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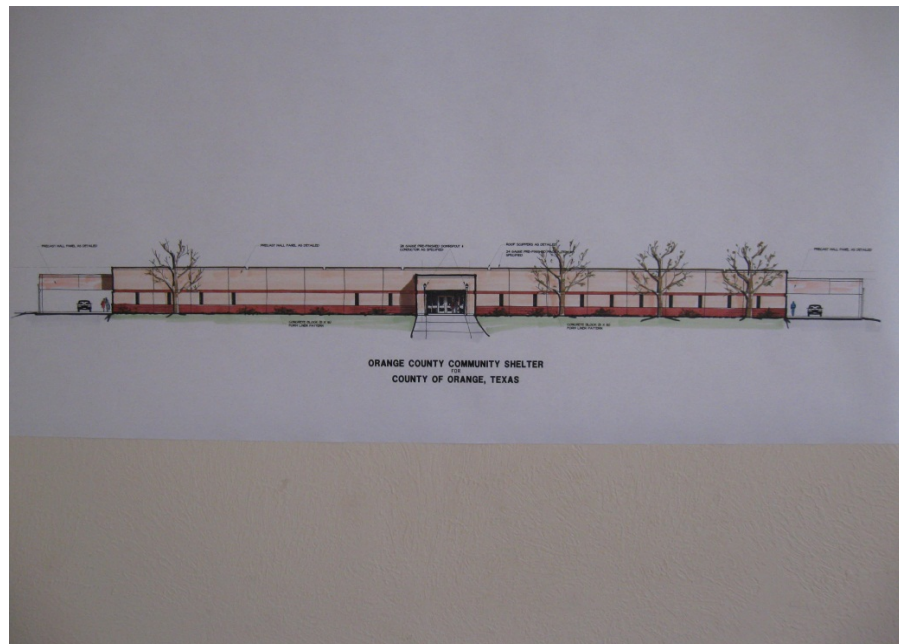
Orange County
Convention & Expo
Center Committee

OCCEC Operational Guidance

Welcome to Orange County's Center of Hospitality!

Owned and operated by Orange County Texas and located in the heart of the County, the Orange County Convention & Expo Center (OCCEC) serves as the perfect event destination. Whether you are visiting us as a planner, an exhibitor, an attendee or a member of the community, the OCCEC is committed to making your experience with us a success.

Come and find out for yourself why we are known as "**Orange County's Center of Hospitality**"!



OCCEC Operational Guidance

This operational guidance is intended to be as inclusive as possible however situations will arise when further policy guidance will be needed for the Orange County Commissioners Court.

Welcome/Mission Statement

Welcome

Welcome to the Orange County Convention & Expo Center (OCCEC) which is located in the heart of Orange County Texas. The OCCEC includes the 57 thousand square foot main building, the 10,800 square foot convention center, the 841 square foot DuPont Meeting Room and the 841 square foot Special Purpose Room.

Mission

While the County of Orange Texas established this facility for the primary purpose of serving as a shelter of last resort, the secondary purpose is promoting and facilitating events and activities that generate economic benefits to the citizens of the County of Orange as well as enhance the quality of life for every Orange County resident. Our vision is to constantly earn our reputation as one of the area's finest convention and entertainment venues. Every day we exemplify our steadfast commitment to excellence in our expertise, efficiency and quality of service. Our vision is to lead our industry through innovation; to operate successfully in an ethical manner; to satisfy our customers' expectations with motivated, service-oriented employees; to provide a safe, clean environment; and to foster both the personal and professional growth of our people. To achieve our vision, we make our customers the focus of all we do. We take pride in providing friendly and courteous service to our guests and customers. We strive constantly to improve productivity and to promote the best interests of the OCCEC.

Table of Contents

Definitions: 3
 Event Management 3
 Event Planning: 4
 Payment Terms: 4
 Non-Exclusive Service Partners: 4
 Telecommunication Services: 5
 Utility Services: 5

FACILITY USAGE GUIDELINES

Accessibility/Assistive Technology: 5
 Advertising: 6
 Animals: 6
 Badges/Identification: 6
 Basic Rental Inclusives: 6
 Clean In/Clean Out: 8
 Donation Services: 8
 Emergency Evacuation: 8
 Entrance and Exit: 8
 Equipment: 8
 Facility Care: 8
 Facility Inspection: 10
 Fire and Life Safety Regulations: 10
 Flame Effects and Pyrotechnics:..... 11
 Food and Beverage/Catering: 11
 In-Conjunction with Events (ICW): 12
 Insurance Requirements: 12
 Internet:..... 12
 Keys and Care Changes: 13
 Labor Services: 13
 Lighting / Energy Conservation: 13
 Licenses and Permits: 13
 Lost or Misplaced Articles: 13
 Calendar/Event Listings: 14
 Medical/Hazardous Waste:..... 14
 Music Licensing: 14
 Noise/Volume Levels: 14
 Objectionable Activities or Persons: 14
 Payments 14
 Propane Storage, Use, and Handling: 14
 Room Capacity/Occupancy..... 14
 Room Sets and Changes:..... 14
 Safety: 15
 Security: 15
 Show Floor Restriction: 16
 Show Offices: 16
 Shuttle Busses: 16
 Signage / Exterior and Interior: 16
 Smoking Restrictions: 17
 Solicitations: 17
 Storage Restrictions: 17
 Tax Code Enforcement: 17

Temperature Control/Energy Conservation: 17
Appendices: 17

APPENDIX

Appendix A Local Fire Codes: 18
Appendix B Contact Sheet: 21
Appendix C Room Rental Rates: 22
Appendix D Miscellaneous Fees: 23
Appendix E Contract: 24

AUTHORITY AND EVENT MANAGEMENT: The Orange County Convention and Expo Center Director has full authority to act on behalf of Orange County in the management, administration, and control of our facilities. For the purposes of planning and presenting your event at the Orange County Convention and Expo Center, the Director may delegate to an Event Manager authority to act on his behalf during your event. To provide exceptional, seamless service, all questions and requests for building services and equipment must flow through your assigned Event Manager who will be your primary contact and responsible for contacting the appropriate building section to service your event needs.

