



BJCC FACILITIES GUIDE



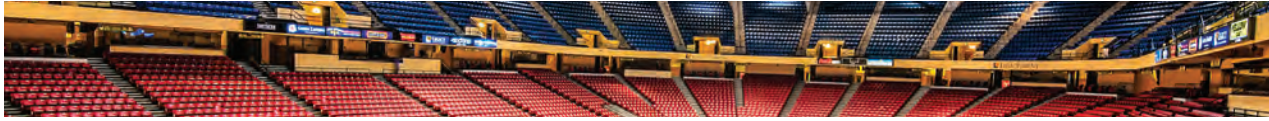
WELCOME

to the Birmingham-Jefferson Convention Complex, where we consider it an honor to help you plan an event on our campus. We are centrally located in the heart of Birmingham and offer convention and exhibit meeting space, performing arts venues, Legacy Arena, an entertainment district and two high-end hotels.

Among the BJCC's footprint is 360,000 square feet of meeting and exhibition space, an 18,000-seat arena, a 2,835-seat Concert Hall, 1,000-seat and 276-seat theaters, the Uptown Entertainment District, the Sheraton Birmingham Hotel, Westin Birmingham Hotel, and more.

To make planning your event at the BJCC as easy as possible, this Facility Guide has been created with details of what we provide and helpful rules to follow. This guide includes as complete information as possible. If you still have questions, our Event Managers are ready to serve as a planner's first contact with our facility.





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**BIRMINGHAM-JEFFERSON
CONVENTION COMPLEX**

2100 Richard Arrington Jr. Blvd. North
Birmingham, AL 35203
(205) 458-8400

**UPTOWN ENTERTAINMENT
DISTRICT**

2221 Richard Arrington Jr. Blvd. North
Birmingham, AL 35203

THE FORUM

950 22nd Street North
Birmingham, AL 35203
(205) 458-8800

SHERATON BIRMINGHAM

2101 Richard Arrington Jr. Blvd. North
Birmingham, AL 35203
(205) 324-5000

WESTIN BIRMINGHAM

2221 Richard Arrington Jr. Blvd. North
Birmingham, AL 35203
(205) 307-3600

SPECTRA

2011 Richard Arrington Jr. Blvd. North
Birmingham, AL 35203
(205) 458-8402

BOX OFFICE

1001 19th St. North
Birmingham, AL 35203
(205) 458-8400

WEBSITES

www.bjcc.org
www.uptownbham.com
www.sheratonbirmingham.com
www.westinbirmingham.com

2.1 GENERAL POLICIES

To ensure your event goes smoothly, here are some general rules to know.

Daily use of BJCC facilities is considered to be a continuous 11-hour period which begins no earlier than 6 a.m. and ends no later than 11:59 p.m. the same day. Please make note that additional charges will be incurred for events exceeding the contracted rental period and between 12 a.m. and 6 a.m.

Charges may be made for tables, chairs, staging setups and electrical/utility services and additions or arrangements of the building's sound systems.

Rentals include normal heating or air conditioning during event days, excluding move-in or move-out. Normal housekeeping services are provided with some exclusions.

Televising, broadcasting and recording are permitted with prior written approval and additional charges may be applicable.

2.2 SPECIAL CONSIDERATIONS

It is the responsibility of the BJCC Executive Director/CEO to operate the BJCC in a sound business manner in an effort to maximize both economic benefit and the financial stability of the BJCC. Consequently, the BJCC Executive Director/CEO reserves the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the BJCC objective and to qualify all activities requesting utilization of the BJCC. Date protection for similar events will not be given.

2.3 DEPOSITS

The BJCC requires credit terms be established prior to the event or convention as outlined in each contract and a minimum deposit is required. If full pre-payment is necessary, it must be received 14 days prior to the event to cover any additional charges that may occur during a function unless specified in the contract. This payment can be made in the form of cash, credit card, money order or cashier's check.

2.4 ADVERTISING

Print, broadcast, social media or other advertising or publicity for events to be held at the BJCC must have prior approval of the Communications Department. Logos for use in material may be obtained from the Communications Department, and a Brand Guide will be provided. Please forward materials to the Communications Department.

3.1 INSURANCE

Insurance is required for rental of BJCC facilities. A minimum of 10 business days prior to entering the leased facility, the Licensee must give the BJCC a Policy or Certificate of Insurance of Commercial (or Comprehensive) General Liability coverage, including Products and Completed Operations and Personal Injury coverage issued by a company authorized to engage in the insurance business in the state of Alabama with an A.M. Best rating of A-, VII or better. Said policy or Certificate of Insurance will name the Licensee and his or her officers and employees as the insured. The policy will provide for limits of liability which shall not be less than \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate; \$300,000 damage to premises rented to you; \$1,000,000 personal and advertising injury. Certificate will also provide evidence of automobile insurance with Combined Single Limits (CSL) of \$1,000,000 for owned, hired and non-owned vehicles and Workers' Compensation Insurance with statutory limits and Employer's Liability limits of \$1,000,000 / \$1,000,000 / \$1,000,000. All insurance will be primary and non-contributory and provide waiver of subrogation. The BJCC, the Birmingham Jefferson Civic Center Authority and its officers and employees are included as Additional Insured on the GL and Auto policies. The policy will require that the insurance company give the Licensor's Executive Director at least 30 days advance written notice of any reduction or cancellation of the coverage during the term of this lease. Written notice shall be sent to P.O. Box 13347, Birmingham, Alabama 35202-3347. The cancellation clause of the insurance certificate must read as follows: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days' written notice to the certificate holder (Birmingham-Jefferson Convention Complex)." Insurance requirements may be waived for events

in Meeting Rooms or Exhibit Halls with fewer than 500 attendees. All events in Exhibit Halls or Meeting Rooms with attendance of 500 or more must comply with insurance requirements. If the certificate does not comply with the above, it will not be accepted by the BJCC. The certificate cannot be accepted if it does not comply with the requirement outlined in section 3.1.

3.2 LICENSES/PERMITS/TAXES

Licenses, permits and taxes are applicable for many events to be held at the BJCC. The Licensee needs to acquire and pay for all applicable licenses, permits and taxes at least 20 days prior to the first move-in or event day. If the BJCC pays for the permits on behalf of the Licensee, the BJCC must be fully reimbursed.

For More Information:

City Tax Assessor
710 North 20th Street Room 205 City Hall
Birmingham, AL 35203
205-254-2198

Jefferson County Revenue Examiner
A-100 Courthouse
716 Richard Arrington, Jr. Blvd. N.
Birmingham, AL 35203
205-731-2955

Alabama Department of Revenue
Jefferson/Shelby Taxpayer Service Center
2020 Valleydale Rd., Suite 208
Hoover, AL 35244
Mailing Address: P. O. Box 1927
Pelham, AL 35124-5927
205-733-2766

3.3 TAX EXEMPTION

In order to comply with the laws of the state of

tax exemption must provide the BJCC with a Sales and Use Tax Exemption Certificate from the state of Alabama which applies to sales tax when the Licensee is the purchaser. Please be aware, in the instance of ticket sales, when the Licensee is considered the seller, tax exemption certificate does not apply. To be exempt from sales tax and/or fee in lieu of taxes as a seller, the Licensee must be listed on the ALABAMA DEPARTMENT OF REVENUE SALES, USE & BUSINESS TAX DIVISION SALES & USE TAX RULE 810-6-3-.07.05 Charitable Organizations and Institutions list.

3.4 DAMAGE

In the event something happens to persons or property, the BJCC will not be responsible for any damage or injury that the Licensee or its agents, servants, employees or property sustain from any cause prior to, during or subsequent to the period

covered by the Lease/License Agreement. The Licensee shall expressly release the BJCC from any and all claims for such loss, damage or injury. The Licensee will indemnify, save and hold harmless the BJCC from all actions or proceedings to recover damages for injuries to persons or property arising from the Licensee's occupancy of the leased premises or the Licensee's activities thereon.

The Licensee agrees to pay for any damages to the leased premises resulting from the Licensee's use or occupancy thereof; or resulting from any acts or omissions, intentional, negligent or accidental. This is regardless of whether said acts or omissions are those of the Licensee, its agents or employees, or persons participating in or attending the function stated in the License Agreement. The BJCC shall not be liable to the Licensee for any damage, loss, theft or expense of any kind sustained by the Licensee as a result of vandalism or malicious mischief.



BJCC Concert Hall

Thank you for choosing the BJCC for your meeting or convention. Our staff is experienced and ready to serve you to ensure your meeting is a success.

4.1 SERVICES/SCHEDULING FOR MEETING ROOMS, EXHIBIT HALLS

The BJCC looks forward to working with you to find the perfect space available at our complex for your meeting.

When you choose the BJCC for your meeting or exhibit, many services are included: Lighting, ventilation, heat and air conditioning on event days as required for the event. Registration space is provided on an as-available basis. You can add additional services, but please be aware additional services may result in additional charges. To ensure you get the facility space you desire, it is best to schedule commitments requiring 100,000 square feet or more of exhibit space 18-24 months in advance for first-priority consideration. This includes events held on an annual basis. If set as a second-priority event, the booking could be subject to change to accommodate for a first-priority designated event. Second-priority events can be set with a 12-month advance notice. If a contracted event is cancelled within 12 months or less of an event, you may be subject to the loss of your deposit.

4.2 BALLOONS (EXHIBIT HALLS)

We know the appearance of booths at exhibit shows is important. However, helium balloons are not allowed to be sold or distributed as a prize or a premium in our halls. We allow balloons in low-ceilinged meeting rooms or as a display within an exhibitor's booth, but only if it is properly secured. There is a \$10 charge per balloon for removal of any balloon that floats to the ceiling of any BJCC facility.

4.3 BANNERS/SIGNAGE

Banners and signs are welcome in our facilities, but you must receive approval from your Event Manager in advance. We require signs be placed on easels and not taped, tacked or adhered to the walls, elevators, escalators or other surfaces. We do not allow any type of glue or tape. Banners/signs in the public areas of the BJCC must be professionally printed or computer generated. Permanent facility signs and directional graphics may not be blocked. Directional and event signs may be installed at the ground level of exterior plazas and entrances with approval from BJCC management. Signs must be coordinated with other events. Exterior signs are not allowed on city streets or rights of way.

For safety, we do not allow extension ladders or stacked items to be used to hang banners from the ceiling, mechanical pipes, ducts and ceiling guides. The BJCC Operations Department shall receive hanging and rigging plans with detailed sketches of the items to be hung, their location, weight, method of installation and other relevant information at least four weeks in advance of an event. Operations will also approve proposed location(s) of signs. All outside banners and signage must have prior approval from City of Birmingham Design and Review Committee and be coordinated by BJCC Management.

After an event, all posted signage must be removed or removal charges may be incurred. Any damage by double-faced or marking tape on floors, walls or any BJCC property outside of exhibit halls could also incur charges.

For installations that weigh more than 500 pounds, a registered structural engineer may be needed to review and approve installation plans. Special liability and property damage insurance may be required for these installations at cost of the Licensee.

4.4 EQUIPMENT

The BJCC has much of the equipment you will need for your event, such as chairs, tables, lecterns, staging with skirting, dance floor, and more. Let us know the specific needs of your event at least 60 days before your function date. If you need equipment that is not in BJCC inventory, you may lease this equipment. Our staff will set meeting rooms for your event, but if you require a reset within the same day, an additional labor charge will be applied. For large staging needs, consult with your Event Manager. Additional fees may apply. The BJCC does not provide booth furnishing such as tables, chairs, and waste

baskets. These services are generally provided by the Licensee's convention services contractor.

