



PHOENIX  
CONVENTION CENTER  
& VENUES

# Exhibit C



# PHOENIX CONVENTION CENTER

## Facility Guide

Edition: September 2015



**Welcome!**

On behalf of our entire team, welcome to the Phoenix Convention Center and Venues. As one of the premier convention and events destinations in North America, our talented team stands ready to provide you with the highest level of service and professionalism. We are thrilled to have you as our guest, and look forward to creating a memorable experience for you and your attendees.

The award-winning Phoenix Convention Center is a LEED-silver certified green building that offers nearly 900,000 square feet of rentable meeting and exhibition space on a campus that spans more than two (2) million square feet. The Phoenix Convention Center is designed with a stacked floor plan that makes it convenient for guests to move about the campus with ease. As a department of the City of Phoenix, the Phoenix Convention Center and Venues includes the Phoenix Convention Center, Executive Conference Center - Downtown Phoenix, Symphony Hall, Orpheum Theatre, and five parking garages.

To assist with your event planning process, we have created this facility guide to help you to take full advantage of the excellent services and amenities we proudly provide to our valued clients. This document is a helpful resource regarding the specific policies and procedures at our facilities and will be an invaluable tool as we work in tandem to create a successful event.

Again, we thank you for selecting our facility for your event and hope that you and your guests enjoy your visit to Phoenix. Please do not hesitate to let us know if there is anything we can do to enhance your experience while in our facility or during your visit. We thank you for the opportunity to deliver our distinctive brand of superior hospitality and look forward to welcoming you back again soon.

Sincerely,

A handwritten signature in black ink, appearing to read "John Chan".

John Chan, Director  
Phoenix Convention Center & Venues

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**AUTHORITY AND EVENT MANAGEMENT:** The Phoenix Convention Center Director has full authority to act on behalf of the City of Phoenix in the management, administration, and control of our facilities. For the purposes of planning and presenting your event at the Phoenix Convention Center, authority to act on behalf of the Director has been delegated to the Event Manager assigned to your event. To provide exceptional seamless service, all questions and requests for building services and equipment should be directed to Event Manager assigned Representative who will be your primary contact and responsible for contacting the appropriate building section to service your event needs.

If you have questions at any time, we encourage you to call our Phoenix Convention Center Events Team at 1-800-282-4842 or 602-262-6225.

**DEFINITIONS:**

- A. **City** means the City of Phoenix, owner and operator of the Phoenix Convention Center, Symphony Hall, Orpheum Theatre, and the associated Phoenix Parking Facilities.
- B. **Phoenix Convention Center and Venues** means the City department responsible for the daily management, administration, and operation of the Phoenix Convention Center, Symphony Hall, Orpheum Theatre, and the associated Phoenix Parking Facilities.
- C. **Concessions** mean the use and occupancy of Convention Center and Theaters for:
  - 1) Sale of all food, beverage, merchandise and convenience items commonly sold in like facilities;
  - 2) Renting of items or equipment in connection with an event; and,
  - 3) Taking for sale or selling of photographs in connection with an event.The term “concessions” shall not include the sale of products or services that are related to an authorized display or exhibition contained in a Licensee’s event.
- D. **Client (or Licensee)** means any person, firm, association, organization, partnership, company, or corporation entity that enters into a Use Agreement with the City to use specified space in the Phoenix Convention Center, Theatrical Venues, and/or Parking Facilities.
- E. **Convention** means a formal assembly of members, representatives, or delegates to establish its industry practice and/or develop standards, provide educational training programs, and possibly provide industry related exhibitions of products and services for the benefit of the membership. Usually includes the annual election of the Board of Directors and meets the established minimum requirement of hotel rooms in conjunction with the corresponding event days.
- F. **Convention Center** means the Phoenix Convention Center and its grounds.
- G. **Director** means the Director or designee, of the Phoenix Convention Center Department, City of Phoenix, Arizona.
- H. **Event** means the Licensee’s show containing a primary purpose and content for which the City facilities are contracted.
- I. **Event Day** means the calendar date and time stated in the Use Agreement when the Convention Center is occupied by the Licensee, Licensee’s exhibitors, contractors, delegates, paid attendees, and invited guests. It is also that period when the City facility is used for the purpose of broadcasting, televising, recording or filming for a commercial purpose.
- J. **Event Manager** means Phoenix Convention Center Department personnel assigned as your primary contact to assist you in planning and coordinating your event details.
- K. **Exposition Service Contractor**, also referred to as “decorator,” means the Licensee’s service provider of exhibition booth and registration related hardware [i.e., pipe and drape, carpet, exhibition tables and chairs, banners, registration counters, etc.].

- L. **Fire Marshal** is a City of Phoenix Fire Department Fire Prevention Specialist assigned to the Phoenix Convention Center, and referred to as “Fire Marshal.”
- M. **Gross Sales** means all money for the Licensee’s event derived from the use of City facilities from total ticket sales whether collected or not collected and/or value, less applicable taxes.
- N. **Licensee (or Client)** means any person, firm, association, organization, partnership, company, or corporation entity that enters into a Use Agreement with the City to use specified space in the Phoenix Convention Center, Theatrical Venues, and/or Parking Facilities.
- O. **Licensor** means Phoenix Convention Center Department, including Phoenix Convention Center, Theatrical Venues and/or Parking Facilities, City of Phoenix, Arizona.
- P. **Non-Convention** means all other types of events that do not meet the convention designation.
- Q. **Move In/Out Days** means that calendar day, or portion thereof, when the City facility is occupied by the Licensee but **is not** open to the public, audience, or members of a group and is used primarily for Licensee’s event set-up and tear-down activities.
- R. **Operational Policies and Procedures (Facility Guide)**, means the Phoenix Convention Center Department’s operational policies and procedures approved, promulgated and adopted by the Director.
- S. **Parking Facilities** means the parking facilities under the management and operation of the Phoenix Convention Center used to support the operation of the Convention Center, Theatrical Venues, and downtown activities.
- T. **Service Contractors** means all other service providers such as audio/visual, event security, stagehands, event utilities, shuttle companies, computer rental outlets, business equipment companies, copy services, etc. When used singularly, this term may be interpreted to include your Exposition Service Contractor.
- U. **Theatrical Venues** means the Theatrical Venues of the Phoenix Convention Center Department, City of Phoenix, Arizona, including Orpheum Theatre, Symphony Hall [also referred to as Theaters].
- V. **Use Agreement** means the written agreement entered into by Licensor and Licensee for the staging of events in the Convention Center, Theatrical Venues, and Parking Facilities, which agreement incorporates by reference the provisions of the current Operational Policies and Procedures (Facility Guide).
- W. **Greater Phoenix Visitors Bureau** means the Destination Management Organization (DMO) who is contracted annually by the City to provide marketing, solicitation and scheduling of regional, national, and international conventions and tradeshow, corporate meetings, and tourism business for the Phoenix Convention Center and hotel properties located within the City of Phoenix.

**EVENT PLANNING:** Every event is different; the policies, rules and regulations set forth in this document cannot cover every scenario. Therefore, if there is something that is not covered in the Facility Guide, we reserve the right to determine necessary considerations on an as-needed basis. Our sole effort is to insure the success of your event and safeguard the safety and experience of all of our visitors.

**EVENT PLAN TIMELINES:** Below is a checklist designed to assist in the planning process. Submit the following items to your Event Manager unless otherwise noted:

**Twelve (12) Months Out From Event:**

- Submit an electronic pdf. file of your exhibit floor and exhibit hall lobby plans. [If an electronic version is not available, submit three (3) preliminary printed scaled copies] These

are needed for Fire Marshal approval. Please complete prior to selling any booth spaces. Please allow up to five (5) working days for processing.

- Review the PCC Facility Guide for policies and guidelines.

**Nine (9) Months Out From Event:**

- Review services and general in-house service partner policies [catering, audio/visual, electrical, security, and telecommunications].
- Provide contact information for outside service suppliers, including:
  - ✓ Meeting Planning Consultants
  - ✓ Exposition Service Contractor
  - ✓ Production Company and/or Audio/Visual Company
  - ✓ Transportation Company
  - ✓ First Aid
  - ✓ Registration Company

**Six (6) Months Out From Event:**

- Submit your credit application for approval.

**Three (3) Months Out From Event:**

- Submit any changes to floor plans for Fire Marshal approval.] This should be done prior to selling any booth space. Please allow up to five (5) working days for processing.
- Submit preliminary meeting room schedule and set-up requirements for review [updated resume/function book].
- Submit preliminary security schedule for review. See *PCC Event Security Guidelines* as a reference.
- Submit any preliminary branding/sponsorship plans and renderings. See PCC Branding/Sponsorship Information for additional details.
- Submit your transportation plan [buses, shuttles and parking].
- Finalize outside service contractor arrangements:
  - ✓ Meeting Planning Consultants
  - ✓ Exposition Service Contractor
  - ✓ Production Company and/or Audio/Visual Company
  - ✓ Transportation
  - ✓ First Aid
  - ✓ Registration Company

**One (1) Month Out From Event:**

- Submit an electronic .pdf file of exhibit floor plans and exhibit hall lobby plans. If an electronic version is not available, submit three (3) scaled printed copies of your revised floor plans [exhibit hall and lobby] to your Event Manager for final approval by the Fire Marshal. Please allow up to five (5) working days for processing. If you are utilizing another company to provide any other floor plans such as those for meeting rooms and/or general session, then these floor plans should be submitted at this time as well.
- Submit any final branding/sponsorship plans and renderings.
- Submit certificate of insurance. Missing this deadline could result in event cancellation.
- Submit emergency evacuation plan to your Event Manager.
- Submit final resume/function book.
- Schedule a pre-convention meeting with Event Manager.

**Fifteen (15) Days Out From Event Move-in:**

- Submit final changes/additions/deletions to the final resume/function book. Please allow up to two (2) working days for processing.

**Payment Terms:**

- Pay your rental balance and estimated expenses by the due date as noted on the Exhibit A of your contract.

**\*\*\* Any items received after the due dates are subject to additional fees based on time required to produce the event: i.e. unapproved floor plans, last minute changes, etc.**

**\*\*\* Please Note:** All prices, inventory and terms are subject to change, but will be guaranteed one (1) year prior to your event.

**EXCLUSIVE SERVICE PARTNERS:** To provide consistent, professional delivery of services, the Phoenix Convention Center has negotiated reasonable market value rates and contracted certain service partners on an **exclusive** basis. All contracted show clients requiring any of the services listed below will be required to use the exclusive service partner. **Rates may not be marked up and/or re-sold.** Please contact your Event Manager for further information regarding these services.

**Automated Teller Machine (ATM) Services:** The Phoenix Convention Center utilizes an exclusive ATM service provider. There are six permanent ATMs located throughout the Convention Center campus. Additional temporary ATM terminals are available upon request.

**Food and Beverage / Catering Services:** All Phoenix Convention Center events are serviced by an exclusive, in-house food and beverage partner.

**Parking:** All Phoenix Convention Center Parking Facilities and valet parking requirements are managed by an exclusive in-house parking management provider.

**Rigging Services:** All rigging services are managed and serviced by an exclusive in-house rigging partner.

**Telecommunication Services:** All requests for voice, data, telephone, fax, broadband and wireless internet services, Dark Fiber Optic, and DryCat5E connectivity are serviced by an exclusive in-house event communications partner.

**Ticketing:** All ticketed events are serviced by an exclusive in-house ticketing services provider.

**Security / Public Events:** The Phoenix Convention Center uses an exclusive in-house event security provider for all non-convention events.

**Ushers / Ticket Takers:** Ushers and Ticket Taker services are provided exclusively by an in-house event security company for the Phoenix Convention Center and Theaters.

**Utility Services:** Utility services are provided exclusively by an in-house utility services provider.

**Rate Policy:** The Phoenix Convention Center has negotiated reasonable market value rates with our services providers for the services they provide.

**PREFERRED SERVICE PARTNERS:** Please contact your Event Manager for further information regarding these services and preferred service partners:

**Audio / Visual Services:** Phoenix Convention Center has an in-house preferred provider for audio/visual services and equipment. If you choose to use an outside A/V provider, some restrictions and additional charges may apply, such as a house-audio patch feed.

**Business and Shipping Services:** The in-house business services provider is designated as the preferred, but not exclusive carrier, for inbound/outbound shipments for exhibitors at the Phoenix Convention Center, West Building.

**Security / Non-Public Events:** Should your event qualify and you wish to use an outside event security provider, written notification to your Event Manager must be received sixty (60) days prior to your event, and you must include a contact name and number for your provider. The Convention Center's Security Systems Manager will send the security provider the "Outside Security Company Requirements" which must be met thirty (30) days prior to move in date of the event. All security positions, including ticket takers, ushers, and guards must be staffed by guards licensed by the State of Arizona Department of Public Safety as security guards. All outside security firms must coordinate with the Convention Center's Security Systems Manager.

**Rate Policy:** The Phoenix Convention Center has negotiated reasonable market value rates with our service providers for the services they provide.

