



IRVING
CONVENTION CENTER
AT LAS COLINAS



Exhibitor Kit

WELCOME



WELCOME TO THE IRVING CONVENTION CENTER AT LAS COLINAS

The Irving Convention Center, built in 2011, is a multilevel innovative facility with about 100,000 square foot of meeting/event space. Ideally situated on 40 acres in the heart of Irving's Las Colinas Urban Center, the Irving Convention Center is just one phase of a mixed-use entertainment district that includes a 350-room Westin Convention Center Hotel and the \$173 Million entertainment complex, the Toyota Music Factory, which is anchored by an 8,000-seat indoor/outdoor amphitheater operated by Live Nation.

As an exhibitor, we want to provide you with comprehensive information about all of the services you'll need for a successful experience at the Irving Convention Center. An array of tools are available which may be customized to fit your particular needs. The professional convention center staff is eager to assist you with the process.

Services our facility offers include:

- Complimentary WiFi
- Telecommunications
- Electrical and Utilities
- Equipment
- Superior Exposition Service Decorating
- J&S Audio Visual
- SAVOR... Food & Beverage

You can find detailed information on each service within this kit. We are looking forward to working with you and providing you with a memorable experience, and wish you great success during the event.

The Irving Convention Center Team

HOW TO GET HERE



From DFW International Airport

- Exit DFW Airport using the North exit
- Proceed and take HWY 114 East (John Carpenter Freeway)
- Exit O'Connor Boulevard
- Turn left on O'Connor Boulevard
- Pass under HWY 114 and then turn left on Las Colinas Boulevard
- The Convention Center will be on your left

From Love Field Airport

- Exit Love Field Airport and turn right onto Mockingbird Lane
- Pass under Harry Hines Blvd and I-35 and turn right onto HWY 183 West
- Proceed and merge onto HWY 114 West
- Exit O'Connor Boulevard
- Turn right on O'Connor Boulevard
- Turn left on Las Colinas Boulevard
- The Convention Center will be on your left

IRVING CONVENTION CENTER EXHIBITOR'S PROCEDURES & PROTOCOLS

YOUR SUCCESS IS OUR GOAL

WELCOME TO THE CONVENTION CENTER

Exhibitor Move-in / Move-out / Parking

- All exhibitor move-in and move-out must be handled/ executed through the Convention Center loading docks only. (See map on page 4.)
- All booths and freight, regardless of size, must come through the loading docks and be transported on freight elevators. For the safety of our guests, passenger elevators or escalators are prohibited for use in transporting booths or freight.
- Specific dates and times for your move-in will be given to you by your Show Manager. During these times, please pull around to the back of the Center to the loading docks. Please note that no vehicles will be allowed on the dock ramps or inside the hall without prior approval.
- "No parking" zones, tow away zones and other restricted areas will be strictly enforced.
- When loading and unloading, make certain you do not block exit doors or obstruct with freight, equipment, display material, trash, etc.
- Please do not leave vehicles unattended in the designated unloading areas.
- Please note that the speed limit in the parking garage, loading dock and driveway areas is 10 mph. Vehicles are to be operated in a safe and prudent manner. Any actions, including speeding, erratic driving, etc., deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
- All vehicles to be displayed on the Exhibit Hall floor must be pre-approved and meet Center guidelines. Please see Event Manager for details.
- Overnight parking is not allowed. The Center assumes no responsibility for vehicles left at the Center at any time.

Freight Deliveries

- All show/event freight inclusive of booth pieces are to be shipped to the show decorator and delivered to the Center during the designated move-in period. However, if there is no show decorator, the Center accepts advance freight deliveries for a nominal fee through J&S A/V at (972) 401-7748. Packages not prepaid will not be released to the exhibitor until payment is received. (See Material Handling Agreement on page 21.)
- The Center is not responsible for any equipment or materials stored at the facility.

Electrical, Telecommunications and Equipment

- The Convention Center uses Boomer Commerce online ordering site to help deliver accurate information. This will help collect all Electrical, Telecommunications and other needs that Exhibitors may have. Once Exhibitor Services receives the appropriate exhibitor list, each exhibitor will receive a personalized log-in to order Exhibitor Services items.
- Most simple electronics, i.e., televisions, computers, phone chargers, etc., require a simple 20 amp single phase 120V outlet. The Center provides these, as well as extension cords and power strips, for a fee.
- All electrical cords should be taped down with gaffers tape immediately after placement.
- The Convention Center provides, on an exclusive in-house basis, telecommunications services. The Event Manager can provide a Telecommunications form for you to complete and submit with payment prior to move-in.
- All Convention Center equipment (i.e., forklift, scissor lift, pallet jacks, ladders or any type of carts) is not for loan, or use, by exhibitors unless authorized/ pre-arranged with the assigned Event Manager.
- All "rigging" is exclusive to the Convention Center. Please contact J&S Audio Visual Services at 972-401-7748 for more detailed information.