DEFINITIONS:

A. **County** means the County of Orange, owner and operator of the Orange County Convention and Expo Center and the associated Orange County Parking Facilities.

B. **Orange County Convention and Expo Center and Venues** means the County department responsible for the daily management, administration, and operation of the Orange County Convention and Expo Center, and the associated Orange County Parking Facilities.

C. **Concessions** mean the use and occupancy of Convention Center for:

- 1) Sale of all food, beverage, merchandise and convenience items commonly sold in like facilities;
- 2) Renting of items or equipment in connection with an event; and,
- 3) Taking for sale or selling of photographs in connection with an event.

The term “concessions” shall not include the sale of products or services that are related to an authorized display or exhibition contained in a Licensee’s event.

D. **Client (or Licensee)** means any person, firm, association, organization, partnership, company, or corporation entity that enters into a Use Agreement with the County to use specified space in the Orange County Convention and Expo Center, and/or Parking Facilities.

E. **Convention** means a formal assembly of members, representatives, or delegates to establish its industry practice and/or develop standards, provide educational training programs, and possibly provide industry related exhibitions of products and services for the benefit of the membership. Usually includes the annual election of the Board of Directors and meets the established minimum requirement of hotel rooms in conjunction with the corresponding event days.

F. **Convention Center** means the Orange County Convention and Expo Center and its grounds.

G. **Director** means the Director or designee, of the Orange County Commissioner’s Court in Orange County Texas.

H. **Event** means the Licensee’s show containing a primary purpose and content for which the County facilities are contracted.

I. **Event Day** means the calendar date and time stated in the Use Agreement when the Convention Center is occupied by the Licensee, Licensee’s exhibitors, contractors, delegates, paid attendees, and invited guests. It is also that period when the City facility is used for the purpose of broadcasting, televising, recording or filming for a commercial purpose.

J. **Event Manager** means Orange County

Convention and Expo Center Department personnel assigned as your primary contact to assist you in planning and coordinating your event details.

K. **Exposition Service Contractor**, also referred to as “decorator,” means the Licensee’s service provider of exhibition booth and registration related hardware (i.e., pipe and drape, carpet, exhibition tables and chairs, banners, registration counters, etc.).

L. **Gross Sales** means all money for the Licensee's event derived from the use of County facilities from total ticket sales whether collected or not collected and/or value, less applicable taxes.

M. **Licensee (or Client)** means any person, firm, association, organization, partnership, company, or corporation entity that enters into a Use Agreement with the County to use specified space in the Orange County Convention and Expo Center, Theatrical Venues, and/or Parking Facilities.

N. **Licensor** means the County of Orange department, including Orange County Convention and Expo Center, and/or Parking Facilities of Orange County, Texas.

O. **Non-Convention** means all other types of events that do not meet the convention designation.

P. **Non-Event Day** means that calendar day, or portion thereof, when the County facility is occupied by the Licensee but **is not** open to the public, audience, or members of a group and is used primarily for Licensee's event set-up and tear-down activities.

Q. **Operational Policies and Procedures (Facility Guide)**, means the Orange County Convention Centers operational policies and procedures approved, promulgated and adopted by the Commissioner's Court of Orange County.

R. **Parking Facilities** means the parking facilities under the management and operation of the Orange County Convention Center used to support the operation of the Convention Center.

S. **Service Contractors** means all other service providers such as audio/visual, event security, stagehands, event utilities, shuttle companies, computer rental outlets, business equipment companies, copy services, etc. When used singularly, this term may be interpreted to include your Exposition Service Contractor.

T. **Use Agreement** means the written agreement entered into by Licensor and Licensee for the staging of events in the Convention Center, and Parking Facilities, which agreement incorporates by reference the provisions of the current Operational Policies and Procedures (Facility Guide).

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

PAYMENT TERMS: Pay your rental balance & estimated expenses by the due date as noted on the Exhibit A of your contract.

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

***Please Note:** All prices, inventory, and terms are subject to change, with the exception of events with Convention status, which will be guaranteed at least six (6) months

SERVICE PARTNERS: To provide consistent, professional delivery of services, the Orange County Convention and Expo Center has negotiated reasonable market value rates and contracted certain service partners on a **Non-exclusive** basis. All contracted show clients requiring any of the services listed below will be required to use the service partners listed on the web-site at www.orangeexpo.com **Rates may not be marked up and/or re-sold.** Please contact your Event Manager for further information regarding these services. Please contact your Event Manager for further information regarding -preferred service partners:

Food and Beverage/Catering Services: All Orange County Convention and Expo Center events are serviced by our Preferred Service Providers

Security/Public Events: Should your event qualify and you wish to use an outside event security provider, you must notify the Event Manager, in writing, at least ninety (90) days prior to the event and must include contact information for the security provider. Notwithstanding the foregoing, all security positions shall be staffed by persons who are active duty peace officers or persons holding a valid security officer commission issued by the Texas Private Security Commission as set forth in Chapter 1702, Texas Occupation Code (Vernon 2013).

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

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

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

Security/Non-Public Events: Should your event qualify and you wish to use an outside event security provider, written notification to your Event Manager must be received ninety (90) days prior to your event, and you must include a contact name and number for your provider. All security positions must be staffed by guards licensed by the State of Texas and approved by the Orange County Sheriff. All outside security firms or person must coordinate with the Orange County Sheriff's office

Rate Policy: The Orange County Convention and Expo Center has negotiated reasonable market value rates with our service providers for the services they provide. All rates are non-negotiable and may not be duplicated, distributed or resold to any third party.

