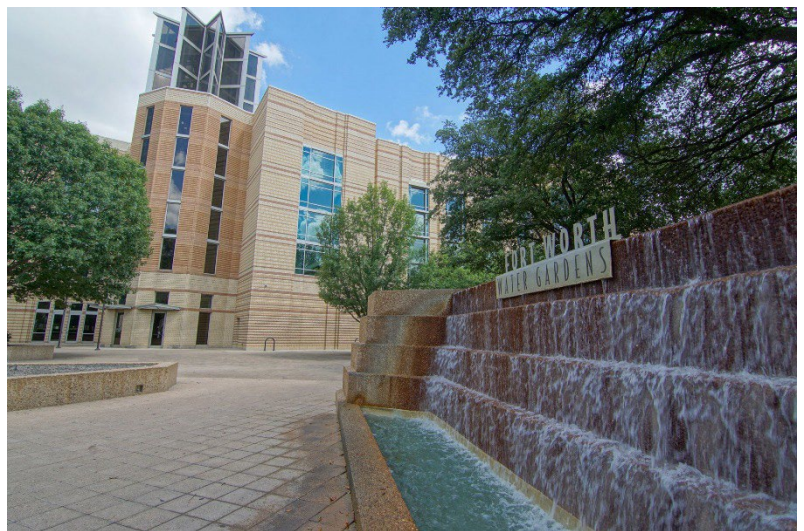
FACILITY GUIDELINES & REQUIREMENTS

Welcome to Fort Worth

Welcome to the City of Fort Worth and the Fort Worth Convention Center. Fort Worth is a vibrant convention city filled with friendly people, shops, restaurants and attractions for your attendees to enjoy. Our partnership with our hospitality community defines us as a convention city. Together, we work to ensure you and your attendees have a memorable experience.

The staff of the Fort Worth Convention Center is here to assist you in your planning. Once you are on-site our dedicated staff of professionals will be at your side. If there is anything we can do to make your event more successful, please don't hesitate to ask.

We realize how important your event is to you. With our teams working together, your attendees will experience a seamless, well-planned and perfectly implemented program. Feel free to call on any of us to ensure a successful program. We are all here to help.



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Trinity Food & Beverage Services	817.392.2881
Edlen (Electric/Water/Air)	682.410.9336
Inspire Solutions (A/V)	972.241.5444
Cox Business Hospitality Network	833.320.3294

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Section I: Accessibility of the Facility

Americans with Disabilities Act

The Fort Worth Convention Center (FWCC) is committed to the needs of individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). The FWCC has the permanent building access requirements, such as wheelchair ramps, elevator standards and restroom accessibility, and complies to the best of our knowledge.

Licensee is responsible for nonpermanent accessibility requirements, including, but not limited to, seating accessibility and auxiliary aids for the visually impaired, hearing impaired and mobility impaired.

Access to ADA seating area must not be moved or interfered with in any manner. Selling tickets for ADA seating to persons who do not require ADA accommodations is prohibited.



Section 2: Animals

Animals

With the exception of service animals and animals that are part of a contracted event, animals are not allowed in the FWCC. Pets are not permitted.

For contracted events that include live animals, several policies must be followed to ensure the safety of the animals, public and staff:

- Animals must be confined to a specific area by means of a pen, stall, fence, cage, collar or harness.
- Animals must be attended to and held in such a manner that they do not present a danger to the public or themselves. Hoofed animals tend to slip on smooth concrete; therefore, rubber matting or some type of bedding material must be used. All bedding material is subject to fire marshal approval. FWCC's carpet must be protected when animals are brought into the building. If an animal soils the carpet, a cleaning fee will be charged to licensee's account.
- An animal handler must remain with the animal(s) the entire time the animal(s) is in the FWCC.

Service Animals

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.

Individuals with disabilities may bring service animals in all areas of the FWCC where members of the public, program participants, customers, patrons or invitees are allowed. A service animal can be excluded from the FWCC if its presence interferes with legitimate safety requirements of the FWCC. A service animal must have a harness, leash or other tether or be under the handler's control through voice commands, hand signals or other effective means.

Section 3: Emergency Procedures

The FWCC's highest priority is to maintain a safe environment for all the FWCC occupants. An emergency response plan has been established to ensure procedures are in place for handling emergency situations. The FWCC staff is available to meet with licensee and staff to review the emergency response plan.

The FWCC's emergency response plan addresses a variety of emergencies, including:

- Bomb threats
- Active shooter
- Fire and smoke
- Severe weather
- Medical emergencies

The FWCC will initiate the incident command model for management of significant emergency incidents. An incident commander (IC) is designated to oversee, manage and make decisions in regard to an emergency situation. The IC directs the FWCC staff and acts as liaison between first responders. The FWCC staff will keep licensee and service contractors informed in emergency situations and of decisions relating to events.

In the event of an emergency, call 911 directly.

Evacuation is required any time an audible fire alarm sounds. A general fire alarm can be heard throughout the FWCC, with the exception of the Arena and Arena meeting rooms. An audible alarm, strobes and possibly a verbal announcement are part of the notification system.

In the event of an FWCC-wide power failure, the downtown area is equipped with a triple-redundancy loop that feeds the FWCC. The FWCC is equipped with illuminated exit signs at pedestrian exits.

Section 4: Equipment

Additional equipment will be charged at the prevailing rate. This may include items such as additional tables, chairs and staging. All additional FWCC equipment is subject to availability. Services for catering, utilities, internet and telephone, security, audiovisual (AV) and parking must be contracted as needed or required. Arrangements for payment are made directly with the licensee and the service contractor.

Ancillary Charges

Licensee will be provided with an estimate of the ancillary charges associated with the event once the FWCC staff has the preliminary event specifications. Event specifications are required at least 30 days before arrival. This will only include fees from FWCC, and this fee must be paid five days prior to arrival. Any ancillary charges made during the event are due at the completion of the event and must be paid by check or credit card before departure.

Booth Furnishings

Licensee's decorator will provide furnishings for exhibitors in addition to other event needs. Furnishings may include tables, chairs, wastebaskets, as well as furnishing for lounge and backstage areas, stools, etc. The FWCC equipment, including tables and chairs, are not provided for event use inside booths.

Changeovers and Original Setup

The FWCC will provide one original room setup for each Meeting Room and Ballroom. The FWCC staff will offer room suggestions based upon event specifications in order to minimize charges.