4.5 EXHIBITION HALL

Cleaning during exhibit events within booth space is provided by the event's service contractor. The BJCC provides cleaning services for BJCC space around exhibit space, including uncarpeted aisles, lobby and restrooms.

Many events bring carpet and/or use marking tape as a part of the event. The event service contractor is responsible for removing all tape from the floors during the final move-out of the event. The BJCC will remove tape, but a labor fee will be charged. If tape removal causes damage that requires floor stripping and refinishing, the charges to return the floor to its original finish will also be charged to the Licensee.

4.6 CONSUMER SHOWS

Food items are often sold at consumer shows. At the BJCC, the food must be pre-packaged, sealed, container-type foods intended for home consumption or gift items. Food items must also be approved for sale by the Jefferson County Department of Health.

4.7 DANCES

The BJCC is well equipped to host dance events at our complex. Guidelines associated with dance events include:

1. We ask for three facility references for dances scheduled at the BJCC. A deposit is due upon execution of the event license agreement. If applicable, the balance of rent, insurance certificate, bartender charge, dance floor charge (required on carpeted floors), and food charges are due two weeks prior to the event date.
2. The BJCC requires that contests, public youth dances, probate shows or private youth dances be sponsored by a High School or University.
3. Wooden dance floors are required if the dance is chosen to be held in a carpeted area of the BJCC. Dance floors are an additional charge. We do not provide dance floors for areas of the complex with concrete floors.
4. BJCC staff is committed to safety and will work with the Licensee to ensure proper setup of the dance event so that it is safe and secure for attendees and property.
5. Events with no seated food function and serving alcoholic beverages will be subject to review for applicable security requirements.
6. No alcohol is allowed at high school dances/proms and dances must comply with the City of Birmingham curfew ordinance and other applicable laws.
7. For all-sanctioned events, you may be required to utilize, at a cost deemed appropriate, a lobby manager, door guards, ticket takers, and additional security, including metal detectors.

4.8 DECORATIONS

The look of an event is everything! If you have hired an outside firm to provide decorations, please advise your Event Manager. The manager can arrange loading of outside decorations through the loading dock.

If confetti, balloons or glitter are used for decorating, the BJCC may apply a service charge for cleaning. Confetti is not allowed in the Forum Building. To prevent fire issues, sparklers are not permitted in the BJCC. Fog machines or other special effects are allowed, but please give advance notification to your Event Manager to ensure appropriate precautions are taken.

4.9 EXHIBITS

The BJCC is accustomed to hosting large exhibits and has several rules for the ease of operation and adherence to safety regulations.

- Event promoters must secure all appropriate City, County and State Licenses and pay applicable taxes.
- Exhibits using the lobby need prior building management approval. The lobby areas are available only for information and materials associated with the event.
- Exhibitors must have a minimum 10-foot aisle; all fire cabinets, fire extinguishers, fire exits and pull stations visible and not blocked. Storage behind booths is permitted with access available.
- Additional security is necessary during the load-in and load-out of exhibits.

- BJCC exhibitor services forms and online ordering instructions should be given to the outside decorator and individual exhibitors. Notify event managers of your decorator so guidelines may be shared regarding set up and teardown.

4.10 FLOOR PLANS

Floor plans can be arranged with your Event Manager and should be submitted at least 90 days prior to the event date. If approved, the plans will be sent to the Fire Marshal. In all, three copies must be submitted: one for the Fire Marshal and two for the Event Manager. If changes need to be made to the approved plan, a final plan must be resubmitted at least one month prior to move-in.

Floor plans should include:

- Name and date of event.
- Area to be used.
- Name of decorator and date of initial draft and revisions.
- Clearly indicated exits.
- Total number of booths.
- Floor plans drawn to scale with scale indicated.

4.11 LOBBY USAGE

The BJCC is a multipurpose facility that often hosts several events at one time. Therefore, lobbies, hallways and entrances are considered shared common space. The BJCC will work with groups for planned activities to ensure all groups' needs are met.

4.12 NOISE LEVELS

The BJCC often has multiple activities at the same

time and may have to regulate noise to ensure each event goes smoothly without disruption. The BJCC reserves the right to regulate the volume of sound equipment that may interfere with other contracted space.

4.13 REGISTRATION AREA

For events that need registration space, the BJCC will strive to provide registration areas. Space depends on availability, consideration of other events renting facilities within the BJCC over the dates of your event and approval by the City Fire Marshal.

4.14 TRADE AND CONSUMER SHOW SERVICES

For trade and consumer shows with show decorating and drayage needs, such as pallet jacks, forklifts, dollies, etc., a service contractor will be needed. Arrangements need to be made for pre-shipments as the BJCC will not accept uncoordinated freight shipments arriving at the complex.

5.1

ARENA/CONCERT HALL/THEATRE

Examples of typical floor plans for arena events are available from the Venue Manager and custom floor plans can be created. Those accessing the floor area must hold a ticket for special access to that area.

For general admission events, the number of people allowed access to floor seats must comply with the Life Safety Code. The size of the stage and sound mixing area could affect the number that can be accommodated on the floor. Admission to the floor area will be limited to a prearranged number of people and will be monitored by stickers, wristbands or other method of identification.

5.2

DRESSING ROOMS

Dressing room facilities are available in the arena, concert hall and theaters. For the arena, the licensee or contractor can request permission to provide portable dressing areas if needed in other areas of the arena. The licensee may order furniture based on event needs.

5.3

EVENT STAFF

The BJCC strives to maintain a friendly and safe environment for its guests. To achieve this

level of service, minimum staffing levels are required. Ushers, security, police and ticket-taker requirements are determined by evaluating event attendance, nature of event, show and building history. Ushers and security staff are required for both ticketed and non-ticketed events and are contracted for and supervised by the BJCC. Fees for staffing are to be considered an event expense and the responsibility of the licensee. Licensee, working in coordination and direction of the BJCC, must use labor provided by International Alliance of Theatrical Stage Employees (IATSE) Local 78 for show-related rigging and production needs.

Basic rental fees do not include:

- Stagehand labor
- Event security
- Musicians
- Off-duty policemen
- Ticket takers
- First aid
- Box Office
- Door guards
- Ushers
- All other personnel required for the presentation of the event

5.4

BACKLIT SIGNAGE

Legacy Arena has permanent advertising signage that remains lighted during events. Signage also cannot be covered without prior consent.

6.1

TICKET SERVICES

The BJCC has a knowledgeable and customer-friendly ticketing staff that operates the box office for all events in the facility.

For private events and events that do not meet requirements to use Ticketmaster, a show may request to operate its own box office, and in that case, the BJCC may require full payment of rent and estimated expenses in advance.

For public events, a computerized ticketing system (Ticketmaster) is used and tickets are sold in advance. The fee for this service is 3% of the gross income after fee in lieu of tax plus ticket printing costs, 3% of credit card charges at the BJCC Box Office and a one-time set-up fee. See your lease for rates or charges. The expenses associated with normal box office staffing, both advance and day of show, are included in the box office fee.

There is a facility fee on each ticket sold in the Arena, Concert Hall, Theatre and Forum Theater (in some cases this may apply also to Exhibit Hall events). This fee is charged to the ticket purchaser and retained in whole by the BJCC. All applicable fees in lieu of sales taxes are included in the price of the ticket. Fee in lieu of tax is calculated using the divisor method. If two weeks prior to the event the box office receipts do not cover building expenses, an additional deposit to cover expenses will be required.

No money shall be advanced to the Licensee until completion of the scheduled event. At the completion of the event, BJCC management will make necessary payment to the Licensee from funds received from sales of tickets, less expenses incurred.

For the arena, concert hall and theaters, Licensee acknowledges that Ticketmaster is the exclusive ticketing company for the BJCC. No other ticketing company or third party can be used to sell tickets

on behalf of the Licensee through outlets, internet, phone or otherwise unless written permission is obtained from the BJCC Sales Office. All ticket sales shall be subject to service fees, convenience fees and/or facility fees. BJCC does not permit consignment tickets.

6.2

TICKETING FOR PUBLIC EVENTS IN EXHIBITION HALLS/MEETING ROOMS/FORUM

CATEGORY 1 -

Anticipated tickets sold: 1,000 or more

- Must use Ticketmaster exclusively for all ticket sales associated with event, including advance and day of event
- Must use BJCC personnel in advance and day of event to include walkup sales and safe keeping of money
- \$200 set-up fee + 3% credit card fees at PBO unless promoter opts to pass charges on to ticket purchaser via the facility fee
- \$1 facility fee per ticket sold, charged to the ticket purchaser, retained in whole by the BJCC
- 10% fee in lieu of sales tax, to be collected at settlement on all tickets sold
- Receives all advertising benefits afforded to Ticketmaster Licensees
- Promoter may choose to fulfill own pre-sales but may NOT use a third party ticketing company.
- Must display active Ticketmaster link on show website from time tickets go on sale through day of show.

CATEGORY 2 -

Anticipated tickets sold: 500-999

- May use Ticketmaster for advance sales and other means of ticket sales day of event
- \$200 set up fee + 3% credit card fees at PBO unless promoter opts to pass on to ticket

- purchaser via the facility fee
 - \$1 facility fee per ticket sold charged to the ticket purchaser, retained in whole by the BJCC
 - 10% fee in lieu of sales tax will be collected at settlement for all tickets sold on Ticketmaster system
 - Day of show sales will be the sole responsibility of the show promoter. Promoter must provide own form of tickets, ticket sellers for day of event, be responsible for safe keeping of the money and/or any taxes required/owed to the city, county or state for all tickets not sold on Ticketmaster and will not have access to the BJCC Ticket Windows.
 - Events using this option will be taken down from Ticketmaster (3) three days prior to the event
 - Promoter will be given any Ticketmaster will-call tickets to distribute the day of the show
 - Will receive all the advertising benefits afforded to Ticketmaster Licensees
 - If promoter chooses this option, then an active Ticketmaster link must be visible on the promoter's show website from time tickets go on sale.
- Day of show sales will be the sole responsibility of the show promoter
 - Promoter must provide own form of tickets, ticket sellers for day of event, responsible for safe keeping of the money and/or any taxes and licenses required/owed by/to the city, county or state
 - The promoter releases the BJCC from any responsibility regarding the said money including but not limited to theft or loss
 - Promoter will not have access to the BJCC Ticket Windows

CATEGORY 3 -

Anticipated tickets sold: fewer than 500

- Must use a ticket sales method other than Ticketmaster
- Promoter responsible for any will-call or discount coupon tickets from that ticket sales method.
- Will receive up to 4 weeks display on outdoor marquees, at Licensee's request. (BJCC marquee/PR form must be completed and submitted).
- BJCC calendar of events web page. BJCC website can link to show website. BJCC website cannot link to another ticket vendor's website.

7.1 ANIMALS/GARDEN DISPLAYS/PETS

To protect the floor with animals on campus, materials such as plastic or visquine must be used when an exhibit includes soil, humus, similar materials or live animals. Curbing must be used to keep loose materials within gardens or pens, and watering must be controlled to prevent leakage or seepage. Those animals must be properly contained to prevent injury to patrons or guests. With the exception of ADA service animals, animal acts or animals used in displays, no pets are allowed in the facility.