## FACILITY USAGE GUIDELINES

**ACCESSIBILITY / ASSISTIVE TECHNOLOGY:** The Phoenix Convention Center is committed to ensuring that our venues are as convenient, accessible, and enjoyable as possible. While we have made every effort to ensure the accessibility of our facilities, should you require additional assistance, reasonable accommodations will be made for qualified persons with disabilities. For more information, or an alternate format of this publication, please contact us at 1-800-282-4842 or via our TTY telephone, 602-495-5048.

The following special features and guidelines will help make your visit an enjoyable and pleasant experience for both you and your guests:

**Assistive Listening Devices:** Hearing enhancement equipment is available for meetings and events. The convention center's preferred audio/visual provider is equipped to provide this service upon request.

**Courtesy Phones:** A courtesy telephone is available for local phone calls at each information desk located throughout the campus. These phones can also be used to access the Telecommunications Relay Service (TRS) by dialing 711.

**Drinking Fountains:** Fully accessible fountains are installed in all areas of the Phoenix Convention Center.

**Elevators:** Elevators are located on all levels of the Phoenix Convention Center, as well as in all Parking Facilities servicing the facility. Braille designations can also be found in all elevators for the visually impaired.

**Entrances:** The width of our main entrances, restrooms, and elevators adhere to building code requirements. Tactile material is located on all doors leading to possibly unsafe areas for people with visual impairments.

**Event Location / Access:** Entrances may change for each event and we are happy to provide maps and advise you and your patrons regarding the best entrance for easy access to your event. Please contact your Event Manager.

**Mobility / Disability Ramps:** Wheelchair ramps are available from street-level to the Phoenix Convention Center at all public entrances.

**Reserved Parking:** A plate or decal with a disability symbol is required and must be displayed and visible to park in reserved disabled parking spaces. Vans or high profile vehicles should park in spaces specifically designated for those vehicles. The Phoenix Convention Center features fully accessible routes from both parking and transportation areas. Detailed directions and maps are available from your Event Manager.

**Restrooms:** Our restrooms are fully accessible with lower lavatories, raised bowls, and handrails in all restrooms.

**Service Animals:** Service animals are permitted in all public areas and at all times.  
[Per ADA guidelines]

**ADVERTISING:** The distribution of advertisements in the form of fliers, discount coupons and other written formats by you and/or your exhibitors and/or attendees is permitted in your contracted event meeting space only. The distribution of fliers or other materials on parked vehicles, and the distribution of stickers and other adhesive materials is strictly prohibited in all locations.

The Phoenix Convention Center reserves the exclusive right to display and present commercial advertising content in the form of, but not limited to static panels, video, graphics, electronic messaging and product/services displays in all non-exhibition areas [e.g., pre-function, lobbies, restrooms and other public areas] of the facilities and retains all revenue generated by this advertising.



**ANIMALS:** Animals will be permitted entry into the Phoenix Convention Center and Venues only when the animal is either:

- A service animal as defined by [ARSS11-1024](#) and the Americans with Disabilities Act (ADA), as amended.
- Part of a show or event, as allowed by law or contractually.

Comfort animals or companion animals are not permitted. Persons with disabilities accompanied by service animals will be permitted access to all public areas of the buildings, subject to the following requirements:

- Service animals must be harnessed, leashed or tethered, unless:
  - These devices interfere with the service animal's work.
  - The individual's disability prevents using these devices.
- If a service animal misbehaves and, as a result, someone feels threatened or is put in danger, the service animal user must either gain control of the animal or leave the premises.

For animals participating in contracted events such as dog and cat shows, all displays, pens and enclosures containing live animals require a protective subflooring at all times such as plastic or visqueen. An absorbent material [i.e. sawdust or fire retardant wood shavings] must be placed within the enclosure on a frequent enough basis to minimize odors and ensure applicable health standards are maintained at all times.

Animals must be supervised at all times. Exhibitor and/or show management must provide proper, timely disposal of absorbents and waste. Additionally, in accordance with Arizona Health Department regulations, live animals or birds are prohibited in any area where food is stored, processed, offered for sale, served or consumed; with the exception of service animals or patrol dogs accompanying police or security officers. The inclusion of any live animals in venues other than those previously stated must have prior approval from your Event Manager.

**ART PROGRAM:** The Phoenix Convention Center is a proud participant in the City's comprehensive Public Art Program. There are numerous pieces of art located throughout the Convention Center. Installations are part of specific location and the overall site design while others maybe temporary displays. Art will not be removed, covered, or tampered with in any way. For further information, please contact your Event Manager.

**BADGES / IDENTIFICATION:** The Phoenix Convention Center's in-house security has the authority to control general access and travel throughout our venues. Phoenix Convention Center staff members are recognizable by their official Convention Center badges. Licensees are responsible for providing attendees and employees, including all service contractors and other temporary staff, with proper identification to allow them necessary access into and throughout the Convention Center as required.

The Phoenix Convention Center and Venues participates in the Exhibition Services Contractors Association "Worker Identification System" (WIS). Every employee of your exhibition services contractor must possess and display at all times their WIS badge.

**BASIC RENTAL INCLUSIVES:** Included in your basic rental are the following services and equipment:

**Staffing:**

- An in-house Event Manager will be assigned to work with client during the planning process, move-in, event, and move-out.

**Meeting Rooms:**

- Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions [[see Appendix E for temperature information](#)].
- One (1) lectern per contracted meeting room.
- One (1) meeting room set-up for each contracted meeting room during contracted period. Room re-sets will incur additional charges.
- One (1) 8'x12' riser, one skirted table for head table and one (1) registration table for each contracted meeting room (if applicable).
- Room set-up and equipment required for food service functions (if applicable).
- Two (2) 20-amp electrical circuits located in each contracted meeting room for audio/video or other equipment. **Not applicable for exhibit or entertainment requirements.** All electrical needs beyond the basic rental inclusions will require the services of our exclusive, in-house electrical contractor at an additional charge [*Please see Utility*]

*Services section of the Facility Guide*]. If multiple rooms are used as one (1) continuous space, this space will be considered one (1) meeting room and will receive the basic two (2) 20-amp electrical circuits.

- One (1) daily cleaning of each contracted meeting room.
- Up to five (5) daily parking passes for show management and staff (if applicable).
- Complimentary wireless internet in designated public areas [West Building Atrium, North Building Metro Marche, and South Building Lobbies].

**Ballrooms:**

- Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions [[see Appendix E for temperature information](#)].
- One (1) lectern per contracted ballroom.
- One (1) room set-up for each contracted ballroom during contracted period. Room re-sets will incur additional charges.
- One (1) riser (up to 28'x40'), two (2) skirted tables for head table, and one (1) registration table per contracted ballroom (not applicable to South Ballroom that has a built in stage).
- Room set-up and equipment required for food service functions (if applicable).
- Complimentary wireless internet in designated public areas [West Building Atrium, North Building Metro Marche, and South Building Lobbies].

**Exhibition Halls:**

- Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions in the exhibit halls, including move-in / move-out days [[if applicable; see Appendix E for temperature information](#)].
- One (1) show management office (subject to availability) with rental of exhibit hall(s), with one (1) local access telephone, one (1) table and two (2) chairs.
- One (1) paging microphone per exhibition area.
- Two (2) registration tables per each contracted exhibit hall.
- Room set-up and equipment required for food service functions (if applicable).
- Work lights at 50% in exhibit hall(s) during move-in and move-out.
- Reasonable level of trash dumpster service. There is a charge for additional bins required above basic level of service.
- Up to five (5) daily parking passes for show management and staff (if applicable).
- Complimentary wireless internet in designated public areas [West Building Atrium, North Building Metro Marche, and South Building Lobbies].

**PLEASE NOTE:** *Provision of equipment is subject to available and provided on a first-come basis. PCC does not provide tables or chairs for exhibitions or display purposes. Revisions to basic service inclusions are at PCC management's sole discretion.*

**BUSINESS CENTER AND SHIPPING SERVICES:** Postal services, printing, coping, mailbox rental, retail sale of packaging supplies, office supplies, shipping services [for the general public and attendees] are provided by The UPS Store business services provider.

**CLEAN IN / CLEAN OUT:** At the time of move-in, the Phoenix Convention Center will provide clean exhibition hall floors, meeting rooms, ballrooms, pre-function areas, loading docks and support areas. Licensees are required to return all contracted facility space to the same condition. In addition, you will be required and responsible for post-event cleaning that is necessary after the Use Agreement period expires. Your Exposition Service Contractor is responsible for cleaning and maintaining the booths and carpeted areas furnished by their company. This includes all hall space as well as exhibition and dock space meeting rooms and ballrooms. The PCC will set and service all PCC trash receptacles. However, exposition service contractors and all other vendors are responsible for servicing their own trash receptacles and will be responsible for the compacting of their own trash. Additional charges will be assessed for removing tape residue on floors and for bulk trash [pallets, crates, carpet scraps, etc.] left after the Use Agreement period expires. Contact your Event Manager for prevailing rates. Event Services staff are available 24/7 for a required post show inspection and cleaning release to confirm that the space is in a clean condition and that no additional charges will be invoiced. Have your cleaning contractor contact the Operations Center when they are ready to be released.

**CONCIERGE SERVICES:** *Visit Phoenix* concierge staff when available will be onsite at the Phoenix Convention Center during conventions, meetings, public shows, and special events to provide helpful tourist and visitor information to the delegates attending your event. Should you require concierge services for your event, please request them from your Sales Representative at the Greater Phoenix Convention and Visitors Bureau.

**CONSUMER / PUBLIC SHOW DATE PROTECTION:**

A protection clause may be granted to recurring consumer/public shows upon approval of the Phoenix Convention Center. If granted by the PCC, the protection clause will offer a protection period of 45 days prior to the first event day, and 45 days after the last event day, and will be detailed in the Use Agreement.

**ELECTRIC SCOOTERS AND WHEELCHAIRS:** The on-site The UPS Store has a small number of electric scooters and wheelchairs available for rent to clients and attendees. If your event requires additional inventory please let your event manager know, so additional arrangements can be made.

**ELEVATORS:** Transportation of all show equipment or material should be made using the freight or service elevators. Light loads are permitted on passenger elevators only to those areas not serviced by freight elevators. Failure to adhere to these regulations will result in the disabling of the passenger elevators ([See Appendix F](#)).

**EMERGENCY EVACUATION:** The Phoenix Convention Center has evacuation plans for all facilities. During your initial visit with your Event Manager, he or she will provide you with the Client Emergency Procedures Manual. It is your responsibility to familiarize yourself, your employees, volunteers, exhibitors, and contractors with the safety procedures and regulations governing all parts of the facility you are utilizing. It is also your responsibility to instruct your staff to follow the directions of designated Phoenix Convention Center staff in the event of a fire or other emergency. You must formulate a specific plan to evacuate any persons with disabilities among your staff. A Crisis Manager and/or designee must be identified and available 24-hours-a-day during the entire length of your Use Agreement. Please share the name and contact information of this individual with your Event Manager and Security Systems Managers.

**EMERGENCY MEDICAL SERVICES (EMS):** At the Phoenix Convention Center, the safety and well-being of guests are of the utmost importance. Therefore, we ask Clients to prepare for potential medical emergencies. Depending on the size and type of event, medical personnel may be required to be on-site during event hours. There are two (2) levels of emergency medical services:

**Basic Life Support (BLS):** fundamental emergency treatment consisting of cardiopulmonary resuscitation, stabilization of injuries and wounds, and basic first aid. In Arizona, Emergency Medical Technicians (EMTs) are trained and certified to provide BLS.

**Advanced Life Support (ALS):** a higher level of emergency medical care that may include Intravenous therapy, intubation, and/or drug administration. ALS can be provided by a paramedic or registered nurse. [EMTs are not certified to provide ALS in Arizona.]

Since the likelihood of medical emergencies increases with larger groups of people, emergency medical services personnel requirements vary based on anticipated daily attendance, as follows:

- **4,000 to 7,999 daily attendees:** one (1) BLS provider.
- **8,000 to 9,999 daily attendees:** one (1) BLS and one (1) ALS provider.
- **10,000 or greater daily attendees:** two (2) ALS providers.

When emergency medical services personnel are required for an event, it is the responsibility of the Client to contract for such services.

**For certain events, such as concerts and sports competitions, additional emergency medical services requirements may apply. If you have any questions regarding the specific requirements for your event, please contact your Event Manager.**

The Phoenix Convention Center supplies first aid rooms in Hall 1, Hall 5, Hall C and Hall G for use by your EMS provider. Each room contains a cot, wheelchair, phone, desk and chairs. Some have adjoining private restrooms. BLS/ALS providers must supply their own equipment and supplies, including ice, and must remove any medical waste generated by their activities from PCC property. PCCD provides only the equipment noted above, which must be returned in good order.

**ENTRANCE AND EXIT:** All persons, articles, exhibits, fixtures, displays, and other equipment shall be brought into and out of all Phoenix Convention Center buildings at designated entrances and exits only. Vehicle traffic and parking in areas on the premises not designated for that purpose shall be allowed only upon the prior written approval of your Event Manager. Should you have special requirements or need additional assistance, contact your Event Manager.