FACILITY USAGE GUIDELINES

ACCESSIBILITY/ASSISTIVE TECHNOLOGY: The Orange County Convention and Expo Center is committed to ensuring that our venues are as convenient, accessible, and enjoyable as possible. Consultation with representatives with the Americans with Disabilities Act (ADA) was instrumental in the design of all Orange County Convention and Expo Center facilities to ensure that all architectural and communication barriers have been addressed to accommodate the special needs of our guests. While we have made every effort to ensure the accessibility of our facilities, should you require additional assistance, reasonable accommodations will be made for qualified persons with disabilities. The following special features and guidelines will help make your visit an enjoyable and pleasant experience for both you and your guests:

Assistance Animals: Service and assistance animals are permitted in all public areas and at all times.

Courtesy Phones: A courtesy telephone is available for local phone calls at the information desk.

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

Entrances: Main entrances, restrooms, contain ADA compliant doors. Tactile material is located on all doors leading to possibly unsafe areas for people with visual impairments.

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

Mobility/Disability Ramps: Wheelchair ramps are available from street-level to the Orange County Convention and Expo Center at all public entrances.

Reserved Parking: Authorization to park in reserved disabled parking spaces, located adjacent to the main entrance in all Parking area, requires a plate or decal with the disability symbol. Vans or high profile vehicles should park in spaces specifically designated for those vehicles. The Orange County Convention and Expo Center features fully accessible routes from both parking and transportation areas. Detailed directions and maps are available from your Event Manager.

Restrooms: Full access is ensured with extra-wide doors, lower lavatories, raised bowls, and handrails in all restrooms.

ADVERTISING: The distribution of advertisements in the form of fliers, discount coupons and other written formats by you and/or your exhibitors and/or attendees is permitted in your contracted event meeting space only. The distribution of fliers or other materials on parked vehicles, and the distribution of stickers and other adhesive materials is strictly prohibited in all locations. The Orange County Convention and Expo Center reserves the exclusive right to display and present commercial advertising content in the form of, but not limited to static panels, video, graphics, electronic messaging and product/services displays in all non-exhibition areas (e.g., pre-function, lobbies, restrooms and other public areas) of the facilities and retains all revenue generated by this advertising.

ANIMALS: With the exception of service-assistance animals and animals participating in contracted events such as dog and cat shows, animals are not allowed in the Orange County Convention and Expo Center. When any display includes pens or enclosures containing live animals, a protective coating such as plastic or Visqueen must be used to protect floors and any Orange County Convention Center equipment. Some type of absorbent (i.e. sawdust or fire retardant wood shavings) must be placed within the pens on a frequent enough basis to minimize odors and ensure applicable health standards are maintained at all times. Curbing or bike racks must be provided to retain animals within the pens. Animals must be supervised at all times. Exhibitor and/or show management must provide proper, timely disposal of absorbents and waste. Additionally, in accordance with Texas Health Department regulations, live animals or birds are prohibited in any area where food is stored, processed, offered for sale, or served; with the exception of service animals or patrol dogs accompanying police or security officers. The inclusion of any live animals in venues other than those previously stated must have prior approval from your Event Manager.

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

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

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

Meeting Rooms: Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions (see Appendix F for temperature information).

1. One (1) lectern per contracted meeting room.
2. One (1) meeting room set-up for each contracted meeting room during contracted period. Room re-sets will incur additional charges.
3. Two 20-amp electrical circuits located in each contracted meeting room for audio/video or other equipment. **Not applicable for exhibit or entertainment requirements.** All electrical needs beyond the basic rental inclusions will require the services of our exclusive, in-house electrical

staff at an additional charge. If multiple rooms are used as one (1) continuous space, this space will be considered one (1) meeting room and will receive the basic 20-amp electrical circuits.

4. One (1) daily cleaning of each contracted meeting room.
5. Complimentary wireless internet in designated public areas.

Ballrooms: Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions (see Appendix F for temperature information).

1. One (1) lectern per contracted ballroom.
2. One (1) room set-up for each contracted ballroom during contracted period. Room re-sets will incur additional charges.
3. Complimentary wireless internet in designated public areas.
4. Use of warming kitchen (See Appendix _____ for utilization of kitchen facilities)

PLEASE NOTE: Provision of equipment is subject to available Orange County Convention and Expo Center inventory levels and provided on a first-come basis. Revisions to basic service inclusions are at Orange County Convention and Expo Center management's sole discretion. The Orange County Convention and Expo Center can provide tables or chairs for exhibitions or display purposes at the rate provided in the fee schedule.

CLEAN IN/CLEAN OUT: At the time of move-in, the Orange County Convention and Expo Center will provide clean and orderly exhibition hall floors, meeting rooms, ballrooms, pre-function areas, and support areas. Licensees are required to return all contracted facility space to the same clean and orderly condition. You will be invoiced for any additional cleaning beyond the aforementioned criteria. In addition, you will be required and responsible for post-event cleaning that is necessary after the Use Agreement period expires. Your Exposition Service Contractor is responsible for cleaning and maintaining the booths and carpeted areas furnished by their company. This includes all hall space as well as exhibition space meeting rooms and ballrooms. The OCCE will set and service all OCCE trash receptacles. However, exposition service contractors and all other vendors are responsible for servicing their own trash receptacles.

DONATION SERVICES: We strongly encourage and greatly appreciate your support of our local community. Food, gift items, medical supplies and many other products from your convention can be donated locally to assist people in need. Several local non-profit organizations will provide volunteers, trucks and other necessary equipment to collect donated items from shows. Please contact your Event Manager for details.