Restricted Items

- Glitter and confetti are NOT permitted in the Convention Center. If participants use either of these items, the costs associated with the clean-up are the Licensee's responsibility.
- Helium balloons are NOT permitted inside the Convention Center. A \$100.00 fee will be charged for each balloon that has to be taken down from the ceiling. Guests will be asked to remove the balloon from the building and taken to their vehicle.
- No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
- Signs, decorations and related materials may not be taped, tacked, stapled, or nailed to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signage or banners may not be blocked in any manner. Temporary signs may not be attached to permanent Center signage. Contact your Event Manager to arrange for any special signage requirements.
- Candles are permitted with the approval of the City of Irving Fire Marshal Please see Event Manager for details. Allow no less than two weeks to send a request.
- Holes may not be drilled, cored or punched into any part of the Center or exterior premises.

- Service animals are permitted in the Center in accordance with ADA. Owner is responsible for Service animal. NO OTHER ANIMALS OR PETS ARE PERMITTED.
- The Irving Convention Center at Las Colinas is a drug-free and smoke-free environment. Smoking is not permitted within 25 feet of the building on the ground level.

Food and Beverage

- No outside food or beverage is allowed inside the building.
- Exhibitors are not allowed to sell any food or beverage products for consumption at anytime during an event unless proper approval has been given to the Exhibitor.
- Alcoholic beverages may not be brought into the Center.
- Center may prohibit the consumption of alcoholic beverages at any time. Individuals exhibiting behavior indicative of intoxication or the use of a mood-altering substance will be expelled from the Center premises.
 - *Serving alcohol at booths must be done exclusively by a TABC certified SAVOR...Las Colinas attendant/bartender. Alcohol must be purchased from Savor... Please allow no less than two weeks to order.*

CITY OF IRVING FIRE MARSHAL EXPECTATIONS

The provided document is intended to provide organizers and promoters with a synopsis of the fire code requirements during the planning phase of events taking place at the Irving Convention Center. Cooperative planning allows for flexibility and consideration of special circumstances that might arise during the planning phase of an event. Failure to provide plans can bring about circumstances that can limit the Fire Departments ability to consider alternative methods to achieve code compliance and safety, thereby requiring the Fire Department to enforce the Fire Code in its most strict interpretation. Such circumstances, in the most extreme cases, could force the Fire Department to shut down an event. Working together will significantly reduce the odds of such a circumstance from ever occurring.

Provided below are the general areas of concern for the ICC in regards to fire code compliance. Feel free to contact the Fire Marshal's Office anytime a question arises regarding fire code compliance.

Occupant Load (IFC 1002)

Occupant loads established by the Building Code Official shall be strictly adhered to. Signs shall be posted throughout the ICC as required by Code.

Definition – The number of persons for which the means of egress from a building or portion thereof is designed.

Site Inspection (IFC 109.3, 111.4)

The Fire Department shall conduct a site inspection prior to the event to ensure adequate time for mitigation measures for any fire code deficiencies. Any unacceptable issues found before or during the event can be cause for cessation of that activity or event until deficiencies are corrected. Events without plans and visits will be subject to stop orders.

Fire Lanes (IFC 503)

- Minimum width: 24 feet unobstructed with 14 feet of vertical clearance.
- Where fire lanes are required, approved signs or markings shall be provided to identify fire lanes so as to prevent obstructions.
- Fire Lanes must not be blocked at any time, for any reason.

Fire Extinguishers (IFC 906)

- For general fire protection a 2A-10BC size extinguisher is recommended and will be required throughout the building per code.
- Fire extinguishers must be inspected and tagged by a state-licensed inspector annually. Extinguishers without an inspection tag or with an expired tag will not be permitted.
- A class K rated portable extinguisher is required to be within thirty (30) feet of a cooking location. This is in addition to the 2A-10BC general fire protection extinguisher.

Exits (IFC Chapter 10)

- During event hours, exits may not be locked, fastened or blocked in any manner
- At outdoor events where patrons are assembled in a fenced, barricaded, or roped off area emergency exits must be provided. The size and number of these exits will be approved by the Fire Marshal's Office.
- Emergency exits must be marked by a durable weather resistant red sign with white lettering. The minimum size of lettering for such signs is six (6) inches in height with a 3/4 inch stroke (width).