**EQUIPMENT AND FURNITURE / LOBBY AND PUBLIC SPACES:** All furniture and equipment located in the lobbies and other public areas of the Phoenix Convention Center are placed for use by our guests and are not intended for individual event use. Accordingly, these items are not available for rent. Requests to move this furniture to accommodate your event activities will be evaluated on an event-by-event basis. Charges will be assessed based on the type and amount. Contact your Event Manager for prevailing rates.

**EQUIPMENT AND FACILITY CARE:** If you, a member of your crew, staff, any exhibitor, contractor, subcontractor, representative, agent, etc., or Exposition Service Contractor damage Phoenix Convention Center equipment or facilities through accident, abuse, negligence, or failure to follow the building's operating procedures or policies, the contracted client will be charged the full, current replacement and/or repair costs.

**EQUIPMENT SPACE CLEARANCE:** A three (3) foot clearance must be maintained between all event-related equipment and all permanent facility structures [i.e. walls, columns, pillars, fire hose columns, doors, etc.]. Any repairs required due to damage caused by non-adherence to this policy will be billed to you at prevailing labor and material rates.

**ESCALATORS:** Transportation of any show equipment or material is not permitted on escalators at any time. Failure to adhere to this regulation may result in the disabling of the escalators and damages being charged to the client or event

**EXECUTIVE CONFERENCE CENTER:** The Executive Conference Center is located on the Second Level of the Phoenix Convention Center's West Building. The space includes wood conference tables, executive-level chairs, and a unique design that allows for uninterrupted service and privacy. The audio-visual features of the floor are managed by the Phoenix Convention Center (Outside AV permitted in 208 and 211-213). Use of all permanently installed audio-visual equipment other than that in the Lecture Hall (room 207) is included in your room rental. Audio-visual labor rates and additional audio-visual equipment rental charges may apply based on the needs of your event. Contact your Event Manager

**EXPOSITION SERVICE CONTRACTOR:** Due to Phoenix Convention Center security policy, all employees provided from your Exposition Service Contractor must enter through the Employee Entrance in the West or North Building. All employees display upon their person a "Worker Identification System" badge available through the Exhibition Services Contractors Association.

**FACILITY CARE:** A majority of the following items pertain directly to your Exposition Service Contractor. However, as Licensee, it is ultimately your responsibility to ensure adherence to all facility rules and regulations. Should you have any questions regarding the following policies, please contact your Event Manager.

- **Adhesive Branding or Event Decals:** No adhesive-backed decals are permitted for use inside or outside the venues or for distribution. All cleaning and repair costs incurred will be billed.
- **Balloons:** Air-filled balloons may be used for decoration purposes; however, helium balloons will not be allowed in any Phoenix Convention Center facilities.
- **Clings:** Clings and wraps are approved on a case-by-case basis. See your Event Manager for details.
- **Confetti / Glitter / Rice:** The use or throwing of confetti, glitter, or rice is prohibited without the prior approval of your Event Manager. You will be charged a special clean-up fee when used.
- **Drainage:** No substances or materials to be disposed of through any facility drain systems.
- **Drilling:** No holes may be drilled, cored, or punched in Phoenix Convention Center facilities without prior written approval of your Event Manager. Any holes drilled in the stage floor are to be filled in and painted during the move-out of your event.
- **Floor Markers / Chalk:** Only non-permanent and water-soluble markers or chalks easily removed by a wet mop method of cleaning are permitted when marking floors for layout or

other purposes. No markers or chalks are to be utilized on carpeted areas at any time. Failure to use the approved markers or chalk will result in additional charges for all materials and services expended by Phoenix Convention Center staff to restore the facility.

- **Floor Outlets:** Vehicles, forklifts, pallet jacks, and/or man-lifts shall not be driven over electrical outlets in the floor when extension cords or other cabling is plugged into these outlets.
- **Floor Protection:** Complete protection of ALL carpeted and terrazzo floor throughout the Phoenix Convention Center is required prior to the moving or setting of any equipment. Visqueen (minimum 6 mm), drip pans and scrap buckets **must** be provided for operating machinery to prevent lubricants, paint, etc., from staining the floor and/or causing a safety hazard. **Use of forklifts on the meeting room levels is prohibited.** Appropriate protective covering, visqueen (minimum 6 mm), plywood, or masonite will be required when using rock, dirt, gravel, bark or other materials for display purposes. You will be responsible for any costs associated with any special clean up, damages or proper environmental disposal. [Construction type materials will require the rental of open top dumpsters.]

### **3<sup>rd</sup> Street Usage:**

The use of 3<sup>rd</sup> Street for events must be contracted through your Sales Manager and includes the following provisions; the event space is limited to 3<sup>rd</sup> Street between Monroe and Washington Street. A pedestrian easement 10 feet wide must be maintained from Monroe to Washington Streets at all times to allow access for the general public. In addition, the Client is responsible for providing tables, chairs, stages and other types of event equipment. The Client must obtain a road closure and barricade plan from a certified firm and is responsible for the fees for implementing the plan. The Client must use PCC exclusive Service Partners when applicable. 3<sup>rd</sup> Street must be cleaned and fully restored per the expiration times indicated on the street closure permit. Events on 3<sup>rd</sup> Street must be in conjunction with and /or associated with other events that are being held at PCC facilities. A scaled diagram of all activities and equipment must be submitted to and approved by the Fire Marshall 30 days in advance of the event.

**North Ballroom and Pre-function Area Usage:** Use of outside equipment operated through our sound systems requires approval and there will be a patch fee charge for this. Audio lines for broadcast and recording, routing audio between meeting spaces, floors and buildings will be charged at prevailing rates. Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited. Mouseholes and overhead cable trays are available to assist with flying cables over door entries to provide unrestricted access to attendees and service providers. If cords do not exceed a no. 2 pencil size, they may be taped down. The tape shall cover the cord in a parallel direction. Cable ramps may only be used with pre-approval by the on-site Fire Marshal 72-hours prior to load-in.

An estimate based upon actual equipment and labor requirements will be provided by our in-house A/V partner for your event needs. If you contract with another A/V company, coordination will need to be made for any services provided by our in-house A/V partner for equipment provided as stated in your Use Agreement. You will be charged for this service.

**Painting / Refinishing:** No painting or refinishing of signs, displays or other objects will be permitted inside the venues. This activity may take place in approved loading dock areas if the surface is covered. Contact your Event Manager.

**Soil / Garden Displays:** Displays containing soil, humus, or similar materials must use a protective coating of fire retardant plastic, visqueen (minimum 6 mm), plywood, or masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage. [Soil/Garden display materials will require the rental of open top dumpsters.]

**South Ballroom Usage and Restore:** You are required to restore stage drapery, existing lighting and audio equipment, manual rigging system and auxiliary equipment to the condition and location in which they were when you received the space. Use of permanently installed audiovisual, lighting, and theatrical equipment is not included in your room rental. Use of outside equipment operated through our sound systems requires additional approvals. Audio lines for broadcast and recording and for routing audio between meeting spaces, floors, and buildings will be charged at prevailing rates. Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited. If cords do not exceed a no. 2 pencil size, they may be taped down. The tape shall cover the cord in a parallel

direction. Cable ramps may only be utilized with pre-approval by the on-site Fire Marshal 72-hours prior to load-in.

An estimate based upon actual equipment and labor requirements will be provided by our in-house A/V partner. If you contract with an outside A/V company, coordination will need to be made for services provided by our in-house provider for equipment provided as stated in your Use Agreement. A Ballroom Supervisor, provided by our in-house A/V partner, must be present at all times when the South Ballroom is in use. You will be charged for this service. The Ballroom Supervisor schedule and cost estimate will be provided based on your use schedule.

**Tape:** The only tape that is authorized is a low adhesive non-damaging cloth gaffers tape and may be used on all concrete, carpet and stage floors, equipment and other building surfaces. When this tape is applied to the floor surface first, other tape may be used on top of that surface. You are ultimately responsible for the removal of all tape used by any of your service contractors in support of your event. A list of approved tape is available from your event manager. If tape residue remains on the floors after your move-out is complete, it will be removed by Phoenix Convention Center staff and billed to you at prevailing labor rates.

**Terrazzo Floors:** Complete protection of ALL terrazzo floors throughout the Phoenix Convention Center is required prior to the moving or setting of any equipment. Terrazzo floors shall be protected by carpet, visqueen (minimum 6 mm), plywood, or masonite non-skid padding. Metal wheel dollies, pallet jacks, equipment, or freight that could damage the surface is not permitted on the terrazzo surfaces. Please contact your Event Manager for locations.

**Vehicle / Freight Load-In:** Advance approval must be obtained from your Event Manager to move any vehicle through the Convention Center lobby or glass front doors. Carpeted and terrazzo areas require complete coverage with heavy duty visqueen (minimum 6 mm), plywood or masonite at all times when work is being performed, including delivery, movement, unloading, installation or dismantling of materials. Additional labor charges will apply when the size of the item requires the removal of the door(s). Vehicles needing to access Convention Center pedestrian areas must be scheduled in advance and escorted by a security representative.

Freight load-in is permitted from exhibition halls to lobby areas only through specified pedestrian doors that have been designated as "freight" doors. Failure to confine such loading through these doors could result in labor and material charges. Semi-Trailer Trucks and other excessively heavy machinery are prohibited on carpeted areas. The inspection will be conducted by a designated Phoenix Convention Center security officer and/or your Event Manager. It is to your advantage to make sure you are present during these inspections. Contact your Event Manager for more information.

**West Ballroom and Pre-function Area Usage:** Use of outside equipment operated through our sound systems requires approval and there will be a patch fee charge for this. Audio lines for broadcast and recording, routing audio between meeting spaces, floors and buildings will be charged at prevailing rates. Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited. Mouseholes and overhead cable trays are available to assist with flying cables over door entries to provide unrestricted access to attendees and service providers. If cords do not exceed a no. 2 pencil size, they may be taped down. The tape shall cover the cord in a parallel direction. Cable ramps may only be utilized with pre-approval by the on-site Fire Marshal 72-hours prior to load-in.

An estimate based upon actual equipment and labor requirements will be provided by our in-house A/V partner for your event needs. If you contract with another A/V company, coordination will need to be made for any services provided by our in-house A/V partner for equipment provided as stated in your Use Agreement. You will be charged for this service.

**FACILITY INSPECTION:** A facility inspection will be scheduled for any space used as exhibit hall and conducted prior to your move-in and after your move-out. The inspection will be conducted by designated Phoenix Convention Center security. It is to your advantage to be present or ensure that your decorator is present during these inspections. Please contact your Event Manager for more information.

**FIRE AND LIFE SAFETY REGULATIONS:** The Phoenix Fire Department and the Phoenix Convention Center have developed a Fire and Life Safety Regulations guide in accordance with the City of Phoenix Fire Prevention Code. We strongly recommend you review these regulations and distribute them to your exhibitors to limit any problems or issues. Any reproduction of these regulations may not be altered without prior approval from the Phoenix Convention Center and Phoenix Fire Department.

**Floor plans:** Please provide an electronic .pdf file of your exhibit hall floor plan. If an electronic version is not available, please submit three (3) printed scaled copies to secure Fire Marshal approval. Submittal of floor plans prior to the sale of exhibit booths is strongly recommended. Any requests for Phoenix Convention Center floor plans not shown on our website or marketing layouts, or any uniquely specialized/detailed floor plans, must be submitted in writing to your Event Manager. Due to security concerns, some information may not be available; therefore, please include detailed information as to how the floor plans will be utilized and by whom. One (1) general set of floor plans for each meeting room, exhibit hall or lobby area will be provided at no charge to the Licensee. These are available in printed or electronic format.

All floor plans submitted to your Event Manager require the following information:

- ✓ Plans drawn to 1/16-foot or 1/32-foot scale, with the scale specified, and including all fire hose cabinets, fire extinguishers, automatic external defibrillators, fire alarm pull-boxes, drinking fountains, telephones, office entrances, concession stands, electrical grid, etc. indicated.
- ✓ Name of trade show and/or exhibition.
- ✓ The listed locations of the trade show and/or exhibition.
- ✓ Dates of the trade show and/or exhibition, including move-in/move-out.
- ✓ Location of all exits, aisle spaces, storage, booth spaces, and bulk exhibit.
- ✓ Exhibition manager or exposition service contractor, address, and telephone number.
- ✓ Width of aisles, reflecting minimum 10-foot aisles throughout the show floor.
- ✓ Drapery height indicated.
- ✓ Location of exhibits on the utility grid.
- ✓ Lobby(ies) and intended use.
- ✓ Location of booths and registration areas.
- ✓ Service desk locations, including contractors.
- ✓ Notation if aisles and/or booths are to be carpeted.
- ✓ Booth numbers.
- ✓ Dedicated food and beverage refers to dedicated and designated food areas.

Food and Beverage function floor plans must be reviewed and approved by our Food and Beverage partner. Indicate areas for food service and staging.

After an initial review by your Event Manager to ensure compliance with the Phoenix Convention Center's Facility Guide and operational policies, plans shall be reviewed by the Fire Marshal who will stamp all copies "approved," "approved as noted," or "not approved." The Fire Marshal will indicate any required modifications, initial and date all copies of the plans. It may be required that plans marked "approved as noted" or "not approved" be resubmitted.