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

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

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

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

EQUIPMENT SPACE CLEARANCE: A three (3) foot clearance must be maintained between all event-related equipment and all permanent facility structures (i.e. walls, columns, pillars, fire hose columns, doors, etc.) during move-in and move-out times. At no time shall any event-related equipment be permitted to lean against walls or columns. Any repairs required due to damage caused by non-adherence to this policy will be billed to you at prevailing labor and material rates.

FACILITY CARE: A majority of the following items pertain directly to your Exposition Service Contractor. However, as Licensee, it is ultimately your responsibility to ensure adherence to all facility rules and

regulations. Should you have any questions regarding the following policies, please contact your Event Manager.

Adhesive Decals: No adhesive-backed decals are permitted to be distributed or used inside or outside the venues. Any cleaning and repair costs incurred will be billed to you.

Balloons: Air-filled balloons may be used for decoration purposes; however, helium balloons will not be allowed in any Orange County Convention and Expo Center facilities.

Clings: Window clings are approved on a case-by-case basis. See your event manager for details.

Confetti/Glitter/Rice/Rose Petals: The use or throwing of confetti, glitter, or rice is prohibited without the prior approval of your Event Manager. You will be charged a special clean-up fee because of any of these activities.

Drainage: Your Event Manager must be notified of any material to be disposed of through any facility drain system.

Drilling: No holes may be drilled, cored, or punched in the Orange County Convention and Expo Center facilities.

Floor Protection: Complete protection of ALL floors throughout the Orange County Convention and Expo Center is required prior to the moving or setting of any equipment. Visqueen (minimum 6 mil), drip pans and scrap buckets **must** be provided for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard. *Use of forklifts in the building is prohibited.* Appropriate protective covering, visqueen (minimum 6 ml), plywood, or masonite will be required when using rock, dirt, gravel, bark or other materials for display purposes. You will be responsible for any costs associated with any special clean up, damages or proper environmental disposal.

Floor Markers/Chalk: Only non-permanent and water-soluble markers or chalks easily removed by a wet mop method of cleaning are permitted when marking floors for layout or other purposes. No markers or chalks are to be utilized on carpeted areas at any time. Failure to use the approved markers or chalk will result in additional charges for all materials and services expended by Orange County Convention and Expo Center staff to restore the facility.

Floor Outlets: Pallet jacks, and/or man-lifts shall not be driven over electrical outlets in the floor when extension cords or other cabling is plugged into these outlets.

Ballroom And Pre-function Area Usage: Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited. If cords do not exceed a #2 pencil size, they may be taped down. The tape shall cover the cord in a parallel direction. Cable ramps may only be utilized with pre-approval by the on-site Fire Marshal 72-hours prior to load-in. An estimate based upon actual equipment and labor requirements will be provided by our in-house A/V partner for your event needs. If you contract with another A/V company, coordination will need to be made for any services provided by our in house A/V partner for equipment provided as stated in your Use Agreement. You will be charged for this service.

Painting/Refinishing: No painting or refinishing of signs, displays or other objects will be permitted inside the venues.

Soil/Garden Displays: Displays containing soil, humus, or similar materials must use a protective coating of fire retardant plastic, visqueen (minimum 6 ml), plywood, or masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage.

Ballroom Stage Floor: You will be responsible for any damage to the stage floor caused by your production. This includes but is not limited to water, fog effects, moving scenery, leaking oil or unauthorized painting.

Tape: The only tape that is authorized is a low adhesive non-damaging cloth gaffers tape. Only tape that is authorized by your Event Manager may be used on all concrete, carpet and stage floors, equipment and other building surfaces. When this tape is applied to the floor surface first, other tape may be used on top of that surface. You are ultimately responsible for the removal of all tape used by any of your service contractors in support of your event. A list of approved tape is available from your event manager. If any tape residue remains on the floors after your move-out is complete, it will be removed by Orange County Convention and Expo Center staff and billed to you at prevailing labor rates. Failure to utilize the approved tape can result in additional labor and material charges including stripping and waxing floors, re-painting entire walls and doors and recovering entire walls.

Floors: Complete protection of ALL floors throughout the Orange County Convention Center is required prior to the moving or setting of any equipment. Floors shall be protected by carpet, visqueen (minimum 6 ml), plywood, or masonite non-skid padding is also recommended. Metal wheel dollies, pallet jacks, equipment, or freight that could damage the surface is not permitted on the floor surfaces.

Freight Load-In: Advance approval must be obtained from your Event Manager to move any freight through the Convention Center lobby or glass front doors. All floor surfaces require complete coverage with heavy duty visqueen (minimum of 6 ml), plywood or masonite at all times when work is being performed, including delivery, movement, unloading, installation or dismantling of materials. Freight load-in is permitted from exhibition halls to lobby areas only through specified pedestrian doors that have been designated as "freight" doors. Failure to confine such loading through these doors could result in labor and material charges and may require a pre and post-event inspection of the contracted space. The inspection will be conducted by a designated Orange County Convention and Expo Center security officer and/or your Event Manager. It is to your advantage to make sure you are present during these inspections. Contact your Event Manager for more information.

FACILITY INSPECTION: A facility inspection to examine the physical space you have rented will be scheduled and conducted prior to your move-in and after your move-out by a designated Orange County Convention Center security officer and/or your Event Manager or Event Representative. It is to your advantage to make sure you are present during these inspections. Contact your Event Manager for more information.

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

Floor Plans: Submittal of floor plans prior to the sale of exhibit booths is strongly recommended. Any requests for Orange County Convention and Expo Center floor plans not shown on our website or marketing layouts, or any uniquely specialized/detailed floor plans, must be submitted in writing to your Event Manager. Due to security concerns, some information may not be available; therefore, please include detailed information as to how the floor plans will be utilized and by whom. After an initial review by your Event Manager to ensure compliance with the Orange County Convention and Expo Center's Facility Guide and operational policies, plans shall be reviewed by the Fire Marshal who will stamp all copies "approved", "approved as noted", or "not approved." The Fire Marshal will indicate any required modifications, initial and date all copies of the plans. It may be required that plans marked "approved as noted" or "not approved" be resubmitted. When a floor plan has been approved by the Orange County Convention Center and the Fire Department's Fire Prevention Division, a copy will be returned for your records. If an approved floor plan is modified, a revised plan must be re-submitted for Orange County Convention Center and Division of Fire Prevention approval.