Meeting Rooms — An original setup for Meeting Rooms includes non-skirted and non-linen guest tables, along with chairs, one wired microphone (in rooms with sound capabilities), one lectern and a basic 6'x8' platform.

Ballroom — An original setup for the Ballroom includes non-skirted and non-linen guest tables with chairs, one wired microphone and one lectern. Any staging in the Ballroom will be an additional charge.

Exhibit Hall and Arena Floor — Tables, chairs and staging are not included with the rental of the Exhibit Hall and Arena Floor. Licensee will be charged the prevailing rates for this equipment.

Any changeovers or requests to move the original setup of tables and chairs during a meeting day will incur additional charges at the prevailing rate. If the changeover takes place overnight, no additional charges will be incurred for Meeting Rooms. Any changeover in the Ballroom, Exhibit Hall and Arena Floor will be charged at the prevailing rate.

Carts, Dollies, Forklifts and Scissor Lifts

Carts, dollies, forklifts and scissor lifts are not provided by the FWCC for move-in, move-out or during the event. These items may be rented from a service contractor or brought on-site.

Equipment Rental Rates

Licensee is required to pay the prevailing rate in effect at the time of the event for all services and equipment unless contracted otherwise. Such instances may include:

- Room changes made 5 days or less prior to the event
- Requests to move the original setup of tables and chairs during a meeting day
- Changeovers in the Ballroom, Exhibit Hall and Arena Floor

All FWCC equipment must be set up and operated by authorized personnel only.

Inventory

Equipment is maintained to accommodate simultaneous events and is assigned on a first-come, first-served basis. If the event requires equipment beyond the FWCC's inventory, the licensee is responsible for obtaining and providing labor to set up and remove the additional equipment.

It is important to provide the FWCC staff with all the event information and equipment needs as soon as possible to ensure the FWCC has the necessary items for the event.

Tables

For meeting setup, linens are not provided on the tables. A limited number of black 8-foot table skirts are available for use at an additional charge. Contact the FWCC staff about the availability of skirting. For events with a decorator, table skirts need to be ordered through them. The FWCC does not have 6-foot rectangular tables. Cocktail tables are available and will be charged at prevailing rates.

The FWCC does not have any inventory to provide linen for tables. In the instance linen is required, this service is available through the exclusive caterer and concessionaire, who may charge a fee for this service.

Staging

A 6'x8' stage is included in the building rental for the initial setup of the Meeting Rooms. Staging is not included in the rental of the Exhibit Hall, Arena and Ballroom. Staging will be charged at the prevailing rate and is subject to availability.

Wheelchairs and Scooters

Wheelchairs are available for medical emergencies only. The FWCC does not have any wheelchairs or scooters available for rent.

Section 5: Escalators and Elevators

Escalators and Elevators

The FWCC is equipped with passenger and freight elevators. Freight or equipment shall not be transported on a passenger elevator or escalators. These areas should not be blocked. Depending on move-in or move-out load, FWCC staff may require an operator for the freight elevator.



Section 6: Event Planning

Event Coordinator

An event coordinator will be assigned to the event once the event has an executed license agreement and will be the main point of contact. From the initial planning phase through move-out, the event coordinator will work closely with the licensee, as well as service contractors. The FWCC event coordinators are the main source for information regarding the FWCC's procedures and protocols.

Tasks such as planning meetings, floor plan approval, security and emergency medical service requests will all be facilitated by the assigned event coordinator.

Event Manifest

Preliminary event requirements are due 30 days before the first event day on the contract, including, but not limited to:

- Event schedule agenda, including move-in, show, move-out, exhibition timeline, etc.
- Event security schedule
- Production and/or AV schedule
- Approved floor plans (exhibits, meetings, general session)
- Decorator production schedule
- Utility and technical requirements schedule

This information is necessary for staffing, ordering supplies and determining ancillary charges for the event.

Event Insurance

Licensee must procure insurance coverage in the types and amounts required by the City of Fort Worth as outlined in the license agreement. Licensee must submit certificate of insurance at least 30 days prior to the start of any license period.

Event Invoice

The balance, if any, owed to the FWCC is due 5 days prior to the start of the event. At the conclusion of the event, the FWCC staff will present an itemized invoice reflecting any FWCC ancillary charges incurred during the event. Any ancillary charges made during the event are due at the completion of the event and must be paid by check or credit card before departure.

Event Personnel

Rental fees do not include the cost of service contractors such as security personnel, emergency medical technicians, door guards, ushers, ticket takers or any other personnel required for the event. Arrangements for Event Personnel will be made directly with the FWCC Event Coordinator. All services must be hired as needed or required; arrangements for payment are made directly with the licensee and the service contractor.

Facility Dimensions

To assist with the planning process for the event, the FWCC staff is able to assist with determining if the FWCC dimensions are appropriate for the needs of the event. Most dimensions and overall floor plans are on the FWCC sales brochure. Maximum capacities are calculated with tables and or chairs in the room. Adding equipment will reduce capacities. CAD drawings are available upon request.

Hours of Operation

The hours of operation during the license period are from 7 a.m. to 11:59 p.m. Event hours outside of the normal hours of operation are subject to overtime rates plus applicable labor charges at prevailing rates.

The FWCC administrative office hours are Monday through Friday, 8 a.m. to 5 p.m. The administrative office is closed on weekends and City recognized holidays.

Registration Area

Registration counters shall only be set in front of licensed space during the license period. In order to provide safe and attractive access to the FWCC, registration areas, entrance units and other show-specific displays shall only be installed in public areas during times when it does not conflict with the activity of other events already in progress. Registration areas in the pre-function and lobby areas may be available as part of the room rental. Equipment, telecommunication and data equipment, and utility services are not included in this area and may be available through contracted service providers.



Section 7: Exclusive Services

Exclusive Service Providers

The FWCC has the following exclusive agreements for subcontractor services at the FWCC:

- Rigging — Inspire Solutions
- Catering and Concessions — Trinity Food & Beverage Services Inc.
- Alcohol Beverage Service — Trinity Food & Beverage Services Inc.
- Communications, Telephone, Internet (wired and wireless), Voice or Data — Cox Business Hospitality Network
- Electrical, Water and Air Distribution — Edlen Electrical Exhibition Services
- Emergency Medical Services — Fort Worth Fire Department
- Crowd Management – Ushers and More, Lone Star Security and Off-Duty Fort Worth Police

The City of Fort Worth reserves the right to enter into agreements for exclusive subcontractor services at the FWCC at any time.