When a floor plan has been approved by the Phoenix Convention Center and the Fire Marshal, a copy will be returned for your records. If an approved floor plan is modified, a revised plan must be re-submitted for Phoenix Convention Center and Division of Fire Prevention approval.

**Inspection and Permit:** All trade shows and/or exhibitions shall be inspected and approved by the Fire Marshal prior to being occupied by the public/attendees. All aisle ways and doorways must be clear and free of obstructions prior to the opening of the event. An inspection may be conducted during the course of the move-in and move-out. Inspections should be scheduled with the Fire Marshal during the pre-convention meeting.

Spot inspections may also be conducted during the course of the event. Shows are not permitted to open to the public without the approval of the Fire Marshal or authorized representative, and your Event Manager. You will be responsible for the correction of any fire code violations within a time period as determined by the Fire Marshal or authorized representative.

**Life Safety Plan Review and Inspection Fee:** A fee shall be assessed to review plans and conduct inspections for trade shows, exhibitions, and special events. Fees are determined by the

City of Phoenix Fire Prevention Code and are differentiated by event type and space occupied. Licensee must remit fees for approval of plans prior to move-in.

**Obstructions:** No portions of the fire alarm, fire extinguishers, AED boxes, fire hose cabinets, sidewalks, entries, passageways, corridors, doors, aisles, elevators, vestibules, windows, ventilators, light fixtures or access ways to onsite public utilities shall be obstructed, or caused to be obstructed, or caused to be used for any purpose other than ingress or egress. You will be charged [and held responsible] for any repairs for any damage resulting from misuse of the premise, less normal wear and tear. All storage shall be maintained 18 inches or more below sprinkler head deflectors.

**FIREARMS / WEAPONS:** It is the policy of the Phoenix Convention Center that firearms and weapons are prohibited in all venues, except by on-duty law enforcement officers with jurisdiction. Possession of firearms at the Phoenix Convention Center is unlawful under Arizona Revised Statutes 4-244, 4-229 and 13-3102. Firearms and weapons used for display or educational purposes may be allowed by statute. In these instances, the Phoenix Convention Center requires 30 days advanced notice to your Event Manager and written approval by the Director or designee in advance of such display.

**FLAME EFFECTS AND PYROTECHNICS:** All flame effects require a Phoenix Fire Department permit. Additionally, use of pyrotechnics and certain flame effects require a Phoenix Fire Department licensed pyro-technician and permit. Issuance of this permit requires a minimum of two (2) weeks.

**FOG MACHINES:** All special effects using fog, smoke, or haze machines require prior approval. Due to advanced fire alarm systems, use of these machines may be prohibited in some areas of the Convention Center. The use of liquefied carbon dioxide (CO2) requires additional provisions and security. Please contact your Event Manager for details.

**FOOD AND BEVERAGE / CATERING:** Catering services are provided exclusively by our in-house food and beverage partner. Our knowledgeable and experienced food and beverage staff takes great pride in handling every detail, providing the utmost in quality and diversity while consistently exceeding expectations. Our unique menus and presentations are as varied as the clients we serve.

**Alcoholic Beverages:** The Phoenix Convention Center operates under the same policies as restaurants in regard to food and beverage consumption. The consumption of alcoholic beverages is not allowed unless purchased from our food and beverage partner and consumed on premises. This includes move-in and move-out times. Due to Arizona Department of Liquor Licenses and Control appropriate security is required to monitor alcohol in all venues, which will incur additional fees. In some cases, a designated area for serving and consuming alcohol may be required.

**Café and Restaurant Services:** Our exclusive food and beverage partner shall provide all café and restaurant services described on your catering order form. Our food and beverage partner reserves the right to open and close cafés and restaurants based upon event demand and in consultation with you and your Event Manager.

**Designated Food Areas:** Designated food and beverage service areas have been established in each exhibition hall. A minimum space of 20 feet directly in front of each stand has been allocated for staging lines not including seating in halls with permanent concession stands. Use of these areas, or any site line obstruction of existing signage, must be pre-approved in writing, prior to any booth sales, by your Event Manager, our food and beverage partner and the Fire Marshal. Substitute space in halls without permanent concession stands and/or alternative signs are your responsibility and must be mutually agreed upon by all parties prior to booth sale.

**Food and Beverage Sampling:** Sampling of food and beverages at your event is allowed with prior written authorization from our exclusive food and beverage provider and within the general guidelines below. Please contact your Catering Sales Manager for requirements and forms.

- ✓ Food and beverage industry shows or events containing significant food and beverage elements may conduct sampling.
- ✓ Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm in the trade show. Items may be sampled only and cannot be sold.



- ✓ Beverages are limited to a maximum four (4) ounce container and three (3) fluid ounces of product.
- ✓ Food items are limited to 1"x1" bite-size portions.
- ✓ Food and/or beverage items used as traffic promoters [i.e. popcorn, coffee, bar service] must be purchased from the Phoenix Convention Center's in-house food and beverage partner.
- ✓ The vendor distributing sample items must have a valid Maricopa County Temporary Food Service Establishment permit issued by the Maricopa County Environmental Services Department. A copy of the permit must be submitted to Phoenix Convention Center in-house food and beverage division no less than seven (7) days prior to the event.
- ✓ Alcoholic beverage sampling will be strictly monitored in accordance with Arizona Liquor Commission regulations.

**Food and Beverage Set-ups and Floor Plans:** The Phoenix Convention Center reserves the right to approve, and make changes to, all floor plans and layouts of all event areas where food and beverage services are to be provided. Changes deemed necessary may be made at the food and beverage partner's sole discretion, to enable the safe and efficient conduct of our food and beverage contractor services and staff. Our food and beverage partner reserves the right to specify the locations and configuration of all décor, tables, buffet and service stations, aisles, and staging and breakdown areas. All Phoenix Convention Center floor plans must indicate the food and beverage concession stand required setbacks.

**Food / Alcohol Service:** Food must be ordered whenever alcohol is being served. Food may be ordered from our food and beverage partner for the meeting room(s), or in the form of a concession/cash sales area inside or near the event. If the minimum is not met for the concession/cash sales area, you will be responsible for a standard set-up fee.

**Statement of Intent:** All Phoenix Convention Center events are serviced and provided by an exclusive, in-house food and beverage partner.

**Other Restrictions:** In accordance with the contract between the Phoenix Convention Center and our exclusive food and beverage partner, the following activities are not permitted:

- ✓ Deliveries such as pizza and other fast food.
- ✓ Food and beverages served from show manager's office, other than those provided by our caterer.
- ✓ Alcoholic beverages unless served by our caterer.
- ✓ Ice chest/coolers containing food or beverage products.
- ✓ Relative to Exhibitors and/or Show Promoters, outside individual beverages [whether single bottles or in cases], including private-labeled water bottles for distribution to attendees. Such service is available through PCC's in-house food and beverage partner.

**Exceptions:**

- ✓ Food used for show demonstration, covered under Food and Beverage Sampling Guidelines.
- ✓ Individuals with special food needs due to medical reasons.
- ✓ Individual bottled water or other non-alcoholic drinks for personal consumption.

**IN-CONJUNCTION WITH EVENTS (ICW):** If you assign some of your contracted space to an ICW for a meeting or event, please note that the PCC will not bill separately. Any equipment or charges will be invoiced on the clients account.

**INSURANCE REQUIREMENTS:** General insurance requirements for most Licensees and their contractors call for proof of a General Liability Insurance Certificate of no less than \$2 million and the listing of the City of Phoenix as an additional insured. In addition, \$1 million in auto insurance is required for certain events. Please refer to your Use Agreement for specific insurance requirements for your event.

**INTERNET:** The Phoenix Convention Center provides free Wi-Fi for attendees in the Metro Marche, West Atrium, and the South Building lobbies of the Ballroom and Halls F and G. Additional internet services may be purchased through our exclusive event communications provider.

**KEYS AND CORE CHANGES:** Requests for hard keys/access cards and key core changes at the Phoenix Convention Center should be made through your Event Manager at least 14 days prior to your event. All hard keys/access cards must be returned on the last day of your Use Agreement. See Equipment Rental Rates for current charges for key core changes and hard keys/access cards not returned. Rooms that have had key cores changed are under your complete control and liability.

Phoenix Convention Center staff will access these rooms only in the case of emergencies [i.e. fire alarms]. You are responsible for daily locking and unlocking of these rooms for event activity. It is also your responsibility to make arrangements with your Catering Sales Manager for delivery and removal of food and beverage services. Additionally, you should establish a daily cleaning schedule with your Event Manager of those rooms not furnished by your Exposition Service Contractor.

**LABOR SERVICES:** Arizona is considered a “Right-To-Work” state. The use of union labor is not required by the Phoenix Convention Center; however, many local service contractors use union labor. Due to local regulation, the Phoenix Convention Center is responsible for final determination of the number of security guards, police, medical personnel, ushers, and ticket office personnel required for events to ensure minimum staffing levels are maintained for proper control and safety. You are welcome to provide competent personnel to handle and operate your own equipment, respective of the PCC's rules and regulations

**LICENSES AND PERMITS:** Licensees will be responsible for acquiring and paying the costs of any licenses and permits required by authorities having jurisdiction over the Phoenix Convention Center. For further information, please contact your Event Manager.

**LIGHTING / ENERGY CONSERVATION:** Your Phoenix Convention Center Use Agreement includes general house lighting in exhibition areas, public areas and meeting rooms during move-in, show and move-out.

- **Exhibition Halls** – During move-in and move-out, sufficient lighting will be provided at no charge in the exhibition halls. Show lights [100 percent lighting level] will be provided during show hours, beginning one (1) hour prior to show hours on your first show day, and thirty (30) minutes prior to show hours on subsequent days. Additional exhibition hall lighting must be scheduled through your Event Manager.
- **Meeting Rooms** – Each meeting room has independent lighting controls, either on wall units or through the use of remote control units. Lighting levels in our meeting rooms can be dimmed in 25 percent increments.

**LOADING DOCKS / RAMPS:** The loading dock areas are designed for the sole purpose of facilitating vehicles associated with the loading and unloading of event-related equipment. For that and other safety-related reasons, general parking for attendees or your staff is strictly prohibited.

Dock space assignments will be provided by your Event Manager. The Phoenix Convention Center reserves the right for access to at least one (1) dock space per building to support in-house and service partner deliveries. Storage of crates and empty trailers in or on the dock is permitted in certain situations [excluding combustibles], but will be closely monitored. Your Event Manager can provide additional information.

Your exposition service contractor may need to stage various delivery vehicles while awaiting Phoenix Convention Center dock space during move-in or move-out. The use of streets adjacent to the Phoenix Convention Center is prohibited. Please refer to the *Marshalling Yard* section of this guide or contact your Event Manager. A Dock Master to facilitate vehicle movement is required during move-in and move-out days.

**LOST OR MISPLACED ARTICLES:** The Phoenix Convention Center assumes no responsibility for any losses suffered by you, your exhibitors, or general attendees due to theft or loss of equipment and articles or other personal property. PCC provides an official lost and found location, occasionally items are turned in to our Operations Center, located in the Phoenix Convention Center West Building. Should you, your exhibitors, or any of your attendees misplace any items, contact the Operations Center at 602-262-7271.

**MARSHALLING YARD:** A marshalling yard with office space is available for parking of oversized vehicles, tractors, and trailers during contracted event move-in and move-out dates. The Marshalling Yard is located at 1102 E. Tonto Street, approximately 1.5 miles south of the Phoenix Convention Center. When utilizing the Tonto Marshalling Yard an event security guard must be present, at all time; coordinate with the PCC event security provider to schedule a guard. A limited number of spaces are available for short term marshalling at the East Garage, located at 601 E. Washington Street. Please contact your Event Manager for availability and rates.

**MEDIA / PUBLIC RELATIONS SERVICES:** The Phoenix Convention Center's public relations staff is available for consultation on event publicity, media contacts, media handling, media logistics, and advertising. Due to on-site logistical requirements, you must make arrangements at least one (1) month prior to your event if you anticipate having any media coverage or attendance at your event. The PCC public relations staff will be available to assist with the facilitation of onsite media and logistics as well as media van and satellite truck parking, live remotes and photo shoots. Publicity services do not include writing or distributing press materials or placement of advertising.

**Calendar / Event Listings:** General client event information and web links are listed on the Phoenix Convention Center calendar website at: [www.phoenixconventioncenter.com](http://www.phoenixconventioncenter.com). Clients wishing to have additional information surrounding their event such as ticket prices, event description, event times, etc., must complete an event calendar listing form and submit it as soon as possible. Because the website features a quarterly event listing, clients are encouraged to submit this information no later than 90 days in advance of their event. This information is also shared and accessed by several other calendar listings and tourism, entertainment, and business sites. Therefore, clients are highly encouraged to submit an event form.

