



**KAY BAILEY HUTCHISON  
CONVENTION CENTER DALLAS**

**EVENT RESOURCE GUIDE**



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS

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

The entire Oak View Group team at Kay Bailey Hutchison Convention Center Dallas (KBHCCD) looks forward to working with you. Our experienced staff is committed to providing you and your attendees with the highest 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 the highest level of products and services while at our facility.

Sodexo Live!, 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 audiovisual 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, community and service partners. As a commitment to you, Oak View Group continues to make enhancements and upgrades to our facility. KBHCCD was awarded a LEED – EB Certification from the United States Green Building Council, which 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 OHSAS 18001 Safety Management Systems certifications.

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 necessary to accomplish our mission. Oak View Group 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!

- Oak View Group Venue Management

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*This Event Resource Guide, effective as of **January 1, 2024**, acts as an extension of the Kay Bailey Hutchison Convention Center Dallas (KBHCCD) contract. This document is designed to give the Licensee, its exhibitors, and contractors guidelines for operating at KBHCCD. Every event is different, and the Guide cannot cover every possible scenario. If anything is not covered expressly in this handbook, please know that the KBHCCD reserves the right to determine necessary considerations or stipulations as needed. Our sole effort is to ensure your event's success and to guard all visitors' safety and experience. We know that you will appreciate our efforts.*

*This document is subject to change. For the most current version, please visit our website: [www.DallasConventionCenter.com](http://www.DallasConventionCenter.com).*

# MEET YOUR TEAM

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Several KBHCCD departments 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 KBHCCD. We will work with you to book your event and administer your contract.

The Sales Department works in partnership with Visit Dallas to book our facility. If you want to explore dates within the next 18 months, please call us at (214) 939-2750. If your plans are for the more distant future, call (214) 571-1000 to talk to our partners, Visit Dallas, or visit their website [www.VisitDallas.com](http://www.VisitDallas.com).

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

## MARKETING

Once you've determined that 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 on-site advertising opportunities, welcome messaging, local press release distribution, social media support, and more.

Basic marketing services and some on-site advertising are included with your booking. Those services and advertising opportunities not included can be customized into packages or a la carte options catered to your event's needs. For more information about how our Marketing Team can serve you, please ask your Event Manager to introduce you to our Marketing Manager.

## EVENT SERVICES

After contracting your event, you will be assigned an Event Manager to serve as your liaison to KBHCCD staff from initial planning through move-out. Use your Event Manager 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. The Event Manager will walk you through the appropriate details that you are required to submit for your event, such as:

- » Floor Plans
- » Schedule of Events
- » Production Schedules
- » Room Setup Information
- » List of Vendors
- » Any Additional Pertinent Information Related to Your Event

When you provide the Event Manager with information related to your event, 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 with a timeline of important dates.

**NOTE:** Please provide your Event Manager with your event requirements a minimum of 45 days prior to the first move-in day of your event.

## SECURITY

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

During the planning process, our Security Manager will work closely with your Event Manager to assist with scheduling your event security and event medical service needs. Our Security Manager will provide our event emergency requirements and event safety and security requirements for your review. Upon final selection, a list of approved event security and medical providers will be sent for your review.

The Security Manager will walk you through the appropriate documents needed, such as:

- » Event Security Plan
- » Event Medical Plan
- » Traffic plans (handled by Parking Manager and reviewed by the Security Manager)

# RESOURCES

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## **ACCESSIBILITY (ADA)**

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

## **ADVERTISING**

KBHCCD offers a variety of paid on-site options for the Licensee and other groups or companies interested in advertising and installing show banners. Options include mobile charging stations, window and mirror clings, and internal/external banners. We also offer assistance with social media marketing and press release distribution to local media.

**NOTE:** Banner and Advertising Plans are due to the KBHCCD Marketing Team at least 45 days before your show's start date. Submit a Banner and Advertising Plan for a quote.

### ***Banners and Signage***

Share your marketing or event message with meeting attendees by taking advantage of our on-site advertising opportunities. For an overview of available space, please visit our website [www.DallasConventionCenter.com/Planners/On-Site-Advertising](http://www.DallasConventionCenter.com/Planners/On-Site-Advertising).

All shows must submit a Banner and Advertising Plan to our Marketing Team at least 45 days before the event move-in date for KBHCCD approval. Failure to submit a Banner and Advertising Plan could incur additional charges on the show's final invoice. Certain applications may incur additional fees. For more information, please contact the KBHCCD Marketing Manager.

Show banners and signage may be displayed in designated areas in or around the leased 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 the 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 tape or adhesive may not be used to hang signs and banners on walls, doors, columns, doorways, directional signs, or any painted surface. Only existing eye-bolts may be used for hanging. No additional eye-bolts may be drilled in any location. No mechanical fasteners of any kind may be used to install magnetic signage.

Signs (i.e., static clings, etc.) placed on windows above the entrance doors, around and between the escalators or stairs, or on 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 45 days prior to the first move-in day of your event. Any escalator damage will be billed to the Licensee at prevailing rates.

Vehicles with advertising that may conflict with any KBHCCD 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 45 days prior to move-in.