Exterior Tents, canopies and other membrane structures (IFC 2401.1)

- A permit is required for tents or membrane structures with an area in excess of 400 square feet and canopies in excess of 1600 square feet.
- For assembly type tents assigned an occupant load of 50 or more people a detailed site plan is required. This plan should include details on exiting, seating, and any heating or electrical equipment.
- Tents, canopies and membrane structures shall not be located within 20 feet of other tents, vehicles or internal combustion engines. There shall be a fire break between tents with a minimum gap of 12 feet and be free of guy ropes or other obstructions.
- Tents, canopies and membrane structures must be properly anchored and braced to withstand weather conditions and protect against collapse.
- Before a permit is granted, a certificate of flame resistant treatment must be provided. Structures shall have a permanently attached label bearing the identification of size and fabric or material type. Hay, shavings or similar combustible material shall not be located within these structures.
- No combustible materials shall be stored within 20 feet of the exterior of the tent, canopy or membrane structure.
- Trash shall be removed daily.
- No fireworks shall be discharged within 100 feet of any tent, canopy or membrane structure.

Interior Tents, Canopies and Membrane Structures

Tents will not be allowed inside the ICC. Canopies will be allowed on a limited capacity.

Below are the requirements that must be followed.

- No canopy larger than 10x10 sq. ft. will be allowed.
- Canopies shall not be placed side by side, or back to back to create an overall canopy larger than 10x10 sq. ft.
- The minimum distance between canopies shall be 40 feet.
- Only one (1) canopy shall be allowed in a 4,000-square-foot area.
- There shall be a 2A-10BC fire extinguisher placed at each canopy.
- Vehicles will not be allowed to be stored underneath canopies inside the ICC.

Display of Motor Vehicles inside The ICC (IFC 2404.18)

- Disconnect batteries
- No fueling or defueling inside the ICC
- Fuel in tank shall not exceed one-quarter tank or 5 gallons whichever is less.
- Fuel tank openings shall be locked or otherwise secured.
- Drip Pan under vehicle to catch any fluid residue
- Client to turn keys over to the ICC Security Office.

Food Preparation During Exhibition or Demonstration

Food shows present a special hazard for fire and life safety. The following regulations are provided in order to mitigate as many of these hazards as possible.

1. All food shows must be permitted by the Irving Fire Department. The following are required for this purpose:
 - Layout of show, including aisle widths, exit doors, fire extinguisher type and placement, cooking appliances, seating, stages, etc.
 - UL listing on all cooking appliances. Cut sheets must be supplied.
 - Layout of individual booths where there will be cooking.
2. Cooking and/or warming appliances must be isolated from the public. Place a minimum of 4' back from the booth, or provided with a barrier between the cooking/warming device and the public.
3. Individual cooking/warming devices shall not exceed 288 sq. in. surface area.
4. A minimum of 2' shall be kept between cooking devices.
5. The surface which holds the cooking/warming device shall be of a non-combustible material.
6. Combustible materials shall be kept a minimum of 2' away from cooking/warming devices.
7. A minimum 2A-10BC fire extinguisher and a lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.
8. Canned Heat is allowed for warming only and must not be refillable. An approved safety can must be provided where Canned Heat is used for disposal of the empty cans. (See Event Manager for details.)
9. Candles are not allowed for cooking or warming.
10. No flaming food preparation allowed in booths.
11. No propane or butane allowed for cooking or warming.
11. Deep fat fryers require splash guards on 3 sides. A class K fire extinguisher is required where deep fat fryers are used.



**Irving Convention Center
at Las Colinas**

500 W Las Colinas Boulevard

Irving, Texas 75039

[972] 252 7476

fax [972] 401 7729

irvingconventioncenter.com

irvingtexas.com



ELECTRICAL SERVICE ORDER FORM



Irving Convention Center at Las Colinas an ASM Global Managed Facility

500 W. Las Colinas Blvd. Irving, Texas 75039

Phone: 214-846-1642



If you have questions please email: onlineorders@asmicc.com

Event Name:	Event Date:
Exhibitor Name:	Booth #

*Advance Rate applies if ordered **ONE** week prior to Load In Date, if received after that date On Site Rate Applies