**MEDICAL / HAZARDOUS WASTE:** Any hazardous waste disposal and cleanup must be approved prior to move-in. The Fire Marshal can assist you with these arrangements. Any hazardous or medical waste materials left at the facility after move-out will be disposed of by the Phoenix Convention Center and will be billed to you. Sharps need to be disposed of in red containers and clearly labeled as such. All other waste must be in red plastic trash bags and properly labeled. DO NOT leave needles and sharps boxes unattended.

**MERCHANDISE / EVENT SALES:** Merchandise sales, including but not limited to programs, CD's, DVD's, apparel, photographs, and other merchandise is allowed with prior approval from your Event Manager and is subject to a 15% commission fee on all novelty gross sales, net application taxes. It is your responsibility to pay this commission to the Phoenix Convention Center. The Phoenix Convention Center will collect sales information from the merchant, copies of information collected is available upon request.

**MULTILEVEL BOOTH:** The Phoenix Fire Department approves the installation and intended functionality for multilevel exhibit(s) that are meant to accommodate pedestrian occupancy. Multilevel exhibits must bear construction documents that have been stamped by a licensed structural engineer or architect. Final installation of a multilevel exhibit cannot deviate from the stamped construction documents. If deemed necessary by the Phoenix Fire Department, final approval for multilevel exhibits will reside with the Planning and Development Department (P&DD) at the prevailing inspection rate.

**MUSIC LICENSING:** The Phoenix Convention Center does not furnish any licensing agreements with American Society of Composers (ASCAP), Broadcast Music, Inc. (BMI), or Society of European Stage Authors and Composers (SESAC). Therefore, it is important that you or your exhibitors obtain your own licensing agreements prior to the use of copyrighted music during your event. Without the possession of the appropriate licenses, we will be unable to provide the audio systems for playback of ASCAP, BMI, or SESAC material. The Phoenix Convention Center has music programs that are furnished under contract with a commercial music provider. Those music-licensing fees are paid directly by the content provider.

**NOISE / VOLUME LEVELS:** The Phoenix Convention Center retains the right to regulate the volume of any audio signals that interfere with any other Licensee's use of contracted space within the Convention Center boundaries or that is determined to be offensive or otherwise violates the terms and regulations of the Use Agreement.

**OBJECTIONABLE ACTIVITIES OR PERSONS:** Any use of the facilities that is contrary to public policy, or not in the best interests of the City of Phoenix, or is in violation of any laws of the United States, the State of Arizona, Maricopa County, or the City of Phoenix, shall be a violation of the Use Agreement and shall be grounds for immediate revocation of the Use Agreement. Any person, whose conduct is objectionable, disorderly, or disruptive to facility use or in violation of any law, shall be refused entrance or immediately ejected from the premises.

**PARKING AND FACILITIES:** The Phoenix Convention Center operates and manages approximately 4,375 parking spaces in the downtown area. There are an additional 26,500 public spaces in the surrounding vicinity. Parking is available to everyone visiting the downtown area, not exclusively for use by the Phoenix Convention Center, and is subject to availability.

**Bicycle Parking:** Racks for bicycles are located in the West Garage on parking Levels G-1 and G-2, the North Garage on Level P-2, East Garage Street Level, Heritage Garage Street Level by the office, and various locations around the Phoenix Convention Center.

**Bus Parking:** All bus parking shall be scheduled in advance and will be accommodated based upon availability. The Marshalling Yard may be used to marshal larger trucks and buses. Show management will be responsible for the cost of the marshalling guard and any required off-duty police. Contact your Event Manager for details.

**Garage Locations: Phoenix, Zip code 85004**

|                 |                               |
|-----------------|-------------------------------|
| West Garage     | 185 N. 2 <sup>nd</sup> Street |
| North Garage    | 475 E. Monroe Street          |
| East Garage     | 601 E. Washington Street      |
| Heritage Garage | 123 N. 5 <sup>th</sup> Street |
| Regency Garage  | 40 N. 2 <sup>nd</sup> Street  |

**General Guest Parking:** Event parking on a charge basis is available in underground and adjacent parking garages. Authorization to park in reserved disabled parking spaces, located in all facilities, requires an appropriate disabled plate or decal. Vans, Busses, or high profile vehicles should park at the East Garage. The Phoenix Convention Center features fully accessible routes from all parking and transportation areas.

Some of the Garages are automated at certain times based on the event load and have Express Pay stations. Please follow the posted instructions for ingress and egress at these Garages.

The most up-to-date information regarding traffic, alternate driving routes, and guest parking near our venues is available from the Copper Square Ambassadors in downtown Phoenix Please call 602-495-1500 or visit: <http://www.downtownphoenix.com/ambassadors>

**Motorcycle Parking:** There is a designated area for motorcycles in the East Garage Street level. Prevailing public rates apply. Motorcycle parking is not available in the West, North, Heritage, and Regency Garages.

**Overnight Parking:** Overnight parking is not permitted in Phoenix Convention Center parking facilities.

**Oversize / Vehicles / Trailers:** Parking for large vehicles/trailers is available on a first-come, first served basis in the East Garage marshaling yard. Height restriction is 16' 6". As space is limited, any vehicle taking more than one (1) space will be required to pay for each additional space. In order to accommodate the trailers of as many clients/vendors/exhibitors as possible, all accompanying vans, trucks and cars will need to drop trailers and then park on upper levels [2<sup>nd</sup> floor or higher] of the East Garage at the pre-approved or market rate.

**Parking Passes:** Client / vendor / exhibitor passes are available primarily at the East Garage. Other garage use may be arranged with Parking Services.

Clients / vendors / exhibitors may pre-purchase parking passes at a discounted rate. Pre-paid parking passes are non-refundable / non-transferable. To receive the discount, passes must be arranged with your Event Manager, then ordered and purchased fourteen (14) days in advance of the event. All parking passes must be designed, created, and provided by Phoenix Convention Center Parking Services. Parking Rates are subject to change.

**Unoccupied Motor Homes:** Unoccupied motor homes may be parked in the East Garage marshaling yard. Overnight occupancy or recreational activities are not permitted due to zoning

restrictions. The East Garage does not provide utilities for motor homes and other recreational vehicles. All parking requires advance scheduling, and will be accommodated based upon availability.

**PAYMENTS:** The Phoenix Convention Center accepts U.S. Currency - Cash, Checks, Automated Clearing House (ACH) transfers, wire transfers, Visa, MasterCard, Discover, and American Express for all payments. Payment for rent, services and/or equipment is due in full prior to move-in. Any applicable refunds will be granted in the manner in which payment was received. Cash payments will be refunded by check.

**PRODUCTION SERVICES:** The Phoenix Convention Center Production Services maintains the in-house audio systems and infrastructure as well as the production lighting system and manual rigging system in the South Ballroom. Production Services also manages the contract for the in-house AV provider and monitors their performance in operating PCC production systems.

**PROPANE STORAGE, USE, AND HANDLING:** Propane (LPG) powered equipment and cylinder storage and use in the Phoenix Convention Center shall be governed by the following conditions.

**Storage of Cylinders either empty or full not attached to equipment:**

- Cylinders shall not be stored inside the building at any time with the exception of the lower loading docks.
- Storage quantity is limited to nine (9) 33.5 lb standard equipment cylinders in the lower West dock and nine (9) 33.5 lb standard equipment cylinders in the lower North dock. This excludes those cylinders attached to equipment. This applies to cylinders full or empty. If different size cylinders are used the total aggregate amount of LPG, per dock, shall not exceed 300 lb LPG capacity.
- Cylinders shall be protected from vehicle impact by LPG cages or behind vehicle impact bollards.
- Cylinders shall not be stored in trailers.
- Cylinders shall be removed from the building and lower docks before refilling.
- Cylinders are only allowed to be stored in the lower loading docks when the lower exhibit halls have exhibit type setups. When lower halls have dense occupant load type functions [i.e. general sessions, food functions, dance / concert / or reception] LPG cylinders shall be stored at street level or on the upper North docks.

**Equipment with attached Cylinder(s):**

- The number of cylinders attached to a piece of equipment shall not exceed two (2) cylinders.
- At no time shall a single cylinder exceed 45 lb (20 kg) LP Gas capacity.
- When the equipment is not in use, the cylinder's shut-off valve(s) shall be closed.
- Equipment shall not be stored inside in spaces with public accessibility or above street level. Equipment may be stored in these places provided the cylinder(s) are removed.
- Cylinders used on equipment shall have fully operational pressure relief valves. The valves shall be replaced by a new or unused valve within twelve (12) years of the date of manufacture of the cylinder and every ten (10) years thereafter. The Phoenix Fire Department and the Phoenix Convention Center have the right to inspect the cylinders and deny their use in the facility.

**PUBLIC TELEPHONES:** Complimentary telephones for public use are located at all of our Information Desks. Local outgoing calls are free. All long distance calls require use of a pre-paid phone card or credit card.

**RECYCLING:** The Phoenix Convention Center supports recycling and has implemented a program to collect recyclable material. This is a co-mingled [no sorting] program that allows for recycling of paper, cardboard, plastic bottles, aluminum and glass in the same bins. Recycle bins are located throughout the facility. If your event should require additional bins, please contact your Event Manager. All General Service Contractors and Service Providers are asked to comply in good faith with the Convention Center's Recycling Program, which is designed to achieve operating goals established by the City of Phoenix.

**RIGGING / HANG POINTS:** Banners and signs requiring a lifting motor, chain fall, pulley, or any other mechanical device will be hung by the in-house exclusive rigging provider. Please contact our in-house AV provider for current rates. Ask your Event Manager for details.

- Signs may not obstruct sprinkler heads and must have a clearance of no less than 18 inches.
- Signs that may injure, mar or deface any permanent building structures may not be attached by any means including nails, hooks, adhesive fasteners, staples, tacks, or screws.
- Signs may be posted on billboards, easels or other means of display.
- All signs must meet fire codes and Fire Marshal guidelines.
- The hanging of pictures, banners or any other items on walls, mirrors, railings or draperies, requires approval of the Phoenix Convention Center.
- A written request and drawing for heavy production and theatrical rigging shall be submitted to the Phoenix Convention Center Event Manager no less than three (3) months prior to the lease period. The drawing shall include location of pick-up points, load imposed on each point and total load of each individual structure to be hung. Drawings for heavy or theatrical rigging submitted less than thirty (30) days before move-in may incur additional charges.
- If analysis of the proposed rigging requires the services of a registered engineer, such expense shall be the sole responsibility of the Licensee.
- During the period of occupancy, the Licensee of the facility is ultimately responsible for any damage, injury, etc., that occurs due to the hanging or attachment of items to the facility itself or to facility owned equipment by any exhibitor, contractor, subcontractor, representative, agent, etc.
- At no time will any item be attached to the ceiling grid, ceiling tile or to a false ceiling of the Phoenix Convention Center facility except by equipment specifically designed for this particular application and only with the prior approval.
- To assure no damage occurs to painted surfaces, all beam structures or other painted structures are to be covered with a protective material before wire, cable, etc., may be attached or placed around or over them.
- At no time will electrical lighting conduits, utility pipes, or sprinkler systems be used as supports or as a source for attachment.
- Whatever is used to hang signage must be removed with the sign. No wires, ropes, etc., shall be left behind. All items must be completely removed before the end of the lease period. Removal of any items left will be billed back at current market rates to the Licensee.
- All rigging and/or hanging requests must be submitted in writing to the Event Manager. The in-house AV contractor provides exclusive rigging services at the PCC. Ask your Event Manager for details.
- Any special rigging requirements that exceed the load point capacities or constraints identified on the load maps shall require the special review and approval of the structural engineer of record at the Licensee's expense.

**ROOM CAPACITY / OCCUPANCY:** Room capacity is set by the Fire Marshal and must be adhered to during your event. Persons will not be permitted inside any facility in excess of the established capacity. Occupancy is determined based upon floor plans and usage as determined by the Fire Marshal.

**ROOM SETS AND CHANGES:** Requests for any services, accommodations, equipment, or materials must be submitted in writing by you or your representative no less than thirty (30) days prior to your event. If this information is not received within the required timeframe, and/or substantial changes are requested after labor has been scheduled, you will be invoiced for the labor to set and/or change these areas.

**SAFETY:** Staff, clients, contract labor and all others working in or entering the Phoenix Convention Center shall at all times adhere to all applicable federal, state and local laws, regulations and standards related to safe working conditions and practices. Work being performed shall be done so in accordance with all applicable Federal Occupational Safety and Health Administration (OSHA), Arizona Department of Safety and Health (ADOSH), American National Standards Institute (ANSI), National Fire Protection Association (NFPA), Entertainment

Services and Technology Association (ESTA) standards, guidelines, local fire regulations, and any applicable consensus standards, industry recommended practices, and Phoenix Convention Center safety policies and requirements.

Equipment shall only be operated in accordance with manufacturer's written recommendations. Incidents observed and/or reported where unsafe equipment is being used or unsafe practices are being employed will immediately cease until all safety concerns have been sufficiently addressed to the satisfaction of your Event Manager.

**Protection:** Suitable protection equipment shall be used whenever a fall hazard exists.

**Lifts:** Aerial lifts, personnel lifts, and fork trucks and lifts are to be operated only in accordance with the manufacturer's recommendations by authorized, trained, and qualified personnel.