Inspection and Permit: All trade shows and/or exhibitions shall be inspected and approved by the Local Fire Department's Fire Prevention Division prior to being occupied by the public/attendees. All aisle ways and doorways must be clear and free of obstructions prior to the opening of the event. An inspection may be conducted during the course of the move-in and move-out. Inspections should be scheduled with the Fire Marshal during the pre-convention meeting. Spot inspections may also be conducted during the course of the event. Shows are not permitted to open to the public without the approval of the Fire Marshal or authorized representative, and you're Event Manager. You will be responsible for the correction of any fire code violations within a time period as determined by the Fire Marshal or authorized representative.

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

FLAME EFFECTS AND PYROTECHNICS: Prohibited.

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

FOOD AND BEVERAGE

Alcoholic Beverages: Alcoholic beverages are not permitted for sale on the OCCE grounds. Alcoholic beverages can be provided by the licensee at no cost to individuals attending the event and they may be brought into the facility as "BYOB" by the event attendees. However, if alcohol is allowed for any event, applicable state law must be adhered to by all in attendance and security by a licensed peace officer approved by the Orange County Sheriff's Office must be provided by the licensee. Events with more than 300 people in attendance where alcohol is present, at least two approved licensed peace officers must be provided and on the premises at all times. **No alcoholic beverages are allowed at any function honoring a minor.**

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

Food and Beverage Sampling: Sampling of food and beverages at your event is allowed within the general guidelines below. Please contact your Catering Sales Manager or Event Manager for detailed requirements and forms. Food and beverage industry shows or events containing significant food and beverage elements may conduct sampling. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm in the trade show. Items may be sampled only and cannot be sold. Beverages are limited to a maximum four (4) oz. container and three (3) fluid ounces of product. Food items are limited to 1"x1" bite-size portions. Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) must be purchased from the Orange County Convention Center's in-house food and beverage partners. The vendor distributing sample items must have a valid Orange County Temporary Food Service Establishment permit issued by the Orange County Environmental Health and Code Compliance Department. A copy of the permit must be submitted to Orange County Convention and Expo Center in-house food and beverage division no less than seven (7) days prior to the

event. Alcoholic beverage sampling will be strictly monitored in accordance with Texas Alcoholic Beverage Commission regulations.

Food and Beverage Set-ups and Floor Plans: The Orange County Convention and Expo Center reserves the right to approve, and make changes to, all floor plans and layouts of all event areas where food and beverage services are to be provided. All Orange County Convention and Expo Center floor plans must indicate the food and beverage concession stand required setbacks.

Statement of Intent: All Orange County Convention and Expo Center events shall serviced and provided by properly permitted and approved food and beverage service providers.

Other Restrictions: In accordance with the contract between the Orange County Convention Center and our food and beverage partners, the following activities are not permitted:

1. Deliveries such as pizza and other fast food, either by the store or by a designated runner
2. Food and beverages served from show manager's office, other than those provided by our
3. caterer.
4. Ice chest/coolers containing food or beverage products purchased outside of Orange County Convention Center. Relative to Exhibitors and/or Show Promoters, outside individual beverages (whether single bottles or in cases), not including private-labeled water bottles for distribution to attendees.

Exceptions:

1. Food used for show demonstration, covered under Food & Beverage Sampling Guidelines.
2. Individuals with special food needs due to medical reasons.
3. Individual bottled water or other non-alcoholic drinks for personal consumption.
4. Food for personal consumption brought to work by employees, contracted employees,
5. stagehands, etc. Food for individual personal consumption (not for multiple people).

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

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

INTERNET: The Orange County Convention and Expo Center provides free Wi-Fi for attendees in the Grand Ballroom, and the DuPont Meeting Room. Additional internet services may be purchased through our exclusive event communications provider. By using our Internet, wireless or wired, you agree to follow and be bound by the following terms and conditions concerning your use of the access to the Internet we provide. We may revise the Terms of Use at any time without notice to you. The policies may be modified at any time, and any such modification shall be effective immediately upon posting of the modification. By your access and use of the Internet you agree to periodically review this policy and shall be conclusively bound by any such future modifications.

PROHIBITED ACTS, MONITORING OF CONTENT AND TERMINATION

You agree to use the Internet only to post, send and receive messages and material that are proper and legal. By way of example, and not as a limitation, you agree that when using the Internet you will not:

1. upload, post, email, transmit or otherwise make available any content that is unlawful, abusive, vulgar, harmful, threatening, harassing, defamatory, obscene, libelous or otherwise objectionable;

2. harm minors in any way;
3. upload, post, email, transmit or otherwise make available any content that you do not have a right to make available under any law or under contractual relationships;
4. upload, post, email, transmit or otherwise make available any content that infringes any patent, trademark, trade secret, image or program, copyright or other proprietary rights of any party;
5. upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
6. intentionally or unintentionally violate any applicable local, state, national, or international law;
7. Post or transmit any message which discloses private or personal matters concerning any person.

Failure to comply with these rules will result in immediate termination of access to Internet. If using wired Internet, payment for services will not be refunded.