## **AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs)**

KBHCCD has Automatic External Defibrillators (AEDs) strategically placed throughout the building. Please contact your Event Manager to request a map of AED locations throughout the building.

## 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 for further information on appropriate display methods in the Convention Center. Any damages will be charged directly to the Licensee.

## 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 event temperature range is 68°F to 72°F, per Energy Star guidelines and summer heat index or winter freeze advisory. Any temperature set outside of this range incurs an energy surcharge.

**PLEASE NOTE:** Changes to the temperature, once set, may take up to 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 hourly rate per exhibit hall. 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 into or removed from KBHCCD designated areas except by the exclusive Food and Beverage provider to KBHCCD, Sodexo Live! Additional security requirements are imposed for events where alcohol is sold and consumed.

## ANCHORING AND DRILLING

Anchoring and drilling on any KBHCCD surface, indoor or outdoor, is strictly prohibited. Please contact your Event Manager if you have any questions or need more information.

## ANCILLARY CHARGES

During your budget planning process, please contact your Event Manager to discuss your event needs to minimize unexpected charges.

## ANIMALS AND PETS

KBHCCD allows people to bring their service animals (any guide dog, signal dog, or other animal trained to assist an individual) onto the premises. **NOTE:** Notify your Event Manager 45 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(s) 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 accompany the animal(s) at all times.
- » 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 animal(s) into KBHCCD.
- » Animals must be kept 60 feet from any food locations.
- » Animals must be tethered to a leash unless performing under the supervision of its handler.
- » The Licensee is ultimately responsible for the liability and sanitary needs associated with the animal(s).
- » Ensure all animal waste is properly cleaned up and disposed of and not allowed to contaminate the storm drainage system.
- » Supplemental hand washing stations and applicable signage shall be placed at any location where animal(s) can be touched.
- » Equine(s) that participate in any event within or adjacent to the KBHCCD are required to have a

current proof of a negative Equine Infectious Anemia (EIA) test within the last 12 months. Clients with equine are required to implement a procedure for review of records on each participating equine to confirm proof of a negative EIA test status within the previous 12 months prior to allowing entry of the equine into facilities or locations where the animals will be commingled. Procedures other than confirmation of proof of EIA test negative status by the Show Manager at the time of arrival at the event shall be submitted to the Event Manager for consideration at least 45 days prior to the event. A decision regarding the proposed procedure will be provided to the sponsor within ten (10) days of receipt by the Event Manager.

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 a minimum of 45 days prior to the first move-in day of your event. Your Event Manager 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 insurance in the amount of \$1,000,000 for each claim, covering any bodily injury (BI) and property damage (PD) caused by animals and \$3,000,000 in the aggregate.

## **ANTI-IDLING ORDINANCE**

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

## **AUDIOVISUAL EQUIPMENT**

As the preferred audiovisual provider at KBHCCD, Freeman Audio Visual can provide details for all the in-house audiovisual 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 audiovisual or rigging event needs, please contact the Freeman Director of Audio Visual to begin planning and preparing.

## **BALLOONS**

Helium-filled balloons are not allowed for distribution and sale at KBHCCD. Static helium balloon displays are permitted as an integral part of the exhibit. Helium-filled balloons (such as advertising balloons larger than 18 inches) may only be used if securely anchored to the exhibit. Please notify your Event Manager of all balloon displays a minimum of 45 days prior to the first move-in day of your event.

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

The Licensee 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 removing balloons will be charged to the Licensee 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.

## **CANDLES AND OPEN FLAME**

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

## CLEANING AND 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.

### What KBHCCD's housekeeping partner is responsible for:

#### Move In

- » Providing a clean space for move-in.
- » Continued custodial service for all common spaces, restrooms, ballrooms, and meeting rooms. Exhibit hall restrooms will be cleaned and stocked throughout move-in.
- » Removal of debris\* from exhibit hall floors

#### Show Days

- » Continued custodial service for all common spaces, restrooms, ballrooms, and meeting rooms, and maintaining aisles on the exhibit hall floor.
- » Maintenance of exhibit hall restrooms during show hours and at the close of the show day.
- » Providing portering services to restrooms in all occupied areas of the building on show days.
- » Providing refresh services to meeting rooms, ballrooms, etc., on show days. Schedule to be provided by KBHCCD Event Manager.
- » Removal of debris\* from exhibit hall floors
- » Removal of recycling and trash from KBHCCD-owned receptacles in exhibit halls during show hours and at the close of the show day. This does not include trash removal or cleaning services for individual booths.
- » A refresh (spot cleaning and trash pickup only) of carpeted and non-carpeted areas in exhibit halls when they are set up as a general session, based on the event schedule.
- » Cleaning of meeting rooms and ballrooms, contingent on the event schedule and availability of access to the rooms.
- » Fully cleaning the Arena seating bowl overnight during multi-day shows.
- » Cleaning trash/debris on show floors where chairs have been set.
- » One complimentary dumpster haul per contracted exhibit hall. Additional dumpster hauls will be invoiced at prevailing rates.

#### Move Out

- » Custodial service for all common spaces, restrooms, ballrooms, and meeting rooms.
- » Removal of debris\* from exhibit hall floors
- » Providing complimentary gondolas for the Licensee to dispose of inside equipment at no charge. Requires advance notice.
- » Can provide cleaning services for risers, stages, and bleachers for an additional fee. Please contact your Event Manager for pricing.