**Other Vehicles:** Only non-motorized bicycles and tricycles, as well as electric carts are permitted to be operated on Phoenix Convention Center property under the following guidelines:

- ✓ Equipment must be operated in a safe and prudent manner and comply with all safety regulations at all times.
- ✓ All carpeted areas in Phoenix Convention Center are off limits.
- ✓ Bicycles must be walked through pedestrian doors.
- ✓ Bicycles are limited to one (1) person per seat.
- ✓ Bicycles are permitted on exhibition hall levels only.
- ✓ Operator must wear all manufacturers' recommended safety equipment, including helmets.
- ✓ Traffic during events in the building may be restricted to certain areas and times.
- ✓ Areas of high pedestrian traffic must be avoided at all times.
- ✓ All doorways are to be kept unimpeded.

**SAMPLES / GIVEAWAYS:** Exhibitors may give away free items to event attendees, with the exception of firearms and/or other weapons. Samples must be distributed from those specific exhibitor booth locations only. The Phoenix Convention Center reserves the right to regulate the size and type of samples. Food and beverage samples have specific limitations [refer to *Food and Beverage* section].

**SECURITY:** Licensee is responsible, at their sole expense, for employing security and safety personnel as required and approved by Phoenix Convention Center's Security Systems Manager. Licensee must also comply with all applicable Phoenix Fire Department regulations concerning occupancy, exhibits and procedures as outlined in the City of Phoenix Fire Code [special attention should be accorded to Chapter 17, Places of Assembly]. Licensee's event security company is responsible for developing an emergency plan for Licensee's event, safely coordinating the movement of all vehicles, including the move-in/move-out process, controlling access, investigating and reporting incidents such as injuries or losses, and coordinating with house security to ensure the general safety and security of Licensee's show. Event security must be onsite from the beginning to the end of Licensee's contract times. Licensee's final security plan must be submitted no later than thirty (30) days prior to Licensee's first contracted date to the Phoenix Convention Center's Security Systems Manager who has full authority and discretion to approve or amend Licensee's security schedule. Should you require any further clarification or assistance in planning your event security needs, please contact Security Services Manager.

In all cases, event security must have sufficient personnel to execute the emergency plan developed for your show. Each loading dock and front-of-house entrance must be guarded during move-in, show hours, and move-out. Supervisors and roamers are required to ensure complete coverage and to ensure event security guards are given times for breaks and meals. Access to halls for contractors must be maintained, and can be worked out with your Event Manager.

Please refer to the Phoenix Convention Center's "Minimum Security Guidelines" provided by your Event Manager for specific event security staffing requirements for your type of event.

**Facility Security:** The Phoenix Convention Center maintains on-site building security 24/7 [24 hours a day, 7 days a week], to handle all non-event security issues and emergencies.

**Off Duty Police:** All off-duty police officers must be scheduled through the Phoenix Convention Center's Off-Duty Coordinator. Your Event Manager will submit the request to the coordinator.

Should you require the assistance of off-duty police officers for any other reasons, [armed security, VIP escorts, gun checks for events with firearm displays, etc.] please contact your Event Manager for details.

**Proms / School Events:** Two (2) off-duty Phoenix police officers are required for all high school proms. A school resource officer (SRO) may be substituted for one (1) of the officers if the SRO is a Phoenix officer. School Resource Officers from other jurisdictions shall be in uniform and may not be substituted for the two Phoenix Officers.

**Schedules:** Your event security company must provide the Phoenix Convention Center and in-house security company a schedule of all positions/start times and copies of all approved updates. At least one (1) staff member from the event security company must check in with the in-house security company at the beginning of each shift.

**Vehicle Escorts:** Event security is responsible for escorting all vehicles entering into general public areas.

**SHIPPING AND RECEIVING:** Deliveries, such as large freight and equipment, should be made in care of your Exposition Service Contractor commencing on the first contracted date indicated on your Use Agreement [refer to *Storage Restrictions* for further details]. Individuals, exhibitors, hotels, and other non-contracted agencies are permitted to make hand and/or cart deliveries of small packages and items through front-of-house entrances for use as part of a meeting or trade show. The Phoenix Convention Center Warehouse does not except deliveries.

**SHOW FLOOR RESTRICTION:** Unattended minors under the age of 16 will not be allowed on the exhibition hall floors during move-in and move-out. Exceptions may be made for youth-oriented shows with the appropriate insurance waivers in place and appropriate adult supervision.

**SHOW OFFICES:** Show offices for management are available at no charge to clients for use as an office or storage area throughout their show. The offices, which include a local phone, are available for Halls 1, 4, 6, A, C, E, F, G, and the South Ballroom.

**SHUTTLE BUSES:** Shuttle bus operations will be managed by private transportation service providers that will be hired by the client. The service provider is required to coordinate with the Event Manager to prepare a plan that will include the following information:

- Locations to be served by the bus routes [i.e. hotels, airport, parking]
- Bus routing to be used
- The number of buses estimated by route
- Schedule of services
- Traffic details
- Drop-off and pick-up locations by designated route
- Bus marshalling location
- Staging times
- On-site bus staff and hours of coverage
- Shuttle bus providers contact information
- Bus identification
- "Temporary Use of Right-of-Way" approval as required
- Police traffic support as required

**SIGNAGE / EXTERIOR AND INTERIOR:** All signs, banners, decals, posters, window clings, literature and decorative materials must relate to the specific event and space/s held on the premises and is subject to City of Phoenix sign codes. Application form must be completed 30 days prior to installation.

**Exterior Signage:** Exterior banners are permitted for display in pre-designated areas on the North, West, and South Buildings. The Licensee is required to submit an exterior banner application for approval- and must adhere to the installation rules and regulations. Please see your Event Manager for program details [[See Appendix G](#)].

**Interior Branding and Way Finding Signage:**

- ✓ Handwritten signs are not permitted
- ✓ Signs must be of professional quality
- ✓ All signage must be approved

**Interior Signage:** Signs may be hung in designated areas, within the following guidelines:



- ✓ Signs may not obstruct any sprinkler heads clearance. No less than 18 inches below sprinklers is required.
- ✓ Signs that may injure mar or deface any permanent building structures may not be attached by any means including nails, hooks, adhesive fasteners, staples, tacks, or screws.
- ✓ Signs may be posted on billboards, easels or other means of display.
- ✓ All signs must meet fire codes and Fire Marshal guidelines.
- ✓ The hanging of pictures, banners, clings or any other items on walls, mirrors, railings or draperies, requires approval of the Phoenix Convention Center.
- ✓ Signs must never obstruct infrared smoke detection beams.
- ✓ Signs may not be taped or placed over interior Monitors.
- ✓ Signs, Banners or Graphics cannot cover or obstruct advertising graphics unless approved

**Lighted Marquees:** Events meeting the criteria and held in specific areas of the Phoenix Convention Center are publicized on selected electronic light marquees. Contact your Events Manager for format information, submission deadlines, and other requirements.

**SMOKING/VAPING RESTRICTIONS:** In accordance with the [Smoke Free Arizona Act, ARS§ 36-601.01](#), there is a no smoking policy throughout all of the Phoenix Convention Center facilities, including patios, interior docks, stairwells, and restrooms. Designated smoking areas are clearly marked and are located at least twenty (20) feet from all facility entrances, windows, and air intake locations. If you would like additional information about Smoke Free Arizona, you can call 1-877-429-6676, or visit [www.smokefreearizona.org](http://www.smokefreearizona.org).

**Electronic Cigarettes:** The use of electronic cigarettes in all forms is prohibited inside all venues and within 20 feet of all entrances. The use of electronic cigarettes is allowed wherever smoking is permitted.

**SOLICITATIONS:** No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced on any Phoenix Convention Center premises without the prior written approval of Phoenix Convention Center management; unless the collection or donation is a freewill offering in conjunction with a religious service.

**STORAGE RESTRICTIONS:** The Phoenix Convention Center does not have sufficient storage space and is unable to accept any goods shipped to our venues for show management or any exhibiting companies. All bulk crate storage should be handled off-site by your Exposition Service Contractor. Any equipment remaining past the Use Agreement period may be deemed abandoned and will be disposed of by Phoenix Convention Center management as deemed advisable and at the cost of the client. The Phoenix Convention Center assumes no liability for items remaining past the Use Agreement period. Exposition service contractors may not leave any equipment on the premises for event support later without prior approval. All leased equipment [forklifts, golf carts, sign frames, etc.] provided by a third party contractor must be picked up within the Licensee's Use Agreement time frame. If not adhered to, additional charges shall apply.

**STREET / FULL & PARTIAL LANE CLOSURES & METER BAGGING:** Contact your Event Manager if your event requires closures for bus shuttles, pedestrian assistance or other activities that may impact traffic flow or safety. All requests for "Temporary Use of Right-of-Way" are subject to additional charges and will require an off-duty Police Officer(s). Contact your Event Manager to make all arrangements and for information on applicable charges.

**TAX CODE ENFORCEMENT:** The City of Phoenix Tax Code, Chapter 14, provides for the imposition of the "Transaction Privilege (Sales) Tax". The Transaction Privilege Tax is applicable to all persons, corporations and partnerships, who:

- Sell merchandise, products, or other tangible personal property.
- Solicit sales of tangible personal property for later delivery.
- Charge for participation in games of skill or other amusement activity, such as rides or slides.
- Charge for admission.
- Receive income or receipts from entering into agreements to lease/rent commercial real property or tangible personal property.

The City of Phoenix requires that any organization leasing, licensing, or renting non-residential real property within the City must first, be licensed and, secondly, must pay tax on any income received from such leasing, licensing or renting of space. Any income your event receives from leasing, licensing, or renting space to exhibitors or other parties will be subject to the prevailing tax rate.

To obtain your license and tax return forms, contact the PLT License staff at 602-262-6785, option 4, then 1. They will assist you in completing the license application and ensure that you understand the process.

For complete information on the application requirements for a City of Phoenix Privilege License Tax, you may visit the City of Phoenix Finance Department, Tax Division's website at <http://phoenix.gov/PLT/licsvcs.html>

**TEMPERATURE CONTROL / ENERGY CONSERVATION:** Efficient and cost effective energy management is a priority. When freight doors are open to the outside temperatures, fans are maintained to provide air movement when needed. Cooling or heating resumes once the freight doors are closed. Generally speaking, one hour is required to return the space to normal temperatures. Requests for services beyond minimal levels on move in/out days may be subject to additional charges. Generally, ventilation, heating or air conditioning is maintained from one (1) hour prior to event until close of event. Please contact your Event Manager for specific details [\[See Appendix D\]](#).

**TICKET OFFICE SERVICES:** The Phoenix Convention Center reserves the right to operate the ticket office for all events. All tickets are provided through our exclusive ticket partner. All tickets sold at the Phoenix Convention Center shall at all times, be under the charge and control of the PCC Director or designee. The Director shall, at the satisfactory termination of your event, make all necessary payments to you for money received from the sale of tickets, less expenses incurred. Exceptions will be at the Director's discretion. Every effort will be made to complete final event settlements within six (6) business days following event move out. All payments to you will be made in the form of check or wire transfer.

**Admission Tax:** City/State taxes of gross ticket sales will apply to events, commercial productions and out of state non-profit organizations. The applicable taxes will be included in the price of each ticket. These taxes will be deducted from the gross ticket sale and paid to City/State tax departments on behalf of the Licensee.

**Advertising:** Advertising copy must be provided to the Convention Center Ticket Office thirty (30) days in advance of the event. Included in all advertising must be the admission fee. Additionally, you must provide and include the phone number to the Convention Center ticket office (602-272-7272) and to our exclusive ticket provider. An information packet will be provided to you by the Ticket Office that will include important information that will help you with advertising copy questions and a list of information needed to set up your event in the ticketing system.

**Complimentary Tickets:** Licensee may request comp tickets under the following guidelines:

- ✓ Licensee must distribute comps tickets for legitimate reasons only [promotion, media, press, or guests of the artists] and agrees that comp tickets may not be sold under any circumstance.
- ✓ Licensee may not distribute tickets at other box office locations and/or contract with any discount ticket agency.
- ✓ The Phoenix Convention Center reserves the right to control the number of comp tickets distributed by licensee, not to exceed 10% of the total ticket manifest.
- ✓ Comp tickets will have a face value of \$0 and will not be subject to a facility fee. Any amount of comp tickets exceeding the 10% cap is subject to Phoenix Convention Center approval and will be subject to the facility fee.

**Consignment Tickets:** Licensee may request tickets on consignment under the following guidelines:

- ✓ Tickets will be printed and sold at full price.
- ✓ Tickets must be sold in person within the Licensee's group or organization.
- ✓ Advertising of consignment tickets on the internet, radio, television, print ads and flyers, is strictly prohibited.

- ✓ Unsold consignment tickets must be returned to the ticket office two (2) business days prior to the event. Any tickets not returned before this deadline will be considered sold.

**Credit Card Policy:** The Phoenix Convention Center Ticket Office accepts Visa, MasterCard, Discover, and American Express for all events.