7.2 HANGING ITEMS

The BJCC doesn't allow decorative or structural items to be hung from overhead beams, columns, handrails, utility pipes, exterior walls or fences without prior approval of the Event Manager or authorized BJCC staff and must use labor coordinated with International Alliance of Theatrical Stage Employees by your event manager. Items hung without approval will be removed at expense of Licensee.

Drapes, decorations, buntings and other decorative materials must be made of fire-retardant materials and properly treated to meet all flame proofing requirements. Proof must be available upon request.

7.3 ELEVATORS

The BJCC has adequate passenger and freight elevators, which provide accessibility to all areas of the facility. Under no circumstances shall freight be moved in a passenger elevator. No posters and/or signs may be posted in any BJCC elevator.

7.4 LOADING DOCKS

Docks are available throughout the BJCC campus.

DOCK	SERVICE AREA
1	North Exhibition Hall, South Exhibition Hall, South Meeting Rooms
2	North Exhibition Hall, North Meeting Rooms
3	Kitchens, East Meeting Rooms, East Ballroom
4	East Exhibition Hall
5	Concert Hall
6	Theatre
7	Arena
8	Forum Building

1. The BJCC loading docks are available for loading/unloading exhibition materials, displays and other show-related materials. When you have completed loading or unloading, promptly remove all vehicles from the docks.
2. Parking of vehicles on the loading docks is not allowed under any circumstances. Unattended vehicles left in the loading docks are subject to be towed at the owners' expense without notice.
3. Loading docks are not considered part of the licensed areas of the BJCC. At all times they are considered the property of and under the control of the BJCC.
4. Dumpsters and open stalls should remain accessible at all times. Blocking access is prohibited under any circumstances.
5. Exhibitors requiring access to the loading docks

for refrigerated trailers or material storage must have prior approval.

7.5 MACHINERY

Drip pans and scrap buckets must be used for any operating machinery or materials being displayed, demonstrated or sampled to protect the floors and keep the area safe.

7.6 MERCHANDISE

The BJCC reserves the right to be the exclusive agent for any event novelty sales. A novelty is defined as any item sold at a public or private event. This includes but is not limited to entertainment merchandise, books, tapes, CDs, etc. See your specific contract for rates.

7.7 MOTORIZED VEHICLES

1. Written approval from facility management is required before any motorized vehicle may be brought into the BJCC.
2. Only authorized facility personnel may operate BJCC motorized equipment.
3. Drivers of motorized vehicles, including golf carts, must be at least 18 years of age and possess a current, valid driver's license and proof of insurance.
4. Any equipment that produces fumes or exhaust must have prior written approval from facility management and Birmingham Fire and Rescue.
5. All motorized equipment, including golf carts and other electric-only vehicles, must be equipped with wall-saver rubber bumpers, as well as clean, resilient-tread wheels or tires that will not mark surfaces within the BJCC.
6. Any damage to BJCC property or equipment, including but not limited to carpet, doors and door frames, is the responsibility of the Licensee. This includes any damage by the Licensee's

employees, service contractors, exhibitors or attendees during Licensee's event, move-in or move-out periods. Charges to repair or replace damage to the facility or its property will be assessed at prevailing rates.

7. An inspection of leased areas and equipment should be arranged prior to move-in and following move-out. For further information, contact your Event Manager.
8. The BJCC assumes no responsibility for losses suffered by the Licensee or its agents.

7.7.1 MOTOR VEHICLE, MOTORCYCLE, AIRCRAFT AND BOAT DISPLAY

1. Gasoline permitted to remain in fuel tank is limited to one-fourth (1/4) tank.
2. Gasoline tank caps must be locked, taped or sealed and approved by the Alabama State Fire Marshal and Birmingham Fire and Rescue Service.
3. All positive battery connections must be removed from the battery upon completion of the move-in and may not be reattached until commencement of the move-out. Positive cable ends must be taped to avoid the risk of sparks.
4. Fueling and de-fueling of vehicles must occur outside of the BJCC. Appropriate safety equipment should be used to remove fuel. Fuel may never be dumped on BJCC property.
5. All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP. No LP tanks, empty or full, are allowed in the building unless used in an event-specific capacity and approved by facility management and the Alabama State Fire Marshal and the Birmingham Fire and Rescue Service.
6. Any display or exhibit involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system

to demonstrate parts of the vehicle during a show is prohibited without prior written approval of the Alabama State Fire Marshal, Birmingham Fire and Rescue Service and BJCC facility management.

7. Electric cars/LP cars are permitted.
8. When vehicle is displayed on carpeted area, plastic visquine must be used with prior approval from the BJCC.

7.8 PAINTING

Spray painting is prohibited in any BJCC facility. Painting is allowed on the loading dock but requires a protective coating such as visquine to protect all BJCC property.

7.9 PARKING

Self-parking is available for a large number of vehicles throughout the BJCC on a first come, first served basis. Accessible parking is located throughout the BJCC parking garages and lots. To be admitted into the accessible parking area, vehicles must display a current disabled window pass or license plate. If additional over-sized parking is necessary, please contact your Event Manager for availability and current pricing. Based on group history, please notify your Event Manager if heavy drive-in traffic is expected so that adequate preparations can be made. R.V.s, mobile homes and trailers are not allowed to park in loading docks or dock areas or in the exhibition halls. If special parking arrangements are required, please contact the Parking Coordinator. No sewage, water or electricity hook-ups are available in the BJCC vicinity. All vehicles must pay parking fees that apply.

7.10 SHIPPING AND RECEIVING

BJCC package service areas provide storage, pick-up and transfer of materials from any internal location within BJCC.

The BJCC does not have the storage capacity to receive shipments for Exhibit Shows. The BJCC reserves the right of refusal on shipments for Exhibit shows or pallets of shipments received without prior notification.

For events in the Arena* Concert Hall*, Theatre*, Exhibition Halls or the Forum, please label and ship as follows:

Guest Name or the on-site contact
Company/Convention name
Location: (Insert room name or venue name here)
Birmingham-Jefferson Convention Complex
Dock #1 (for Tractor Trailer deliveries)
Dock #2 (for trucks up to 24')
2100 Richard Arrington Jr. Blvd. North
Birmingham AL 35203
Dock #5 Concert Hall
Dock #7 Legacy Arena

(*Delivery Dock may be different than above. Check with your Building Manager.)

Shipping and Receiving Hours:
Monday-Friday: 8 am to 4 pm

All shippers must check in with the Dock #2 Security Guard.

Always notify your Event Manager of any shipments so these can be addressed prior to your arrival. If there is more than one on-site delivery location, label the boxes with the specific meeting room destination. Provide your Event Manager with the tracking numbers of boxes shipped. Affix mailing labels to all outgoing boxes. Payment for any outgoing shipment is the responsibility of the Licensee.

RATES	
0 to 5 pounds	\$5.00
6 to 20 pounds	\$10.00
21 to 50 pounds	\$15.00
Over 50 pounds	\$25.00
Crates	\$50.00
Pallets	\$75.00
Outbound Packages	\$5.00 per package

7.11 SMOKING/VAPORS/E-CIGARETTES

The BJCC is a smoke-free facility. This includes smoking of all tobacco products in vaporizers or electronic cigarettes. Smoking is allowed in designated smoking areas outside the facility. Birmingham City Ordinance No. 12-52 requires all smokers, including those using electronic cigarettes or vaporizers, to be at least 7 feet from any door or covered area. These areas are located outside the BJCC.

We request that all guests smoke in designated areas only. BJCC can assist guests smoking outside approved areas to find correct designated areas. If the guest continues to smoke after repeated reminders, BJCC security may be contacted.

7.12 STICKERS/TAPE

Stickers and tape can be hard to remove from BJCC property, therefore we prohibit stick-on badges, labels, bumper stickers or any adhesive slogan materials. The use of double-faced tape on floors, walls or BJCC furniture is prohibited. No tape of any kind may be used on any painted surface. If BJCC has to remove adhesives from property, there may be a removal fee and/or charge for repairing damage.

7.13 TELEVISION/BROADCASTING/ RECORDING

Televising, broadcasting, and recording are permitted from the BJCC. Prior written approval must be obtained from the BJCC Executive Director/CEO or designee and additional charges may apply.

7.14 HEATING AND AIR

Air conditioning and heating for all space on event day is automatically programmed based on times given and listed on the event document. It will turn on prior to a function and remain on approximately 30 minutes to one hour after the function ends. If air conditioning and heating is required prior to or after these times, please consult your Event Manager. Note there will be an additional charge incurred if air conditioning and heating are to be made available beyond contracted time. Please advise your Event Manager of any time changes in your program to ensure your meeting space is heated/cooled accordingly. Heating and air is not included in rental on move in/out days, but can be requested at prevailing rates.

8.1 SECURITY

Security Personnel are provided by the BJCC for the safety and security of the entire BJCC campus. However, event security for individual events is a separate matter. If requested, special security may be contracted to control move-in/move-out operations and vehicular traffic and will be an expense to the Licensee.

The BJCC provides 24-hour security at building access points. These security precautions do not constitute a guarantee to the Licensee's personal property or the personal property of exhibitors or other parties. If valuable items need to be secured, additional 24-hour security coverage should be requested, at the Licensee's expense, at prevailing rates. All arrangements for additional security must be requested a minimum of 14 days in advance.

Specialized security arrangements for conventions, exhibitions, equipment, registrations, traffic and parking control, V.I.P. protection and other special assignments can be arranged on behalf of your group by your Event Manager. Additional security is highly recommended for any meeting rooms which house valuable equipment or merchandise overnight, as the BJCC is not liable for any loss or damage incurred.

8.2 EMERGENCY, LIFE SAFETY AND MEDICAL ASSISTANCE

In case of an emergency in the BJCC, please contact our Security Department directly at 205-458-8420. All of our Security Personnel are first responders in the case of medical emergencies. All Security Personnel receive yearly training in basic CPR, first aid and blood borne pathogens. BJCC Security Personnel and First Responders are not trained in sports medicine. For sporting events, licensees are responsible for providing athletic trainers or sports medicine professionals to attend

to participants. Contact your Event Manager to discuss medical services for the event. A list of nearby hospitals is available upon request.

A list of nearby hospitals is available upon request. All Security Personnel receive yearly training in basic CPR, first aid and blood borne pathogens. A list of nearby hospitals is available upon request. Security Personnel are located in the Security Control Room and available 24 hours a day. Strobe lights and audible alarms for situations where appropriate are in most public spaces. These devices are monitored 24 hours a day at a central control panel located in the BJCC emergency command station.

8.3 FIRE REGULATIONS

Birmingham Fire and Rescue Service requires the following regulations be observed at all times throughout the BJCC:

1. Flammable decorations or flammable decorative materials are prohibited.
2. All draperies, drops, curtains and table coverings used are to be noncombustible, inherently flame resistant or treated and maintained fire resistant.
3. The Fire Marshal may require proof that the materials used are fire resistant or have been treated to be fire resistant.
4. Open flame, candles, torches, etc. are prohibited. (See Event Manager for additional information)
5. No covered structures, such as tents,

roofs or overhead coverings are allowed on any display in a building equipped with fire sprinklers without prior approval of the Fire Marshal.

