

# EVENT RESOURCE GUIDE



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS



Thank you for choosing the Kay Bailey Hutchison Convention Center Dallas!

The entire Kay Bailey Hutchison Convention Center Dallas (KBHCCD) team looks forward to working with you. Our experienced staff is committed to providing you and your attendees with the highest level of customer service – ensuring the best event possible while in Dallas.

We partner with some of the most prestigious companies in the industry to provide your attendees with products and/or services of the highest level while at our facility. Centerplate, KBHCCD's exclusive food and beverage provider, is one of North America's largest catering companies and works with clients to create tailored, one-of-a-kind menus, often locally sourced, that will be sure to impress. Smart City Networks, KBHCCD's exclusive telecommunications provider, is the nation's leading connectivity supplier for convention centers and hospitality venues offering innovative, state-of-the-art solutions for our clients. Freeman Audio Visual, KBHCCD's exclusive production rigging and preferred audio/visual provider, is a global company of thinkers, designers, and doers focused on connecting people in meaningful ways, driven by purpose, and guided by values founded for nearly a century.

We care about the success of our customers, our community, and our service partners. As a commitment to you, the Spectra continues to make enhancements and upgrades to our facility. KBHCCD was awarded a LEED – EB Certification from the United States Green Building Council, encourages sustainable practices in our operation, through our EMS 14001 certification, and hosts multiple "green" meetings. Also of note are KBHCCD's Safety and Quality initiatives; KBHCCD holds certifications for an OHSAS 18001 Safety Management Systems, and an ISO 9001 Quality Management System.

A professional and courteous attitude, listening to our clients' needs, and offering creative solutions with timely and honest feedback are fundamental to our culture and are necessary to accomplish our mission. KBHCCD and its partners are ready, willing, and able to assist with your event's planning and execution to ensure that *Dallas Delivers* a world class experience for you and your attendees.

Welcome to Dallas!

*Spectra Venue Management*

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**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS



**SPECTRA**

650 South Griffin Street  
Dallas, Texas 75202

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This Event Resource Guide, effective as of **MAY 22, 2019**, acts as an extension of the Kay Bailey Hutchison Convention Center Dallas contract. It is designed to give the Lessee, its exhibitors and contractors a guideline for operating at the KBHCCD. Every event is different and the Guide cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this handbook, please know that the KBHCCD reserves the right to determine necessary consideration or stipulations on an as-needed basis. Our sole effort is to ensure the success of your event and to guard the safety and experience of all visitors. We know that you will appreciate our efforts.

This document is subject to change. For the most current version, please visit our website:

<http://www.dallasconventioncenter.com>

## **MEET YOUR TEAM**

Several KBHCCD Divisions are available to assist you as members of your planning team. These are the key players who work on your behalf with the rest of our staff before, during, and after your event.

### **SALES**

Our sales team is your first contact with the KBHCCD. We work with you to book your event and administer your contract.

When it is time to think about future dates here at the KBHCCD, call us at (214) 939-2750. The Sales Division works in partnership with VisitDallas to book our facility. If you are interested in exploring dates within the next 18 months, please call us directly at (214) 939-2750. If your plans are for the more distant future, **call (214) 571-1000, to talk to our partners, VisitDallas, or visit their website <http://www.visitdallas.com/>.**

Your KBHCCD Booking Coordinator is your main liaison for questions regarding contract language and insurance details.

### **MARKETING**

Once you have determined KBHCCD is the place for your event, our marketing team will work with you to customize your banner, marketing, advertising, and social media strategy.

We can help you reach guests and exhibitors with important messages before, during, and after your event. We offer onsite advertising opportunities; welcome messaging; local press release distribution; social media support; time lapses; video packages; and post event surveys.

Basic marketing services and some onsite advertising is included with your booking; those not included can be customized into packages or a la carte options specific to your event's needs. For more information about how our Marketing Team can serve you, **call (214) 939-2522 or email [leslie.gilbert@spectraxp.com](mailto:leslie.gilbert@spectraxp.com)**

### **EVENT SERVICES**

After contracting your event, you will be assigned an Event Manager/Coordinator to serve as your liaison to the KBHCCD staff from initial planning through move out. Use your Event Manager/Coordinator as the principal source of information during the planning process and upon your arrival.

Our teams work with and around your event schedule for setups, cleaning, special lighting, and HVAC needs. When you provide the Event Manager/Coordinator with facility and setup information, we will communicate the requests efficiently. To ensure a smooth planning process and to help us deliver the best level of service, you will be supplied a timeline of important dates.

**NOTE:** provide your Event Manager/Coordinator with your event requirements a minimum of 30 days prior to the move in day of your event.

### **UTILITY SERVICES (ELECTRICAL AND PLUMBING**

A Customer Service Representative will be assigned to your event and be available by phone or email, prior to your arrival, as well as onsite during the event to assist you with utility services. Offerings include electrical, plumbing, compressed air, natural gas, and water hook-ups services.

## SECURITY

The primary goal of the Security Division is to protect people and assets. This Division is supported by a Security Manager and Supervisor who oversee 24-hour perimeter security of the facility, event security, and emergency medical services. Our Security Division looks forward to becoming an extension of your event security staff to ensure a successful and safe event.

During the planning process, our Security Supervisor will work closely with your Event Manager to assist with scheduling your event security and emergency medical service needs. The Security Supervisor will walk you through the appropriate documents needed, such as:

- Floor plans
- Event security staffing plan
- Emergency medical plan
- Traffic plans (handled by Parking Manager and reviewed by the Security Supervisor).

## RESOURCES

### ACCESSIBILITY (ADA)

It is the Lessee's responsibility to provide non-permanent accessibility requirements, such as, but not limited to, hearing-assistive or visually assistive devices, and temporary seating accessibility and/or interpreters.

### ADVERTISING ([SEE BANNERS AND SIGNAGE](#))

KBHCCD offers a variety of paid onsite options for lessee and other groups or companies interested in advertising and installing show banners. Options include LCD messaging and videos; mobile charging stations; window and mirror clings; and, internal and external banners. We also help with social media marketing and press release distribution to local media. For further information, **call (214) 939-2522 or email [alex.gilbert@spectraxp.com](mailto:alex.gilbert@spectraxp.com)** to contact our KBHCCD Marketing Team.

**NOTE:** Banner and Advertising Plans are due to KBHCCD Marketing Team at least 60 days before your show's start date.

Submit a Banner and Advertising Plan for a quote.

### AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

KBHCCD has Automatic External Defibrillators (AEDs) strategically placed throughout the building. Check with your Event Manager/Coordinator for specific locations of this equipment.

### AFFIXING OF DECORATIVE MATERIALS

Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to doors, ceilings, walls, floors, painted surfaces, fire sprinklers, columns, windows, or any other location within KBHCCD. Please inform all show management staff, speakers, exhibitors, contractors, vendors, etc. of these rules. Check with your Event Manager/Coordinator for further information on appropriate display methods in the Convention Center. All damages will be charged directly to Lessee.

Please contact your Event Manager/Coordinator should you have any questions or need more information.



## **AIR CONDITIONING AND HEATING**

KBHCCD provides heating or cooling in the exhibit halls during show hours, rehearsals, and in-hall registration up to 16 hours per day. Heating or cooling is not provided on non-event days, except when conditions warrant limited heating or air conditioning for health and safety reasons.

The default temperature set point for events is **70°F to 74°F** for cooling and **68°F to 72°F** for heating, per Energy Star guidelines and summer heat index or winter freeze advisory. Any temperature set outside of these set points incurs an energy surcharge.

**PLEASE NOTE:** Changes to the temperature, once it has been set, may take up to 1-2 hours for a noticeable difference.

Air conditioning or heating in exhibit halls during move in and/or move out, or HVAC service requested beyond 16 hours on leased show days shall be provided at the prevailing, per exhibit hall, hourly rate. The meeting rooms used as show offices will receive air conditioning or heat from move in through move out.

[SEE ATTACHMENT A - KBHCCD EQUIPMENT AND SERVICE RATES \(OVER 14 HOURS PER DAY FEES\)](#)

## **ALCOHOLIC BEVERAGES**

In compliance with Texas Alcoholic Beverage Commission laws, no alcohol may be brought onto or removed from KBHCCD designated areas, except by the exclusive Food and Beverage provider to KBHCCD. Additional security requirements are imposed for events where alcohol is sold and/or consumed. No alcoholic beverages are permitted to be brought into the facility via the Omni Skybridge.

## **ANCHORING AND DRILLING**

Anchoring and/or drilling on any KBHCCD surface (indoor and/or outdoor) is strictly prohibited. Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **ANCILLARY CHARGES**

During your budget planning process, please contact your Event Manager / Coordinator to help identify possible charges based upon your event needs to minimize any unexpected charges.

## **ANIMALS AND PETS**

KBHCCD allows people to bring their service animals (any guide dog, signal dog or other animal trained to aid an individual) onto the premises.

**NOTE:** Notify your Event Manager / Coordinator 30 days in advance of the event date for any domesticated animal (cat, dog, etc.) to be allowed to appear in a show or booth.

The following must be adhered to while any domesticated animal is on the property:

- The animal present must have some relevance to the booth or show (e.g., a dog used in commercials, films, etc.).
- Animals may not remain in the building overnight.
- A trainer and/or owner must always accompany the animal(s).
- The trainer and/or owner will be responsible for care and cleaning up after the animal(s).
- All current tags and/or immunizations are required before bringing the animals into KBHCCD.
- Animals must be kept 60 feet from any food locations.
- Lessee is ultimately responsible for the liability and sanitary needs associated with the animals.

## **ANIMALS AND PETS, *cont'd***

Any animal, other than a common domesticated species and regardless of state or duration of captivity, that poses a potential physical or disease threat to the public or that is protected by international, federal or state regulations, may be considered on an individual basis. A Variance Request, with approval of Show Management, must be submitted to the Event Manager/Coordinator, a minimum of 30 days prior to the first move in day of your event. Your Event Manager/Coordinator will provide further information for review by the City of Dallas Animal Control Department.

Animals present at an event/show/meeting require additional General Liability, in the amount of \$500,000 for each claim, covering any bodily injury (BI) and property damage (PD) caused by animals. Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **ANTI-IDLING ORDINANCE**

In cooperation with City of Dallas environmental practices, KBHCCD enforces an anti-idling ordinance based on a 5-minute maximum idle time. Exceptions are granted for safety, security, traffic, or queuing purposes.

## **AUDIO/VISUAL EQUIPMENT**

As the preferred Audio/Visual provider at the Kay Bailey Hutchison Convention Center Dallas, Freeman Audio Visual can provide details for all the in-house audio/visual capabilities each event may require. From built-in audio throughout the meeting rooms to house lighting in ballrooms, along with the staff to implement and operate, Freeman Audio Visual can deliver on all event needs.

Freeman Audio Visual may also assist with designing productions from the ground up to include the essential elements of Audio, Video, Lighting, Rigging, and Staging alongside more advanced offerings such as Projection Mapping and Live Event Streaming, to help create a memorable experience for all attendees.

By infusing technology throughout each event to provide not just the experience audiences expect, the Freeman Audio Visual experts know how to leverage creativity and design to provide an experience that surpasses expectations.

For any Audio/Visual or Rigging event needs, please contact the Freeman Director of Audio Visual to begin planning and preparing.

## **BALLOONS**

Helium-filled balloons are not allowed (including distribution and sale). Static helium balloon displays are permitted as an integral part of the exhibit. Any helium-filled balloons, such as advertising balloons, larger than 18 inches, may be used only if they are securely anchored to the exhibit.