**NOTE:** KBHCCD's housekeeping partner may be contracted by the Licensee or the Licensee's General Service Contractor for move-in or move-out cleaning services at an additional charge. Please contact your Event Manager for pricing.

**NOTE:** KBHCCD's staff does not clean exhibit booths or any third-party equipment.

### What you (the Licensee) are responsible for:

#### Move In

- » Removal of bulk trash\*\*, cardboard, and large debris (trash generated by the show) in the exhibit halls, ballrooms, meeting rooms, and pre-function areas (e.g., registration and show offices) during move-in.

#### Show Days

- » Trash receptacles provided by the contractor (i.e., within registration areas, show offices, meeting rooms, and exhibit space) must be serviced by the Licensee's General Service Contractor.

- » Cleaning bleachers (or underneath bleachers) during the show or overnight on multi-day events.

### **Move Out**

- » Removal of bulk trash\*\*, cardboard, and large debris (trash generated by the show) in the exhibit halls, ballrooms, meeting rooms, and pre-function areas (e.g., registration and show offices) during move-out.
- » Breakdown and disposal of cardboard boxes.
- » Emptying of KBHCCD housekeeping partner-provided gondolas into open-top containers/trash compactors on the dock area.
- » Cleaning up tape and tape residue from the floors in the exhibit halls.
- » Procuring cleaning services for seating, risers, stages, bleachers, and other equipment brought in for the event. KBHCCD's housekeeping partner can provide cleaning services for these items for an additional fee. Please contact your Event Manager for pricing.
- » Carpeting must be disposed of by your General Service Contractor (GSC) off-site. Should your GSC dispose of carpeting anywhere on-site at KBHCCD, you will be billed any applicable charges for trash hauls at the prevailing rate.
- » Licensee's General Service Contractor must service trash receptacles provided by the contractor (e.g., those within registration areas, show offices, meeting rooms, and exhibit space).
- » Turning over the show floor to KBHCCD's housekeeping partner in "show-ready" condition, with all bulk trash removed, tape removed from the floor, and the floor broom swept.

**NOTE:** A cleanup fee will be assessed for the use of confetti and loose glitter. A request detailing the use of confetti must be submitted to the Event Manager at least 45 days before the first move-in day of your event.

**NOTE:** Licensees will be assessed fees (at the discretion of KBHCCD) for neglecting these responsibilities.

*See Attachment A - KBHCCD Equipment and Service Rates (Housekeeping)*

### **COAT AND BAGGAGE CHECK**

Coat and baggage check service is available and should be considered when planning your event. Contact KBHCCD's exclusive Food and Beverage provider, Sodexo Live!, for more information regarding costs and scheduling. Please refer to our Event Security Requirements for information on security procedures for these areas if utilized.

### **COMMON AREAS AND LOBBIES**

The desired use of any common, non-leased area, including lobby space, must be reviewed in advance with your Event Manager and is subject to the review and approval of the Fire Marshal. During the initial planning stages, the 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 the use of lobby or common areas, it becomes the responsibility of the Licensee to protect floor coverings, walls, doors, etc. Your Event Manager 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 Licensee is responsible for all damage incurred during an event and will be billed for associated cleaning and repair. Additional security must be provided through your Event Security provider for these areas.

### **CRATE STORAGE**

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

#### **Exhibit Floor**

- » Areas no larger than 10 x 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, drape, or other traditional service contractor-supplied materials.
- » Areas kept neat, clean, and orderly throughout the course of leased time in the facility.

\*\* Bulk trash includes carpets, boxes, crates, lumber, pallets, and packing materials. Additional charges will be assessed for their removal.

- » Areas predefined on your floor plans.

### **Loading Dock**

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

- » 24-inch clearance from the building overhang must be maintained in all areas.
- » Storage must comply with the KBHCCD's ability to contain flame spread.
- » Rampways and entrances/exits must be kept clear at all times. Blocking exits may result in severe fines to the General Service Contractor and/or Licensee.
- » No crate storage or parking permitted on the bridge over Griffin Street, behind Dock 5 (Hall C)
- » All fire lanes must be kept clear at all times.
- » KBHCCD reserves the right to define the number of docks available for the 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 Licensee.

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

Dallas Area Rapid Transit (DART) has a light rail station and scheduled bus service that stops at KBHCCD. For more information regarding DART, call (214) 749-2985 for DART Corporate Sales or visit their website [www.DART.org](http://www.DART.org).

### **DAMAGE**

Damage to KBHCCD property, including leased and common areas or equipment, must be reported immediately to your Event Manager. Licensee 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 damage to KBHCCD property at the conclusion of your event. Charges will be assessed at the prevailing rates and/or replacement costs.

KBHCCD offers Licensee(s) 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.

### **DOCKS**

KBHCCD's dock entrance is located off Lamar Street and is open from 4:00 a.m. to 8:00 p.m., with its exit terminating at Canton Street. Hours can be extended past our regular operating hours. 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 dock access. A variety of dock passes are issued, as appropriate, for access to the loading docks. All passes should be filled out completely and properly displayed in the windshield. Failure to do so may result in the vehicle being towed at the owner's expense. 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.