STANDARD ELECTRICAL DROPS				
Quantity	Description	Advance Rate*	On Site Rate	Amount
SINGLE PHASE 120V				
	up to 20 Amps Single Phase 120V	\$145	\$205	\$
THREE PHASE 208V				
	30 Amps Three Phase 208V	\$330	\$400	\$
	100Amps Three Phase 208V	\$660	\$725	\$
	200 Amps Three Phase 208V	\$935	\$1,000	\$
	400 Amps Three Phase 208V	\$1,320	\$1,400	\$
ADDITIONAL SERVICES				
Quantity	Description		Price	Amount
	Extension Cord 15'		\$20.00	\$
	Extension Cord 25'		\$30.00	\$
	Extension Cord 50'		\$60.00	\$
	Power Strip		\$20.00	\$
CUSTOM ELECTRICAL WORK*				
Quantity	Description		Hourly Rate	Amount
	On floor Electrician (1hr Min)		\$150.00	\$
	Evening/Weekends/Holidays (1hr Min)		\$200.00	\$
Fee for Faxed or Mailed in Orders (Please use Online Order System to Avoid)				\$ 10.00
				Tax (8.25%) \$
				Total Due \$

NEMA Configuration:

Direct Connection Wire Required
Yes____ NO____

Type

3 Wire_____

4 Wire_____

5 Wire_____

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

REAR

LEFT

RIGHT

AISLE

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

()American Exp ()Visa ()Master Card CC# _____

Name on Card: _____ Exp.Date_____ Security Code _____

Address: _____ City_____ ST_____ Zip_____

(address must match where card statement is mailed)

Email Address: _____ Phone #: _____

I authorize SMG - Irving Convention Center at Las Colinas to charge my credit card for services listed and have read the terms and conditions on page two of this form.

Authorized Signature _____

ELECTRICAL SERVICE ORDER FORM

INFORMATION AND CONDITIONS

The Irving Convention Center at Las Colinas is the exclusive provider of electrical services within its facilities and property. This includes all exhibit halls, meeting rooms, and temporary structures, inside or outside the facility.

All energizing of electrical services is to be completed/performed by ICC personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by ICC personnel. ICC electricians will evaluate the booth at the time of connection to ensure compliance with electrical codes. If the electrical supervisor determines that the booth electrical is not code compliant, the exhibitor will have the option to make the appropriate changes or hire an ICC electrician to do so. If the exhibitor performs the changes, labor charges for an ICC electrician to re-evaluate and energize the booth will be incurred. Standard labor and material rates will apply if additional labor is requested or required.

SERVICE ORDER INFORMATION

- 1.) Booth number and location of electrical must be identified on the face of this form. Incomplete information may delay processing the order.
- 2.) No credit can be issued on services installed and not used. Service cancelled prior to decorator move-in will be subject to a \$25.00 processing fee.
- 3.) ALL ISLAND BOOTHS WILL REQUIRE A SCALED DIAGRAM INDICATING ORIENTATION OF BOOTH.
- 4.) It is our policy to settle all service, labor and billing disputes as soon as possible. No adjustments will be made unless reported to the service desk prior to the close of the show.
- 5.) Credit cards will be processed at time of submittal. Any card that is denied by the card company may not be processed a second time. Alternative payment must then be arranged. Therefore, please check the accuracy of payment information submitted, including the address, which should match the address where you receive your card statement.
- 6.) If paying for electrical service by check, please submit payment at least ten (10) days in advance to allow time for processing. Checks will not be accepted as payment the day of the event.
- 7.) **LABOR** – Charges will be made in ½ hour increments. Supervision time will be charged at a rate of ½ hour for each four hours labor. **NOTE:** Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed. Standard pricing as follows.
 - a.) Mon-Fri 8 am to 5 pm - \$150.00/hr
 - b.) Mon-Fri 5 pm to 8 am - \$200.00/hr
 - c.) Sat, Sun and Holidays - \$200.00/hr

IMPORTANT BUILDING REGULATIONS

- 1.) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc.
- 2.) Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Electricians are authorized at any time to enter your booth and request vendor items to be moved to access floor box.
- 3.) All approved electrical cords must be at least 14 gauge and 3-wire grounded type. Two-wire cords (zipcords or ripcords) are UNACCEPTABLE unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- 4.) ICC is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
- 5.) All equipment, regardless of source of power, must comply with Federal, State and Local codes. The ICC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The Electrical Supervisor is obligated to refuse connection when wiring is not in accordance with the City Electrical Ordinance.
- 6.) All material and equipment furnished by the ICC shall remain the property of the ICC and shall be removed only by ICC personnel at the close of the show.
- 7.) Wall outlets and post outlets are not a part of booth space.
- 8.) Separate outlets must be ordered for each booth requiring power.
- 9.) ICC conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay standard rates for additional or unauthorized use of power. Power may be disconnected pending full payment.
- 10.) ICC is not responsible for show layouts which could result in a floor box in the middle or front of your booth.
- 11.) **ELECTRICAL VOLTAGE AVAILABLE**
 - a.) AC, 20 amp, 120V, single phase
 - b.) AC, 30 amp, 208V, 3 phase
 - c.) AC, 100 amp, 208V, 3 phase, 5 wire in select locations
 - d.) 200 amp and 400 amp power available upon request in select locations. Prior arrangements must be made.