Please notify your Event Manager/Coordinator of all balloon displays a minimum of 30 days prior to the move in day of your event.

**NOTE:** Storage of helium or compressed air cylinders is prohibited in the building.

Lessee is responsible for all costs in retrieving all helium balloons that may escape and float to the ceiling or other areas. Labor and equipment (may include aerial lift) costs associated with the removal of balloons will be charged to Lessee at the prevailing rate. Balloon drops are allowed with a fee assessed for cleanup. Due to the proximity of the heliport, FAA Regulations prohibit balloons from being released outside.

## **BANNERS AND SIGNAGE**

Share your marketing or event message with meeting attendees by taking advantage of our onsite advertising opportunities. For an overview of available space please visit our website <http://www.dallasconventioncenter.com> ([SEE ONSITE ADVERTISING SIGNAGE GUIDE](#)).

All shows must submit a Banner & Advertising Plan to our Marketing Team at least 60 days before the event move in date for KBHCCD approval. Failure to submit a Banner and Advertising Plan could result in additional charges on the show's final invoice. Certain applications may incur additional fees. For more information, call (214) 939-2522 or email [alex.gilbert@spectrarp.com](mailto:alex.gilbert@spectrarp.com).

Show banners and signage, leased by approved methods, and may be displayed in designated areas in or around the exhibit hall. In any location, the ventilation system may not be blocked. KBHCCD maintains the right to refuse signage based on content and/or location. All materials must be approved by the marketing team prior to your event. Any damage to the facility caused by banners and signage will be charged at the prevailing rate.

Show banners hung over the existing graphics in A/B Upper Lobby must be hung from the extension clamps on the permanently installed rod to avoid potential damage.

Nails, screws and/or any type of tape or adhesive may not be used to hang signs and banners on walls, doors, columns, room and/or directional signs or any painted surface. Only existing eyebolts may be used for hanging. No additional eyebolts may be drilled in any location. No mechanical fasteners of any kind may be used in the installation of magnetic signage.

Signs (i.e. static cling, etc.) placed on windows above the entrance doors, around and/or between the escalators or stairs, or any other surface, must not leave any residue. Banners and signage will not be allowed to cover State Certifications and fire safety equipment.

Installation of graphics between escalators is allowed on a case-by-case basis and must be approved by our Marketing Team and Facility Manager a minimum of 30 days prior to the move in day of your event. Any damage to the escalators will be billed to lessee at prevailing rates.

Vehicles with advertising that may conflict with an event may not be parked on KBHCCD property. Vehicles used as part of an outdoor exhibit must be approved by KBHCCD and included in the Event Parking and/or Traffic Plan due to your Event Manager/Coordinator 30 days prior to move in.

\*See KBHCCD Reopening Plans for further details.

## **CABLE TELEVISION SERVICES**

Cable television is provided by Spectrum. Please contact your Event Manager/ Coordinator for more information regarding requirements and applicable pricing.

## **CANDLES AND OPEN FLAME**

In accordance with applicable Fire Safety Codes, KBHCCD does not allow candles and/or open flame in any location, unless otherwise approved by the Fire Marshal.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **CLEANING ([SEE HOUSEKEEPING](#))**

## **COAT AND BAGGAGE CHECK**

Coat and/or baggage check service is available and should be considered when planning your event. Contact KBHCCD's exclusive Food and Beverage provider for more information regarding costs and scheduling.

\*See KBHCCD Reopening Plans for further details.

## **COMMON AREAS AND LOBBIES**

The desired use of any common, non-leased area, including lobby space, needs to be reviewed in advance with your Event Manager/Coordinator and is subject to the review and approval of the Fire Marshal. During the initial stages of planning, feasibility of the proposed use, especially for registration and other related ancillary displays must be included in your proposed floor plans. If KBHCCD grants approval for use of lobby or common areas, it becomes the responsibility of the Lessee to provide protection for floor coverings, walls, doors, etc. Your Event Manager/Coordinator will provide you with a list of appropriate steps that need to be taken for proper protection, and any restrictions regarding the use of the area (including weight limitations). The Lessee is responsible for all damage incurred during an event and will be billed for associated cleaning and/or repair. Additional security must be provided through your Event Security provider for these areas.

Please contact your Event Manager/Coordinator for clarification on these requirements.

\*See KBHCCD Reopening Plans for further details.

## **CRATE STORAGE**

In the interest of safety, all crate storage is subject to onsite review and adjustment. This area is intended for storage and should not be used for staff meetings, breaks, or meals.

### **EXHIBIT FLOOR**

Crate storage is allowed, with Fire Marshal approval, under the following conditions:

- Areas no larger than 10 feet by 50 feet and no higher than 8 feet
- Aisles no less than 10 feet must separate adjacent storage areas
- Areas must be within leased space
- Paths of travel to common exits must be available and clearly marked
- Areas separated from exhibit space by pipe and drape, or other traditional service contractor supplied materials
- Areas kept neat, clean, and orderly throughout the course of leased time in the facility
- Areas predefined on your floor plans

### **LOADING DOCK**

Limited storage of empty crates is available under the following conditions:

- Twenty-four-inch clearance from the building overhang must be maintained in all areas
- Storage must follow the KBHCCD's ability to contain flame spread
- Ramp ways and entrances must always be kept clear
- No crate storage or parking permitted on the bridge over Griffin Street, behind Dock 5.

## **LOADING DOCK, *cont'd***

- All fire lanes must always be kept clear
- KBHCCD reserves the right to define the number of docks available for storage of event equipment and empties
- Storage area is subject to Fire Marshal approval
- If a fire watch is required, any associated costs are the responsibility of the Lessee

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **DALLAS AREA RAPID TRANSIT (DART)**

Dallas Area Rapid Transit (DART) has a light rail station, scheduled bus service, and free D-link shuttle bus stops at the convention center.

For more information regarding DART and the free D-link shuttle **call (214) 749-2985 for DART Corporate Sales** or visit their website <http://www.dart.org>.

## **DAMAGE**

Damage to KBHCCD property, including leased and/or common areas, or equipment must be reported immediately to your Event Manager. Lessee is responsible for all damage caused by their contractor, employees, attendees, or exhibitors to KBHCCD property or equipment, during the event, including move-in and/or out periods. KBHCCD will document and repair any damages to KBHCCD property at the conclusion of your event. Charges will be assessed at the prevailing rates and/or replacement costs.

KBHCCD offers clients the option of an inspection of all leased space (exhibit halls, ballrooms, and meeting rooms) during the move-in and move out of your event. These inspections are done to record and repair damage immediately. We strongly encourage you to participate in these inspections, to verify damage charges that may be billed to you.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **DOCKS**

KBHCCD's dock entrance is located off Lamar Street and is open from 6:00 am to 10:00 pm, with its exit terminating at Canton Street. Traffic on the loading dock is one way only. All vehicles must be checked and properly credentialed by building security at the Lamar Street entrance prior to gaining access. A variety of dock passes are issued, as appropriate, for access to the loading docks. Vehicle operators must abide by all applicable laws, ordinances, and building policies. No reserved parking spots are available, and parking is provided on a *first come – first served* basis. All violations are subject to ticketing and/or towing at the owner's expense. Any tampering or alterations made to the pass will result in the automatic revocation of parking access. Lost, stolen, or damaged dock passes are subject to a replacement fee.

A list of all exhibitors, all service contractors, and all privately owned vehicles (POVs) requiring dock access must be provided to your Event Manager/Coordinator **24 hours prior to move in**. Any exhibitor, contractor, or POV attempting to gain access to the facility via the Lamar Street loading dock entrance, without client pre-approval or proper credentials, will be removed from the vehicle queue until approved and/or verified by the Client. No vehicle will be allowed on the dock without prior approval or proper credentials displayed.

## **DOCKS, *cont'd***

Please call (214) 939-2942 for the Security Supervisor should you have any questions or need more information.

## **DONATIONS, OUR GOOD NEIGHBOR PROGRAM**

As part of our ongoing commitment to sustainable practices and waste reduction, the Kay Bailey Hutchison Convention Center operates a Good Neighbor Program to donate unconsumed food and exhibit items to nonprofits serving homeless families and children in the Downtown Dallas area. Donations from events at the facility include consumer goods as well as any unused food.

Please contact your Event Manager/Coordinator to participate in either of programs mentioned above, or should you have any questions, or need more information.

### **CONSUMER GOODS DONATIONS**

Clients and exhibitors can save on shipping costs by leaving usable registration bags, gifts, T-shirts, supplies, and other meeting related consumer items with us. We will store the items, match them with an appropriate nonprofit organization and make the donation.

Following disposition of the donated items, KBHCCD will share an itemized report for your records, if requested.

### **FOOD DONATIONS**

Together with our catering partner Centerplate, the United State Environmental Protection Agency (EPA), and local area partners, KBHCCD is committed to reducing food waste through source reduction and feeding people, not landfills. Unused food, remaining from an event can be donated to nearby Downtown Dallas agencies serving those in need. Additionally, all food donations are reported through the EPA's Food Recovery Program, KBHCCD will share an itemized report of your donation for your records, if requested.

## **DRONES AND UNMANNED AIRCRAFTS (UAS)**

UAS are not permitted to fly outdoors, due to FAA regulations. Additionally, UAS are not allowed over attendees and/or visitors within the facility. Drones, motorized blimps, etc. may be flown in a contained area, such as a net or cage, with advance written approval from the KBHCCD Executive Director or designee.

**NOTE:** Additional insurance is required, and the User must retain the certificates of insurance for the duration of the contract and shall have the responsibility of enforcing insurance requirements among its Contractors.

## **ELECTRICAL SERVICES**

All equipment, regardless of source of power, must comply with federal, state and local codes. KBHCCD reserves the right to inspect equipment at the exhibitor's expense. Energizing of electrical services must be completed by KBHCCD personnel and electrical outlets must be ordered for each area requiring power.

During the event, KBHCCD electrical division conducts an audit of power usage; any unauthorized use of power will be billed at the standard rate.

Meeting room diagrams with electrical outlets are available upon request.

## **ELECTRICAL SERVICES, *cont'd***

**Please submit a floor plan a minimum of 60 days prior to the first move in day of your event showing the location of the service to be installed.**

Please notate locations of any equipment for projection, lighting, sound, etc., in each meeting room and/or ballroom, so KBHCCD may place appropriate electrical drops. Standard electrical outlets are available in all meeting rooms; please indicate any power requests exceeding a 20amp drop to ensure appropriate electrical drops are conducted prior to move in.

**NOTE:** Any changes to the initial install in any area will incur additional charges at the standard rates.

**[SEE ATTACHMENT B - KBHCCD ELECTRICAL ORDER FORM](#)**

## **EMERGENCY PROCEDURES ([SEE SECURITY](#))**

### **ESCALATORS AND ELEVATORS**

**NOTE:** The use of dollies, luggage, boxes or freight on escalators and passenger elevators is strictly prohibited.

Escalators are in the A, B, C, D and E pre-function lobbies to facilitate passenger movement between levels. As part of our energy conservation and green practices, escalators are turned off during move in and move out.

Five passenger elevator banks are located throughout the building: Levels 1, 2, and 3 of the A areas, and levels 1 and 2 of B, C, and D areas.

Freight elevators are in the backstage Arena concourse, in the C Lobby east side, and in D Lobby.

\*See KBHCCD Reopening Plans for further details.