6. Blockage of exit signs or doors by displays or banners is strictly prohibited. An unobstructed aisle (the width of each set of exit doors) must be left directly from the flow of traffic to the exit doors.
7. All utility panels, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
8. Cotton batting (whether natural, artificial or manufactured) straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless treated to be fire retardant and must have approval of the Fire Marshal. The use of cut trees, such as Christmas trees, must have prior approval of the Fire Marshal.
9. Inside public display of autos, trucks, recreational vehicles, boats or any other gasoline or diesel powered equipment must be visible and accessible at all times.
8. Cotton batting (whether natural, artificial or manufactured) straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless treated to be fire retardant and must have approval of the Fire Marshal. The use of cut trees, such as Christmas trees, must have prior approval of the Fire Marshal.
9. Inside public display of autos, trucks, recreational vehicles, boats or any other gasoline or diesel powered equipment must adhere to the following regulations:
 - Flammable liquids of any sort are prohibited in public buildings.
 - Five-pound bottles of LP gas may be used for demonstration purposes only if approved by the Fire Marshal.
 - Displays involving cooking with a pan or deep-fryer must have a 2A-10BC rated fire extinguisher in the booth.

Note: Floor plans for Consumer Shows, Trade Shows, etc. must be approved by BJCC Personnel and the Fire Marshal PRIOR to selling of booth space. BJCC will not be responsible for loss or adjustments of vendors due to incorrect floor plans.

8.4 GUIDELINES FOR FIRST AID SERVICES

Events open to the general public in the Exhibit Hall, Arena or Concert Hall or any event that is not a public event that has more than 1,000 attendees will be required to have a minimum of two Emergency Medical Technicians (EMTs) on duty. These EMTs will be stationed at a location determined by the BJCC management and in coordination with the show's promoter. EMTs will arrive one half-hour before the show and remain until after the site is cleared of patrons.

Sponsors of private events with fewer than 1,000 people are encouraged to provide proper medical staffing for their events. Consideration should be given for age and physical condition of individuals attending each event.

1. Emergency medical personnel will be licensed by the State of Alabama.
2. Requests for emergency assistance need to be directed to BJCC security 205-458-8420.
3. BJCC security should be informed immediately of any and all accidents that occur on property.
4. All requests for ambulance or other outside services must be coordinated with BJCC security. BJCC's security control and/ or its officers will supervise the dispatch of EMT personnel to the location of patient, guiding of the ambulance to the proper location for coordination with emergency medical personnel and possible transfer of patient to the hospital.

BJCC's first aid will complete all accident or incident reports on all occurrences and provide a listing of all services rendered during the event to show's promoter. These reports will be forwarded to BJCC risk management and insurance agencies as needed.

8.5

KEYS/LOCKS

For safety of show equipment, the BJCC offers to provide access to rooms with locks to secure a specific area and will provide two keys per lock, however there will be a charge. If keys and locks are not returned to Event Staff at close of the event, the Licensee will be charged at a prevailing rate.

8.6

POLICY FOR SELLING OR DISPLAYING GUNS AT THE BJCC

The BJCC has a no-weapons policy. For policies regarding shows with guns on display:

1. Every firearm (i.e., a gun brought into the facility for any reason; for display, sale, trade) entering the room via a vendor or patron must be physically and personally inspected by an off-duty police officer (approved by BJCC Management and paid by the promoter) or assisted by the promoter or his representative under the off duty officer's supervision to ensure every weapon is unloaded and disabled to discharge. Promoter must provide a discharge barrel.
2. Every firearm entering the room, via a vendor or patron, must have either a locked trigger guard in place at all times or a cable strap or plastic tie that when attached properly will absolutely prevent the weapon from being loaded and discharged by accident or on purpose. Violation by any vendor or patron results in immediate expulsion of that individual or company from the show. Upon a second

violation occurring at a show or upon the first discharge of a weapon at a show, then the show will immediately be terminated and the room vacated, with no refund to promoter, patrons or vendors by the BJCC.

3. Limited sale of live ammunition allowed inside the building. Only the sale of ammunition packaged in sealed containers will be allowed to be sold or displayed in the BJCC. The possession, sale or display of loose or unsealed ammunition is absolutely prohibited. This does not apply to ammo components sold separately. Immediate expulsion will result for anyone discovered possessing loose or unsealed ammunition. Violation by any vendor or patron results in immediate expulsion of that individual or company from that show.

8.7

HOMELAND SECURITY

Following federal guidelines, the BJCC may put in place additional facility protection measures should a change occur within the Threat Condition level of the Homeland Security Advisory System.

8.8

SEVERE WEATHER

In the event the BJCC is subject to severe weather conditions, such as heavy thunderstorms, tornadoes and winter weather, the BJCC has a detailed response plan that is available upon request, which provides extensive planning information regarding facility preparations for such conditions. Please consult your Event Manager for additional information.

9.1

ACCESSIBILITY SERVICES

The BJCC welcomes visitors with disabilities and provides the following services and amenities to accommodate visitor needs:

The BJCC is compliant with the American with Disabilities Act (ADA) and is responsible for permanent building access, including but not limited to wheelchair ramps, elevator standards, door-width standards and restroom accessibility.

Licensee is responsible for non-permanent accessibility requirements such as, but not limited to, seating accessibility, performance area accessibility and auxiliary aids for the visually impaired and mobility impaired.

Licensee is responsible to ensure compliance of temporary architectural event features such as registration, information booths and any other services/programs available to exhibitors, attendees or general public.

Hearing Assistance devices are available in the Concert Hall, Theater and Arena on a first-come, first-serve basis, through Guest Services.

Accessible parking is available to individuals with valid permits in surrounding parking areas on a first-come, first served basis.

9.2

DIGITAL MARQUEES

The BJCC owns and operates two digital marquees where customer ads may be displayed consistent with the conditions and guidelines outlined below. The marquees are located at:

1. 9th Avenue at 20th Street North, facing I-20/59 and the downtown area.
2. Uptown Entertainment District on Richard

Arrington Jr. Blvd. at 23rd Street North, facing Interstate 20/59, U.S. 31 and Carraway Boulevard.

Display ads must meet the following criteria:

1. Only announcements for events at the BJCC will be displayed.
2. Scheduled public events using Ticketmaster may be displayed on the marquees, in most cases, from the time ticket sales are announced until the event actually takes place. All other public events will be displayed up to four weeks prior to event day. The Licensee must provide the BJCC a completed form along with the artwork in .psd or .jpg format. No phone numbers, ticket prices, ticket information or websites will be allowed.
3. Private events not utilizing Ticketmaster may be placed on the marquee at the Licensee's request on the day of the event only. The Licensee must provide the BJCC a completed form along with the artwork in .psd or .jpg format.
4. No reference to alcohol will be displayed on the marquee. (Example: Beer Company presents Joe Star in concert).
5. No personal messages will be displayed. (Example: Happy Birthday, Congratulations, etc.)
6. At the Licensee's request, displays of Welcome (Name of Sponsoring Organization or Event) will be accepted. Message will appear on the marquee the day(s) of the event only. The Licensee must provide the BJCC a completed form along with the artwork in .psd or .jpg format.
7. Once message is placed on the marquee, any changes must be in writing along with a new

.psd or .jpg file. A fee of twenty-five dollars (\$25) will be assessed for each change.

8. Extended displays may incur a charge to the Licensee.
9. Each message will be displayed a minimum of once per rotation. The number and duration of such announcements will be subject to the availability of time and space based on the BJCC's overall schedule of events and commitments regarding use of the outdoor marquee. All displays are subject to approval by the Director of Sales or designee. The BJCC requires a minimum of seven (7) business days' notice for placing displays on the marquee.
10. Licensees may supply their own static graphics, following the above guidelines, at no charge. Licensee-supplied graphics will be displayed on the marquee(s) exactly as they are received. Ads must be submitted in .psd or .jpg format with the following dimensions:
 - 9th Avenue Marquee -
Width: 812 x Height: 224 (pixels).
 - Uptown Marquee –
Width: 1920 x Height: 1080 (pixels).

Licensee also may arrange for BJCC personnel to design display, using artwork/logos provided by Licensee in .psd or .jpg format. A fee is charged for this service. If Licensee desires to have the message changed on the day of the event to read "TONIGHT" or "THIS WEEKEND," Licensee must provide an additional .psd or .jpg files, including the revised message. (Note: to improve readability, user larger font sizes)

11. To receive Marquee Advertisement Form and Guidelines, Licensees should contact their Event Manager or Sales Representative. The information above is not all-inclusive and subject to change. The Marquee Advertisement Form

and Guidelines will supersede the above in the case of conflict.

9.3 FOOD AND BEVERAGE

All food and beverage items to be consumed within the facility must be purchased through the BJCC. BJCC culinary teams are highly skilled in accommodating special requests and dietary restrictions should the need arise.

No tobacco products may be sold or sampled. To help our customers plan successful events, the BJCC has established pre-planning timelines. It is essential that these timelines be followed to ensure ample time for planning and preparing food and beverages. For more information, please contact your Event Manager.

1. CATERING - The BJCC Concessionaire/ Sheraton/Westin catering department must be used for all food and beverage catering services per BJCC policy. No outside catering is allowed. Wedding/Birthday cakes (only) may be purchased from an outside cake decorator. A service and equipment charge may apply.
2. CONCESSION STANDS - The BJCC reserves the right to utilize reasonable space for the sale of concession items. The BJCC provides concession services at all shows open to the public. The BJCC can provide concession services at non-public events, when requested, with a minimum guarantee of sales.
3. ALCOHOLIC BEVERAGES – The BJCC provides all alcoholic beverages for events in the BJCC. When alcohol is to be served, including at food shows, the BJCC shall provide bartender personnel at the Licensee's expense. Licensees and customers may not bring alcoholic beverages onto BJCC property or distribute them. **UNDER NO CIRCUMSTANCES ARE ALCOHOLIC BEVERAGES TO BE SERVED TO MINORS.**

The policies below are designed to promote public safety and ensure enforcement of all laws, codes and policies of the City of Birmingham, Jefferson County and the Alabama Alcoholic Beverage Control Board.

The BJCC concessionaire, as the alcoholic beverage license holder, must enforce all applicable laws and codes in association with the sale and consumption of alcoholic beverages.

Birmingham Police Officers/Jefferson County Sheriffs' Deputies will be retained during any activity serving alcoholic beverages on premises. These services will be arranged by the BJCC and billed to the Licensee. The number of officers required for coverage is determined by:

- Number of attendees
- Event type (concert, social function, dance etc.)
- Facility utilized (Concert Hall, Arena, Theatre, etc.)

Under Alabama State law, only facility personnel may dispense alcoholic beverages at facility events; Licensee and attendees may NOT dispense alcoholic beverages. Please see Event Manager for additional details.

No alcoholic beverages may be served on Sundays between 1 a.m. and 12 p.m. In addition, last call for all alcoholic beverages must occur 30 minutes prior to the end of the event or by 1:30 a.m. and 12:30 a.m. on Sundays. Functions must end no later than 2 a.m.

4. **FOOD IN PUBLIC SHOWS** - The BJCC exclusively coordinates all food and beverage services, and outside food vendors are not allowed. The BJCC reserves the right to determine if attendance and type of event would benefit by providing food and beverage service. No public vending of any type of on-site

consumable food or beverage is allowed in any public or trade show (except "food shows"). Only prepackaged, sealed container-type foods intended for off-premise consumption or as gift items are allowed. In the event of questions, BJCC management reserves the right to make a determination.