Payments to all these exclusive service providers are the responsibility of the licensee and will not be billed through the FWCC.



Section 8: Facility and Event Access

Building Access

The FWCC secures the public entrances, loading docks and ramp areas at the end of event activities each day. The FWCC staff will discuss the appropriate entrance(s) for the event to use, as well as unlock and lock times for the event.

All public entrances are opened based on event-specific daily requirements.

The primary public entrances to the FWCC are:

- 9th Street and Main Street (north entrance)
- Houston Street — 11th Street, 12th Street and 13th Street (west entrance)
- 1300 Commerce Street (southeast entrance)

For security purposes, FWCC Management reserves the right to require all event staff, exhibitors, vendors and attendees to wear some type of identification at all times while in the FWCC. Payment of any security staff required will be the responsibility of the licensee.

The FWCC Management will maintain access to all areas at all times.

Doors

The guest entrance doors are not to be used for move-in or move-out purposes.

Locks or chains are not permitted to be placed on any door in the FWCC. Doors shall not be propped open, and any automatic closing device, panic hardware or mullion shall not be removed from the FWCC doors for any reason. All notices and signs must be approved by FWCC Management.

Crowd Management

If the event is open to the public or could have long lines for any activity, licensee is required to make the necessary arrangements for safe crowd management. This could include a crowd management plan, appropriate places for queuing lines and safety staff to manage the safe ingress and egress from the event.

If event security and crowd management are deemed necessary, licensee will work with FWCC Event Coordinator to make arrangement with a security contractor. Licensee is responsible for all charges. FWCC staff will help determine the exact number of security or crowd management personnel required. Arrangements for payment are made directly with the licensee and the security contractor.

Door Guards/Badge Checkers/Ticket Takers/Ushers

The FWCC reserves the right to require door guards at any door as deemed necessary. Door guards shall not be volunteers or event management staff. Any fees incurred are licensee's responsibility and will be paid directly to the service contractor. FWCC staff will help determine the exact number of personnel required. Arrangements for payment are made directly with the licensee and the service contractor.

Exterior Doors

Exterior doors shall not be propped open for any reason. Automatic closing devices or panic hardware shall not be removed from any door in the FWCC.

Section 9: Fire Regulations

The information contained in this brief outline does not cover all the ordinances and regulations contained in the City of Fort Worth Fire Code. It does, however, provide the basic rules governing exhibits in any building open to the public for entertainment, information or merchandising purposes.

The Fire Marshal reserves the right to close any event for code violations or safety purposes.

1. General Regulations

- a. Exhibitors, contractors, licensee and staff, along with all other event personnel, shall comply with all federal, state and municipal fire codes that apply to places of public assembly.
- b. The width of all aisles at trade shows must be in compliance with the City of Fort Worth Fire Code. The width of the aisles will have an effect on the maximum occupancy load set by the City of Fort Worth building official. The aisles must remain unobstructed at all times.
- c. The FWCC staff can assist with specific questions regarding aisle widths.
- d. Firefighting and emergency equipment must not be blocked or obstructed under any circumstances. All fire hoses, extinguisher cabinets and pull boxes must be visible at all times. Exhibit booths must not block firefighting equipment or emergency exits.
- e. The FWCC is a nonsmoking facility under City Ordinance 13009. Violators can be assessed fines of up to \$500. The FWCC is a non-vaping facility.
- f. Storage of crates or freight not in use or displayed must be arranged with the FWCC staff and approved by the Fire Marshal.
- g. Exit-sign illumination shall be provided and maintained at all times.
- h. The fire inspector or designee, depending on the show, display, activity or event, may require licensee to contract at least one fire marshal to be present during testing phase, rehearsals and show hours related to the show. Any fees incurred are licensee's responsibility and will be paid directly to the contracted vendor.
- i. If any show, performance or event utilizes lasers, the laser technician must be licensed by the State of Texas.
- j. A fire marshal is required for any event that utilizes pyrotechnics, explosions, flashes, smoke, flames, fireworks, fog, haze or other theatrical special effects.

2. Booth Construction, Decorations and Stage Scenery

- a. All decorative and construction materials must be noncombustible, flame-resistive or treated with a flame-retardant solution.
- b. All curtains, drapes, carpets and decorative materials must be made with non-combustive or flame-resistive material.
- c. Any merchandise or materials attached to drapes or table skirts must be of non-combustive or flame-resistive material or approved by the fire marshal.

3. **Enclosed and Multiple-Story Booths**

- a. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside of the enclosed area.
- b. All multiple-story booths must have at least two clearly marked exits. (The fire marshal may require more depending on the size of the structure.)
- c. The travel distance inside a booth or exhibit enclosure may not be more than 50 feet.
- d. Multiple-story booth plans must be submitted to the fire marshal for approval. The plan must specify the maximum number of occupants and have a structural engineer's stamp certifying that the structure can bear the maximum occupancy load.
- e. Multiple-story booths must contain at least one 10 lb. ABC fire extinguisher per floor. (The fire marshal may require more depending on the size of the structure.)
- f. No combustible materials will be allowed inside booths in which the roof or ceiling of that booth creates an obstruction to the fire sprinkler system.

4. **Exits and Exit Access (Ingress/Egress)**

- a. All fire exits and aisles serving any area of the building must remain unobstructed and unlocked at all times.
- b. No signs or banners shall be placed on or in front of the door that will affect the door's operation in any way.
- c. No sign shall be placed on any exit that will give the impression that the exit is not fully operational.
- d. No curtains, drapes or banners shall be hung in a manner that will obstruct the view of any exit sign.
- e. No decorations, furnishings or other objects may be placed in a manner that will obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in a manner that might confuse the direction of the exit.

5. **Flammable Materials, Compressed Gases and Explosives**

- a. The following items are not permitted in the FWCC:
 - i. Use, display or storage of LPG (propane or butane)
 - ii. Flammable liquids or gas
 - iii. BBQ grills
 - iv. Salamander stoves
 - v. Helium-filled balloons
- b. The following items may not be used without prior approval from the fire marshal:
 - i. Candles or open flames
 - ii. Straw, sawdust or wood shavings
 - iii. Welding or cutting equipment
 - iv. Pyrotechnic special effects of any type are not allowed without a permit and approval from the Fort Worth Fire Department Arson and Bomb Unit. Any representative of the Arson and Bomb Unit has the right to request a test firing of the pyrotechnic display.