### **EVENT SPECIFICATIONS**

To help us deliver the best level of service, please provide your Event Manager/Coordinator with your event requirements a minimum of 30 days prior to the first move in day of your event. This allows our staff to anticipate labor requirements and schedule crews as needed.

**NOTE:** Any meeting room or ballroom information not communicated 30 days prior will result in the forfeit of the first meeting room or ballroom set at no charge.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

### **EXCLUSIVE SERVICE PARTNERS AND PREFERRED SERVICE PROVIDERS**

Please see your contract for a list of these services. Your assigned Event Manager/Coordinator will assist in obtaining required contact information.

### **EXHIBIT HALLS**

Exhibit Halls are provided in clean, broom-swept condition, at the commencement of the contract period. KBHCCD requires Exhibit Halls be returned in clean, broom-swept condition, at close of move out. A fee may be assessed otherwise.

## **EXHIBIT HALLS, *cont'd***

The use of pipe and drape, over 8 feet and not flown, must have large base plates weighted with appropriate counterweights to stabilize the drape line for safety purposes. KBHCCD reserves the right to halt the setup of a drape line and delay the opening of doors until the drape is installed to KBHCCD specifications.

Draping over 20' in Height is recommended to be rigged to stabilize the drape line for safety purposes.

All equipment provided by KBHCCD is charged on a per piece basis unless otherwise specified in your contract.

### **[ATTACHMENT A - KBHCCD EQUIPMENT AND SERVICE RATES \(EQUIPMENT\)](#)**

\*See KBHCCD Reopening Plans for further details.

## **FIRE SAFETY**

Depending on the type of event, show schedule, the number of attendees or use of pyrotechnics, open flame, cooking, or vehicle check-in and/or display, some events may be required to have special event permits. Additional standby fire personnel may be required to be onsite during show hours at Lessee's expense.

Please call (214) 939-2872 for the Security Supervisor should you have any questions or need more information.

### **[SEE ATTACHMENT D - FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS](#)**

## **FIRST AID**

The required EMS and/or First Aid coverage provides for Basic Life Support (BLS) service, medical emergencies, minor illnesses, and over-the-counter medications for all personnel involved with the event. Advance Life Support (ALS) coverage is available. Peak attendance, the presence of alcohol, attendee age, and attendee intent are important factors in assessing and managing emergency medical services. Emergency medical service providers are specifically trained to respond to public health and safety conditions in our active environment.

EMS services are required prior to move in. If not, you cannot move in. However, EMS services can be waived in the form of a request through the Event Manager along with a justification which will be submitted to and approved by the Life Safety and/or Security Manager (or designee). An approved medical plan, with a signed medical contract and payment is required prior to move in. If these requirements are not met, the event will not be allowed to move in.

A list of preferred emergency medical service providers is available from the Security Division.

Should the established permanent first aid locations not be desirable for your event, Lessee may work in conjunction with the emergency medical services provider to designate and provide an enclosed space within their floor plan or leased space, at Lessee's expense.

Please call (214) 939-2942 for the Security Division should you have any questions or need more information.



## FLOORING

During the event, including move in and/or out, the use of floor protection and extreme care are required in areas outside the Exhibit Halls for rolling handcarts, show boxes, and hand-pulled pallet jackets; and/or employing any heavy mechanized lift (forklift, scissor lift, cherry picker, etc.). Carpeted areas must be protected by a path of visqueen – 6 mil polyethylene sheeting – reinforced preferred. Epoxy and terrazzo areas require Masonite to be placed and secured over the visqueen.

- Motorized vehicles and carts, bicycles, and other conveyances with metallic wheels are not permitted in KBHCCD lobbies.
- Lifts and other wheeled vehicles used in any areas outside the Exhibit Halls MUST be driven on a path of Masonite and have tire covered with carpet tape, heavy-duty polyethylene sheeting and/or visqueen, or canvas boots.
- Motorized pallet jacks may not be used outside of the exhibit halls.
- Metal, wood, or adhesive may not come in direct contact with the terrazzo or epoxy floor. A piece of carpet must be placed under the items.
- Weight restrictions in common spaces and/or lobbies vary. Any object over 1500 pounds must have approval from Facility Management.
- Lessee is responsible for all damage during an event and will be billed for cleaning and/or repair costs associated with the removal of stains or replacement of flooring.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## FLOOR LOAD LIMITS

### EXHIBIT HALLS

The main exhibit floor load limit is 350 pounds per square foot distributed load. Special consideration for weighted displays in Hall C must be cleared with our facility manager.

### LOBBIES

The upper and lower lobbies have a general floor load limit of 150 pounds per square foot distributed load. Weighted exhibits in any lobby must be pre-approved prior to load-in to confirm building capacity. **Weighted exhibits are not permitted in Lobby C.**

### BALLROOMS AND ALL OTHER AREAS

The floor load limit is 150 pounds per square foot distributed load.

### IN ALL AREAS

Display items with a Gross Weight over 20,000 pounds must be approved by the facility manager prior to placement.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **FLOOR PLANS (Large Scale)**

Submit all floor plans to your Event Manager/Coordinator at least 30 days prior to move in. The Event Manager/Coordinator will coordinate with our Security Division, which will submit the reviewed floor plans to Dallas Fire-Rescue (DFR) for approval. Plans submitted directly to the Fire Marshal without the approval of the facility will not be considered. Final plans must be approved by DFR a minimum of 15 days prior to the first move in day of your event.

The floor plans must be submitted to scale and show actual layout of the contracted space, as well as any approved lobby space. Plans should include layouts of all building areas being used, dates and times of the show, any structures being built inside the facility, as well as the placement of any tents and vehicles on display. Lessee's contractor is responsible for drafting and creating your floor plans based on parameters set by KBHCCD. This includes space for food preparation and service or other operational requirements. The initial inspection of floor plans by Dallas Fire-Rescue is conducted at no charge.

Any additional approvals are subject to a DFR fee.

[\*\*SEE ATTACHMENT D - FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS\*\*](#)

## **FOOD AND BEVERAGE SERVICE**

All food and beverage at KBHCCD is provided through our exclusive food and beverage contractor, Centerplate. Please call (214) 743-2521, for more information and details.

### **SAMPLING**

Food and beverage sampling is permissible with completion of all required forms, compliance of all local, state and national regulations applicable. Food and/or beverage sample types, amounts, and products are limited; sampling is restricted to products manufactured, represented, or processed by the exhibiting firm. Show Management is responsible for, and must notify their exhibitors of all permitting, health regulation, and/or legal requirements, in advance, as well as any applicable facility requirements imposed.

**NOTE:** Additional insurance requirements may be necessary if food and/or beverage sampling is a part of your event.

\*See KBHCCD Reopening Plans for further details.

## **FREIGHT**

Shipments delivered to KBHCCD, during the term of the contract, must be addressed to the attention of your General Services contractor. Delivery address should reference the name of the event, location (i.e. exhibit hall or meeting room), and show contact name. Shipping Address: - 650 S Griffin Street, Dallas, TX, 75202

**NOTE:** Freight and Cash on Delivery (C.O.D.) deliveries, including but not limited to UPS, FedEx, etc., will not be accepted or stored by KBHCCD at any time.

Movement of boxes, products, supplies, furnishings, equipment, etc., must be arranged through your General Services contractor. If your group does not employ the use of a General Services contractor, freight delivery must be scheduled while your staff and/or representative are onsite. All freight pick-ups must take place within the contracted time of the event. KBHCCD is not responsible for any deliveries or liable for left, lost, or stolen items. KBHCCD equipment and/or staff may not be used to move freight.

## **GREEN PRACTICES AND RECYCLING**

Energy Conservation is a critical component in our green practices. By reducing the lighting load or not running escalators during move in or move out, you are participating in our energy conservation program.

Recycling is a big portion of being green and one of the easiest ways you can get involved in the KBHCCD green practices. It not only reduces costs for you, your attendees, and exhibitors, but also reduces landfill space and energy used. Encourage your general contractor and exhibitors to take an active role in recycling. When they use recyclable materials, trash is diverted from landfills. You will ultimately save on your bottom line, as there are no charges for recycling hauls as there are for additional trash hauls.

## **HOUSEKEEPING**

Professional, efficient, and friendly, our cleaning staff takes great pride in maintaining an immaculate facility from top to bottom, inside and out. Ecology-minded, we use cleaning products that are friendly to the earth; our housekeeping staff and guests are at the heart of our recycling program.

- KBHCCD provides custodial service for all common spaces, restrooms, and meeting rooms before, during and after an event.
- Trash receptacles provided by the contractor (i.e. within registration areas, show offices, meeting rooms, and exhibit space) must be serviced by your general contractor.
- Client receives one complimentary dumpster haul per each contracted exhibit hall. Each additional dumpster haul will be invoiced at prevailing rates.
- During move in and move out, the Lessee is responsible for the removal of bulk trash in the Exhibit Halls, Meeting Rooms, and pre-function areas, e.g., registration and show offices.
- Bulk trash is defined as carpet, boxes, crates, lumber, pallets, and packing materials. Additional charges will be assessed for removal of these items.
- Carpeting must be disposed of by your General Services contractor offsite.
- Our housekeeping staff does not clean exhibit booths, seating risers, stages. It is the responsibility of the Lessee to procure these services.
- Our Housekeeping Staff will clean client bleachers if scheduled in advance. Additional fees apply.
- The use of confetti and loose glitter will be assessed a clean-up fee. A request detailing the use of confetti must be submitted to the Event Manager/Coordinator a minimum of 30 days prior

### **HOUSEKEEPING IN EXHIBIT HALLS**

During show hours and at close of the show day, KBHCCD removes recycling and trash, from KBHCCD receptacles, and maintains restrooms.

A charge will be assessed for cleaning tape and/or tape residue from the floor and for bulk trash removal at the conclusion of your event. Please see your Event Manager/Coordinator for more details.

KBHCCD provides a refresh (spot clean and trash pick-up only) for carpeted and non-carpeted areas in Exhibit Halls, when they are set as a general session, based on the event schedule. KBHCCD does not clean seating risers, stages or any other equipment brought in by the client.

## HOUSEKEEPING IN MEETING ROOMS

Meeting rooms are cleaned based on the event schedule and availability of access to the rooms.

Bathrooms in public spaces may be converted to Gender Neutral Bathrooms upon request.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

\*See KBHCCD Reopening Plans for further details.

## HVAC ([SEE AIR CONDITIONING AND HEATING](#))

### IN CASE OF EMERGENCY

The Kay Bailey Hutchison Convention Center Dallas has emergency procedures in place to protect all visitors and employees. The Emergency Operating Procedures are available through your Event Manager/Coordinator or the Security Division.

Please call (214) 939-2942 for the Security Supervisor should you have any questions or need more information.

### INTERNET, WIFI, AND TELECOMMUNICATION SERVICES

Complimentary Wi-Fi service is in the common space furnished by the exclusive provider, Smart City Networks. Should you require internet and/or WIFI services within your leased space, please call (214) 853-8119 for Smart City.

All internet, Wi-Fi, and telecommunication services at KBHCCD are provided through our exclusive provider, Smart City Networks.

**NOTE:** Wi-Fi services are vulnerable to interference from wireless devices such as wireless routers, wireless cameras, cellular phones, and personal hotspots.