5. **FOOD SHOWS** - All food exhibitors must meet the operating codes of the Jefferson County Department of Health. Compliance with the Jefferson County Department of Health regulations must be confirmed prior to the opening of the show. All food must be provided only in "sample sizes." See "Sampling," Item 8 below.

6. **COOKING OILS** - Licensee is responsible for making arrangements to provide exhibitors with waste facilities for cooking oils.

(See Fire Code for Guidelines)

7. **FOOD COURT** - The BJCC may provide a food court, depending on anticipated attendance, type of show and space availability. If a Licensee requests a food court for an event, a fee will be assessed if minimum revenue is not achieved. Variety of food and beverages offered will be customized for each event.

8. **SAMPLING** - Permission to distribute or dispense, without charge, samples of food, soft drinks, refreshments, sundries related to the trade show, etc. shall be arranged in advance and be clearly stated and identified as "further terms and conditions" to the License Agreement. The BJCC reserves the right to regulate the type and size of samples, not to exceed 3.5 oz., and to collect a fee. Refrigeration/freezer storage and other

services, if available, must be pre-arranged with the Event Manager. Charges for storage will be assessed the Licensee and/or exhibitor.

Table wines and brewery products may be sampled, limited to 2 oz. or less; liquor limited to ½ oz. or less, all to be distributed by the Lessor's designated bartender. The sampling period must be 2 hours or less.

Licensee is responsible for making sure all food/beverage vendors meet Jefferson County Department of Health standards.

9. **MOBILE CART PROGRAM** - The BJCC owns and operates hot and cold food carts for additional sales locations at public shows. The cart program requires floor space in addition to that required for permanent concession stands. Cart locations must be jointly agreed upon by the Licensee and BJCC Staff.

10.1 UTILITY SERVICES

The BJCC is the exclusive contractor for all utility services. The following services are available:

- compressed air
- natural gas
- telephone
- electricity
- water/drain
- internet access

Any booth requiring a gas connection must be located next to a column where gas connections are available. Please note that all gas connections require a Gas Permit and Inspection and must be ordered a minimum of 30 days in advance. The Licensee and/or Licensee's exhibitors are financially responsible for all utility services ordered.

Services will be provided only in the location specified in the request for services.

10.2 AUDIO VISUAL EQUIPMENT

The BJCC provides audio visual equipment through a preferred vendor. Licensees may, with prior approval, bring audio visual equipment for a show or meeting. Setup/installation plans must be approved by authorized BJCC personnel. (Additional electrical and or patch fees may apply.)

10.3 ELECTRICITY

Fees for electrical services provided by the BJCC are payable to the BJCC. Advise your Event Manager at least 10 days prior to your arrival of any additional electrical requirements needed during your convention. Please be aware that electricity not requested in advance cannot be guaranteed on the day of your event. Note that if your band, decorator or lighting designer requires additional electricity for your

event that cost will be passed on to you or your organization. Based on availability, the BJCC will supply extension cords at the prevailing rental rates. For exhibits, all electrical requests received ten days prior to the show will be installed before or during exhibitor set-up. All requests received on-site are not guaranteed and will be installed on a first come, first served basis. Full payment must be received in order to receive services.

Service can be ordered via our website at www.bjcc.org or by calling 205-458-8898.

10.4 VIDEO PRODUCTION

The BJCC operates studios and full-service production facilities serving both events within the BJCC as well as clients throughout the United States. The production office can accommodate live and post production services as well as internet, satellite and fiber optic distribution of live broadcasts. The BJCC frequently works with national news agencies, television networks and independent producers on both in-studio work as well as supporting events within the convention complex and Legacy Arena.

The Complex features a 3,800 sq. ft. professional broadcast studio with insert stage connected the LTN Global Network for on-demand worldwide distribution. The studio is equipped with lighting grid, lighting package, 96-channel dimmer system, 24' x 34' two wall hard cyclorama, extensive grip package, large green room and studio pedestals.

The studios also serve as a video feed point for the greater Birmingham area with playout capability in HD SDI, HDMI and SD SDI format.

10.5 COMMUNICATIONS AND TECHNOLOGY

The BJCC provides exclusive technology services. The BJCC's infrastructure supports connection speeds up to one gigabyte. Services can be accessed via CAT6 UTP and wireless connectivity throughout the meeting rooms and exhibit halls of the Complex.

Internet Access

- Multiple high-speed, gigabyte internet connections
- Dedicated & shared internet access
- Point-to-Point networking
- Private VLAN configurations
- Wireless Networking 802.11 a/b/g/n
- Wireless buyout and Marketing opportunities

Voice Support

- Analog voice service
- Digital voice service
- Voice Mail service
- Long Distance Service
- Hunt/Roll over programming Capabilities
- Network Support

Network Support

On-site network engineers can assist with design and configuration needs during events.

Other Services

- 24/7 Network monitoring
- Call accounting system
- Conference speakerphones
- ISDN Service
- Digital Signage
- Network equipment rental and computer rental

Please refer to the Communications/Technology order form on our website or call our on-site office at 205-458-8898. Services will be provided only in the location specified in the request. Any

change during the event will incur a cost at the prevailing rate.

All orders and payments must be received 10 days prior to exhibitor move-in to receive early order discounts. Any orders for services from exhibitors on the day of the event will be charged at day-of-show prices.

10.6 AERIAL DRONES

Aerial drones are allowed at events held within the BJCC. This technology is limited within the “four walls” of the complex. Use and operation of aerial drones in the complex are subject to advance review and approval of the BJCC. Consult your Event Manager for terms and conditions for approval.

Located within the BJCC, Uptown Entertainment District consists of diverse restaurants adjacent to The Westin Birmingham. Uptown establishments offer free parking validation in two designated Uptown lots. Complimentary valet parking is available after 5 p.m.

FOOD VENDORS, INCLUDING FOOD TRUCKS, ARE PERMITTED ONSITE WITH PRIOR APPROVAL.

11.1 SPECIAL EVENTS

The BJCC has several locations to host outdoor special events. With special events come special requirements, many based on crowd control.

Special events will have a minimum crowd management plan and have event staffing to include but not limited to door/ gate guards, ticket takers, security managers and/or supervisors, medics and police for security and life safety. The BJCC can arrange these services and bill the Licensee or the Licensee can contract the services as it meets BJCC minimum requirements.

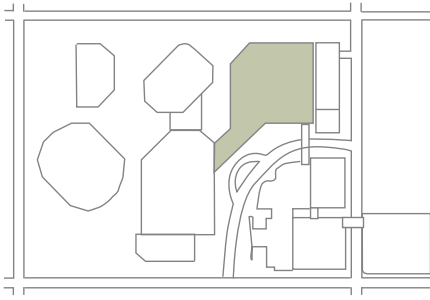
For outside events where staffing is not arranged through BJCC, staffing plans must be submitted to BJCC Management and jointly coordinated with the City of Birmingham Fire Marshal a minimum of 14 days before the event for approval. The Licensee is required to execute the approved staffing plan throughout the duration of the event. If staffing levels are not met, the BJCC has the right to close the event until the appropriate staff requirements are in place. The staffing requirements below will be calculated using the anticipated peak attendance of the event on each day.

- The ratio of police shall be 2 officers per 250 attendees.
- One Security Manager is required for all outdoor events where the attendance exceeds 500 at peak attendance.
- Door/Gate Guards as required one per entry gate. If more than three entry gates, one supervisor will be required. Space, attendance and event type could require more staffing to be determined by the BJCC as necessary.
- Ticket takers are estimated on one per 800 attendees. This estimate is based on the average needs, however, if the arrival time for event attendees is compressed, there may be a requirement of increase staffing to accommodate specific event needs.
- Outdoor events open to the general public are required to have two medical technicians for the time period the event is open to the public each day, and for private events with 1,000 or more attendees.
- One Event Staffing Supervisor is required for every 6 required staff personnel. This does not include gate control or ticket staffing. This specifically applies to event staffing.
- All Outdoor events are required to have 1 Crowd Control Manager per every 250 attendees.

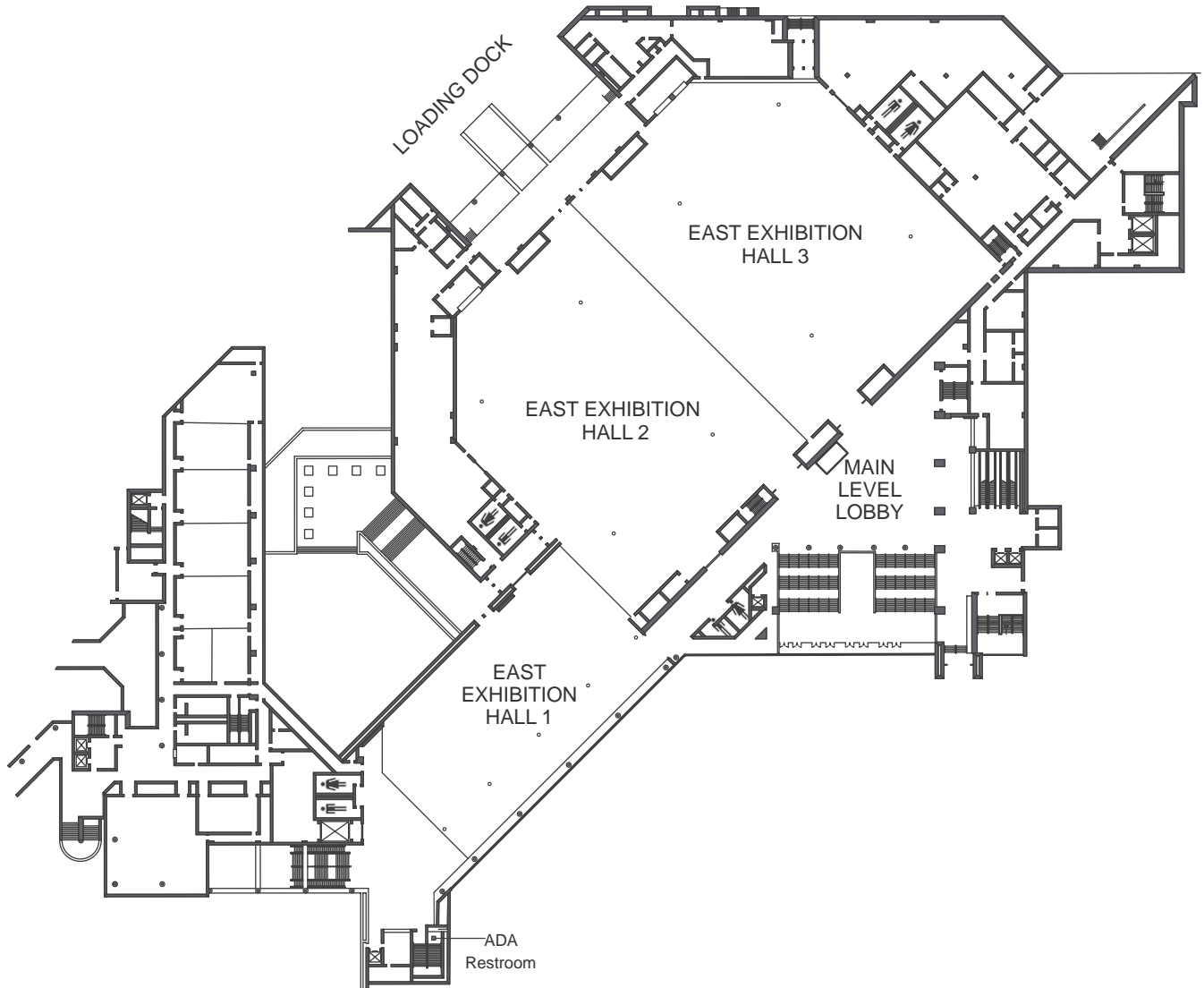
- All food vendors must meet local health department requirements and obtain appropriate licenses and permits.
- All alcohol distribution/sales will go through the BJCC's exclusive Concessionaire or may be purchased from the Uptown restaurants by the drink in the approved cup. It must be consumed within the Uptown District-marked boundaries during established open container days and hours.
- The Uptown Park and Green Space is pet friendly. Pets are required to be on a leash at all times. Please be kind to other park goers and clean up after your pet.
- The Licensee will clean and maintain the licensed premises. The Licensee shall be responsible for and shall pay for all costs associated with setting up, tearing down, installing or replacing fencing and/or not limited to shrubbery, trees, grass, etc., or any costs associated with preparing the property for the event, and/or returning the property to its original state at the end of the event. All structures, including but not limited to tents, must be secured by means other than stakes. Tent permits may be required by the City of Birmingham.
- Any closing of streets and Uptown Way is to be coordinated with the BJCC and is dependent on the overall event schedule. Following approval from the BJCC, final permission must be obtained through the City of Birmingham.
- A fee is required for BJCC to offer custodial services.
- The Licensee will not admit to the licensed premises more persons than can safely and freely move about therein. The decision of the Executive Director of the Licensor as regards the maximum number of persons to be admitted shall be final. The Licensee shall have the right to eject from licensor premises any person objectionable to the Licensee within its reasonable discretion.
- General Liability insurance may be required according to the number of attendees and type of event.
- No open flames or fireworks are allowed without clearing through the BJCC in coordination with the local and State Fire Marshal. Proper pyrotechnics permitting is required in accordance of State of Alabama regulations.
- Noise curfew must be obeyed. See Event Manager for details.
- Access to water, power and lighting is limited. Based on the electrical and lighting requirements of the event, it is the Licensee's responsibility to provide generators and all electrical connections. All equipment is to be properly grounded in accordance of the current electrical code.
- The Licensee is responsible for providing all necessary port-o-let and hand washing locations for event. Please see Event Manager for needed facilities that will be based on anticipated attendance.