6. Open Flames

- a. The following items may not be used without the appropriate permit and approval from the fire marshal:
 - i. Lit candles and lanterns for demonstration purposes
 - ii. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited unless approved by the fire marshal in advance

7. Cooking and Cooking Appliances

- a. Cooking in the FWCC is permitted on a limited basis with prior approval of the fire marshal
- b. Cooking appliances must be placed on a noncombustible surface and may not be located within 2 feet of any combustible material
- c. All cooking using grease or oils requires a splatter shield or lid

8. Electrical Equipment

- a. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property. Electrical work must comply with all applicable city, state and national codes.
- b. All extension cords extending across an aisle or on the path of travel must be taped down and marked to avoid tripping anyone walking across or through the area.

9. Vehicles

- a. The following are the requirements for displaying vehicles and fuel-powered engines:
 - i. No more than one-fourth of a tank of fuel (five gallons) or minimum of amount needed for driving in, positioning and driving out of the Exhibit Hall
 - ii. Fuel tank cap must either be locked or sealed by tape
 - iii. Battery cables disconnected
 - iv. Floor plan of the display area must be submitted to the fire marshal for approval
 - v. Keys to all vehicles must remain on-site so the vehicle can be moved in case of emergency
 - vi. Vehicle operation is limited to brief parade-type display specifically approved by the fire marshal
- b. No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in/move-out. Vehicles will be towed at the owner's expense.
- c. All vehicles not on display must be moved out of the building prior to the public being admitted.

10. Hazardous Materials

- a. The Occupational Safety and Health Administration (OSHA) requires that all containers of hazardous materials be labeled with the identity of the hazardous material and appropriate hazardous warnings.
- b. Exhibitors displaying or using hazardous chemicals must have available a safety data sheet in case of spill or leakage.

11. Seating Arrangements

- a. All seating arrangements for events will be in accordance with the Fort Worth Building Code and approved by the building official.
- b. The final floor plan of the layout for conventions, concerts or conferences should be submitted to the FWCC at least 30 days in advance. FWCC staff will then submit the floor plan to the building official and fire marshal for approval.



Section 10: Food and Beverage

Alcoholic Beverages

All alcoholic beverage service at the FWCC must be handled through Trinity Food & Beverage Services Inc., holder of the appropriate alcoholic beverage permits. No alcoholic beverages shall be brought in or removed from the FWCC. No donated alcoholic beverages are permitted in the FWCC.

Catering & Concessions

Trinity Food & Beverage Services Inc. is the exclusive caterer and concessionaire for the FWCC.

Trinity Food & Beverage Services Inc.

1201 Houston Street

Fort Worth, Texas 76102

Phone: 817.392.2881 / Fax: 817.392.2745

Licensee will be billed directly from Trinity Food & Beverage Services Inc.

No outside food is permitted on the FWCC property.

Samples — Free-Item Giveaways

The FWCC retains the exclusive right to provide, control and retain all food and beverage services for events. Exhibitors may give away free items to event attendees.

Food and beverage sample items are restricted as follows:

- Exhibitors may provide “bite-size” food samples of their **individual company brand-name products.**
Approved sample sizes are **3 ounces** or less.
- Licensee is responsible for informing exhibitors of all sample-size food and beverage requirements as well as enforcement of those requirements.
- Exhibitors giving away food and beverage sample products must obtain a permit and pay appropriate fees required by the City of Fort Worth’s Code Compliance Department/Consumer Health Division.
- Licensee and the exhibitors for the event are fully responsible for any and all liabilities resulting from consumption of their products.
- The serving of generic products by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from the exclusive caterer and concessionaire. Exhibitors are permitted to provide and use their own serving vessels (buckets, tubs, bags) with their logo on them.
- All claims by an exhibitor that the generic product they wish to provide is not offered by the exclusive caterer and concessionaire must be verified with the exclusive caterer and concessionaire. If it is determined that a product is not available through the caterer, the Assistant Director/General Manager will determine whether or not to allow the exhibitor to provide and serve the product.
- Distribution of individual-wrapped pieces of hard candy or chocolate mints from any source is allowed.

- Samples of **nonalcoholic beverages** may be distributed on-site only under the following conditions:
 - Samples are served for “on-the-spot consumption”
 - Samples sizes are **3 ounces** or less
 - The product is the **brand name of the exhibitor or is distributed by the exhibitor**
- Service of any alcoholic beverage must be arranged through the exclusive caterer and concessionaire.
- Arrangements for the receiving and storing of products approved for sampling must be coordinated through the exclusive caterer and concessionaire. Prevailing labor rates will apply; if items need special handling, additional fees may apply.

Food Shows/Food-Handling Permits

If event is closed to general public (invited guests such as trade shows or conferences)

- \$200 blanket permit fee
- All vendors are covered under this permit even if sampling their products
- Vendors must follow all temporary health guidelines
- Hand-sink requirement and placement will be based on need
- Three-compartment ware washing requirement and placement will be based on need
- **Food handler cards:** Vendors are exempt from having food handler cards if licensee is a nonprofit and has 501(c)(3) status

If event is open to the public (gun show, bridal show, boat show, etc.)

- Each booth will need a temporary health permit; \$50 per booth
- Vendors must follow all the temporary health guidelines
- Hand-sink requirement and placement will be based on need
- Three-compartment ware washing requirement and placement will be based on need
- **Food handler cards:** All vendors handling open food will be required to have a food handler card for the City of Fort Worth or an ANSI-certified food handler card; in lieu of the food handler card, a vendor may have a certified food manager card that is registered in the City of Fort Worth

Prices are subject to change without notice

Section I I: General Overall Facility Policies

Abandoned Property

Every reasonable effort will be made by the FWCC staff to return found property to its rightful owner. The FWCC will hold any lost-and-found items, exhibits, furnishings, event promotional items or other personal property left in the FWCC for 30 calendar days. If not claimed after 30 days, items will become the property of the City of Fort Worth and will be disposed of accordingly. If bulk disposal is required, charges for the disposal of items will be charged accordingly. The FWCC will not incur any shipping charges for items left on property. If an item needs to be shipped, it will be shipped C.O.D. or must be prepaid by receiver.

Advertising

The FWCC does not advertise the event. The event will be listed on the FWCC online convention calendar unless arrangements are made in advance for the FWCC not to publish. All advertising of events at which an admission is charged must state the total admission price.