No children under the age of 16 are allowed in the loading docks at any time.

All vehicles entering the KBHCCD premises are subject to search.

A list of all exhibitors, all service contractors, and all privately owned vehicles (POVs) requiring dock access must be provided to your Event Manager 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 Licensee pre-approval or proper credentials will be removed from the vehicle queue until approved or verified by the Licensee. No vehicle will be allowed on the dock without prior approval or proper credentials displayed.

Your Event Manager can provide you with a map of our loading docks to assist with the planning of your event.

## DONATIONS, OUR GOOD NEIGHBOR PROGRAM

As part of our ongoing commitment to sustainable practices and waste reduction, KBHCCD 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 and unused food.

### *Consumer Goods Donations*

Licensees 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'll store the items, match them with the appropriate nonprofit organization and make the donation.

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

### *Food Donations*

Together with our catering partner Sodexo Live!, the United States 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, and KBHCCD will share an itemized donation report for your records if requested.

## DRONES AND UNMANNED AERIAL SYSTEMS (UAS)

The airspace around the KBHCCD is designated as Class B airspace, and very stringent FAA rules are in place. Requests to fly unmanned aerial systems (UAS) in the area must be preapproved in advance by the FAA and KBHCCD.

UAS are not allowed to fly 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 General Manager or designee.

**NOTE:** Additional insurance is required for the usage of UAS, and the Licensee must retain the certificates of insurance for the duration of the contract and shall be responsible for enforcing insurance requirements among its exhibitors and contractors.

## EMERGENCY PROCEDURES

Please contact your Event Manager to request current emergency procedures.

## ESCALATORS AND ELEVATORS

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

Escalators are located 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 area and Levels 1 and 2 of B, C, and D areas. Freight elevators are located in the backstage Arena Concourse, in the A Lobby, in the C Lobby on the east side, and in D Lobby. Please contact your Event Manager for a map of escalators and elevators in the building.

## EVENT SPECIFICATIONS

To help us deliver the best service, please provide your Event Manager with your event requirements a minimum of 45 days prior to the first move-in day of your event. This information will allow our staff to anticipate labor requirements and schedule crews as needed.

**NOTE:** Any meeting room or ballroom information not communicated 45 days prior to the first move-in day of your event will result in the forfeit of the first meeting room or ballroom set at no charge.

## EXCLUSIVE SERVICE PARTNERS AND PREFERRED SERVICE PROVIDERS

Please see your License Agreement for a list of these service providers. Your assigned Event Manager will assist in obtaining the required contact information.

## EXHIBIT HALLS

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

The use of pipe and drape over 8 feet and not flown requires 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 opening doors until the drape is installed to KBHCCD specifications.

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

*See Attachment A - KBHCCD Equipment and Service Rates (Equipment)*

## 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 on-site during show hours at the Licensee's expense.

Please call (214) 670-4319 for the Fire Marshal should you have any questions or need more information.

*See Attachment B - Fire Code Requirements for Exhibits and Special Events*

## FIRST AID

The required Event Medical Service coverage provides advanced first aid service, treatment of medical emergencies, minor illnesses, and over-the-counter medications for all personnel involved with the event. Basic Life Support (BLS) and Advanced Life Support (ALS) coverage is available through your event medical provider. Peak attendance, the presence of alcohol, attendee age, and attendee intent are important factors in assessing and managing emergency medical services. Emergency Medical Service (EMS) providers are specifically trained to respond to public health and safety conditions in our active environment. Upon final selection, a list of approved Event Medical Service (EMS) providers will be sent to you for your review.

EMS services are required from one-half hour prior to move-in until one-half hour after move-out if there is activity in the Licensee's leased space; otherwise, move-in will not be allowed. However, EMS services can be waived in the form of a request through the Event Manager along with a justification, which will then be submitted to and approved by the Director of Safety and Security (or designee). An approved medical plan, a signed medical contract, and payment are required prior to move-in. If these requirements are not met, the event will not be allowed to move-in.

Should the established permanent first aid locations not be desirable for your event, the Licensee may work with the emergency medical services provider to designate and provide an enclosed space within their floor plan or leased space at the Licensee's expense. Please call (214) 939-2942 for the Security Department 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 jacks, 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 tires 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. Carpet must be placed under these items.
- » To protect floor outlets and electrical panels in all lobby and ballroom room areas, the Licensee is responsible for covering outlets/panels prior to driving any equipment over these areas.
- » Weight restrictions in common spaces and lobbies vary. Any object over 1500 pounds must have approval from Facility Management.
- » Floor decals are not permitted in the lobby areas (carpeted or uncarpeted), ballrooms, or meeting rooms.
- » Licensee 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 if 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.

### ***Lobbies***

The upper and lower lobbies have a general floor load limit of 100 pounds per square foot distributed load. Weighted exhibits in any lobby must be preapproved prior to load-in to confirm building capacity. Weighted exhibits are not permitted in Lobby C. Please contact your Event Manager regarding floor load limits for C Upper Lobby and E Upper Lobby.