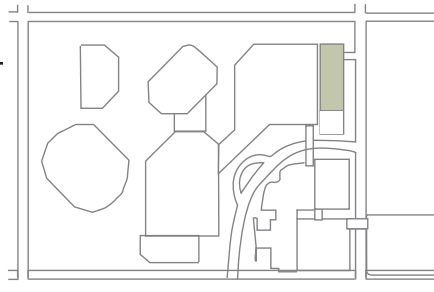
BJCC

MEETING ROOM/EXHIBIT HALL ROOM DIAGRAMS



EAST EXHIBITION HALLS							
Room	Approx Sq. Ft.	Ceiling Height	10'x10' Booths	Theatre	Classroom	Banquet Rect.	Banquet Round
East 1,2,3	92,234	30'	404	N/A	-	-	-
East 1	20,440	30'	100	1,680	594	-	1,024
East 2	32,843	30'	164	3,280	1,170	-	1,728
East 3	35,950	30'	170	3,825	1,350	-	1,872
East 2-3	68,793	30'	325	8,785	3,114	-	4,624
Lobby	21,200	15'4"	N/A	N/A	N/A	N/A	N/A



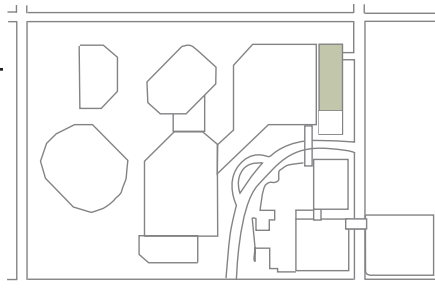


EAST MEETING ROOMS (1ST FLOOR)

Room	Approx Sq. Ft.	Ceiling Height	Theatre	Classroom	Banquet
Ballroom A-B	14,045	21'	1,763	540	800
Ballroom A	5,535	21'	700	192	280
Ballroom B	8,509	21'	1,056	336	510
East A-C	3,825	12'	392	150	240
East A	1,275	12'	140	45	72
East B	1,275	12'	140	45	72
East C	1,275	12'	140	45	72



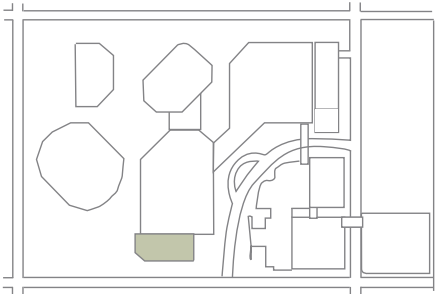
EAST MEETING ROOMS



EAST MEETING ROOMS (3RD FLOOR)							
Room	Approx Sq Ft	Ceiling Height	Conference	Theatre	Classroom	U-Shape	Banquet
East D-M	14,193	-	-	1,850	588	-	768
East D	1,444	14'8"	42	119	45	32	64
East E	972	14'8"	32	70	40	26	48
East F	1,028	14'8"	32	84	48	26	48
East G	715	14'8"	24	50	24	21	32
East H	717	14'8"	24	50	24	21	32
East I	717	14'8"	24	50	24	21	32
East J	1,030	14'8"	36	84	42	25	48
East K	980	14'8"	32	70	42	25	48
East L	1,363	14'8"	44	119	45	35	64
East M	5,289	16'	-	663	216	-	244
East N-O	6,428	14'8"	-	780	270	-	400
East N	3,529	14'8"	-	380	144	-	248
East O	2,892	14'8"	-	352	120	-	192
VIP Lounge	2,790	9'4"	-	-	-	-	-



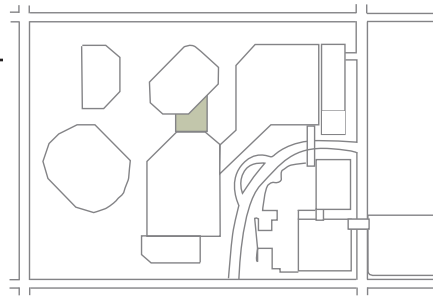
SOUTH MEETING ROOMS



SOUTH MEETING ROOMS							
Room	Approx Sq Ft	Ceiling Height	Conference	Theatre	Classroom	U-Shape	Banquet
South A-J	14,530	13'11"	-	1,440	540	-	768
South A	919	13'11"	28	72	26	22	40
South B	771	13'11"	24	52	20	20	32
South C	655	13'11"	20	46	22	20	56
South D	840	13'11"	28	75	24	24	64
South E	900	13'11"	28	70	38	21	64
South F	900	13'11"	28	70	38	21	64
South G	1,011	13'11"	30	82	38	29	72
South H	1,224	13'11"	34	114	44	26	64
South I	1,240	13'11"	34	114	44	29	64
South J	6,127	13'11"	-	620	225	-	352

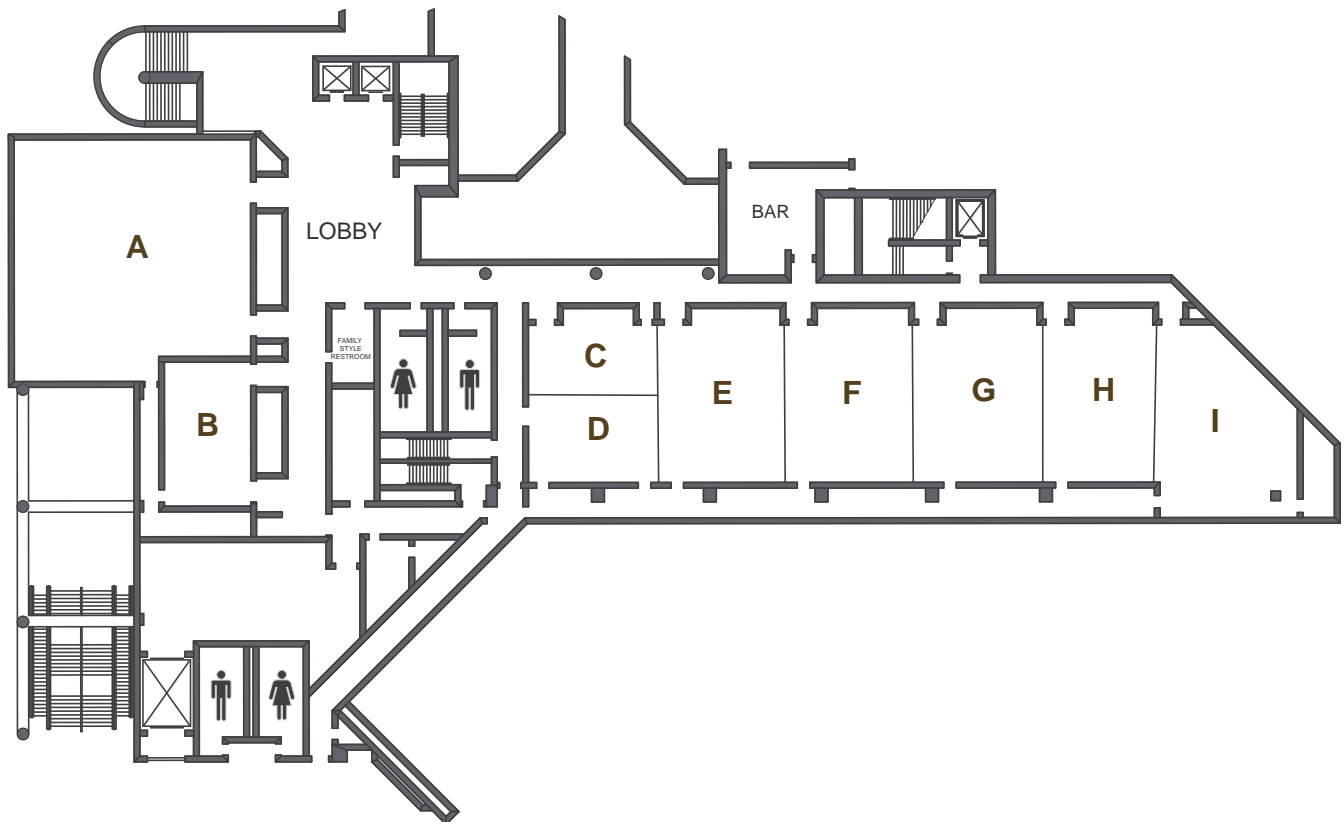


NORTH MEETING ROOMS

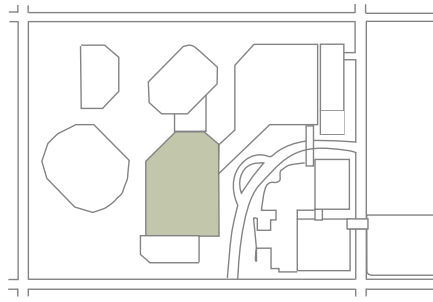


NORTH MEETING ROOMS

Room	Approx Sq Ft	Ceiling Height	Conference	Theatre	Classroom	U-Shape	Banquet
North A	3,848	12	84	350	181	62	192
North B	904	11'3"	32	90	36	26	48
North C-I	9,574	12'	-	800	330	-	432
North C	703	12'	26	48	24	28	40
North D	905	12'	32	75	27	28	48
North C-D	1,608	12'	50	130	56	42	96
North E	1,667	12'	52	176	60	42	96
North F	1,653	12'	52	176	60	42	96
North G	1,655	12'	52	176	60	42	96
North H	1,275	12'	44	132	44	39	64
North I	1,726	12'	43	154	72	37	72