These issues can be compounded in convention centers due to the number of users in a concentrated area. Excessive wireless interference in the exhibit halls, meeting rooms and auditoriums may degrade the performance of the wireless experience and impede other activities. To provide the best service possible for our mutual clients and to maintain a robust wireless experience, Smart City Networks and KBHCCD promote and encourage all attendees' cooperation through meaningful coordination and good wireless policies, as suggested below by:

- Voluntarily turning-off the Wi-Fi and Bluetooth broadcasting features ("personal hotspot") of their cellular phones, gaming devices and other portable wireless devices
- Limiting wireless device usage that requires a continuous connection to an electric outlet or battery independent of the wireless device
- Preventing use of peer-to-peer traffic applications and the active scanning of the wireless network
- Not combining or bonding multiple channels together

Please call (214) 853-8900 for Smart City Networks, should you have any questions or need more information.

## **INVENTORY**

KBHCCD has an inventory of equipment including but not limited to chairs, tables, lecterns, and stage risers. KBHCCD will provide equipment to the extent of the inventory available for all events held in the facility - based on a *first come, first served* basis. Some sizes of tables are available in ABS (Polymer) and wood.

Tables and concert stages set by KBHCCD are not covered or skirted. Skirting cannot be stapled to ABS tables. Stage risers are set and skirted (black) by KBHCCD.

The use of KBHCCD Equipment (e.g., tables, chairs, risers, etc.) within exhibitor booths is prohibited. KBHCCD staff sets KBHCCD equipment only.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

[\*\*SEE ATTACHMENT A - KBHCCD EQUIPMENT AND SERVICE RATES \(EQUIPMENT\)\*\*](#)

## **LABOR UNIONS**

Texas is a right to work State and as such, no Labor Unions are associated with KBHCCD.

## **LECTERNS**

KBHCCD will provide equipment to the extent of the inventory available for all events held in the facility - based on a *first come, first served* basis. Wood and acrylic lecterns are available, based on the event location within KBHCCD. The event logo and/or theme may be attached to lecterns with KBHCCD approved low adhesive tape that does not leave a residue.

[\*\*SEE ATTACHMENT A - KBHCCD EQUIPMENT AND SERVICE RATES \(EQUIPMENT\)\*\*](#)

## **LICENSES, TRADEMARKS, PATENTS AND SERVICE MARKS**

KBHCCD is not responsible for any violation for infringement rights of any owner or presented material.

## **LIGHTING (EXHIBIT HALL)**

During move in and move out, 25% lighting will be provided at no charge.

One hundred percent lighting will be provided in exhibit halls during event hours beginning one 1 prior to event opening. Lighting will be adjusted at the close of event hours.

If 100% lighting is necessary before or after event hours, please contact your Event Manager/Coordinator to plan and to inquire about the prevailing fees. At the exhibitor's request and with show management's approval, some lights may be turned off over booths in exhibit halls and projector screens in some meeting rooms.

[\*\*SEE ATTACHMENT A - KBHCCD SERVICE EQUIPMENT AND SERVICE RATES \(LIGHTING\)\*\*](#)

## **LOCKS AND KEYS**

KBHCCD offers clients flexibility of access with the issuance of additional keys, and the ability to secure certain areas of leased space through lock and/or key changes, with some limitations. All applicable fees will be assessed as detailed in the “Fees” section for lock and/or key requests. Client or Client’s selected event security provider is responsible for the daily locking and/or unlocking of rooms and/or doors after KBHCCD changes out the locks or provides keys to the client. All requests for additional keys and/or lock changes should be made through the Event Manager at least 30 days prior to scheduled move in. Due to inventory limitations, a maximum of 8 keys are available for a single area. All keys must be returned to the Event Manager/Coordinator on the last day of the contract. Prior to any key return, all interior doors must be unlocked and, conversely, any exterior doors must be locked.

**NOTE:** Additional fees will apply for lost, stolen or damaged keys - including keys or access devices issued to the Client’s selected event security provider.

- Restricted Locks and/or Keys – restricted locks are available for the meeting rooms and ballrooms, with some limitations. Rooms with restricted core access are under control of the Client. KBHCCD will access restricted core rooms only in emergency situations.
- Common Locks and/or Keys – rooms with a common lock are not considered secured rooms.
- Exhibit hall rental will include a change of locks on all Exhibit Hall access doors. A set of keys will be issued to your contracted security provider. If these keys are lost, a charge will be assessed to your security company, but will ultimately be the responsibility of the Client.

**NOTE:** Arrangements must be made with the Event Manager/Coordinator for scheduled cleaning and/or housekeeping services in areas under the Client’s control; additionally, arrangements must also be made with the Catering Manager for delivery and removal of food and beverage service in areas under the Client’s control.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

**[SEE ATTACHMENT A - KBHCCD EQUIPMENT AND SERVICE RATES \(EQUIPMENT\)](#)**

## **LOST AND FOUND**

A lost and found location may be operated at Lessee’s discretion. Every effort shall be made by our staff to see that property found or turned in is returned to the rightful owner.

Unclaimed items will be disposed of at the conclusion of the move out.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **MEDIA ([SEE ADVERTISING](#))**

## **MEETING ROOMS AND BALLROOMS**

The rental rate for the Meeting Rooms and Ballrooms includes a complimentary one-time room set-up. KBHCCD will provide equipment, to the extent of the inventory available, for all events held in the facility – based on a first come, first served basis. Equipment includes a skirted riser, an un-skirted head table, lectern, tables, and chairs in the room. After the initial equipment and/or room set is complete, any changes requested by Lessee, either prior to initial use or during the event, will be subject to applicable fees. The initial complimentary room set will be forfeited if setup information is received less than 30 days prior to the first move in day.

## **MEETING ROOMS AND BALLROOMS, *cont'd***

The event's general services contractor or decorator is responsible for providing skirting and/or linens for all tables. Lighting presets and changes should be discussed in advance with your Event Manager/Coordinator.

Room refreshes are provided daily according to the event schedule. The refresh includes straightening of tables and chairs, trash disposal, and replacement of the speaker's water. Bottled water is placed inside the lectern, based on the number of chairs at the head table. Water coolers are provided in the common spaces and/or lobbies, adjacent to meeting rooms and ballrooms, for attendee convenience.

Maximum occupancies are assigned for each segment of the ballrooms and for each meeting room by fire code. If any facility equipment, wall, floors, etc. are damaged, contact your Event Manager/Coordinator immediately.

### **ELECTRICAL SERVICE IN MEETING ROOMS**

Rental rates for meeting rooms include standard electrical service. Complimentary electrical services are limited to the existing number of outlets, 110 Volts and 15/20 Amp power supply. Any electrical needs above or, in addition to the complimentary electrical services provided in the meeting rooms will need to be ordered through Convention Services; any additional services ordered will be billed at the prevailing rate.

**NOTE:** excessive nuisance tripping of breakers, attributed to circuit overloading may result in additional charges.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

### **ELECTRICAL SERVICE AND EXHIBITS IN BALLROOMS**

KBHCCD does not allow exhibits inside the ballrooms. Rental rates for ballrooms include only the space usage and do not include electrical.

The use of pipe and drape, over 8 feet and not flown, must have large base plates weighted with appropriate counterweights to stabilize the drape line for safety purposes. KBHCCD reserves the right to halt the setup of a drape line and delay the opening of doors until the drape is installed to KBHCCD specifications.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

\*See KBHCCD Reopening Plans for further details.

## **MERCHANDISE FEE (NOVELTIES)**

Except as otherwise stipulated in the applicable contract, KBHCCD retains the exclusive right to approve, sell, and/or collect a commission from any non-event related novelty or merchandise item.

Please contact your Event Manager should you have any questions or need more information.

## **MOTORIZED CARTS AND SCOOTERS**

The use of motorized and foot-powered scooters is not allowed in the lobbies, common space, and carpeted areas, except in accordance with the Americans with Disabilities Act (ADA).

## **MOVE IN AND MOVE OUT**

The use of any special equipment (such as cranes, large lift trucks, etc.) for move in and move out must be coordinated with the Event Manager/Coordinator a minimum of 30 days in advance, so appropriate provisions can be made.

- No loading, unloading, or parking is allowed on any plazas, sidewalks, or pedestrian entrances. All equipment utilized for move in and move out must follow all governing laws and regulations.
- Motorized pallet jacks may not be used in lobbies, common space, and carpeted areas without approval. Doorways, carpeted areas, terrazzo, and epoxy floors must be protected from the movement of crates, registration counters, pallets, and equipment during move in and move out.
- Passenger elevators or escalators must not be used for moving boxes or freight; these items must be removed via the docks.

In the contracting and/or booking process, please allow sufficient dates to include contractor move in and/or move out. If available, additional days for move in and/or out can be provided at prevailing rates. The Sales Coordinator will provide information on any costs before additional days are confirmed.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

\*See KBHCCD Reopening Plans for further details.

## **NON-DISCRIMINATION**

A Lessee conducting an event that is open to the public shall not discriminate against any person based on gender, race, religion, sexual orientation, national origin, or disability. The Lessee shall not directly or indirectly display, circulate, publicize or mail any advertisement, notice or communication, which states or implies that any facility or service shall be refused or restricted.

## **OCCUPANT CAPACITY**

The capacity of the leased premises will be limited to the occupant load approved by Dallas Fire-Rescue. Capacity information and diagrams are available from your Event Manager, and are estimated on minimal staging and setup. Final capacity will be determined based upon approved floor plans, to be submitted at least 60 days prior to move in. Discuss the intended use of spaces early in the planning process and provide preliminary floor plans to avoid capacity issues.

Standard occupant loads may be subject to field inspection and adjusted by the Fire Marshal or designated representative. When capacity has been reached, KBHCCD may, at its sole discretion, for reasons of life safety, close the doors and deny entry to further patrons, even if they possess a valid ticket.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

\*See KBHCCD Reopening Plans for further details.

## **OPERATING HOURS**

Standard operating hours for KBHCCD are 8:00 AM - 10:00 PM. Arrangements for activity before or after these hours are subject to overtime charges for necessary staff, and can be made through your Event Manager/Coordinator.



## **PARKING**

KBHCCD retains exclusive rights and privileges in all parking areas of the facility, including the right to charge a parking fee to all users of its parking areas. Parking management and/or valet services (arranged at the Lessee's expense) for KBHCCD are provided through KBHCCD's exclusive parking provider by calling (214) 671-9509.

- KBHCCD charges a parking fee per entry of its parking areas on move in, event, and move out days. Fees for larger vehicles are assessed based on number of spaces occupied.
- Loading, unloading, or parking is not allowed on any KBHCCD plazas or sidewalks.
- Overnight parking on KBHCCD property is prohibited by the City of Dallas Municipal Code – Volume II, Chapter 31 Article 1, section 31-13. Violators will be cited and/or towed at the owner's expense.
- Recreational vehicles (RV's) may use KBHCCD parking areas for event parking purposes only. Overnight parking on KBHCCD property is prohibited by City Ordinance.

## **PERMANENT SIGNAGE**

Permanent facility signage throughout KBHCCD (including, but not limited to, directional graphics; emergency exits; restrooms; concessions; exhibit halls; etc.). Electronic signage may not be altered, removed, or visibly blocked in any manner.

\*See KBHCCD Reopening Plans for further details.

## **PRE AND POST CON MEETINGS**

KBHCCD staff and contractors are available for pre- and/or post-convention meetings. Please contact your Event Manager/Coordinator should you wish to schedule a meeting.

## **PROPANE AND OTHER GASES**

For safety reasons, propane and other gases must be stored in designated areas outside the building. All canisters, whether full or empty, must be kept in closed and locked cages designed for fuel storage.