Licensee shall not advertise nor list the event on any webpage or social media site until a license agreement with the City of Fort Worth has been fully executed. With permission from the client, the FWCC will share client social media events and content, in addition to original content, on its social media channels as appropriate.

Ballroom Policies

- **Exhibits in Ballroom:** Tabletop exhibits only are allowed in the Ballroom. Electricity for exhibits is limited and must be arranged for through Edlen Electrical Exhibition Services, the exclusive electrical service provider for the FWCC. An exhibit floor plan, drawn to scale, must be submitted to FWCC staff 30 days prior to the event. Exhibits shall be transported by two-wheeled dollies or four-wheeled rubber-tired carts to the Ballroom outer doors. All items must be hand-carried inside.
- **Rigging:** Inspire Solutions is the exclusive rigging provider for the FWCC.
- **Lighting:** The Ballroom lighting consists of all LED lights and can be easily controlled from anywhere in the room with preset scenes. Preset scenes cannot be reset.
- **Setup:** The rental of the Ballroom includes the original setup of non-skirted and non-linen tables and chairs, one wired microphone and a lectern. Staging and cocktail tables are not included with the Ballroom rental.
- Drapes or displays cannot obstruct any emergency exits or emergency exit signs. Nailing, drilling, painting, sawing, hammering, etc., is prohibited on carpeted areas.

Drape

Draping cannot compromise designated emergency exits or illuminated exit signs and may be subject to fire marshal approval. Draping cannot cover the HVAC vents. No decorative material should be hung from overhead beams, columns, handrails, utility pipes, interior or exterior walls, or doors without prior written approval from FWCC staff. Items attached without approval will be removed and labor fees applied and charged at the prevailing rate. All materials used for decorating, including drapes and table skirts, must be constructed from flame-retardant material. Licensee must have fire-retardant certificates for the materials on-site.

Exhibit Hall

Due to exiting requirements, Exhibit Hall Bays B, C, D, E and F **cannot be used independently**. A minimum of 48,000 square feet or the equivalent of two bays must be used in order to meet exiting requirements. Exhibit Hall A may be used alone or in conjunction with additional Exhibit Hall bays.

In the Exhibit Hall, there are a total of three movable walls: one in Exhibit Hall A and two that can be moved throughout the hall. Walls can be partially open based upon fire marshal's approval. Licensee may incur a labor fee if walls are moved after the area is set.

Freight and Deliveries

- **Deliveries** — Freight and C.O.D. deliveries will not be accepted by the FWCC. Shipments delivered to the FWCC during the event must be addressed to the service contractor or a representative of the licensee. Hand-carried items must enter at the designated "show entrance." The FWCC does not allow exhibitors to move freight through public areas.
- **Freight** — The FWCC does not accept shipments, store shipments or ship freight for exhibitors, attendees or the licensee. Freight must be consigned to the service contractor or delivered directly to licensee during the license period. The FWCC staff is not permitted to sign for shipments at any time.
- **Storage** — The FWCC does not store freight or packages for exhibitors, delegates or the licensee before, during or after an event. Crate or box storage is not allowed behind exhibit booths.

Events Plaza

The Events Plaza is the outdoor area located on the south end of the FWCC outside the Belt Buckle Lobby. The Events Plaza is rentable outdoor space. Vehicles are permitted on the Events Plaza. Licensee must provide drip pans and scrap buckets for any type of operating machinery or materials of any kind being displayed or demonstrated. Any fee incurred by the FWCC for cleanup or damage in this area shall be charged back to licensee at the prevailing rate.

The Events Plaza has access to additional electrical power in specific locations. The Events Plaza is not part of the Water Gardens.

All outside food and beverage must be purchased through Trinity Food and Beverage and covered with a tent.

Floor Plans

An exhibit floor plan, drawn to scale, must be submitted to FWCC staff no less than 30 days prior to the event. The City of Fort Worth building official must approve all exhibit floor plans prior to distribution of printed floor plans to exhibitors. Floor plans must comply with all City of Fort Worth Fire Codes, as well as FWCC policies. Drapes or displays are not permitted to obstruct any exits, exit signs, HVAC vents or fire hose cabinets.

Furniture

Lounge furniture is located on the second floor of the FWCC for guest use. Occasionally, licensees request to move the furniture for event flow. Requests are considered on a case-by-case basis. Only the FWCC staff shall move the furniture. Prevailing labor rates will apply for moving furniture.

The lounge furniture is not available to be used in Meeting Rooms, Ballroom or on the first floor. Furniture and equipment for use during licensee's event must be arranged through the decorator for the event.

Gratuities

The FWCC appreciates the event business and every opportunity to serve. The FWCC employees are strictly prohibited from accepting tips or cash gratuities.

Lost and Found

Each licensee designates a lost-and-found area for their event. Items found during the event will be taken to that area. In the event the FWCC staff finds an item after a group leaves the FWCC, the item will be brought to the administrative office to be logged and kept for 30 days. If the item is not claimed, it will be donated to charity.

Pre-Function, Public and Lobby Areas

The public areas, lobby, pre-function space and hallways are all designated as common areas. Any group in-house and the general public may walk through those areas unless special arrangements have been made by licensee and approved by FWCC staff.

Registration counters, signage and any other event material shall only be set in front of licensed space during license period.

Exhibits set in pre-function space, on any level of the FWCC, must be approved in advance; a fee will be assessed for exhibits in such areas. Detailed floor plans are required and must be approved by the City of Fort Worth building official before use of pre-function or lobby areas.

Pre-function or lobby areas, side doors, escalators and passenger elevators are not to be used for move-in or move-out purposes.

Smoking and Vaping Policy

The FWCC is a nonsmoking, non-vaping facility. Smoking or vaping anywhere inside the FWCC is strictly prohibited. Smoking and vaping is only permitted outside the FWCC at least 20 feet from any entrance.

Water and Drains in Exhibit Hall

Water is available in Exhibit Halls A-F. Drains are located throughout the Exhibit Hall. The FWCC has an exclusive service provider agreement with Edlen Electrical Exhibition Services to provide all water needs to exhibitors. All fees incurred are licensee's responsibility and paid directly to Edlen Electrical Exhibition Services.

Water Gardens

The Water Gardens is a public park located on the south end of the Events Plaza. The Water Gardens is operated by the City of Fort Worth's Park and Recreation Department. Rules, regulations and availability can be obtained from the City of Fort Worth's Park and Recreation Department at 817.392.5718.