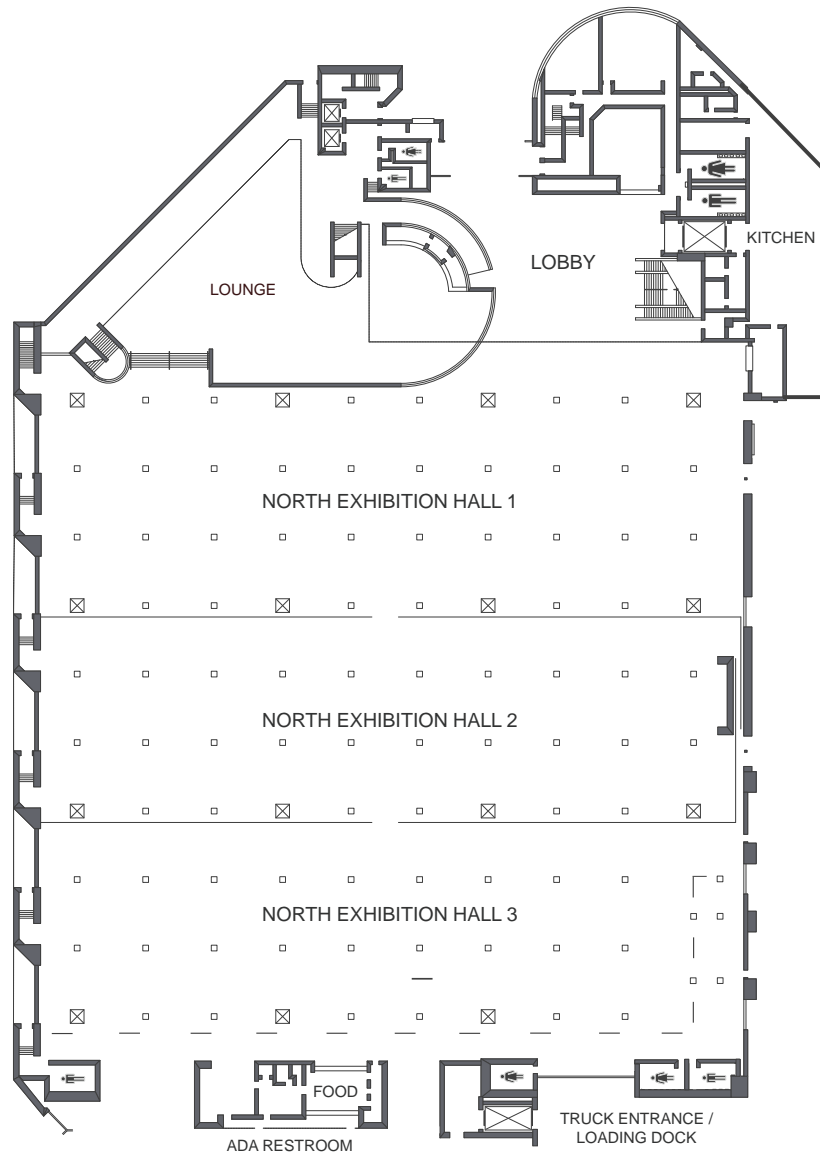


NORTH EXHIBITION HALLS

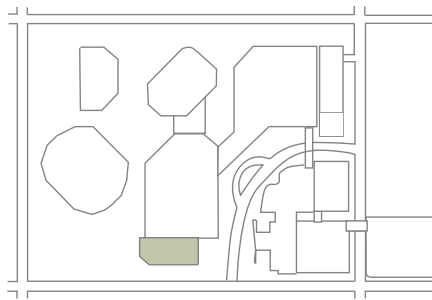


NORTH EXHIBITION HALLS

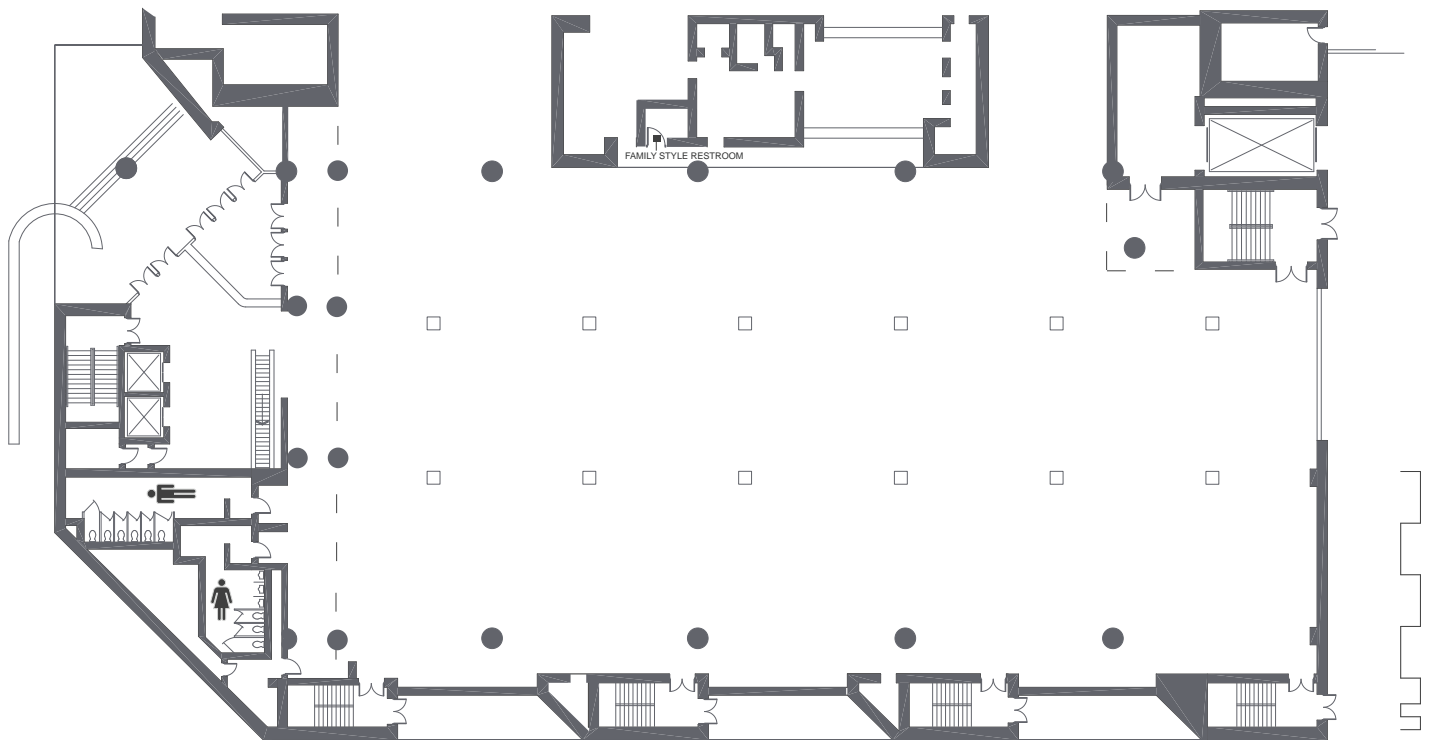
Room	Approx Sq Ft	Ceiling Height	10'x10' Booths	Theatre	Classroom	Banquet Round
North	90,000	25' 10"	428	9,656	3,360	5,000
North 1	30,000	25' 10"	120	2,800	1,044	1,600
North 2	30,000	25' 10"	116	2,800	1,044	1,600
North 3	30,000	25' 10"	116	2,800	1,044	1,600

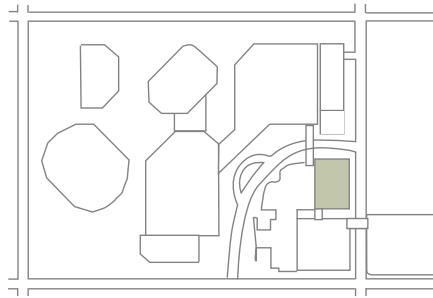


SOUTH EXHIBITION HALLS



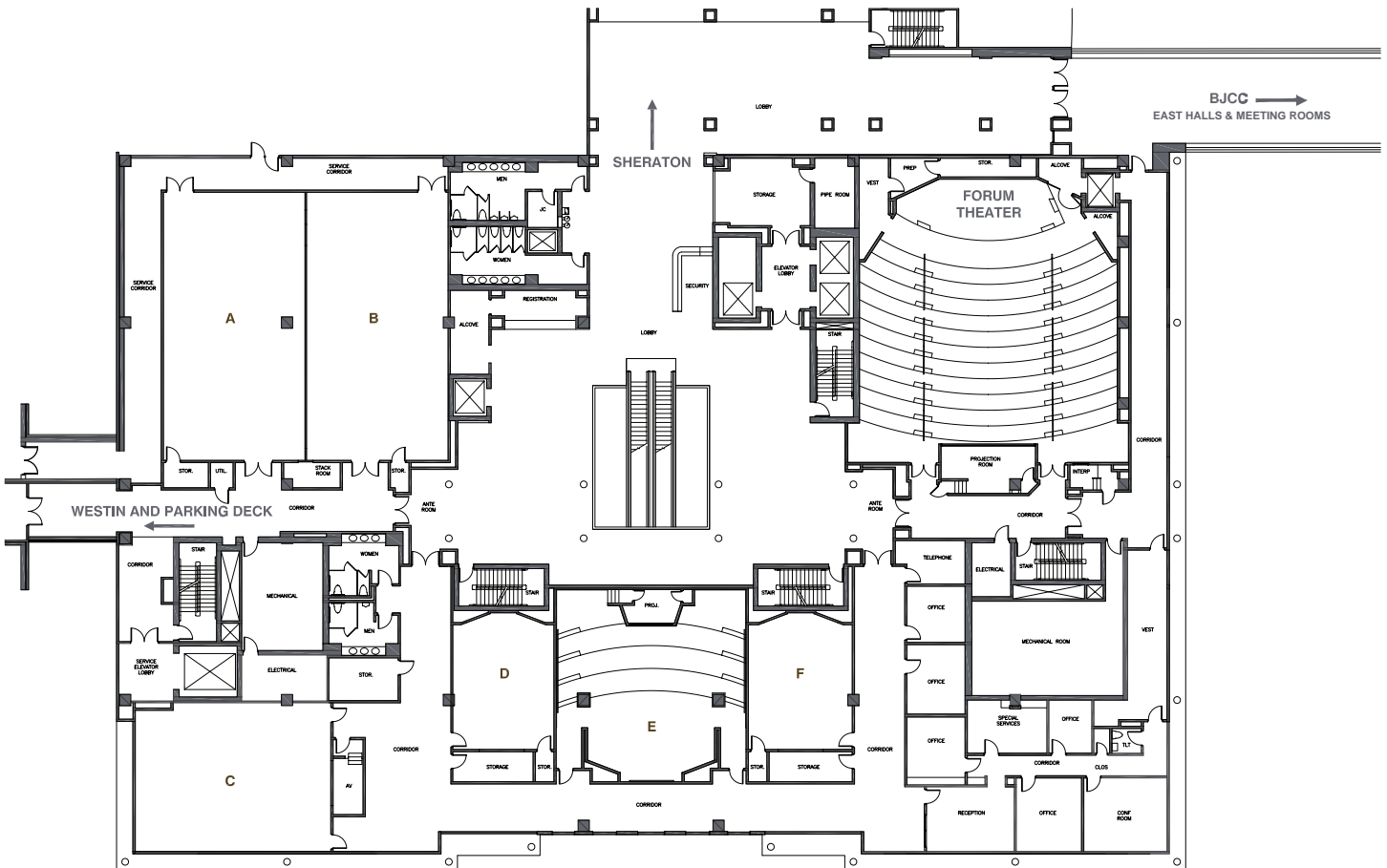
SOUTH EXHIBITION HALLS						
Room	Approx Sq Ft	Ceiling Height	10'x10' Booths	Theatre	Classroom	Banquet Round
South	21,182	20'	84	1,900	800	1,600