KEYS AND CORE CHANGES: Requests for access cards to the Orange County Convention and Expo Center should be made through your Event Manager at least 14 days prior to your event. All access cards must be returned on the last day of your Use Agreement. See Equipment Rental Rates for current charges for access cards not returned. Orange County Convention Center staff will access these rooms only in the case of emergency situations (i.e. fire alarms). You are responsible for daily locking and unlocking of these rooms for event activity. It is also your responsibility to make arrangements with your Catering Sales Manager for delivery and removal of food and beverage services. Additionally, you should establish a daily cleaning schedule with your Event Manager of those rooms not furnished by your Exposition Service.

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

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

Ballroom – During move-in and move-out, sufficient lighting will be provided at no charge in the exhibition halls. Show lights (100 percent lighting level) will be provided during show hours, beginning one (1) hour prior to show hours on your first show day, and thirty (30) minutes prior to show hours on subsequent days. Additional exhibition hall lighting must be scheduled through your Event Manager.

Meeting Rooms – Each meeting room has independent lighting controls, either on wall units or through the use of remote control units. Lighting levels in our meeting rooms can be dimmed as needed.

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

LOST OR MISPLACED ARTICLES: The Orange County Convention and Expo Center assumes no responsibility for any losses suffered by you, your exhibitors, or general attendees due to theft or loss of equipment and articles or other personal property. Although we do not provide an official lost and found location, occasionally items are turned in to our Operations Center, located in the Orange County Convention and Expo Center. Should you, your exhibitors, or any of your attendees misplace any items, you may contact the Operations Center at 409-882-7010.

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

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

MUSIC LICENSING: The Orange County Convention Center does not furnish any licensing agreements with American Society of Composers (ASCAP), Broadcast Music, Inc. (BMI), or Society of European Stage Authors & Composers (SESAC). Therefore, it is important that you or your exhibitors obtain your own licensing agreements prior to the use of copyrighted music during your event. Without the possession of the appropriate licenses, we will be unable to provide the audio systems for playback of ASCAP, BMI, or SESAC material.

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

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

PAYMENTS: The Orange County Convention and Expo Center accepts Cash, Checks, Visa, & MasterCard for all payments. Payment for rent, services and/or equipment is due in full seven (14) days prior to move-in. Any applicable refunds will be granted in the manner in which payment was received. Cash payments will be refunded by check. Reservations will not be confirmed until the rental contract is signed and the Event Coordinator has received a deposit in the amount of not less than 25% of the anticipated rental for all, or part of the facility as the case may be.

PROPANE STORAGE, USE, and HANDLING: Cylinders shall not be stored inside the building at any time.

PUBLIC TELEPHONES: Complimentary telephones for public use are located at the Information Desk. Local access calls are free. All long distance calls require use of a pre-paid phone card or credit card. Calls are limited to outgoing calls only.

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

ROOM SETS AND CHANGES: Written orders for any services, accommodations, equipment, or materials must be submitted in writing by you or your representative no less than 30 days prior to your

event. If this information is not received within the required timeframe, and/or substantial changes are requested after labor has been scheduled, you will be invoiced for the labor to set and/or change these areas.

SAFETY: Staff, clients, contract labor and all others working in or entering the Orange County Convention and Expo Center shall at all times adhere to all applicable federal, state and local laws, regulations and standards related to safe working conditions and practices. Work being performed shall be done so in accordance with all applicable Federal Occupational Safety & Health Administration (OSHA), Texas Department of Insurance (TDI), American National Standards Institute (ANSI), National Fire Protection Association (NFPA), Entertainment Services and Technology Association (ESTA) standards, guidelines, local fire regulations, and any applicable consensus standards, industry recommended practices, and Orange County Convention and Expo Center safety policies and requirements. Equipment shall only be operated in accordance with manufacturer's written recommendations. Incidents observed and/or reported where unsafe equipment is being used or unsafe practices are being employed will immediately cease until all safety concerns have been sufficiently addressed to the satisfaction of your Event Manager.

Fall Protection: Suitable fall protection equipment shall be used whenever a fall hazard exists. Contact your Event Manager for details.

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

SAMPLES/GIVEAWAYS: Exhibitors may give away free items to event attendees. Samples must be distributed from those specific exhibitor booth locations only. The Orange County Convention and Expo Center reserves the right to regulate the size and type of samples. Food and beverage samples have specific limitations (refer to *Food and Beverage* section).

SECURITY: Orange County Convention and Expo Center clients are responsible, at their sole expense, to employ as many security and safety personnel as are required and approved by your Event Manager and the Orange County Sheriff's Office. You must also comply with all applicable Fire Department regulations concerning occupancy, exhibits and procedures as outlined in the Applicable Fire Code, (special attention should be accorded to **105.6.35 Places of assembly**).

Event Security: You are responsible for developing an emergency plan for your event, safely coordinating the movement of all vehicles, including the move-in/move-out process, controlling access, investigating and reporting incidents such as injuries or losses, and coordinating with your Event Manager and the Orange County Sheriff's office to ensure the general safety and security of your show. Event security must be on-site from the beginning to the end of your contract times. Your final security plan must be submitted no later than 30 days prior to your first contracted date to the Orange County Convention and Expo Center Event Manager who has authority and discretion to approve or amend your security schedule. Should you require any further clarification or assistance in planning your event security needs, please contact your Event Manager. In all cases, event security must have sufficient personnel to execute the emergency plan developed for your show. Each entrance must be guarded during move-in, show hours, and move-out. Supervisors and roamers are required to ensure complete coverage. Access to halls for contractors must be maintained, and can be worked out with your Event Manager.

Minimum Security: A minimum of one licensed off-duty peace officer is required for any event with more than 400 persons in attendance. A minimum of one licensed off-duty peace officer is also required if alcohol is available to attendees of an event. A minimum of two licensed off-duty peace officers are required for any event that has alcohol available and more than 300 in attendance. At the discretion of the Event Manager, in conjunction with the Orange County Sheriff's Office, the minimum security requirement of licensed off-duty peace officers may be waived or increased, depending on the event security needs.