Section 12: Services Available

Box Office

The FWCC has a box office available located on the west side of the 9th Street Arena entrance that can be utilized for all ticketed Arena events. An off-duty Fort Worth police officer is required when the box office is open for ticket sales. The FWCC staff can provide a list of vendors that provide box office services for ticketed events.

Cleaning

The FWCC provides ongoing general cleaning in the public areas and maintenance of the restrooms and the facility trash receptacles; decorator waste is not included. The FWCC staff will not enter an exhibitor's booth for trash removal; however, if an exhibitor leaves its trash receptacle outside its booth, the FWCC staff will dispose of the waste. Licensee will be responsible for any extra labor fees or charges for specialized cleaning services.



HVAC

Energy conservation is a priority for the FWCC. Therefore, the FWCC maintains minimum levels of heating, ventilation and air-conditioning during move-in and move-out regardless of the space used.

Requests for specific HVAC levels during move-in, event days and move-out (including pre-cooling rooms for floral arrangements) will result in a utility fee being assessed.

Lighting

Exhibit Hall — During move-in and move-out, lights will be set at 50 percent power level. Lights will be adjusted to 100 percent beginning a half hour before the show opens and remaining full until a half hour after the show closes. Request for a higher lighting level will result in a utility fee charge. Labor fees may be assessed to create special lighting patterns or a specific lighting effect within the Exhibit Halls.

Arena — During move-in and move-out, lights will be set at 50 percent power level. During show hours, lights will be set as needed. The FWCC does not provide lighting operators.

Ballrooms and Meeting Rooms — Each room has individual lighting controls that licensee can operate with stagehand consultation.

Keys

Keys are available for certain Meeting Rooms and Arena tunnel rooms in the FWCC. The FWCC also has the ability to secure Meeting Rooms with a secure core at an additional fee. Keys will be issued to licensee for access to the assigned rooms. At the conclusion of the event, all keys must be returned to the FWCC staff. There will be a fee for any keys signed out and not returned. The Exhibit Hall and Ballroom cannot be rekeyed with secure cores.

Under no circumstances shall keys be duplicated. For security reasons, keys to exterior doors will not be issued. Access to the FWCC can be arranged through the FWCC staff. The FWCC Management will maintain access to all areas at all times.

Message Facilities

The FWCC does not forward messages for individual attendees. Instead, the FWCC will direct any such requests to licensee's staff. The FWCC operator only provides basic information regarding dates, times and website information.

Movable Walls

Exhibit Hall — In the Exhibit Hall, there are a total of three movable walls: one in Hall A and two that can be moved throughout the hall. Walls can be partially open based upon fire marshal's approval.

Ballroom and Meeting Rooms — In the Ballroom and some Meeting Rooms, there are movable walls. Walls can be partially open based upon fire marshal's approval. Licensee may incur a labor fee if walls are moved after the area is set.

Novelties/Souvenirs

Based upon the license agreement, licensee is responsible for the FWCC commissions and fees related to novelty/souvenir sales. These fees are paid directly by licensee and not collected from individual vendors.

Rental Day

A rental day is from 7 a.m. to 11:59 p.m.; additional fees may apply if rental day is extended.

Rental Rates

Rental rates are listed on the license agreement. Please contact a FWCC sales manager regarding rates.

Reservations

The sales department is responsible for booking space at the FWCC. Please contact the sales department to make arrangements for space.

Sound

The Arena, Exhibit Halls, most Meeting Rooms and the Ballroom are equipped with sound equipment for lectures, the spoken word and some background music. These systems are not suitable for a live performance.

Licensee's outside AV contractor may patch into the house sound under the supervision of an FWCC stagehand. For each room using house sound, a patch fee will be assessed at the prevailing rate.

Any specialized sound requirements should be obtained through a service contractor.

Relocating Equipment — Once house sound is set by the FWCC, any relocation or adjustment of equipment must be done under supervision of an FWCC stagehand. Relocation of house sound equipment once set up will result in additional labor fees.

Audio levels must be maintained at reasonable levels so as not to interfere with other events at the FWCC.

Trash and Waste Removal

The FWCC will empty its own trash containers placed throughout the building. The licensee is responsible for the removal of bulk trash in the Meeting Rooms, Ballrooms, Exhibit Halls and pre-function space such as registration areas and show office areas during move-in, show and move-out. Bulk trash is defined as boxes, crates, lumber, pallets, packing materials and any other excessive trash not easily removed by a standard push broom or vacuum. The licensee will be assessed labor fees for the removal of bulk trash at the prevailing rate.

During move-in or move-out, the FWCC will dispose of exhibitor boxes and trash if they are placed in the aisle. Trash pickup during an event will be performed as necessary from the FWCC trash receptacles only. The FWCC staff will not enter an exhibitor booth at any time. Booth cleaning services must be coordinated through the decorator.

Cleanup of special-effect items, such as confetti, balloon drops, etc., will be charged to licensee at the prevailing rate. All event carpet should be taken off-site by the decorator. The FWCC will charge labor and disposal fees at the prevailing rates for hauling any carpet off-site that is left behind after an event.

The FWCC is not responsible for open-top dumpsters ordered by licensee or decorator. Failure to remove dumpsters by the last day of the license period will result in additional fees.



Section 13: Loading Docks and Ramps

Loading dock bays are allocated according to all events and contracted space. The FWCC does not relinquish control of the loading dock during any event. The FWCC staff assigns the dock space(s) for licensee's event needs. The standard is one dock per Exhibit Hall bay. Storage is not allowed on or near the loading dock.

All docks and the Annex are shared space. The FWCC staff will work with the licensee and the service contractors to coordinate times and docks.

All exhibit move-in and move-out must be through the Commerce Street loading dock area. Designated loading docks, freight elevator and freight doors are on the Commerce Street side of the FWCC.

The lobby areas, escalators and passenger elevators are not to be used for move-in or move-out.

Parking is not permitted on the Commerce Street loading dock area for any reason. This area is designated for move-in and move-out only. No vehicles are permitted to be parked in designated fire lanes at any time, including move-in and move-out. Enforcement is conducted by the City of Fort Worth's Parking Division. Violators are subjected to being ticketed and/or towed at owner's expense.

The Main Dock's height is 4 feet. Door 1 Dock height is 2 feet.



Section 14: Motorized Equipment and Vehicles

Automobiles

Vehicles may be driven into the Exhibit Hall as part of an approved move-in or move-out process. These vehicles can stay in the building for a short time to allow the exhibitors and service contractors time to unload equipment and exhibits.