Network Services Order Form (Exhibitor)

Event Contract #: _____
(office use only)



Irving Convention Center at Las Colinas an ASM Global Managed Facility
500 W. Las Colinas Blvd. Irving, Texas 75039
Phone: 972.401.7702



onlineorders@irvingconventioncenter.com

Event Name:	Event Date:
Exhibitor Name:	Booth #

*Advance Rate applies if ordered **ONE** week prior to Load In Date, if received after that date On Site Rate Applies

Standard Hardwired Internet Connections					
Daily Rates					
Quantity	Description	Speed (mbps)	Advanced Rate	On-Site Rate	Amount
	Shared Internet Connection (1 IP)	5/5	\$ 500.00	\$ 650.00	\$
	Shared Internet Connection (1 IP)	10/10	\$ 800.00	\$ 950.00	\$
	Shared Internet Connection (1 IP)	15/15	\$ 1,300.00	\$ 1,450.00	\$
	Shared Internet Connection (1 IP)	20/20	\$ 1,400.00	\$ 1,550.00	\$
	Additional Shared IP Addresses		\$ 100.00	\$ 250.00	\$
	Private VLAN up to 30 IPs	5/5	\$ 1,200.00	\$ 1,500.00	\$
	Private VLAN up to 30 IPs	10/10	\$ 1,300.00	\$ 1,600.00	\$
	Private VLAN up to 30 IPs	15/15	\$ 1,400.00	\$ 1,700.00	\$
	Private VLAN up to 30 IPs	20/20	\$ 1,500.00	\$ 1,800.00	\$
	Additional Private IP Addresses		\$ 100.00	\$ 150.00	\$
Higher Speeds are available but must be contracted 5 business days before event load in.					
DEDICATED INTERNET (Webcasting/Public IPs/Non-Firewalled, DHCP/STATIC)					
Must be contracted 48hrs Prior to Use		Daily		3-Day	Amount
	Dedicated Service (1 IP Address)	5/5	\$ 550.00	\$ 700.00	\$
	Dedicated Service (1 IP Address)	10/10	\$ 900.00	\$ 1,100.00	\$
	Dedicated Service (1 IP Address)	15/15	\$ 1,350.00	\$ 1,400.00	\$
	Dedicated Service (1 IP Address)	20/20	\$ 1,500.00	\$ 1,600.00	\$
Higher Speeds are available but must be contracted 5 business days before event load in.					
Exhibitor Private VLAN through Wi-Fi					
Private VLAN is achieved through a private passphrase entered into the exhibitor SSID, hardwire option not available					
Quantity	Description	Speed (mbps)	Advanced Rate	On-Site Rate	Amount
	Exhibitor Wi-Fi Private VLAN up to 6 IPs	10/10	\$ 2,000.00	\$ 2,250.00	
	Exhibitor Wi-Fi Private VLAN up to 6 IPs	20/20	\$ 2,500.00	\$ 2,750.00	
	Exhibitor Wi-Fi Private VLAN up to 6 IPs	30/30	\$ 3,000.00	\$ 3,250.00	
	Exhibitor Wi-Fi Private VLAN up to 6 IPs	50/50	\$ 4,000.00	\$ 4,250.00	

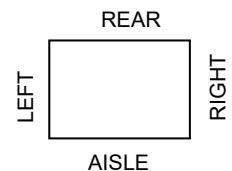
Wi-Fi Information

Wi-Fi is available during your event, the center offers 5/5mbps for free over the ICC Guest Network. It is shared internet connection with everyone in the building unless noted. Exhibitor Wi-Fi is available during an event, the center offers 10/10mbps for free, Exhibitors will be provided with a passcode to get on to the Exhibitor Wi-Fi.

Please see the Exhibitor Services Desk for Passcode.

Booth Position

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below. (please circle)



HOW TO ORDER

Exhibitors you can use the online portal to order above services or you can email your order form and a credit card link will be sent to your email to complete purchase.

Licensee please contact your Event Manager to order above services.

All rates are good until September 30, 2025