### ***Arenas, Ballrooms, Parking Garage Level G***

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

### ***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 pre-approved by the Director of Operations prior to placement. Please contact your Event Manager should you have any questions or need more information.

Notify your Event Manager if, when, and where you have any equipment exceeding 80,000 pounds that is heavy and condensed. A structural engineer is required if load capacities exceed the stated amount, and additional charges will apply. If you do not have a structural engineer, please notify your Event Manager so that recommendations may be provided.

Let your Event Manager know if you have any questions.

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

Submit all floor plans to your Event Manager at least 45 days prior to move-in. The Event Manager will submit the reviewed floor plans to Dallas Fire-Rescue (DFR) for approval. KBHCCD must approve plans prior to submission to the Fire Marshal. Unapproved plans 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 at scale and show the actual layout of the contracted space and 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, and the placement of any tents and vehicles on display. The Licensee's General Service Contractor is responsible for drafting and creating floor plans based on parameters set by KBHCCD. Plans must include 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 B - 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, Sodexo Live! Please call (214) 743-2521 for more information and details.

### *Sampling*

Food and beverage sampling is permissible with the completion of all required forms and compliance with 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 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.

## FREIGHT

Shipments delivered to KBHCCD during the contract term must be addressed to the attention of your General Services Contractor, Show Management, and/or your Exhibitor. The delivery address should reference the event's name and location (i.e., exhibit hall or meeting room) and show contact name. The shipping address is 839 Lamar Street (dock entry), Dallas, TX 75202.

NOTE: Freight and Cash on Delivery (COD) deliveries, including but not limited to those by 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 the Licensee does not employ a General Services Contractor, freight delivery must be scheduled while the Licensee's staff and representative(s) are on-site. All freight pickups must take place within the contracted time of the event. KBHCCD is neither responsible for any deliveries nor 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 of our green practices. You are participating in our energy conservation program by reducing the lighting load or not running escalators during move-in or move-out.

Recycling is a big part of being green and one of the easiest ways to get involved in KBHCCD's green practices. Recycling not only reduces costs for you, your attendees, and exhibitors but also reduces landfill space and energy used. Encourage your GSC 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.

### *HVAC (See Air Conditioning and Heating)*

## IN CASE OF EMERGENCY

KBHCCD has emergency procedures in place to protect all visitors and employees. Please contact your Event Manager to request our current emergency procedures.

In the event of an emergency, we ask that you do not call 9-1-1 but instead contact our 24/7 dispatch number (214) 939-2942. Our dispatch center is aware of all the resources and will marshal resources both internally and externally.

## INTERNET, WI-FI, AND TELECOMMUNICATION SERVICES

Smart City Networks provides complimentary Wi-Fi service in common spaces and meeting rooms. Should you require internet and/or Wi-Fi services within your leased space, please call (214) 853-8119 for Smart City Networks. Our exclusive provider, Smart City Networks, provides all internet, Wi-Fi, and telecommunication services at KBHCCD.

**NOTE:** Wi-Fi services are vulnerable to interference from wireless devices such as routers, 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, ballrooms, and arena 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 (e.g., a personal hotspot) of 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 equipment inventory 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. Table linens are available for rent.

Using KBHCCD equipment (e.g., tables, chairs, risers, etc.) within exhibitor booths is prohibited unless approved by your Event Manager. Only KBHCCD staff may set KBHCCD equipment.

*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. No KBHCCD employees are union labor. However, some KBHCCD partners or contractors may employ union labor.

## **LECTERNS**

KBHCCD will provide equipment to the extent of the inventory available for all events held in the facility 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 of or infringement upon the rights of any owner or presented material.

## **LIGHTING (Exhibit Hall)**

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

100% lighting will be provided in exhibit halls during event hours beginning one (1) hour prior to the 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 to make arrangements and inquire about the prevailing fees. At the exhibitors' 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.

## LIGHTING *(General)*

Per KBHCCD safety guidelines, light bulbs affixed to current infrastructure can only be removed or replaced with KBHCCD approval. Please contact your Event Manager with any special requests.

*See Attachment A - KBHCCD Equipment and Service Rates (Lighting)*

## LOCKS AND KEYS

KBHCCD offers Licensees flexibility of access to licensed areas 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. The Licensee's selected event security provider is responsible for the daily locking and unlocking of rooms and doors after KBHCCD changes out the locks or provides keys to the Licensee. All requests for additional keys and/or lock changes should be made through the Event Manager at least 45 days prior to scheduled move-in. Due to inventory limitations, a maximum of eight (8) keys are available for a single area. All keys must be returned to the Event Manager on the last day of the contract term. 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 Licensee'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 the control of the Licensee. 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.

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

*See Attachment A - KBHCCD Equipment and Service Rates (Equipment)*

## LOST AND FOUND

An event-specific lost and found location may be operated at Licensee's discretion.

KBHCCD has partnered with [Boomerang](#) to manage lost and found items, and staff shall make every effort to see that property found or turned in is returned to its rightful owner. Submit a lost item report here: [thanksboomerang.com/lost/p/kay-bailey-hutchison-convention-center-dallas](https://thanksboomerang.com/lost/p/kay-bailey-hutchison-convention-center-dallas).