**Facility Fee:** The Phoenix Convention Center and Venues charges a facility fee for each ticket/seat sold. Such fees will be added to the advertised ticket price. Client [promoter, presenter, etc.] may choose to pay the facility fee on the patron's behalf.

**Refunding:** The Phoenix Convention Center Ticket Office must be advised of any provisions for refunding money to patrons. The Ticket Office management reserves the right of determination for any refunding requests.

**Services:** The Phoenix Convention Center will perform all of the following services: event set-up on computerized ticketing system, mail-order sales, advance and day-of-event walk-up sales, maintenance of all necessary events and accounting records, inform you on progress of sales, make all deposits, and prepare final statement of event with complete information for your audit or examination.

All tickets must be sold via the Convention Center Ticket Office or our exclusive ticket provider and ticket outlet partners. A list of current outlets and locations will be provided to you by the Ticket Office Manager. **Tickets may not be sold via any other method, vendor, or venue.**

**Statement of Intent:** All Phoenix Convention Center ticketed events are serviced and provided by an exclusive, in-house ticketing office.

**Ticket Office:** The Phoenix Convention Center Main Ticket Office is located at 100 North Third Street. Ticket windows are located on Third Street between Monroe Street and Washington Street and inside the Phoenix Convention Center West Building. Ticket office windows at the Orpheum Theatre and Symphony Hall will open 1.5 hours prior to show time. Additional ticket windows are available in the North and South Convention Center buildings during event hours.

**Ticket Sales Set-up:** The Phoenix Convention Center ticket office requires five (5) business days from the receipt of all Licensees' ticketing information to program the event on the exclusive ticket provider's electronic ticketing system.

**Ticketing Services Charges:** Ticketing services charges are six (6) percent of gross sales or a minimum flat rate of \$1,500 per performance/per event day, whichever is greater. The ticketing fees include system set-up, sales via computerized ticketing system, outlet sales, internet sales, phone sales and advance and day-of event sales at the Convention Center Ticket Office, credit card, and phone percentages.

**Ticket Processing Fee:** Ticketing Services charges a fee to print tickets for events classified as a meeting, graduation or any event in which gratis tickets are used as a crowd control mechanism. Tickets will be printed one time only. No reprints will be allowed. The number of tickets will be limited to the venue's designated capacity.

**USHERS AND TICKET TAKERS:** The Phoenix Convention Center maintains an exclusive ushering company for all public and ticketed events. Your Event Manager will work with you to determine the correct number of ushers and ticket takers required to safely conduct your event and meet applicable codes. Ushers are the expense of the client.

**UTILITY SERVICES:** Electricity for temporary hookups for exhibits and displays are provided on a 30'x30' utility grid system: 120 volt, A.C. single phase, 60 cycle; 208 volt, A.C. three phase, 60 cycle; 208 volt, A.C. single phase, 60 cycle; and 480 volt, A.C. three phase, 60 cycles. Compressed air is provided at 125 to 150 psi and water supply and drainage is provided at 80 psi on a 60'x60' utility grid system. Two (2) 20-amp circuits are provided in all meeting rooms. Additional services in the meeting rooms, exhibit halls, ballrooms, and pre-function areas are available at an additional charge.

# APPENDIX A

## FLOOR LOAD CAPACITIES:

### **North Building**

|                        |                   |
|------------------------|-------------------|
| Upper exhibition halls | 300 lbs. /sq. ft. |
| Lower exhibition halls | 350 lbs. /sq. ft. |
| North Ballroom         | 150 lbs. /sq. ft. |
| Meeting rooms/ lobbies | 100 lbs. /sq. ft. |
| Patios                 | 100 lbs. /sq. ft. |

### **South Building:**

|                       |                   |
|-----------------------|-------------------|
| All exhibition halls  | 600 lbs. /sq. ft. |
| South Ballroom        | 600 lbs. /sq. ft. |
| Ballroom stage floor  | 150 lbs. /sq. ft. |
| Meeting rooms/lobbies | 100 lbs. /sq. ft. |
| Exterior Decks        | 250 lbs. /sq. ft. |

### **West Building:**

|                        |                   |
|------------------------|-------------------|
| Lower exhibition halls | 350 lbs. /sq. ft. |
| West Ballroom          | 250 lbs. /sq. ft. |
| Meeting rooms          | 125 lbs. /sq. ft. |
| Pre-function areas     | 100 lbs. /sq. ft. |

**Please Note:** Heavy loads, such as cranes, must have advance approval to ensure the integrity of the utility tunnel grid system under the exhibition hall floors. The Phoenix Convention Center weight load formula is determined as *length times width equals area* ( $L \times W = A$ ), and area divided into weight equals per square foot load ( $W / A =$  per sq. ft. load). Please contact your Event Manager for more information.

# APPENDIX B

## PHOENIX FIRE DEPARTMENT AND PHOENIX CONVENTION CENTER

Dear Show Managers and Exhibitors:

The Phoenix Fire Department and the Phoenix Convention Center have created this Fire and Life Safety Regulations handout to assist you in the planning, setup, and operation of your event and/or exhibition. This handout is designed to cover some of the most common fire and life safety issues that you may encounter with your event and/or exhibition. This regulation handout is not a complete list of all relevant code requirements; therefore, if you have any questions, please contact the In-House Fire Marshal with the Phoenix Fire Department at (602) 206-3621.

### GENERAL REQUIREMENTS

- The trade show/exhibition shall be set up per the Fire Department approved plan(s).
- ALL EXHIBIT/DISPLAY CONSTRUCTION, DECORATION MATERIAL, AND DRAPE must be flame retardant. Oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available then proof of satisfactory flame retardant may include a field flame test based on NFPA 701\*. This will require the material to have a 1-inch x 4-inch sample cut. *\*Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.*
- Plywood less than ¼-inch in thickness must be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame retardant marking/labeling verified.
- Exits and aisles must be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc. At no time shall a fire alarm speaker/strobe be blocked or covered.
- A minimum three (3) foot clearance shall be provided around all fire extinguishers\*, fire hose cabinets, standpipe connections, automatic external defibrillators, and fire alarm pull stations. These devices shall also be clearly accessible and visible from the aisles. *\*NOTE: If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location.*
- Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Registration area will also be limited in storage amounts.
- Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area. General service contractors/decorators can provide storage options
- All ordinary combustible freight storage in the lower truck docks shall be limited to 12 inches in height. Storage shall be confined to the event assigned doc slips. Combustible storage is not allowed under trailers.
- Operational single station smoke detectors shall be provided in all enclosed exhibits and vehicles exceeding 120 square feet [i.e. recreational vehicles, mobile homes, tents, semi-trailers, etc.]. Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.
- Booths that require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other.
- Any structure designed with a second level intended to be occupied shall submit plans stamped by a licensed structural engineer prior to move in. These booths shall be reviewed and approved by the Phoenix Fire Department and, if applicable, the Building Safety Department prior to setup in the facility.
- Two (2) story booths with only one (1) means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.
- Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.
- Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide.  
*NOTE: This width may be increased based upon the show type and setup.*

- Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall doors be obstructed from self-closing.

#### **LIQUID, GAS AND ELECTRIC FUELED VEHICLES AND EQUIPMENT FOR DISPLAY:**

- All fuel tank fill caps shall be self-locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one (1) quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery's positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- CNG, LNG, LPG (propane), and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position.
- Electric Vehicles shall be rendered inoperable by removing the fuse. Do not disconnect the battery.
- RV's, campers, tractor-trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move, or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

#### **COOKING AND WARMING DEVICES:**

All cooking and warming devices shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

- Open flame cooking devices shall be isolated from the public by placing the devices a minimum of 48 inches from the public accessible area or provide a non-combustible three (3) sided non-combustible barrier between the public and the device(s).
- Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
- The table surface holding the cooking or warming device using combustible oils or solids must be made of a non-combustible material.
- A minimum of two (2) feet shall be provided between devices.
- Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.
- An approved 20BC rated dry chemical fire extinguisher shall be provided within thirty (30) feet of deep fat fryers using animal-based oil.
- A wet chemical type "K" fire extinguisher shall be located within thirty (30) feet of any cooking device that uses vegetable-based oil.
- Butane burners are allowed provided that the following are met:
  - a. The cylinder and appliance shall be listed.
  - b. Appliances shall not have more than two (2) 10-ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb (.490 kg).
  - c. Cylinders shall be connected directly to the appliance and shall not be manifolded.
  - d. Cylinders shall not be in the building after show hours.
  - e. Additional replacement and empty cylinders shall be stored outside the building.
- A noncombustible lid shall be immediately available and shall be of a sufficient size to cover the devices cooking well.

#### **ELECTRICAL:**

- Non-grounded two (2) wire 110v extension cords are **NOT** permitted. Most of these cords are only listed for residential use.
- Extension cords shall not run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
- There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer's instructions.
- Halogen and other high intensity lighting shall have the original factory guards in place over the lens/glass.

- All electrical cords, devices, and equipment shall be free from defects and operated per their manufacturer's instructions.
- All electric cords in the path of travel shall be taped down to prevent tripping.
- All electric devices shall be listed by a nationally recognized laboratory, i.e., UL / FM.
- Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or prohibit accessibility is prohibited. If cords do not exceed a no. 2 pencil size, they may be taped down. The tape shall cover the cord in a parallel direction.
- Cable ramps may only be utilized with pre-approval by the on-site Fire Marshal 72-hours prior to load-in

**HAZARDOUS MATERIALS:**

Material Safety Data Sheets (MSDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. **ALL** hazardous materials shall be approved by the Phoenix Fire Department and the Phoenix Convention Center prior to being brought into the facility.

The following hazardous materials are **PROHIBITED on show floors**:

- LPG cylinders in excess of 2.5 pounds (1 kg) water capacity
- Flammable compressed gases, such as acetylene.
- Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those allowed in section LIQUID AND GAS FUELED VEHICLES.
- Pool chemicals, pesticides, herbicides, poisons, and other such products.
- Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
- Cryogenics [i.e. liquid nitrogen, liquid oxygen], unless approved by the Fire Marshal.

**OPEN FLAME DEVICES**

Open flame devices are **PROHIBITED** with the exception of the following:

- Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
- Sterno may be used for warming trays with an operational, visible, and accessible 2A-10BC fire extinguisher within thirty (30) feet.
- Candles that have been pre-approved by the Fire Marshal and Phoenix Convention Center.

**FIRE WATCH:**

A fire watch, in accordance with the 2012 Phoenix Fire Code, shall be in place during the following conditions:

- Any time fog, smoke, or haze is used.
- Any time pyrotechnic effects are used.
- The fire alarm is in a modified mode.
- When the Phoenix Fire Department and/or the Phoenix Convention Center determine the hazards associated with an operation or event warrants.

# APPENDIX C

## PHOENIX CONVENTION CENTER CONTACT SHEET:

### *Phoenix Convention Center and Venues*

100 North 3<sup>rd</sup> Street  
Phoenix, Arizona 85004  
602-262-6225  
1-800-282-4842  
[www.phoenixconventioncenter.com](http://www.phoenixconventioncenter.com)

#### **Event Operations**

Dan Padilla  
Event Operations Manager  
602-495-7243  
Cell: 602-283-8007  
[dan.padilla@phoenix.gov](mailto:dan.padilla@phoenix.gov)

Rudy Ramirez, CMP  
Event Manager  
602-256-4229  
Cell: 602-768-1465  
[rudy.ramirez@phoenix.gov](mailto:rudy.ramirez@phoenix.gov)

Sue Schoenfeld-Martin, CMP  
Event Manager  
602-534-8067  
Cell: 602-768-6390  
[sue.schoenfeld@phoenix.gov](mailto:sue.schoenfeld@phoenix.gov)

Michael Vellotti  
Event Manager  
602-534-6863  
Cell: 602-534-6863  
[michael.vellotti@phoenix.gov](mailto:michael.vellotti@phoenix.gov)

#### **Sales**

Debbi Foshee, CMP  
Director of Sales  
602-534-8376  
Cell: 602-402-1475  
[debbi.foshee@phoenix.gov](mailto:debbi.foshee@phoenix.gov)

Sarah Field, CMP  
Assistant Director of Sales  
602-262-7342  
Cell: 602-885-0025  
[sarah.field@phoenix.gov](mailto:sarah.field@phoenix.gov)

Susan Watson, CMP  
Sales Manager  
602-256-3372  
Cell: 602-721-3950  
[susan.watson@phoenix.gov](mailto:susan.watson@phoenix.gov)

Derek Stapinski  
Sales Manager  
602-256-3372  
Cell: 602-397-7273  
[derek.stapinski@phoenix.gov](mailto:derek.stapinski@phoenix.gov)

Roxanne Williams, CMP  
Event Manager  
602-495-0331  
Cell: 602-819-8846  
[roxanne.williams@phoenix.gov](mailto:roxanne.williams@phoenix.gov)

Charlie Barker  
Event Manager  
602-534-8690  
Cell: 602-819-7089  
[charles.barker@phoenix.gov](mailto:charles.barker@phoenix.gov)