Any use of propane and other gases is subject to approval by KBHCCD and/or the Fire Marshal and may require a permit.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **PUBLIC ART**

### **"LIGHTSTREAM" in A/B LOBBIES**

The "Lightstream" public art display hanging from the ceiling in the A and B Lobbies is a pre-programmed lighting installation. Please be aware this is the only lighting available in the area. The brightness of the area varies based on outdoor conditions. Additional lighting may be required depending on your event's specific needs.

### **TERRAZZO FLOORS in C, D AND E LOBBIES**

The terrazzo floors in C, D and E lobbies are a custom installation that were created by a collaborative effort of a group of local artists. The floor require special care, and, as such, no floor clings are permitted (see "Banners and Signage").

## **PUBLIC ADDRESS SYSTEM**

A public address system is available in the Exhibit Halls.

[SEE ATTACHMENT A - KBHCCD EQUIPMENT AND SERVICE RATES \(AUDIO\)](#)

## **PYROTECHNICS**

A special permit is required for the use of pyrotechnics. Each situation must be individually pre-approved by KBHCCD and the Fire Marshal. If approved, the use of pyrotechnics will be strictly controlled and continuously monitored. Standby Dallas Fire Rescue (DFR) personnel may be required. Lessee will be charged by DFR for the cost of standby personnel.

Please contact your Event Manager/Coordinator no less than 30 days prior to event.

## **RIGGING**

Freeman Audio Visual is the exclusive provider of chain hoists, truss, all associated lifts for rigging, and rigging labor for all Production and Special Events at KBHCCD. This includes rigging in Ballrooms A and D, the Arena, and all Exhibit Halls. For General Exhibition Rigging, Freeman Audio Visual provides oversight of all exhibit installations under separate established guidelines to review, monitor, and ensure that all Facility rules and regulations are followed. Please reference the Production Rigging and General Exhibition Rigging Guidelines provided by the Event Manager/Coordinator and direct inquiries to the Freeman Director of Audio Visual for design reviews and estimates.

[SEE ATTACHMENT E - FREEMAN AUDIO VISUAL EQUIPMENT & LABOR\)](#)

## **RISERS AND STAGING**

Risers and staging are available in a variety of heights, in uncarpeted 4' x 8' skirted sections. Concert Stage sections are un-skirted. All equipment is subject to inventory availability.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

[SEE ATTACHMENT A - KBHCCD EQUIPMENT AND SERVICE RATES \(EQUIPMENT\)](#)

## **ROOF ACCESS**

Roof access and use is not allowed.

## **SECURITY**

### **BUILDING SECURITY**

KBHCCD Security Services provides 24-hour general security and patrols all common areas, facility perimeter, and loading docks.

Any additional services requested in KBHCCD Security controlled areas are at an additional cost to user. For security and crowd management services within the leased space, please contact the Security Supervisor.

KBHCCD Security enforces "No Parking" areas. Vehicles parked in unauthorized areas will be ticketed and/or towed at owner's expense.

## **SECURITY, cont'd**

### **ESCA**

The safety, security, and protection of building occupants are a top priority for the KBHCCD. KBHCCD utilizes the Exhibition Services & Contractors Association (ESCA) and Industry Worker Identification System (WIS) badging systems for contractor access to the facility. ESCA and/or WIS adds an additional layer of security which requires that all service contractor's check-in before the start of each workday and prevent unauthorized access to the facility. All service contractors working at KBHCCD on behalf of clients must have compliant ESCA and/or WIS credentials for access. Affected contractors (including their subcontractors and/or suppliers) include, but are not limited to general services contractors, exhibition contractors, A/V providers, production companies, etc.

For more information about the ESCA and/or WIS badge requirements **please visit their website [www.esca.org](http://www.esca.org), or contact the Security Supervisor at (214) 939-2872** should you have any questions, or need more information.

### **EVENT SECURITY AND CROWD MANAGEMENT**

Event Security is required, by contract, for every event located at KBHCCD. Clients may select the event security provider of their choice from the approved providers list, maintained by the KBHCCD Security Division. Event security coverage is required for move in, event hours (including 1 hour prior to event start), move out, and any other times as required by KBHCCD Security Manager or designee. Together with the event security provider of your choice, from the approved providers list, the KBHCCD Security Division will assess your event and develop a minimum amount of event security coverage required focusing on event location, event type, hours of operation, past similar event experience, expected number of attendees, and life safety for all building occupants. The KBHCCD Security Division maintains the right to make necessary changes at any time to ensure that each event has adequate coverage in instances where actual visitor totals exceed original visitor expectations.

Please call (214) 939-2942 for the Security Supervisor should you have any questions or need more information.

### **SERVICE DESKS**

Please discuss your service desk needs with your general services contractor. A desk may be required for KBHCCD Utilities and Smart City.

### **SERVICES**

#### **INCLUDED IN RENTAL**

#### **YOUR SPACE RENTAL INCLUDES SEVERAL BASE SERVICES:**

- All permanently installed lighting at a fixed setting. Meeting rooms with dimmable lights are equipped with wall mounted dimmers.
- Heating or air conditioning as needed on event days. (HVAC will be provided in the sections of meeting rooms with show offices from move in through move out.)

## **YOUR SPACE RENTAL INCLUDES SEVERAL BASE SERVICES, *cont'd*:**

- Initial room set of theater, classroom, hollow-square, conference, or banquet and/or food function, lectern, and small skirted stage and/or risers (8'x12') in rooms over 1,100 square feet. ABS and/or wooden tables can be provided for all sets to the extent of KBHCCD available inventory.
- Bottled water for the head table or speaker platform, placed inside the lectern.
- Water coolers (2 per hallway), with four complimentary refills per day are placed in the long meeting room corridors.
- Water coolers, with limited complimentary refills per day will be placed in certain corridors, up to inventory, when used for meeting space.
- Skirting for risers up to 48" in height
- Meeting Room electrical service ([SEE MEETING ROOMS AND BALLROOMS](#))

## **NOT INCLUDED IN RENTAL**

### **THE FOLLOWING SERVICES WILL BE BILLED ON YOUR FINAL, POST-EVENT INVOICE:**

- Initial room set, if information is received less than 30 days prior to the first move in day of your event.
- Stages over 8'x12' in size, if required for your meeting space
- Covering and/or skirting for all tables and concert stages is the responsibility of your general services contractor.
- Changeover – Changes to the initial set including, but not limited to the addition or removal of inventory (e.g., tables, chairs, risers, etc.). See ATTACHMENT A - KBHCCD Equipment and Service Rates, Changeover Rates.
- House sound and lighting, including personnel to operate house systems
- Utility services
- Marketing and advertising services
- Trash hauls beyond the one complimentary trash haul per Exhibit Hall

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **SITE VISITS**

KBHCCD has activities in progress throughout the year. To help us provide the best service and maintain the integrity of the event(s) in the building, site visits and/or building tours must be scheduled in advance. Site visits are subject to KBHCCD availability and will not be conducted unless Lessee is current on all contract terms and associated payments.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **SMOKING POLICY**

The Kay Bailey Hutchison Convention Center Dallas is a NON-SMOKING facility. The facility includes the parking garage, dock areas, stairwells, and all areas within 25 feet of all entrances. Any individual smoking in unauthorized areas is subject to removal. Our non-smoking policy includes vaping.

## **TEMPORARY SEATING (RISERS AND BLEACHERS)**

All temporary seating structures to be inspected. Clients bringing in riser and/or bleacher type seating must comply with all local, state, and national regulations. It is the Show Management's responsibility to ensure all applicable permits are in place prior to show opening.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

## **TENTS AND COVERED STRUCTURES**

KBHCCD allows 10x10 feet or 100 square foot tents in the exhibit floor and must comply with all local, state, and national regulations. It is Show Management's responsibility to ensure all applicable permits and fire protection equipment is in place prior to show opening.

Tents from 101 to 300 square feet in size must be shown on the floor plan and will be allowed and must comply with all requirements.

Tents larger than 300 square feet will be evaluated on a case by case basis. Detailed plans must be provided, and additional permits might be required.

Please contact your Event Manager/Coordinator should you have any questions or need more information.

**[SEE ATTACHMENT D - FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS](#)**

## **TRAFFIC AND TRANSPORTATION POLICY**

A traffic plan is required no less than 14 days prior to your event including shuttle company information, routes, schedules, and areas for staging vehicles for hire.

The client's transportation company shall submit a plan outlining route information in detail to the Event Manager/Coordinator. The Dallas Police Department must be employed to adequately control street traffic and/or shuttle drop-off.

All officers and staffing are coordinated through your Event Manager/Coordinator and the exclusive parking provider. The overall plans may be reviewed for safety by the Security Manager or designee.

## **TWO-STORY BOOTHS [\(SEE FLOOR PLANS\)](#)**

The exhibitor shall comply in all aspects with all applicable local fire and building codes and shall secure any other approvals required.

**[SEE ATTACHMENT D - FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS](#)**

## **UNUSED SPACE**

Should you find that any part of the space included in your User Agreement will not be used, please notify your Event Manager/Coordinator immediately, to minimize charges.

**NOTE:** If notification does not take place by the date specified in the Cancellation Section of your User Agreement, you will be held financially responsible per the terms of the Agreement, whether the space is actually used.

## **VEHICLE DISPLAYS**

Automobiles, trucks, tractors, and other vehicles which do not exceed maximum weight capacities may be displayed in exhibit halls only if approved by KBHCCD, under the following conditions:

- Fuel tanks shall contain no more than one-quarter tank or five (5) gallons of fuel, whichever is the least, with a locking gas cap or tape over the gas cap.
- Battery cables must be disconnected from the ignition system, and keys for display vehicles must be held by a responsible person at the display location.
- Floor plans must indicate where vehicles are to be located and vehicles shall not be moved during show hours.
- KBHCCD flooring (exhibit hall, carpet, terrazzo, and epoxy) must be protected from potential fluid leaks. A drip pan is required under the vehicle's drive train.
- Refueling is prohibited in the facility.
- Arrangements must be made with Dallas Fire-Rescue to inspect and tag all vehicles prior to placement inside the building.

Vehicles may not be washed on property unless wastewater is contained, collected, and disposed of properly. Wastewater from vehicles may not enter the storm drain system. KBHCCD can assist in providing a list of contractors that are approved. These contractors provide containment units, pumps, and other items necessary to protect the environment. A copy of the contractor's manifest, indicating waste disposal location(s), must be given to your Event Manager/Coordinator.

## **VEHICLE AND TRUCK STAGING**

Vehicle staging and truck marshaling arrangements must be coordinated with your contractor and Event Manager/Coordinator. All event-related vehicles must be staged in assigned and designated areas.

## **WALLS, AIR AND OPERABLE**

KBHCCD has operable walls in our Meeting Rooms, Ballrooms and Exhibit Halls. The walls separate leased spaces into a desired configuration. Once the walls are set per show management's specifications, a charge will be incurred for any additional wall movement. Please allow sufficient time for KBHCCD staff to adjust, when requesting changes to wall openings in Exhibit Halls.

## **WASTE DISPOSAL**

KBHCCD provides one trash haul, at no charge, per Exhibit Hall leased. Additional trash hauls will be billed at the prevailing rate.

\*See KBHCCD Reopening Plans for further details.

## **TOXIC AND BIOHAZARDOUS WASTE**

Lessee is responsible for proper and regulated disposal of all toxic or biohazardous goods, materials, and substances, and must comply with all applicable laws.