Please contact your Event Manager 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 setup. 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 8 x 12 skirted riser, an unskirted head table, a lectern, tables, and chairs in the room. After the initial equipment and/or room setup is complete, any changes requested by the Licensee, either prior to initial use or during the event, will be subject to applicable fees. The initial complimentary room setup will be forfeited if setup information is received less than 45 days prior to the first move-in day.

The event's General Services Contractor or decorator is responsible for providing skirting for all tables. Lighting presets and changes should be discussed in advance with your Event Manager.

Room refreshes are provided daily according to the event schedule. The refresh includes straightening 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 attendees' convenience.

Maximum occupancies are assigned for each segment of the ballrooms and each meeting room by fire code. Contact your Event Manager immediately if any facility equipment, walls, floors, etc., are damaged.

All meeting room electrical requests must be coordinated with your chosen Electrical Service Provider from the KBHCCD approved Utility Service Provider list.

### **MERCHANDISE FEE** *(Novelties)*

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

### **MOTORIZED CARTS AND SCOOTERS**

The use of motorized and foot-powered scooters, Segways, or self-balancing recreational scooters is not allowed in the lobbies, common spaces, loading docks, 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 a minimum of 45 days in advance so appropriate provisions can be made.

- » No loading, unloading or parking is allowed on plazas, sidewalks, or pedestrian entrances. All equipment utilized for move-in and move-out must comply with all governing laws and regulations.
- » Motorized pallet jacks may not be used in lobbies, common spaces, and carpeted areas without approval. Doorways, carpeted areas, and terrazzo 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 schedule to allow sufficient time for General Service 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 Manager will provide information on costs before any requested additional days are confirmed.

### **MULTI-LEVEL BOOTHS** *(See Floor Plans)*

The Licensee and its exhibitors shall comply with all applicable local fire and building codes and secure any other approvals required.

### **NON-DISCRIMINATION**

A Licensee 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 Licensee shall not directly or indirectly display, circulate, publicize or mail any advertisement, notice, or communication that 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 on approved floor plans submitted at least 45 days prior to move-in. Please discuss the intended use of spaces with your Event Manager early in the planning process and provide preliminary floor plans to avoid capacity issues.

Standard occupant loads may be subject to field inspection and adjustment by the Fire Marshal or designated representative. When capacity has been met, 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.

## OPERATING HOURS

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

*See Attachment A - KBHCCD Equipment and Service Rates (Over 14 Hours Per Day Fees)*

## 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 valet services (arranged at the Licensee's expense) for KBHCCD are provided through KBHCCD's exclusive parking provider, ACE Parking, by calling (214) 670-4255.

- » KBHCCD charges a parking fee on move-in, event, and move-out days. Fees for larger vehicles are assessed based on the number of spaces occupied.
- » Loading, unloading, or parking is prohibited on any KBHCCD plazas or sidewalks.
- » City of Dallas Municipal Code – Volume II, Chapter 31 Article 1, section 31-13 prohibits overnight parking on KBHCCD property. Violators will be cited and/or towed at the owner's expense.
- » Recreational vehicles (RVs) may use KBHCCD parking areas for event parking purposes only. See the above note on overnight parking.
- » Motorcycles must be parked in a designated parking space.

## PERMANENT SIGNAGE

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

## PRE- AND POST-CON MEETINGS

KBHCCD staff and contractors are available for pre- and/or post-convention meetings. Please contact your Event Manager 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, 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.

## 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 that 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 the C, D and E lobbies are custom installations created by a collaborative effort of a group of local artists.

## PUBLIC ADDRESS SYSTEM (PA)

A public address system (PA) is available in exhibit halls, meeting rooms, ballrooms, and lobbies through our exclusive provider, Freeman Audio Visual.

## 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, pyrotechnics will be strictly controlled and continuously monitored. Standby Dallas Fire Rescue (DFR) personnel may be required. The Licensee will be charged by DFR for the cost of standby personnel.

Please contact your Event Manager no less than 45 days prior to the event.

## **RIGGING** (*Production and General Exhibition*)

The KBHCCD has an exclusive provider of chain hoists, trusses, all associated lifts for rigging, and rigging labor for all production and special events at KBHCCD, Freeman Audio Visual. Freeman Audio Visual's purview includes rigging in ballrooms A and D, the Arena, and all exhibit halls. For general exhibition rigging, the exclusive provider will oversee all exhibit installations under separate established guidelines to review, monitor, and ensure all facility rules and regulations are followed. Please reference the production rigging and general exhibition rigging guidelines provided by the Event Manager and submit direct inquiries to Freeman Audio Visual for design reviews and estimates.

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. Please ask your Event Manager for an introduction.

## **RISERS AND STAGING**

Risers and staging are available in various heights, in uncarpeted 4 x 8-foot skirted sections. Concert stage sections are non-skirted. All equipment is subject to inventory availability.

*See Attachment A - KBHCCD Equipment and Service Rates (Equipment)*

## **ROOF ACCESS**

Roof access and use is prohibited.

## **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 the Licensee. For security and crowd management services within the leased space, please contact the Security Manager.