Vanessa Gonzalez  
Event Manager  
602-262-7401  
Cell: 602-359-4432  
[vanessa.gonzalez@phoenix.gov](mailto:vanessa.gonzalez@phoenix.gov)

Kevin Hill  
Development Director  
602-534-9567  
Cell: 602-799-6666  
[kevin.hill@phoenix.gov](mailto:kevin.hill@phoenix.gov)

Joni Jones, CMP  
Sales Manager  
602-534-5613  
Cell: 602-721-3459  
[joni.jones@phoenix.gov](mailto:joni.jones@phoenix.gov)

Jessica Mitchell  
Sales Manager  
602-495-7196  
Cell: 602-376-2262  
[jessica.mitchell@phoenix.gov](mailto:jessica.mitchell@phoenix.gov)

Bianca Hernandez  
Sales Manager  
602-262-4967  
Cell: 602-568-1918  
[bianca.hernandez@phoenix.gov](mailto:bianca.hernandez@phoenix.gov)



**Audio / Visual**

AV Concepts - Preferred In-House Provider  
Contact: Gordon Davis  
602-252-2425 [Main] / 480-557-6040 [Direct]  
[gdavis@avconcepts.com](mailto:gdavis@avconcepts.com)

**Concierge / Convention Services**

Downtown Phoenix Visitor Center  
125 North 2<sup>nd</sup> Street, Suite 120 (2<sup>nd</sup> St. / Adams)  
Phoenix, AZ 85004  
602-254-6500  
[visitors@visitphoenix.com](mailto:visitors@visitphoenix.com)

**Electrical / Plumbing / Air**

Commonwealth  
Exclusive In-House Partner  
Contact: Dan Shannon  
602-253-5881  
[expo@commonwealthelectric.com](mailto:expo@commonwealthelectric.com)

**Event Security**

Contemporary Security Corp. (CSC)  
Preferred In-House Provider  
Contact: Brittany Shaldjian  
602-340-0046  
Cell: 480-353-1233  
[bshaldjian@csc-usa.com](mailto:bshaldjian@csc-usa.com)

**Event Services**

Miguel Munguia, CMP  
Event Services Manager  
602-534-2852  
Cell: 602-768-5659  
[miguel.munguia@phoenix.gov](mailto:miguel.munguia@phoenix.gov)

**Fire**

David West  
Fire Marshal  
602-495-5774  
Cell: 602-206-3621  
[david.r.west@phoenix.gov](mailto:david.r.west@phoenix.gov)

**Ticketing**

Geoff Rudolph  
Ticket Services Manager  
602-495-7172  
Cell: 602-350-0251  
[geoff.rudolph@phoenix.gov](mailto:geoff.rudolph@phoenix.gov)

**Telecommunications**

Smart City - Exclusive In-House Partner  
Contact: Todd Zuccato  
602-252-2928  
[tzuccato@smartcity.com](mailto:tzuccato@smartcity.com)

**Catering / Food and Beverage**

Aventura - Exclusive In-House Partner  
Contact: Sandy Brown  
602-534-8607  
[brown-sandy@aramark.com](mailto:brown-sandy@aramark.com)

**Media / Public Relations**

Cynthia Weaver  
Director of Communications  
602-534-7633  
Cell: 602-568-8126  
[cynthia.weaver@phoenix.gov](mailto:cynthia.weaver@phoenix.gov)

**On-Site Business Center**

The UPS Store  
Penny Anderson  
602-251-0135  
[store5750@theupsstore.com](mailto:store5750@theupsstore.com)

**Parking**

Ace Parking - Exclusive In-House Partner  
Contact: Mike De Jesus  
602-256-9760  
Cell: 602-307-5096  
[mike\\_dejesus@aceparking.com](mailto:mike_dejesus@aceparking.com)

**Production**

Homer Hounshell  
Production Services Manager  
602-495-7214  
Cell: 602-320-1452  
[homer.hounshell@phoenix.gov](mailto:homer.hounshell@phoenix.gov)

**Security**

Travis Wauneka  
Security Manager  
602-262-6760  
Cell: 602-283-6507  
[travis.wauneka@phoenix.gov](mailto:travis.wauneka@phoenix.gov)

**Security – Operations Center**

IPSA - Exclusive In-house Partner  
Contact: Doug Mills  
602-262-7271  
[dmills@ipsasecurityservices.com](mailto:dmills@ipsasecurityservices.com)

# APPENDIX D

## EQUIPMENT RENTAL RATES:

Discounted rate applies to orders received fifteen (15) days prior to the first day of show move-in. Standard pricing applies on all orders received fourteen (14) days and less prior to move-in and throughout the duration of the event. In certain situations, equipment availability and inventory may be limited due to multiple events taking place at any given time. Rates are subject to change, client will pay prevailing rate at time of order.

**Please note that tables, chairs, lecterns, and staging may be subject to standard rates. Please see your event manager for additional details.**

| <u>EQUIPMENT</u>  | <u>DISCOUNTED</u>                        | <u>STANDARD</u>  |
|---|--|------------------|
| <b>BIKE BARRICADE:</b>  | \$5                                      | \$10             |
| <b>CHAIRS:</b>  | No charge                                | \$2              |
| <b>COAT RACKS:</b>  | \$5                                      | \$10             |
| <b>DANCE FLOOR (w/ trim):</b><br>* Per 3' x 3' section        | \$5 per section                          | \$10 per section |
| <b>DROP BOXES:</b>  | \$5                                      | \$10             |
| <b>DUMPSTERS:</b>   |  |                  |
| Open top 40 yd. – initial delivery                            | \$250                                    | \$500            |
| Open top 40 yd – recycling – initial delivery                 | \$100                                    | \$200            |
| Open top 40 yd. – additional pulls                            | \$200                                    | \$200            |
| <b>FLAGS:</b>   |  |                  |
| AZ – 3' x 5'  | No charge                                | No charge        |
| AZ – 5' x 8'  | No charge                                | No charge        |
| US – 3' x 5'  | No charge                                | No charge        |
| US – 5' x 8'  | No charge                                | No charge        |
| <b>KEYS / ACCESS CARDS:</b>                                   |  |                  |
| Key Core Changes  | \$50/room                                | \$50/room        |
| Lost Key / Access Cards                                       | \$50/key/card                            | \$50/key/card    |
| <b>LANE / STREET CLOSURE:</b>                                 | \$100/day                                | \$200/day        |
| <b>LECTERNS:</b> 1 per meeting room set included at no charge |  |                  |
| Standing  | No charge                                | \$15             |
| Table Top   | No charge                                | \$15             |
| ADA   | No charge                                | \$15             |
| Presidential  | No charge                                | \$50             |
| <b>MIDDAY ROOM CHANGE:</b>                                    | Prevailing rates - contact Event Manager |                  |
| <b>OVERNIGHT MEETING ROOM CHANGE:</b>                         | \$140 each                               | \$140 each       |
| <b>PREFUNCTION FURNITURE</b>                                  | Prevailing rates – contact Event Manager |                  |
| <b>STAGES:</b>  |  |                  |
| Meeting Room  |  |                  |
| Standard size 8'x12' (height = 16" or 24")                    | No charge                                | \$1.00/sq. ft.   |
| Performance:  |  |                  |
| Standard Stage Size 28'x40' (height = 40"-54")                | No charge                                | \$1.00/sq. ft.   |
| <b>STANCHIONS:</b>  | \$5                                      | \$10             |
| <b>TABLES:</b>  |  |                  |
| Head Tables – clothed and draped:                             | Two (2) at no charge with each room set  |                  |
| Clothed and Draped:   |  |                  |
| 6' x 30"  | \$15                                     | \$30             |
| 8' x 30"  | \$15                                     | \$30             |

|   |                    |      |
|---|--------------------|------|
| Bare:   |                    |      |
| 6' x 18"  | No charge          | \$15 |
| 8' x 18"  | No charge          | \$15 |
| Cocktail Tables [No charge for food functions]    | No charge          | \$15 |
| 72" Rounds [No charge for food functions]         | No charge          | \$15 |
| <b>TABLE CLOTHS:</b>                              | \$10               | \$15 |
| <b>TELESCOPIC RISER SEATING per deployment</b>    |                    |      |
| [Seating for 1,200 in West Ballroom 301A]         | \$1,200            |      |
| <b>WHEELCHAIR LIFTS:</b>                          | No charge          |      |
| PCC has two (2) in stock.                         |                    |      |
| Client assumes the costs for any outside rentals. |                    |      |
| <b>WHEELCHAIR RAMPS:</b>                          | No charge          |      |
| [Limited to 16" to 48" high]                      |                    |      |
| <b>EXHIBITION HALL / MEETING ROOM CLEAN UP:</b>   | 0.07 cents/sq. ft. |      |
| [Excessive trash removal]                         |                    |      |

## APPENDIX E

### TEMPERATURE SETPOINTS:

| Exhibit Halls, Ballrooms and Meeting Rooms | Summer Set point | Winter Set point |
|--|------------------|------------------|
| Move in/out – Non Event Day                | 78 Degrees       | 65 Degrees       |
| During Event Hours                         | 75 Degrees       | 69 Degrees       |

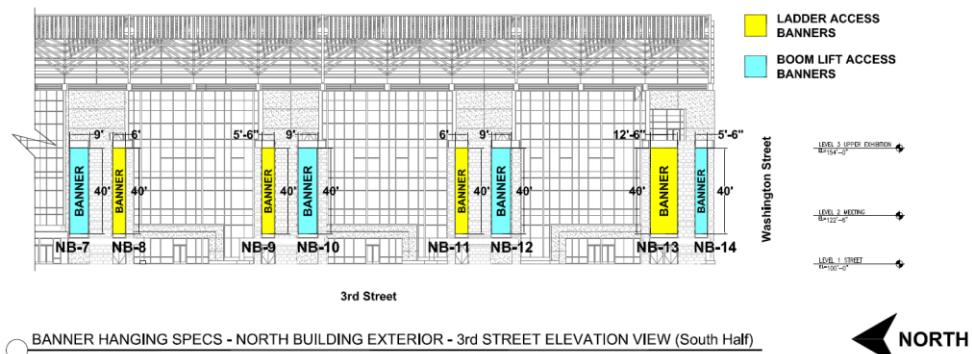
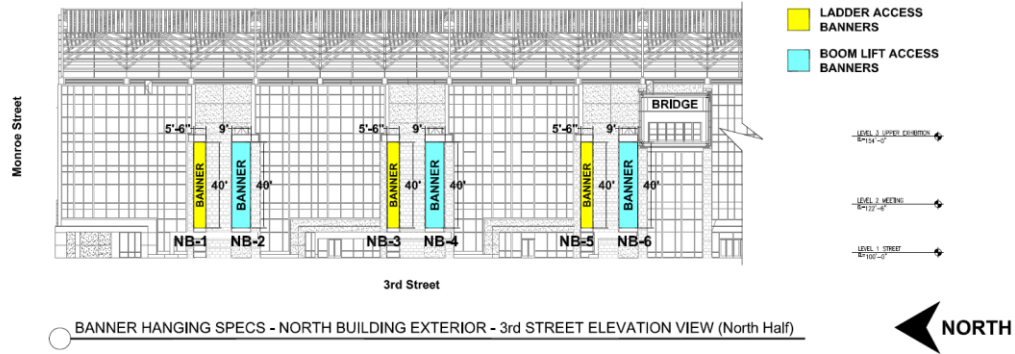
## APPENDIX F

### FREIGHT AND SERVICE ELEVATOR SPECIFICATIONS:

| Elevator              | Width                  |                      | Length                 |                      | Height                 |                      | Weight     |
|-----------------------|------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|------------|
|                       | Interior Cab Dimension | Entrance Restriction | Interior Cab Dimension | Entrance Restriction | Interior Cab Dimension | Entrance Restriction |            |
| <b>West Building</b>  |                        |                      |                        |                      |                        |                      |            |
| Freight Elevator # 1  | 9'-8"                  | ---                  | 19'-2"                 | ---                  | 9'-11"                 | 8'-11"               | 10,000 lbs |
| Freight Elevator # 2  | 9'-8"                  | ---                  | 19'-2"                 | ---                  | 9'-11"                 | 8'-11"               | 20,000 lbs |
| Service Elevator # 3  | 5'-4"                  | 4'-5"                | 9'-4"                  | ---                  | 10'                    | 8'                   | 6,000 lbs  |
| Service Elevator # 4  | 5'-4"                  | 4'-5"                | 9'-4"                  | ---                  | 10'                    | 8'                   | 6,000 lbs  |
| <b>North Building</b> |                        |                      |                        |                      |                        |                      |            |
| Service Elevator # 12 | 5'-10"                 | 4'-6"                | 10'-6"                 | ---                  | 10'                    | 8'                   | 6,000 lbs  |
| Service Elevator # 13 | 5'-10"                 | 4'-6"                | 10'-6"                 | ---                  | 10'                    | 8'                   | 6,000 lbs  |

# APPENDIX G

## EXTERIOR BANNER DESIGNATED LOCATIONS: NORTH BUILDING ELEVATION



## EXTERIOR BANNER DESIGNATED LOCATIONS: WEST BUILDING ELEVATION