Any time vehicles are in the building as part of a move-in or move-out process, a minimum of one approved crowd management personnel is required at each move-in and move-out drive-through door. The FWCC staff will determine the exact number required and will make arrangements to schedule the crowd management personnel.

Vehicles may be displayed in the Exhibit Halls with prior approval of the FWCC Management and the fire marshal. Vehicles on display must comply with all City of Fort Worth Fire Codes and Regulations below.

General vehicle parking in the building at any time is prohibited.

Vehicles parked on the loading docks may be ticketed or towed at the owner's expense.

Absolutely no vehicles of any type are allowed in the Ballroom, adjacent hallways or any other carpeted area on the second floor. Vehicles can be displayed in the Belt Buckle Lobby if Exhibit Hall A licensed to your organization and access through Hall D is available. Prior arrangements and approval must be made with the FWCC staff.

Vehicle Fire Codes

The following are the requirements for displaying vehicles and fuel-powered engines:

- a. No more than one-fourth of a tank of fuel (five gallons) or minimum of amount needed for driving in, positioning and driving out of the Exhibit Hall
- b. Fuel tank cap must either be locked or sealed by tape
- c. Battery cables disconnected
- d. Floor plan of the display area must be submitted to the fire marshal for approval
- e. Keys to all vehicles must remain on-site so the vehicle can be moved in case of emergency
- f. Vehicle operation is limited to brief parade-type display specifically approved by the fire marshal

No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in or move-out. Vehicles will be towed at the owner's expense.

All vehicles not on display must be moved out of the FWCC prior to the public being admitted.

Golf Carts/Utility Carts and Electric Wheelchairs

Golf carts or electric utility carts are permitted in the Exhibit Hall and the Arena Floor during move-in and move-out but are not allowed in other areas of the FWCC that are carpeted.

Electric wheelchairs are permitted in all public areas.

Section 15: Move-In and Move-Out

General Information

Licensee has access to licensed space for move-in or move-out during the license period. A rental day is from 7 a.m. to 11:59 p.m.; additional fees may apply if the FWCC staff needs to open or close the building earlier or later.

All docks and the Annex are shared space. The FWCC will work with licensee and the service contractor to coordinate times and docks.

The FWCC does not accept freight shipments.

The lobby areas, escalators and passenger elevators are not to be used for move-in or move-out.

An off-duty Fort Worth police officer or an approved crowd management personnel are required at each utilized drive-through door. Off-duty Fort Worth police officers are required to oversee traffic control.

Doorways, carpeted areas and floors shall be protected from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities and all other rolling stock during move-in and move-out. When off-loading counters, booths and other heavy objects, the use of floor protection and extreme care is required. Carpeted areas shall be protected by the use of polyethylene sheeting. For heavy objects and powered lift equipment, temporary carpet or plywood on top of reinforced polyethylene sheeting shall be used.

Lighting

Exhibit Hall — During move-in and move-out, lights will be set at 50 percent power level. Lights will be adjusted to 100 percent beginning a half hour before the show opens and remaining full until a half hour after the show closes. Request for a higher lighting level will result in a utility fee charge. Labor fees may be assessed to create special lighting patterns or a specific lighting effect within the Exhibit Halls.

Arena — During move-in and move-out, lights will be set at 50 percent power level. During show hours, lights will be set as needed. The FWCC does not provide lighting operators.

Ballrooms and Meeting Rooms — Each room has individual lighting controls that licensee can operate with stagehand consultation.

HVAC

The FWCC will provide minimum HVAC for move-in and move-out.

Service Contractors

The FWCC is a nonunion facility and Texas is a “right-to-work” state. Some service contractors elect to hire union labor workers. The FWCC does not have a preferred service contractor.

Section 16: Parking and Shuttle Buses

Parking

Houston Street Parking Garage

1100 Houston Street, Fort Worth, Texas 76102

The garage is located on the west side of the FWCC.

The entrance is on 11th Street between Houston and Throckmorton.

1,120 spaces (exact number varies)

22 handicap spaces

Unobstructed height clearance throughout the Houston Street garage is 7'6".

Commerce Street Parking Garage

1301 Commerce Street, Fort Worth, Texas 76102

The garage is located on the southeast side of the FWCC.

The entrance is on Commerce Street just north of 13th Street.

730 parking spaces (exact number varies)

15 handicap spaces

The Commerce Street garage has an unobstructed height clearance of 7'1".

In addition to the FWCC garages, there are numerous private surface parking lots and on-street meter parking available within walking distance.

Both garages accept cash or credit cards for payment. They are primarily pay-on-exit garages but may be a pay-on-entrance garage for special events or when deemed necessary for event flow. There are no in-and-out privileges.

The FWCC does not provide free parking areas for event attendees, exhibitors, contractors or licensee's staff. A limited number of parking passes may be issued as a part of the license agreement. All other requested parking needs may be arranged through the FWCC staff. Parking fees will be applied if additional parking is requested.

Parking is not permitted on the Commerce Street loading dock ramp area or in any marked fire lanes. Any vehicle parked in a posted *NO PARKING* area, or an unauthorized area, will be subject to ticketing and/or towing at the owner's expense. No parking is allowed on the apron area (concrete area) outside any FWCC entrance.

Shuttle Buses

The recommended shuttle bus pick-up and drop-off location is along the Houston Street side of the FWCC. Consult with the FWCC staff for additional staging areas.

Section 17: Damage to the Facility

Balloons

Helium-filled balloons are not allowed in any part of the FWCC for display, decoration, giveaway or sale. For decoration purposes, **air-filled** balloons should be used. Licensee is responsible for informing exhibitors and service contractors of this policy. The FWCC reserves the right to remove any **helium-filled** balloons. Any fee incurred by the FWCC for removal of helium balloons shall be charged back to licensee at the prevailing rate.

Floors

Licensee must provide drip pans and scrap buckets for any type of operating machinery or materials of any kind being displayed, demonstrated or sampled to prevent lubricants, paints, liquids, etc., from staining or damaging the floor and/or causing a slip hazard. (This includes cleaning materials used at car shows held over concrete in the Exhibit Halls.) Any fee incurred by the FWCC for cleanup from operating equipment or materials shall be charged back to licensee at the prevailing rate.