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

### ***Contractor Identification***

The safety, security, and protection of building occupants are top priorities for 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 add an additional layer of security, which requires that all service contractors check-in before the start of each work day and prevents unauthorized access to the facility. All service contractors working at KBHCCD on behalf of clients must have ESCA and/or WIS-compliant credentials for access. Affected contractors (including their subcontractors and/or suppliers) include but are not limited to General Service Contractors, exhibition contractors, A/V providers, production companies, etc.

For more information about the ESCA and WIS badge requirements, please visit their website, [www.ESCA.org](http://www.ESCA.org), or contact the Security Manager at (214) 939-2942 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. Licensees may select the event security provider of their choice from the approved providers list maintained by the KBHCCD Security Department. Event security coverage is required 24/7 from a half-hour prior to move-in until a half-hour after move-out and any other times as required by the KBHCCD Security Manager or designee. The KBHCCD Security Department will work with the Event Security Provider of your choice from the approved vendor list to ensure that the required security plans and documents meet building requirements and expectations for your event. The amount of event security coverage required should focus 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 Department 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. A full description of the required security services for your event can be found in our Event Security Requirements document, which is available online.

Please call (214) 939-2942 for Security if 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 Utility Services and Smart City Networks.

## SERVICES

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.
- » Initial room setup of theater, classroom, hollow-square, conference, banquet and/or food function, lectern and small skirted stage, and/or risers (8 x 12 feet) in rooms over 1,100 square feet. ABS and/or wooden tables can be provided for all setups to the extent of KBHCCD's available inventory.
- » Bottled water for the head table or speaker platform, placed inside the lectern.
- » Water coolers (two per hallway), with complimentary refills daily, are placed in the long meeting room corridors.
- » Skirting for risers up to 48 inches in height.

### *Not Included in Rental*

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

- » Initial room setup if information is received less than 45 days prior to the first move-in day of your event.
- » Additional stage pieces over 8 x 12 feet in size, if required for your meeting space.
- » **NOTE:** Covering and/or skirting for all tables and concert stages is the responsibility of your General Service 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 should you have any questions or need more information.

## SITE VISITS

KBHCCD has activities in progress throughout the year. To avoid disrupting existing events in the building and help us provide the best service, site visits and building tours must be scheduled in advance. Site visits are subject to KBHCCD availability and will only be conducted if the Licensee is current on all contract terms and associated payments. Please contact your Event Manager to schedule your site visit(s).

## SMOKING POLICY

KBHCCD 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 or vaping in unauthorized areas is subject to removal. For a map of designated areas for smoking, please contact your Event Manager.

## **SURVEILLANCE CAMERAS**

KBHCCD utilizes surveillance cameras on its premises to maintain a safe and secure environment. Licensees and their event planners are expected to review and assess floor plans, booth layout/placement in rented space(s), and lobbies used for their event activity to identify areas of concern. Any areas presenting a privacy concern (e.g., dressing rooms, team locker rooms, holding rooms, etc.) assigned by the Licensee must be reviewed and addressed before use of the space is permitted. All areas of concern should be discussed with your Event Manager and Director of Safety and Security prior to opening the event to the public.

## **TEMPORARY SEATING** (*Risers and Bleachers*)

Licensees 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. All temporary seating structures will be inspected.

## **TENTS AND COVERED STRUCTURES**

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

Tents from 101 to 300 square feet in size must be shown on the floor plan 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 may be required.

*See Attachment B - Fire Code Requirements for Exhibits and Special Events*

## **TRAFFIC AND TRANSPORTATION POLICY**

A Traffic Plan, which must include shuttle company information, routes, schedules and areas for staging vehicles for hire, is required no less than 45 days prior to your event. KBHCCD's contract parking vendor, Ace Parking, is the primary point of contact for developing these plans.

The Licensee's transportation company shall submit a detailed plan outlining route information to the Event Manager and Security Manager. The Dallas Police Department must be employed to control street traffic and/or shuttle drop-off adequately. All bus drop-off locations require a minimum of two (2) Dallas Police Officers.

All officers and staff are coordinated through Ace Parking. The overall plans may be reviewed for safety by the Security Manager or designee.

*See Attachment B - Fire Code Requirements for Exhibits and Special Events*

## **UNUSED SPACE**

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

**NOTE:** If notification does not occur by the date specified in the Cancellation Section of your License Agreement, you will be held financially responsible per the terms of the Agreement.

## **UTILITY SERVICES** (*Electrical, Plumbing, Air and Gas*)

For utility services, the Licensee may select the utility provider of their choice from the approved providers list maintained by the KBHCCD Management Team. Providers are contracted and invoiced separately from your License Agreement with KBHCCD. A list of approved utility service providers will be sent for your review.

## **VEHICLE DISPLAYS**

Automobiles, trucks, tractors, and other vehicles that 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. The keys must remain on-site throughout the event and readily accessible.
- » Floor plans must indicate where vehicles are to be located, and vehicles shall not be moved during show hours.
- » KBHCCD flooring (exhibit hall carpet and terrazzo) must be protected from potential fluid and battery acid leaks. A drip pan and/or protective lining 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 only be washed on KBHCCD property if 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 approved contractors. 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.