Off Duty Police: All off-duty police officers must be scheduled through the Orange County Sheriff's Office Off-Duty Coordinator. Should you require the assistance of off-duty officers for any other reasons, (armed security, VIP escorts, gun checks for events with firearm displays, etc.) please contact your Event Manager for details.

Proms/School Events: Two (2) off-duty Orange County sheriff/police officers are required for all high school proms. A school resource officer (if available) may be substituted for the required off-duty sheriff/police officers.

Schedules: Your event security company must provide the Orange County Convention and Expo Center and the Orange County Sheriff's Office a schedule of all positions/start times and copies of all approved updates. At least one (1) staff member from the event security company must check in with the Orange County Sheriff's Office at the beginning of each shift.

SHIPPING AND RECEIVING: Deliveries, such as large freight and equipment, should be made in care of your Exposition Service Contractor commencing on the first contracted date indicated on your Use Agreement (refer to *Storage Restrictions* for further details). Individuals, exhibitors, hotels, and other non-contracted agencies are permitted to make hand and/or cart deliveries of small packages and items through front-of-house entrances for use as part of a meeting or trade show.

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

SHOW OFFICES: Show offices for management may be available for a fee to clients for use as an office or storage area throughout their show. The offices, which include complimentary internet and a local phone line, are available.

SHUTTLE BUSES: Shuttle bus operations will be managed by private transportation service providers that will be hired by the client.

SIGNAGE / EXTERIOR AND INTERIOR: All signs, banners, posters, literature and decorative materials must relate to the specific event held on the premises. Please contact your Event Manager for additional locations and information.

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

Interior Branding and Way Finding Signage:

Handwritten signs are not permitted

Signs must be of professional quality

All signage must be approved by the Event Manager

Interior Signage: Signs may be hung in exhibition areas at your discretion, within the following guidelines:

1. Signs may not obstruct any sprinkler heads clearance of no less than 18 inches is required.
2. Signs that may injure mar or deface any permanent building structures may not be attached by any means including nails, hooks, adhesive fasteners, staples, tacks, or screws.
3. any means including nails, hooks, adhesive fasteners, staples, tacks, or screws.
4. Signs may be posted on billboards, easels or other means of display.
5. All signs must meet fire codes and Fire Marshal guidelines.
6. The hanging of pictures, banners or any other items on walls, mirrors, railings or draperies,
7. requires approval of the Orange County Convention and Expo Center.

8. Signs must never obstruct infrared smoke detection beams.
9. Signs may not be taped or placed over interior Monitors.

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

SMOKING RESTRICTIONS: In accordance with the Orange County policy there is a no smoking throughout all of the Orange County Convention and Expo Center facilities, including patios, and restrooms. Designated smoking areas are located 20 feet from all facility entrances, windows, and air intake locations.

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

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

TAX CODE ENFORCEMENT: The County of Orange imposes a Sales Tax collected by the Texas Comptroller of Public Accounts. A sales tax permit issued by the Comptroller's office is applicable to all persons, corporations and partnerships, who: Sell merchandise, products, or other tangible personal property. Solicit sales of tangible personal property for later delivery. Charge for participation in games of skill or other amusement activity, such as rides or slides.

TEMPERATURE CONTROL/ENERGY CONSERVATION: Efficient and cost effective energy management is a major priority. We do not provide heating and cooling if outside doors are open. Minimal air movement will be maintained during move-in and move-out and non-event periods for ventilation, heating or air conditioning. Requests for services beyond minimal levels on non-event days will be subject to additional charges. Generally, ventilation, heating or air conditioning is maintained from one (1) hour prior to event until close of event. Please contact your Event Manager

APPENDICES: Appendices A through E are hereby made a part of, and incorporated herein by reference as if set forth in full.

APPENDIX A

The LOCAL FIRE DEPARTMENT AND ORANGE COUNTY CONVENTION AND EXPO CENTER

Dear Show Managers and Exhibitors:

The Local Fire Department and the Orange County Convention and Expo Center have created this Fire and Life Safety Regulations handout to assist you in the planning, setup, and operation of your event and/or exhibition. This handout is designed to cover some of the most common fire and life safety issues that you may encounter with your event and/or exhibition. This regulation handout is not a complete list of all relevant code requirements, therefore, if you have any questions, please your event manager.

GENERAL REQUIREMENTS

The trade show/exhibition shall be set up per the Fire Department approved plan(s).

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

1. Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.
2. Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.
3. Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide. NOTE: This width may be increased based upon the show type and setup.

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

LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT FOR DISPLAY:

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

COOKING AND WARMING DEVICES:

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

ELECTRICAL:

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

4. Halogen and other high intensity lighting shall have the original factory guards in place over the lens/glass.
5. All electrical cords, devices, and equipment shall be free from defects and operated per their manufacturer's instructions.
6. All electric cords in the path of travel shall be taped down to prevent tripping.
7. All electric devices shall be listed by a nationally recognized laboratory, i.e., UL / FM.
8. Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or prohibit accessibility is prohibited. If cords do not exceed a #2 pencil size, they may be taped down. The tape shall cover the cord in a parallel direction.
9. Cable ramps may only be utilized with pre-approval by the on-site Fire Marshal 72-hours prior to load-in

HAZARDOUS MATERIALS:

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

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

:

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

OPEN FLAME DEVICES:

1. Open flame devices are **PROHIBITED** with the exception of the following:
2. Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
3. Sterno may be used for warming trays with an operational, visible, and accessible 2A-10BC fire extinguisher within 30 feet.
4. Candles that have been pre-approved by the Fire Marshal and Orange County Convention Center.

FIRE WATCH:

1. A fire watch, in accordance with the Applicable Fire Code, shall be in place during the following conditions:
2. Any time fog, smoke, or haze is used.
3. Any time pyrotechnic effects are used.
4. The fire alarm is in a modified mode.
5. When the Local Fire Department and/or the Orange County Convention and Expo Center determine the hazards associated with an operation or event warrants.