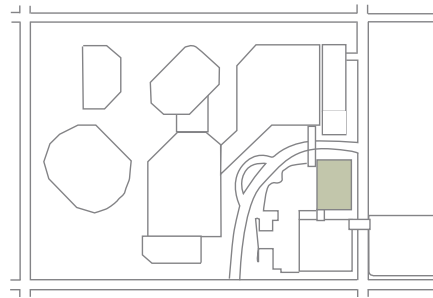


FORUM SECOND FLOOR

Room	Approx Sq Ft	Ceiling Height	Conference	Theatre	Classroom	U-Shape	Banquet
Theater	3,750		-	275	275	-	-
A	1,862	12'	54	192	66	47	112
B	1,900	12'	54	224	81	47	120
C	1,400	12'4"	40	168	54	38	96
D	639	10'	20	70	24	20	40
E	1,720	12"	-	-	51	-	-
F	632	10"	20	70	24	20	40

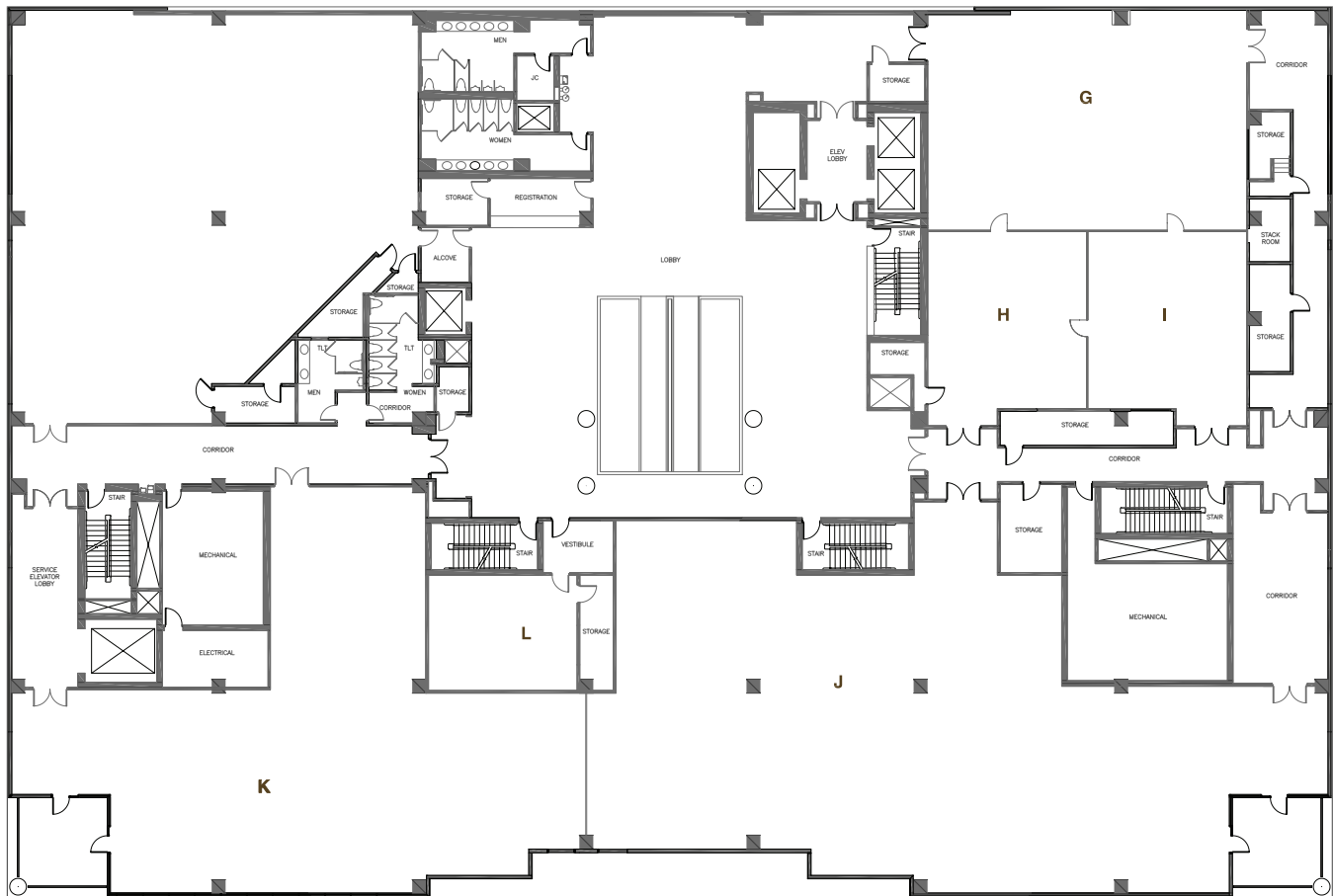


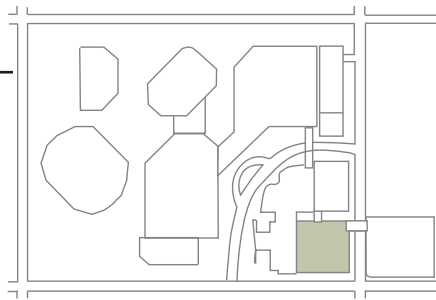
FORUM BUILDING



FORUM (3RD FLOOR)

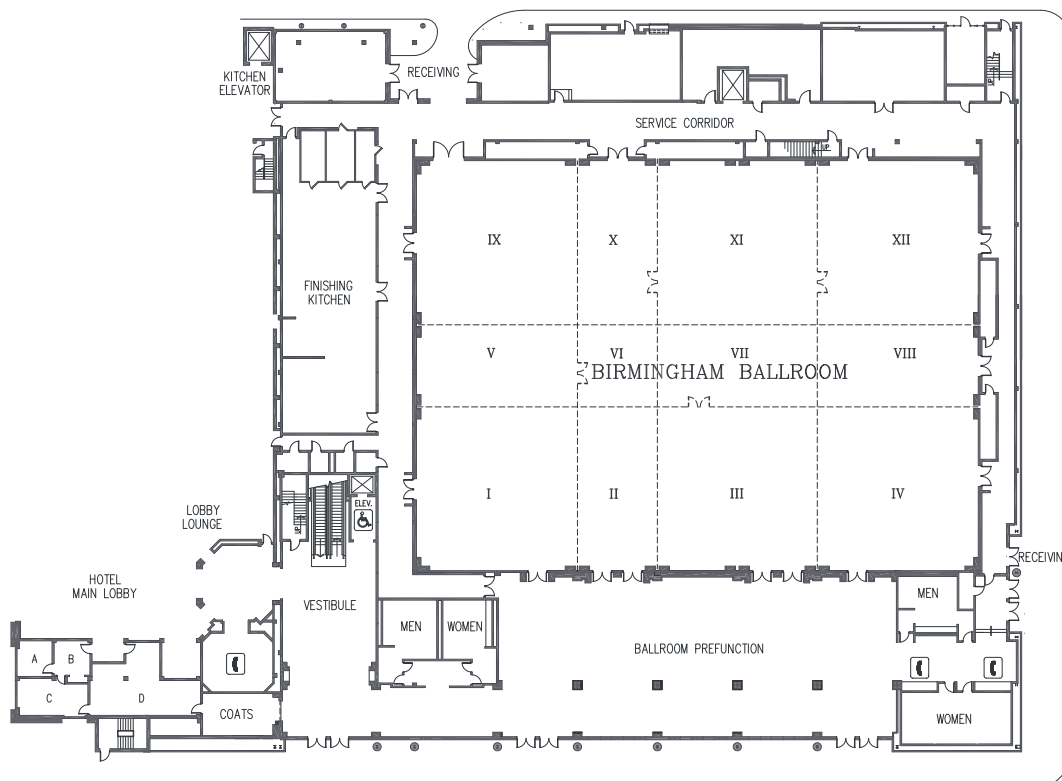
Room	Approx Sq Ft	Ceiling Height	Conference	Theatre	Classroom	U-Shape	Banquet
G	2,270	11'3"	64	210	96	52	160
H	958	11'3"	36	65	36	26	72
I	965	11'3"	36	65	36	26	72
G-I	4,192	11'3"	-	450	168	-	240
H-I	1,923	11'3"	56	200	72	48	144
J	6,300	12"	-	-	-	-	320
K	4,300	12"	-	200	96	-	168
JK	10,600	12"	-	-	-	-	480
L	548	10'1"	24	36	18	-	32





THE SHERATON BALLROOM						
Room	Total Area	Dimensions	Theatre	Classrooms	Banquet	Reception
Birmingham Ballroom	25,000	185' x 135'	2,500	1,500	1,700	2,900
Ballroom I	2,862	53' x 54'	300	160	200	335
Ballroom II Foyer	1,422	25'4" x 54'	-	-	-	170
Ballroom III	2,844	52'8" x 55'	300	160	200	335
Ballroom IV	2,862	53' x 54'	300	160	200	335
Ballroom V	1,431	53' x 27'	-	-	-	170
Ballroom VI Foyer	711	26'4" x 27'	-	-	-	80
Ballroom VII Foyer	1,422	52'8" x 27'	-	-	-	170
Ballroom VIII Foyer	1,431	53' x 27'	-	-	-	170
Ballroom IX	2,862	53' x 54'	300	160	200	335
Ballroom X Foyer	1,422	26'4" x 54'	-	-	N/A	170
Ballroom XI	2,844	52'8" x 54'	300	160	200	335
Ballroom XII	2,862	53' x 54'	300	160	200	335
Ballroom Prefunction	9,000	132' x 53' +	-	-	-	1,058
Ceiling Height: 20"						

Seating capacities may vary due to slight lines, head table, staging and audio-visual requirements.



CLIENT EVENT CHECK LIST



DUE DATE	ITEM TO COMPLETE
By Execution Date	License agreement signed and returned
30 Days Prior	Send certificate of insurance to sales contact when returning executed license agreement.
30 Days Prior	Send all event requirements to event manager
14 - 21 Days Prior	Send all audio visual requirements
14 Days Prior	Send all communications and technology requirements Received and returned event document to event manager
10 - 14 Days Prior	Received audio visual, communications and food and beverage quotes Sign quotes and return to appropriate party
Within 48 Hours After	Post-event inspection, including the recording of any damages found

***Note: Your event document and quote dates may vary depending on the timeliness of the information that we receive.**

FACILITY GUIDE

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AUGUST 2017