Regarding events that bring cadavers, bio-hazards, or other hazardous waste, into the facility, when a company brings hazardous items into the building "all-biowaste must be removed by reputable company, tabletops and floors must be covered with plastic, and place all KBHCCD trash cans outside of the room.

The current guidelines from Dallas County entities as of May 27, 2020, which are all based on the Office Safety and Health Administration (OSHA) and CDC Standards (specifically based on Solid Waste and Wastewater Management systems), are as follows:

- Workers and employers should manage municipal (e.g., household, business) solid waste as guided by protocols from the CDC based on how to properly clean and dispose of contaminated waste determined by the type of infectious disease contamination.
- Use typical engineering and administrative controls, safe work practices, and PPE, such as puncture-resistant gloves and face and eye protection, to prevent worker exposure to the waste streams (or types of waste), including any contaminants in the materials, they manage. Such measures can help protect workers from sharps and other items that can cause injuries or exposures to infectious materials.
- Solid Waste coming from healthcare facilities treating COVID-19 patients is no different than waste coming from facilities without COVID-19 patients. CDC's guidance states that management of laundry, food service utensils, and medical waste should be performed in accordance with routine procedures. There is no evidence that suggest that facility waste needs any additional disinfection.
- Solid Waste resulting from different types of infectious diseases will be handled based on CDC guidelines and adjusted as such.
- Provide employees training on proper handwashing practices, cough and sneeze etiquette, and other routine infection control precautions. This will help reduce the spread of many infectious

diseases.

\*See KBHCCD Reopening Plans for further details.

**PLEASE NOTE:** Texas has strict regulations about waste disposal. The Lessee will be responsible, should someone associated with your event ignore regulatory mandates.

## **WASTEWATER CONTAINMENT**

In accordance with environmental laws, only rainwater may enter a storm drain. KBHCCD staff is available to provide you with information related to where and how to properly dispose of liquids or liquid waste. Your Event Manager/Coordinator can assist with the proper disposal of liquid waste.

\*See KBHCCD Reopening Plans for further details.

## **WATER SERVICE**

Bottled water is placed inside the lectern and refreshed daily, per the number of seats at the head table. Should your speakers' water needs exceed what is provided, please consult with your Event Manager/Coordinator.

Please call (214) 743-2521 for Centerplate for water service for your attendees or chilled water service.

\*See KBHCCD Reopening Plans for further details.



# ATTACHMENT A

## KBHCCD EQUIPMENT AND SERVICE RATES

*Rates listed are subject to change. Contact your Event Manager for updated pricing.*

ADVERTISING OPPORTUNITIES		
<i>Contact KBHCCD's Marketing Manager for current pricing at <a href="mailto:alex.gilbert@spectraxp.com">alex.gilbert@spectraxp.com</a></i>		
AIR WALLS: OPENING AND CLOSING		
ITEM	UNIT	ITEM
EXHIBIT HALLS	Per Opening/Closing	\$350.00
BALLROOMS AND MEETING ROOMS	Per Opening/Closing	\$150.00
CHANGEOVER RATES		
ITEM	UNIT	RATE
EXHIBIT HALLS, ARENA, AND BALLROOMS	Per Piece of Equipment	Varies
MEETING ROOMS	Per Room	\$250.00
HOUSEKEEPING		
ITEM	UNIT	RATE
TRASH HAULS	First Haul Per Hall Each Haul Thereafter	No Charge \$450.00
ELECTRICAL POWER		
<i>See Attachment B</i>		
EQUIPMENT		
ITEM	UNIT	RATE
CHAIRS	Each	\$3.00
TABLES Available Sizes: <ul style="list-style-type: none"> <li>▪ 4', 6', 8' x 30"</li> <li>▪ 8' x 18" Rectangular</li> <li>▪ 5' and 6' Rounds</li> </ul>	Each	\$10.00
RISERS (4' x 8') Available Heights: <ul style="list-style-type: none"> <li>▪ 8"</li> <li>▪ 16"/24" Combination,</li> <li>▪ 32"/40" Combination</li> <li>▪ 48"</li> </ul>	Each	\$25.00
LECTERNS <ul style="list-style-type: none"> <li>▪ Standing</li> <li>▪ Tabletop</li> </ul>		No Charge No Charge
SAFE Portable	Per Event	\$250.00
LOCKS <u>SEE LOCKS AND KEYS</u> <ul style="list-style-type: none"> <li>▪ Cylinder Change (includes 3 keys per change)</li> <li>▪ Additional Keys (to inventory maximum or 8 keys)</li> <li>▪ Basic Room Key</li> <li>▪ Unreturned Keys</li> </ul> <b>PLEASE NOTE:</b> Number of cylinders required varies by space. Please ask your Event Manager for details.	Each Door Each Each Each	\$50.00 \$25.00 \$25.00 \$500.00
INDIVIDUAL EVENT DIRECTIONAL SIGNAGE <ul style="list-style-type: none"> <li>▪ One color printing</li> </ul>	Each	\$45.00

<b>EQUIPMENT (CONT.)</b>		
<b>ITEM</b>	<b>UNIT</b>	<b>RATE</b>
<b>LINENS</b>		
Available Sizes		
<ul style="list-style-type: none"> <li>▪ 52x52 – color options: white, black</li> <li>▪ 52x114 – color options: white, black</li> <li>▪ 85x85 – color options: white, black, ivory, sandalwood, green, red.</li> <li>▪ 62x62 – color options: white, black</li> </ul>		
<b>DISCOUNT PRICE – ORDER RECEIVED BY 30 DAY DEADLINE</b>	Per Linen	\$15.00
<b>STANDARD PRICE – ORDER RECEIVED AFTER 30 DAY DEADLINE</b>	Per Linen	\$20.00
<b>LABOR RATES</b>		
<b>ITEM</b>	<b>UNIT</b>	<b>RATE</b>
<b>GENERAL LABOR: STRAIGHT-TIME</b>	Per Hour w/2 Hour Min	\$25.00
<b>GENERAL LABOR (SUPERVISOR): STRAIGHT-TIME</b>	Per Hour w/2 Hour Min	\$30.00
<b>GENERAL LABOR: OVERTIME</b>	Per Hour w/2 Hour Min	\$37.50
<b>GENERAL LABOR (SUPERVISOR): OVERTIME</b>	Per Hour w/2 Hour Min	\$45.00
<b>LIGHTING: General</b>		
<b>ITEM</b>	<b>UNIT</b>	<b>RATE</b>
<b>LIGHTS BREAKERED OFF</b> Booth(s) in Exhibit Halls	Each Light	\$75.00
<b>PLUMBING</b>		
<i>See Attachment C</i>		
<b>OVER 14 HOURS PER DAY FEES</b>		
<b>ITEM</b>	<b>UNIT</b>	<b>RATE</b>
<b>EACH INDIVIDUAL AREA (A/B, C, D/E, F)</b>	HVAC Per Hour	\$275.00
<b>PLEASE NOTE:</b> Two-hour start-up time required to achieve desired temperature.	Lights Per Hour	\$75.00
	Housekeeping Per Hour	\$450.00

**KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS**

**ELECTRICAL ORDER**



Remit to: **KBHCCD**  
ATTN: CONVENTION SERVICES  
650 S. GRIFFIN ST.  
DALLAS, TX 75202

Phone: (214) 939-2726 Fax: (214) 939-2740

**DEADLINE DATE:**

To receive discount rates, this order with payment must arrive in our offices prior to the above date; otherwise standard rates apply.

Please type or print all exhibitor information

Exhibiting Firm Name		Booth No.	Tel No.
Address		City	State Zip
Contact at Show	Email Address		Date

**PAYMENT POLICY \*\*IMPORTANT\*\* THIS SECTION MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED.**

**A CREDIT CARD NUMBER IS REQUIRED AS A DEPOSIT AGAINST ADDITIONAL LABOR AND/OR SERVICES. PAYMENT OF ANY BALANCES MAY BE MADE BY COMPANY CHECK UPON REQUEST AT THE SERVICE DESK, BUT A CREDIT CARD MUST BE ON FILE.**

**ANY BALANCE OUTSTANDING AS OF THE CLOSE OF SHOW WILL BE CHARGED TO YOUR ACCOUNT.**

<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> DINERS	Credit Card No. _____	Exp. Date _____
-------------------------------	-------------------------------	-----------------------------	-----------------------------------	---------------------------------	-----------------------	-----------------

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**THIRD PARTY BILLING** - The exhibiting firm is primarily responsible for payment of all charges. We will bill a third party/display house provided there is a credit card on file and they have a satisfactory credit history with the KBHCCD.

Display House/Third Party		Contact at Show	
Address		City	State Zip
Name (Print)		Authorized Signature	

**ELECTRICAL POWER**

**Rates listed will bring power to any one designated point within the booth space.**

Additional labor and material charges will be incurred for hooking up equipment, installation and removal of lights, hardwiring, disconnecting special power, overhead drops, locations outside the exhibit halls, as well as any additional service/labor which is requested or required.

QTY	Discount Price	Standard Price	TOTAL
15 AMP 120 VOLT 1P	\$100.00	\$130.00	\$ _____
20 AMP 120 VOLT 1P	\$145.00	\$189.00	\$ _____
20 AMP 208 VOLT 1P	\$225.00	\$293.00	\$ _____
30 AMP 120 VOLT 1P	\$173.00	\$225.00	\$ _____
30 AMP 208 VOLT 1P	\$345.00	\$449.00	\$ _____
40 AMP 208 VOLT 1P	\$450.00	\$585.00	\$ _____
50 AMP 208 VOLT 1P	\$489.00	\$636.00	\$ _____
60 AMP 208 VOLT 1P	\$525.00	\$683.00	\$ _____
__AMP 208 VOLT 1P	(for higher amperage, call for price)		\$ _____
20 AMP 208 VOLT 3P	\$315.00	\$410.00	\$ _____
30 AMP 208 VOLT 3P	\$420.00	\$546.00	\$ _____
40 AMP 208 VOLT 3P	\$564.00	\$733.00	\$ _____
50 AMP 208 VOLT 3P	\$620.00	\$806.00	\$ _____
60 AMP 208 VOLT 3P	\$695.00	\$904.00	\$ _____
70 AMP 208 VOLT 3P	\$769.00	\$1000.00	\$ _____
100 AMP 208 VOLT 3P	\$1,076.00	\$1,399.00	\$ _____
__AMP__VOLT 3P	(for higher amps/volts, call for price)		\$ _____

**480 VOLT POWER IS AVAILABLE. CALL FOR QUOTES.** \$ \_\_\_\_\_

NOTE: FOR 24 HR. POWER/DEDICATED LINEADD 25% \$ \_\_\_\_\_

**TOTAL OUTLET CHARGES** \$ \_\_\_\_\_

**Labor inside the booth to attach lights and/or provide power extension on top of the carpet may be performed by the exhibitor only. All other electrical installation work must be performed by KBHCCD electricians. KHCCD electricians must make all electrical connections to the power source, regardless of wattage used.**

PAR CAN LIGHTS 1000W	QTY	DISCOUNT	STANDARD
	_____	\$400.00	\$500.00 \$ _____

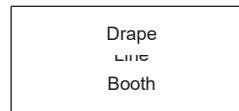
LIGHTSTANDS-250W	QTY	DISCOUNT	STANDARD
	_____	\$75.00	\$90.00 \$ _____

Indicate location with "X"



Rear

Aisle # \_\_\_\_\_



Aisle # \_\_\_\_\_

ENTER AISLE(S) AND INDICATE SPECIFIC LOCATIONS WITH "X". DUPLEX OUTLETS WILL BE PLACED TO REAR OF ALL DRAPE-LINE BOOTHS AT RATES LISTED. A SEPARATE OUTLET MUST BE ORDERED FOR EACH PIECE OF EQUIPMENT TO BE CONNECTED. SEE BACK OF FORM FOR LABOR RATES, APPROVED WIRING CODES, INSTALLATION POLICIES (INCLUDING LIGHT FIXTURES) AND OTHER IMPORTANT INFORMATION. A LABOR DISCONNECT FEE WILL BE APPLIED TO SPECIAL POWER (208 AND 480 VOLT).