Glitter, Confetti and Birdseed

Glitter, birdseed, streamers or confetti of any type are not allowed without prior approval of FWCC Management. **Additional charges shall apply for cleanup.**

Tape

The use of high-residue tape is prohibited on carpeted and uncarpeted areas in the FWCC. The use of low-residue tape, such as gaffer tape, is approved for use. In the event licensee has carpet installed, it is the responsibility of licensee's carpet contractor to remove all tape and tape residue from floors during move-out of the event. If this is not done, licensee will be charged for the labor required to remove the tape and tape residue. If the removal of tape from a finished floor damages the finish, licensee shall be invoiced for the cost to return the floor to its original finish.

Drilling, Staples, Tacks and Nails

Holes shall not be drilled into any surface at the FWCC. Staples, tacks and nails are prohibited from any surface.

Decorations

Decorations, signs, banners, streamers, window clings, etc., shall not be taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface, wall or door of the FWCC without the approval of the FWCC staff. All decorations, construction materials, curtains and drapes must be noncombustible, flame-resistive or treated with a flame-retardant solution.

Decorations, furnishings or other objects shall not be placed in a manner that will obstruct emergency exits or visibility to the emergency exits.

Garden Displays

Displays containing soil, humus or similar materials must use a protective layer or coating of plastic or polyethylene sheeting to protect the floor and all FWCC equipment. Some type of curbing must be used to retain loose materials and to prevent leaks and water seepage. Special care must be taken when water displays are used in close proximity to electrical outlets. Any fee incurred by the FWCC for repair of damage by gardens shall be charged back to licensee at the prevailing rate in effect at the time of the event.

Painting

All painting is prohibited on FWCC premises.



Section 18: Signage

Signage

All signage/banners/clings/floor decals must be approved by the FWCC staff prior to installation.

Posters and signage are to be mounted on easels or individual sign holders. All signage shall be of a machine-printed nature and meet the approval of the FWCC staff.

Signage shall not be taped, nailed or otherwise fastened to any wall, door, ceiling, window, FWCC equipment or painted surface of the FWCC. At move-out, licensee or licensee's service contractor shall remove all signage. Any fee incurred by the FWCC for removal of these items may be charged to licensee at the prevailing rate. At no time can licensee's signage block an emergency exit.

Banners

Banners shall be hung from interior railings over licensed space and in common areas. Banners shall not cover the HVAC vents or any illuminated exit signs. Banner installation must be approved by the FWCC staff, and installation shall be provided by a service contractor.

General Decals and Stickers

Decals and stickers are prohibited from use on any walls, floor or surface.

Glass Door and Window Clings

Door and window clings shall be produced on non-adhesive vinyl film that adheres to glass. The background shall be transparent, not opaque. Door signs shall not cover any of the FWCC's signage. A full-scale sample shall be produced in the actual material and submitted to the FWCC staff in advance for preapproval. Clings can only be placed on doors in front of area's licensed space. Any opaque cling placed on a door will be immediately removed. Location of clings needs approval from the FWCC staff.

Exterior Banners

Exterior banners and signage are permitted for event/show identification only with prior approval by the FWCC staff. No advertising, sponsorships or commercial images are permitted on banners or signs on the building exterior. Installation shall not obscure any of the FWCC's permanent signage. No fasteners or eye hooks shall be permanently attached to the exterior of the building. Exterior banners shall only be installed by a licensed service contractor.

Any fee incurred by the FWCC for damage as a result of hanging banners or attachment to the FWCC will be charged to licensee at the prevailing rate.

Floor Decals

The use of decals on any flooring surface (pavers, terrazzo, etc.) is subject to approval based on other events in the building, as well as the protection of the floor surfaces. A sample shall be provided to FWCC staff for approval. No decals or floor clings can be placed on any FWCC carpeted area.

Section 19: Emergency Medical Technicians, Fire Marshal and Security

Emergency Medical Services

The FWCC reserves the right to require medical service personnel for any size and type of event. The FWCC uses off-duty Fort Worth firefighters for EMT services. A minimum of one EMT is required for:

- All public, Arena and ticketed events
- An event with a planned attendance of 2,500 or more, regardless of whether it is a private or public event
- Any sporting or athletic event, regardless of attendance
- Any event the FWCC deems necessary

Payment for this service is licensee's responsibility. Licensee will be invoiced directly by the City of Fort Worth Fire Department.

FWCC staff will determine the exact number of FWFD EMTs required and will make arrangements to schedule the EMTs.

Fire Marshal

The FWCC reserves the right to require a fire marshal for any size and type of event based upon the event's specific details.

A fire marshal is required for any event that utilizes pyrotechnics, explosions, flashes, smoke, flames, fireworks, fog, haze or other theatrical special effects.

A fire marshal is required for events that display aircraft. Requirements include during approach, show hours, and departure.

Security

It is a FWCC requirement that crowd management personnel are used. The exact number of crowd management personnel (ushers, ticket takers, badge checkers, door guards, security guards and off-duty police officers) and the level of personnel needed will be determined based upon a risk-assessment of the event.

Off-duty Fort Worth police officers are needed when:

- An event has active cash sales, such as box offices, registration, vendor tables and bookstores
- Traffic control during move-in and move-out
- An event in which alcohol is being served

An approved crowd management contractor is needed when:

- Valuable equipment is left overnight anywhere in the building
- At each utilized dock door during move-in and move-out

As the licensee assumes full responsibility for the safety and security of property belonging to event while on the FWCC property, arrangement for payment is made directly with the crowd management contractor.

FWCC staff will determine the exact number of personnel and will make arrangements to schedule the crowd management personnel.

Section 20: Specialized Services

Audio Visual

The FWCC does not have an exclusive audio-visual contractor; however, Inspire Solutions is the exclusive rigging service provider for the FWCC.

Business Center

The FWCC does not have a business center. Copying, faxing and typing services are not offered through the FWCC. Larger events that require office services should contract with an outside vendor to set up a service center within the rented space. Any cost associated with this type of service is licensee's responsibility.

Service Contractors

The FWCC is a nonunion facility and Texas is a "right-to-work" state. Some service contractors elect to hire union labor workers. The FWCC does not have a preferred service contractor.

Rigging

Rigging services are exclusive to Inspire Solutions. Inspire shall provide all rigging in the Exhibit Hall, Annex, Ballroom and Arena. Rigging encompasses attaching hardware and equipment to the ceiling, including but not limited to rigging hoist (motors), trussing, lighting, video, audio and scenic equipment or props. Decorators are allowed to hang aisle signage in the Exhibit Hall if the weight of the item being hung is less than 150pounds.



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