## **VEHICLE AND TRUCK STAGING**

Vehicle staging and truck marshaling arrangements must be coordinated with your GSC and Event Manager. All event-related vehicles must be staged in assigned and designated areas. The address for the Marshalling Yard is 500 Hotel Street, Dallas, TX 75202.

## **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 make adjustments 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.

### ***Toxic and Biohazardous Waste***

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

**PLEASE NOTE:** Texas has strict regulations regarding waste disposal. Should someone associated with the event ignore regulatory mandates, the Licensee will be responsible.

### ***Wastewater Containment***

In accordance with environmental laws, only rainwater may enter a storm drain. KBHCCD staff can provide information on where and how to properly dispose of liquids or liquid waste.

## **WATER SERVICE**

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

Please call (214) 743-2521 for Sodexo Live! to arrange water service or chilled water service for your attendees.

# ATTACHMENT A - KBHCCD EQUIPMENT & SERVICE RATES

Rates listed are subject to change. Contact your Event Manager to confirm pricing.

## ADVERTISING OPPORTUNITIES

Ask your Event Manager to introduce you to KBHCCD's Marketing Manager for details.

## AIR WALLS: OPEN AND CLOSING

ITEM	UNIT	RATE
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

## EQUIPMENT

ITEM	UNIT	RATE
Chairs	Each	\$3.00
Tables - Available Sizes: » 18" Table - 6', 8' » 30" Table - 4', 6', 8' » 72" Round Table	Each	\$10.00
Risers (4' x 8') - Available Heights: » 8" » 16"x24" Combination » 32"x40" Combination » 48" Concert Stage Piece (3' x 8') Available Heights: 4 foot or 5 foot	Each	\$25.00
Barricades - Bicycle Rack: 8 foot section	Each	\$15.00 Advance \$20.00 Standard
Stanchions	Each	\$15.00 Advance \$20.00 Standard
Lecterns » Standing » Tabletop	Each	No Charge
Safe (Portable)	Per Event	\$250.00
Locks ( <a href="#">See Locks and Keys</a> ) » Cylinder Change (includes 3 keys per change) » Additional Keys (to inventory maximum of 8 keys) » Basic Room Key » Unreturned Keys	Each Door Each Each Each	\$50.00 \$25.00 \$25.00 \$500.00

**NOTE:** Number of cylinders required varies by space. Please ask your Event Manager for details.

**EQUIPMENT** (cont'd)

ITEM	UNIT	RATE
Individual Event Directional Signage » One color messaging of choice to fit within KBHCCD's pre-existing sign template. Sign fits 22" x 28" sign holder (Licensee is responsible for securing a sign holder/easel according to their needs).	Each	\$75.00

**LABOR RATES SET-UP & HOUSEKEEPING**

POSITION	REGULAR TIME/HOUR	OVERTIME/HOUR	DOUBLE TIME/HOUR
Lead Labor	\$33.25	\$47.74	\$62.22
Part Time Lead Labor	\$33.25	\$47.74	\$62.22
Supervisory Labor	\$58.75	\$84.41	\$110.06
Management Labor	\$75.48	\$108.49	\$141.48

**OVER 14 HOURS PER DAY FEES**

ITEM	UNIT	RATE
Each Individual Area (A/B, C, D/E, F) <i>PLEASE NOTE: Two-hour start-up time required to achieve desired temperature.</i>	HVAC Per Hour	\$275.00
	Lights Per Hour	\$75.00
	Housekeeping Per Hour	\$450.00

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

Inspection and Life Safety Education Department – 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 particular question or concern, please contact the Dallas Fire Marshal's office at (214) 653-7970 and/or your Event Manager. The initial inspection and first re-inspection are conducted at no charge. The second re-inspection is subject to a \$171.00 fee, with all re-inspections thereafter, subject to a \$205.00 fee.

### Plans

1. Final detailed floor plans must be submitted to Inspection and Life Safety Education Department – 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 45 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
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 Department-Special Events Section at least a minimum of 45 days prior to the move in of your event.
3. Certification of flame resistance

### Tents

1. 10x10 or 100 sq. foot tents are allowed. The tents must be designated on the floor plan.
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 located in each tent
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.
2. Fire hydrants and fire department connections must be maintained with a 3-foot clearance, and no parking within 15 ft. of fire hydrant.

## **Multi-Level Booths**

Any exhibitor planning to utilize a multi-level 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:
  - » For every 100 net square feet of booth space covered by a second floor, a smoke alarm must be installed.
  - » One 20 pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
  - » Enclosed areas of the booth (closets, offices, storage areas, etc.) are equipped with functioning smoke alarms.
  - » The smoke alarms must be tied to a strobe and/or horn on the outside of the structure.
  - » A Fire Watch provided by the Dallas Fire-Rescue Department may be required during show hours or any time the booth is occupied.
  - » 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 be maintained in proper working order and unlocked at all times 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 be kept clear of obstruction at all times 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.

## **Fire Alarm and Detection Systems**

1. Fire detection equipment must be operable at all times and serviced and tagged annually.
2. Fire suppression systems must be operable at all times 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.
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 be maintained flameproof at all times, 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.

## **Equipment**

1. Compressed gas cylinders shall be secured to prevent from falling or being knocked over.
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 Skis***

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 45 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 aground. 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.