## INFORMATION AND CONDITIONS

The Kay Bailey Hutchison Convention Center Dallas 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 KBHCCD personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by KBHCCD personnel. KBHCCD 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 a KBHCCD electrician to do so. If the exhibitor performs the changes, labor charges for a KBHCCD electrician to reevaluate 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.

**LABOR** - Charges will be made in 1/2 hour increments.  
Supervision time will be charged at a rate of 1/2 hour for each four hours labor.  
Mon-Fri 8 a.m. to 4:30 p.m. \$60.00 per hour  
Mon-Fri 4:30 p.m. To 8 a.m. \$120.00 per hour  
Sat., Sun. and Holidays \$120.00 per hour

**NOTE:** Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed.

## 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.
3. All approved electrical cords must be at least 14 gauge and 3-wire grounded type. 2-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. KBHCCD 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 KBHCCD reserves the right to inspect, at the exhibitor's expense, 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. Local ordinance prohibits more than two connections per outlet box.
6. All material and equipment furnished by the KBHCCD shall remain the property of KBHCCD and shall be removed only by KBHCCD 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. KBHCCD 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.

## ELECTRICAL VOLTAGE AVAILABLE

AC, 60 Cycle 120 volt, single phase  
AC, 60 Cycle, 208 volt, single phase  
AC, 60 Cycle, 120/208 volt, three phase, four wire  
\*AC, 60 Cycle, 277/480 volt, three phase, five wire  
\*Prior arrangement necessary

For voltage other than above, Exhibitor must provide the transformer.

All electrical power for exhibit booths on Level III of the Exhibit Hall must originate from floor ports, 100 amp, 120/208 three phase available per port. Should it be necessary to disassemble a floor port in order to add amperage, outlet charge plus time and material will be charged.

**KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS**

**PLUMBING ORDER**



Remit to: KBHCCD  
ATTN: CONVENTION SERVICES  
650 S. GRIFFIN ST.  
DALLAS, TX 75202

Phone: (214) 939-2726 Fax: (214) 939-2740

**DEADLINE DATE:**

To receive discount rates, this order with payment must arrive in our office prior to the above date; otherwise standard rates plus time and material apply.

Please type or print all exhibitor information

Exhibiting Firm Name	Booth No.	Tel No.	
Address	City	State	Zip
Contact at Show	Email Address	Date	

**PAYMENT POLICY \*\*IMPORTANT\*\* THIS SECTION MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED.**

**A CREDIT CARD NUMBER IS REQUIRED AS A DEPOSIT AGAINST ADDITIONAL LABOR AND/OR SERVICES. PAYMENT OF ANY BALANCES MAY BE MADE BY COMPANY CHECK UPON REQUEST AT THE SERVICE DESK, BUT A CREDIT CARD MUST BE ON FILE.**

**ANY BALANCE OUTSTANDING AS OF THE CLOSE OF SHOW WILL BE CHARGED TO YOUR ACCOUNT.**

AMEX   
  VISA   
  MC   
  DISCOVER   
  DINERS   
 Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**THIRD PARTY BILLING** - The exhibiting firm is primarily responsible for payment of all charges. We will bill a third party/display house provided there is a credit card on file and they have a satisfactory credit history with the KBHCCD.

Display House/Third Party	Contact at Show
Address	City State Zip
Name (Print)	Authorized Signature

COMPRESSED AIR: 90-100 LBS. PSI	*NOTIFICATION REQUIRED BY DEADLINE DATE FOR D AND E HALLS	DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	SERVICE CHARGE FOR LINE TO EACH BOOTH	\$338.00	\$403.00	
_____	EACH ADDITIONAL CONNECTION TO SAME LINE AT EACH BOOTH	\$80.00	\$110.00	
Size of connections _____	Number of connections _____			

24 HOUR SERVICE REQUIRED? YES \_\_\_\_\_ NO \_\_\_\_\_ (ADD 50% TO CONNECTION FEES)

**NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, see reverse side of form, note #8.**

WATER		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	SERVICE CHARGE FOR 1st LINE AT EACH BOOTH	\$259.00	\$294.00	
_____	EACH ADDITIONAL CONNECTION TO SAME LINE AT EACH BOOTH	\$80.00	\$110.00	
Size of connections _____	Number of connections _____			

**NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, see reverse side of form, note #8.**

\_\_\_\_\_ HOT WATER - WATER HEATER RENTAL AVAILABLE FROM KBHCCD

DRAINS		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	SERVICE CHARGE FOR 1st LINE TO EACH BOOTH	\$245.00	\$275.00	
_____	EACH ADDITIONAL CONNECTION TO SAME LINE AT EACH BOOTH	\$80.00	\$110.00	
Size of connections _____	Number of connections _____			

FILL & DRAIN ONLY - TUB - SPA - POOL - TANK - FOUNTAIN, ETC.		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	A - FILL 1 to 25 gallons	\$260.00	\$310.00	
_____	B - FILL 26 to 75 gallons	\$275.00	\$335.00	
_____	C - FILL 76 to 150 gallons	\$300.00	\$360.00	
_____	D - FILL 151 to 400 gallons	\$400.00	\$460.00	
_____	E - FILL 401 to 1000 gallons	\$700.00	\$760.00	
_____	F - FILL 1001 or More Call for Quote			

PRICES INCLUDE A FILL AND DRAIN FOR EACH CONTAINER

ADDITIONAL CHARGES MAY BE INCURRED BY EXHIBITOR'S EQUIPMENT THAT SHOULD LEAK OR CAUSE DAMAGE.

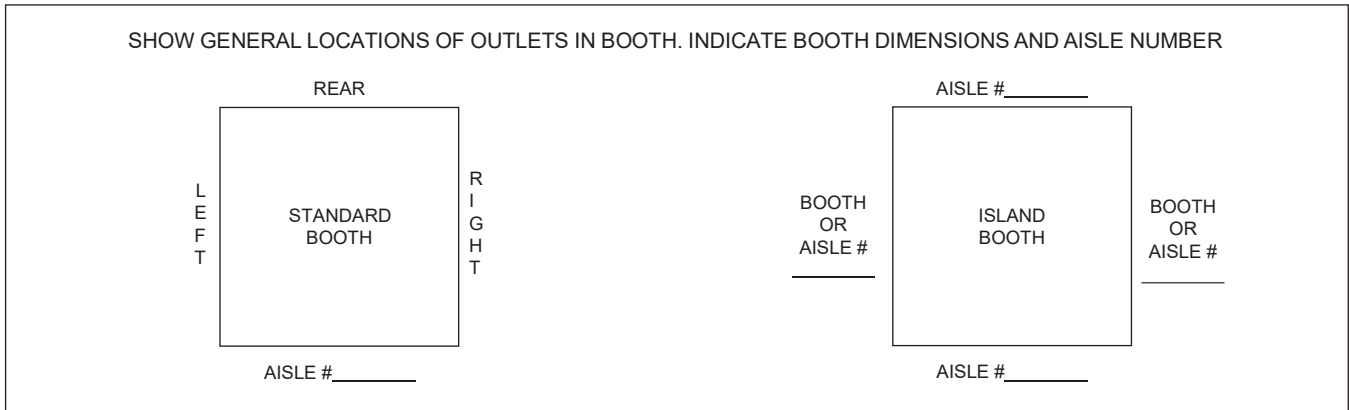
MULTIPLE FILLS WILL BE CHARGED BY THE ACCUMULATED TOTAL OF GALLONS USED.

GAS QUANTITY	DISCOUNT	STANDARD	AMOUNT
_____ SERVICE CHARGE FOR 1st LINE AT EACH BOOTH	\$1241.00	\$1309.00	
_____ EACH ADDITIONAL CONNECTION TO SAME LINE AT EACH BOOTH	\$225.00	\$280.00	

\*NATURAL GAS IS AVAILABLE IN LIMITED AREAS OF EXHIBIT HALLS. PLEASE CONTACT KBHCCD PRIOR TO ORDERING GAS SERVICE.

\*\*\*ALL UNIT PRICES LISTED ABOVE INCLUDE TIME AND MATERIAL\*\*\*

\*\*\*ANY WORK NOT COVERED UNDER THE UNIT PRICE WILL BE DONE ON A TIME AND MATERIAL BASIS, AT \$60.00 PER HOUR\*\*\*



### IMPORTANT CONDITIONS AND REGULATIONS

- ALL PLUMBING CONNECTIONS FOR WATER, DRAIN, AIR AND GAS MUST BE MADE BY KBHCCD. The rates listed include necessary City Permit and inspections by City Authority enforcing the Codes. **WARNING.....ANY CONNECTIONS NOT MADE BY KBHCCD MAY BE SUBJECT TO ADDITIONAL FEES FOR INSPECTION DISCONNECT AND RECONNECTION OF EQUIPMENT.**
- Plumbing line rates listed cover bringing service from main line to booth and do not include connecting exhibitor equipment.
- Prices are based upon current rates and are subject to change without notice.
- KBHCCD will not be responsible for any cutting or altering of any floor coverings in order to bring utility service to a booth.
- All work performed attaching lines to exhibitor equipment or under carpet will be charged on a time and material basis in addition to connection fees. A one hour minimum labor charge to install and a one hour minimum labor charge for disconnection will be assessed.
- Permanent utility boxes, including restroom plumbing fixtures, are NOT to be used for booth operations or disposal purposes. A \$500.00 fee will be assessed and collected from any exhibitor involved in this activity.
- Equipment with strict tolerances for water or air pressure, temperature or cleanliness may require regulating devices. Exhibitor should be responsible for having their own pressure regulator valve or pump installed. These items are not supplied or available from KBHCCD.
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be performed without "KBHCCD PERSONNEL" provided the material and work conforms to Dallas Plumbing Code and Dallas County Health Codes and are approved by KBHCCD Plumbing Supervisor. All service connections to the booth shall be made by KBHCCD plumbing personnel for water, drains, compressed air and gas.
- All material and equipment furnished by KBHCCD Plumbing Department for this service order shall remain KBHCCD Plumbing Department property and shall be removed ONLY by KBHCCD Plumbing Personnel.
- The replacement costs for damaged, or lost KBHCCD material and equipment shall be the responsibility of the exhibitor.
- All services are to be disconnected/shut off by KBHCCD personnel. Exhibitors must provide advance notice for early disconnect or extended services.
- Credit will not be given for connections ordered or installed and not used.

## **ATTACHMENT D**

### **FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS DALLAS FIRE-RESCUE DEPARTMENT**

Inspection and Life Safety Education Division – Special Events Section  
1551 Baylor Street, Suite 400, Dallas, Texas 75226  
Telephone: (214)670-4319 Fax (214)670-4324

### **FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS**

This section provides some of the basic regulations governing the operation of Exhibits and Special Events. If you have a question or concern, please contact the Dallas Fire Marshal's office at 214-653-7970 and/or your Event Manager/Coordinator. The initial inspection and first re-inspection are conducted at no charge. The second re-inspection is subject to a \$100.00 fee, with all re-inspections thereafter, subject to a \$105.00 fee.

#### **PLANS**

1. Final detailed floor plans must be submitted to Inspection and Life Safety Education Division – Special Events Section at least a minimum of 60 days prior to the move in of your event. It is not necessary to show the details of individual booths. However, all tents must be shown on the floor plan. The plans should include:
  - Layout: exhibits and building areas in use
  - Lobby displays and registration areas
  - Concessions areas and main catering set-up
  - Exits: marked aisles and exits
  - Fire extinguisher equipment: location and nature
  - Dates: move in, move out and times open to the public
  - Contacts: persons' names and telephone numbers
  - Structures inside building: Detailed plans must be submitted 30 days prior to event move in
  - Includes pop up tents (10 x 10 and tents up to 300 sq. feet). See TENTS below for special requirements for tents 101 to 300 sq. feet in size.
  - Includes all covered structures, awnings, and trailers over 4-feet wide
  - Vehicles: type and number with diagram of placement with move in / out schedule
2. If a tent is to be erected outside, plans showing the details of the tent placement must be submitted to Inspection and Life Safety Education Division-Special Events Section at least a minimum of 30 days prior to the move in of your event.
3. Certification of flame resistance shall be provided for tents, awnings, drapes, table skirts and decorative materials.

#### **TENTS**

1. 10x10 or 100 sq. foot tents are allowed. The tents must be designated on the floor plan.

## **TENTS, *cont'd***

2. Tents 101 – 300 sq. feet in size must be shown on the floor plan and will be allowed with the following requirements:
  - A smoke alarm must be installed in each tent
  - A 2A-10BC type fire extinguisher must be inside each tent. Fire extinguishers are available for rental through your Event Manager / Coordinator. Based upon availability.
3. Distance between tents:
  - Tents placed next to each other (side-by-side or back-to-back along a drape line) that have an aggregate sq. footage of 300 sq. feet must have a distance of at least 30 feet between the next structure or tent.
  - Tents 300 sq. feet in size must have a distance of at least 30 feet between the tent and the next structure or tent.
4. All tents must be open on at least 3 sides.
5. Tents larger than 300 sq. feet will be evaluated on a case by case basis. Detailed plans will need to be provided. Please contact the Special Events Section of Dallas Fire Rescue to discuss your situation.
6. Storage of combustible materials must be limited to 1 day's usage.
7. Vehicles will not be allowed to be stored under tents.

## **PERMITS**

1. A tent permit from the Fire Marshal is required for:
  - Indoor tents 400 square feet or larger
  - Outdoor tents 700 square feet or larger without sides
  - Outdoor tents 400 square feet or larger with sides
2. Call the Special Events Section to obtain information and tent permit requirements.
3. Liquid Petroleum Gas for demonstration purposes inside buildings and for cooking purposes outside of buildings must be approved and permitted by the Fire Marshal. The allowable tank size is 5 pounds or less of Liquid Petroleum Gas.
4. Open flames, candles and burning or smoke emitting materials must be approved and permitted by the Fire Marshal prior to the event.
5. Special effects materials, pyrotechnics and fireworks must be approved by the Fire Marshal.
6. Welding and cutting equipment and use must be approved and permitted by the Fire Marshal. Other permits may be required. Please contact the Special Events Section for more information.

## **TRAILERS**

1. Display trailers must have one smoke alarm installed inside the trailer for every 100 sq. feet of display space.
2. One 20-pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
3. Storage of combustible materials must be limited to 1 day's usage.

## **FIRE ACCESS**

1. Fire lanes shall not be obstructed or barricaded at any time in any manner.



## **FIRE ACCESS, *cont'd***

2. Fire hydrants and fire department connections must be maintained with a 3-foot clearance, and no parking within 15 ft. of fire hydrant.

## **TWO-STORY BOOTHS**

Any exhibitor planning to utilize a two-story booth shall adhere to the following guidelines:

1. The exhibitor shall comply in all aspects with all applicable local fire and building codes and shall secure all local licenses or other approval.
2. An independent automatic fire suppression system must be provided for the inside of the first floor, or an equivalency.

The equivalency required may be one or more of the following:

1. For every 100 net square feet of booth space covered by a second floor, a smoke alarm must be installed.
2. One 20-pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
3. Enclosed areas of the booth (closets, offices, storage areas, etc.) are equipped with functioning smoke alarms.
4. The smoke alarms must be tied to a strobe and/or horn on the outside of the structure.
5. A Fire Watch provided by the Dallas Fire-Rescue Department may be required during show hours or any time the booth is occupied.
6. Fire Watch placement and number if inspectors on-site will be based on overall event floor plan and determined by the Fire Marshal.

## **EXITS**

1. Exit doors shall always be maintained in proper working order and unlocked when the building is occupied. Exit doors shall not be blocked or obstructed from inside or outside of building by vehicles, barricades, etc.
2. Exit ways shall always be kept clear of obstruction with adequate aisle widths provided.
3. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose cabinets, standpipes, fire extinguishers, or any life safety equipment at any time. Drapes must have an illuminated exit sign if exit is not clearly visible.

## **FIRE ALARM AND DETECTION SYSTEMS**

1. Fire detection equipment must always be operable and serviced and tagged annually.
2. Fire suppression systems must always be operable and serviced and tagged annually.
3. Fire Watch personnel provided by the Dallas Fire-Rescue Department may be required at the discretion of the Fire Marshal.

## **SOURCES OF IGNITION**

1. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited.
2. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and rear divider draperies of booths, or attached to table skirting facing the aisles.

## **SOURCES OF IGNITION, *cont'd***

3. Hay and straw used for decoration shall be flame retardant or covered with a flame-retardant tarpaulin; otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
4. Sawdust and shavings shall always be maintained flameproof, by wetting down each day.
5. Combustible waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
6. Use or demonstration of equipment using liquid fuel inside of the building is prohibited.

## **FIRE EXTINGUISHERS**

1. Typically, a 2A-10BC rated fire extinguisher shall be provided for each booth, display, stage, concession, or internal combustion power source within 75 feet of travel or every 3,000 square feet of floor space.
2. A class K rated fire extinguisher shall be provided within 30 feet of food processing equipment that produces grease-laden vapors.

## **EQUIPMENT**

1. Compressed gas cylinders shall be secured to prevent from falling or being knocked over. Cylinders must be stored outside of the building when not in use.
2. Heating devices shall be installed in accordance with the Building and Mechanical Code. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
3. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing codes and shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or non-combustible shielding, as approved by the Fire Marshal.

## **DISPLAY OF VEHICLES USING FLAMMABLE FUELS INSIDE A BUILDING:**

### **AUTOMOBILES, TRUCKS, TRACTORS, AND OTHER VEHICLES**

1. Fuel tanks shall contain no more than one-quarter tank or 5 gallons of fuel (whichever is the least). All Vehicles must be approved and tagged by the Fire Marshal before they can be placed inside the building.
2. Battery cables shall be disconnected from the ignition system.
3. Ignition keys for display vehicles shall be kept by a responsible person, at the display location, for use in removal of the vehicles in the event of an emergency.
4. Gas Caps must be locked or sealed (taped) closed

### **BOATS OR JET SKI'S**

1. Fuel tanks shall be completely empty. All fuel tanks shall be locked or effectively sealed. All boats must be approved and tagged by the Fire Marshal before they can be placed inside the building.
2. Battery cables shall be disconnected from the ignition system.
3. A jet ski that has held fuel prior to display must adhere to the same regulations.
4. A boat or jet ski directly from the factory and has never held fuel is not subject to these regulations.

## AIRCRAFT

1. The maximum amount of fuel that is permitted in aircraft that is flown to the display site is the minimum reserve that is required by Federal Aviation Regulations (FAR) subject to the following conditions.
  - At least 30 days prior to the start of the event, the Fire Marshal shall be provided with a list of all affected aircraft, specifying the make and model of the aircraft, type of fuel tank, the FAR minimum reserve, and a description of the units in which the fuel is measured, i.e., pounds or gallons.
  - A member of show management shall be present during move in to assist the Fire Marshal.
  - Automotive traffic shall be prohibited from the aircraft landing area during the scheduled aircraft arrival and/or departure time(s).
  - The aircraft landing area shall be cordoned off.
2. The power source on each aircraft shall be disconnected.
3. The fuel filter caps on each aircraft shall be locked or covered with duct tape. Fuel tanks on aircraft that are not flown to the display site shall be empty.
4. All aircraft must be approved and tagged by the Fire Marshal before they can be placed in the building.
5. Approved fire extinguishing equipment shall be provided in areas designated by the Fire Marshal.
6. Aircraft defueling and/or fueling shall be subject, but not necessarily limited to the following provisions:
  - Defueling and/or fueling operations shall be conducted a minimum of 50 feet from any building. The defueling and/or fueling area shall be cordoned off.
  - Defueling and/or fueling shall be done only when the aircraft and dispensing unit are bonded and grounded as follows:
    - A grounding cable shall connect the dispensing unit (fueling truck) to a ground. A grounding cable shall connect the aircraft to the ground.
    - A bonding cable shall connect the dispensing unit to the aircraft.
  - The defueling and/or fueling area shall be approved by the Fire Marshal prior to beginning defueling and/or fueling operations. All aircraft defueling and/or fueling operations shall be restricted to this area only.
  - Aircraft heaters shall not be operated during defueling and/or fueling operations. No source of ignition shall be within 50 feet of the defueling and/or fueling area.
  - Approved fire-extinguishing equipment shall be provided in the defueling and/or fueling area.
  - "NO SMOKING" signs shall be posted throughout, and within 50 feet of the defueling and/or fueling area.

# ATTACHMENT E

## FREEMAN AUDIO VISUAL EQUIPMENT & LABOR

*Rates are subject to change*

**Please contact the Freeman Director of Audio Visual with questions and to begin planning for your event.  
Enter email address here**

### LABOR

ITEM	UNIT	RATE
General (Stagehand)	Per Hour (4hr. Minimum)	\$60
Technician (Audio / Video / Lighting)	Per Hour (4hr. Minimum)	\$60
Specialist (Audio / Video / Lighting)	Per Hour (6hr. Minimum)	\$75
Production Manager	Per Hour (10hr. Minimum)	\$92
<i>(Additional positions &amp; rates available upon request)</i>		

### EQUIPMENT

ITEM	UNIT	RATE
<b>AUDIO EQUIPMENT</b>		
▪ Wired Microphone	Daily/Weekly	\$30/\$90
▪ Wireless Microphone	Daily/Weekly	\$200/\$800
▪ 4 Ch. Mixer	Daily/Weekly	\$45/\$135
<p><small>PLEASE NOTE: To avoid frequency interference from all outside Production and A/V company wireless microphones, an RF Frequency plot needs to be submitted to the Freeman Director of Audio Visual prior to each event start date.</small></p>		

### EXCLUSIVE SERVICES

ITEM	UNIT	RATE
<b>HOUSE PATCH FEE</b>	Show	\$150
<b>PUBLIC ADDRESS SYSTEM PATCH FEE</b> (Exhibit Halls/per Hall)	Show	\$150
<b>ARENA HOUSE SOUND (Includes Operator)</b>	Daily	\$1500
<b>THEATER HOUSE SOUND (Includes Operator)</b>	Daily	\$1500
<b>ARENA SPEAKER REMOVAL</b>	One Time	\$1500