APPENDIX B

ORANGE COUNTY CONVENTION AND EXPO CENTER CONTACT SHEET:

**This will be provided no less than 30 days prior to your event. Contact your Event Manager for current list.*

Orange County Convention
and Expo Center and Venues
Attn: Sabrina Gray
11475 F.M 1442
Orange, TX 77630
409-745-9712
Venue Operations

APPENDIX C

Facility	Rental Fee	Est. SQ. FT.	Capacity	Dimensions	Non-Profit
Ballroom	\$1,500.00	10800	640		\$750.00
Ballroom Section 1	\$425.00	2800	160		\$225.00
Ballroom Section 2	\$425.00	2800	160		\$225.00
Ballroom Section 3	\$525.00	2800	160		\$325.00
Ballroom Section 2&3	\$750.00	5600	320		\$400.00
Warming Kitchen	\$.50/Plate				
Full Kitchen	\$1.00/Plate				
DuPont Room	\$275.00	1060	68		\$150.00
(TBD) Room	\$275.00	850	52		\$150.00
Festival Area	Event Based				

APPENDIX D

Miscellaneous Fees	Price	Unit	Per		
Round Tables	\$6.00	Each	Day		
Rectangular Tables	\$4.00	Each	Day		
Chairs	\$0.50	Each	Day		
Stage	\$100.00 Set	\$2.50-4/4	Day		
Wi-Fi	No Charge				
Clean-Up Charge	\$25.00	Hour	Man/Hour		

APPENDIX E

The following documents shall be made an attachment to each contract issued for the use of the Orange County Convention And Expo Center. These documents are incorporated into this Operational Guidance Manual as set forth in full. However, nothing set forth in these documents shall serve to abrogate a right, rule or regulation set forth in the Operational Guidance Manual.

Deposits/ Cancellation/Fees

Date Reservation Deposit : (Nonrefundable)

25% of applicable rate will secure the date for your event Date Reservations will not be confirmed until a signed contract is in place. Date Reservation Deposits are non-refundable.

Payable to: Orange County

Non-Profit rate is applied when official documentation from Lessor is presented to Expo Center Director

Balance Payment/Cancellations

The Orange County Convention and Expo Center accepts Cash, Checks, Visa, & MasterCard for all payments. Payment for rent, services and/or equipment is due in full seven (14) days prior to move-in. Any applicable refunds will be granted in the manner in which payment was received. Cash payments will be refunded by check. Reservations will not be confirmed until a signed rental contract is in place.

Security Deposit

A refundable security deposit is due on the day of Move In/Event Day to cover excessive cleaning, damage, run-over times or other contract violations. Payment is to be made separately from the balance due in the form of a check, cash or credit card on file. The amount will be at a minimum rate of \$300.00 up to an amount; determine by Expo Center Director; that is based on size, type of event and amount of equipment agreed to be brought on site for the event. Licensee will be held responsible and invoiced to pay for any costs above the security deposit amount. The security deposit check will be mailed within two weeks if the terms of the contract were met and the building is left in satisfactory condition as signed off Expo Staff on the Event contract.

Return Check Fee

\$25.00 per check, returned by the bank, this may also result in cancellation.

Table and Chair Rental

Chairs .50 each
60" Round Table \$6.00 each
8' Rectangle Table \$4.00 each

Plate Fee

A \$.50 per person plate fee will be assessed for an event bringing Food & Beverage into building. Use of Warming Kitchen is included in Basic Rental; not subject to exclusion.

Floor Cleaning Fee

1/3 Ballroom ----- \$200.00
2/3 Ballroom ----- \$ 250.00
Ballroom ----- \$300.00

Security

Orange County Convention and Expo Center clients are responsible, at their sole expense, to employ as many security and safety personnel as are required and approved by your Event Manager and the Orange County Sheriff's Office. You must also comply with all applicable Fire Department regulations concerning occupancy, exhibits and procedures as outlined in the Applicable Fire Code, (special attention should be accorded to **105.6.35 Places of assembly**).

Insurance

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

Mandatory Event Cancellation

Pending an Evacuation or County Disaster, you will be notified if your rental will be affected. A full refund will be issued in this situation.

Regulations And Expo Center Operational Guidelines

The Regulations attached to this contract are incorporated by reference as if set forth in full. Additionally, the Orange County Convention And Expo Center Operational Guidance is likewise incorporated herein by reference as if set forth in full.

Optional Rental Additions

Stage 16X 24, height 2ft, s, one (1) set up with approved placemen	\$100.00
_____	_____
_____	_____
_____	_____
_____	_____

Regulations

Effect Of Regulations

These Regulations are incorporated by reference into the Orange County Convention And Expo Center Event Contract as if set forth in full. Additionally, the Orange County Convention And Expo Center Operational Guidance Manual is likewise incorporated herein by reference into these Regulations as if set forth in full.

Objectionable Activities And Persons

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

Alcoholic Beverages

Alcoholic beverages are not permitted for sale on the OCCE grounds. Alcoholic beverages can be provided by the licensee at no cost to individuals attending the event and they may be brought into the facility as "BYOB" by the event attendees. However, if alcohol is allowed for any event, applicable state law must be adhered to by all in attendance and security by a licensed peace officer approved by the Orange County Sheriff's Office must be provided by the licensee. Events with more than 300 people in attendance where alcohol is present, at least two approved licensed peace officers must be provided and on the premises at all times. **No alcoholic beverages are allowed at any function honoring a minor. No glass Beer Bottles allowed**

Clean In/Clean Out

At the time of move-in, the Orange County Convention and Expo Center will provide clean and orderly exhibition hall floors, meeting rooms, ballrooms, pre-function areas, and support areas. Licensees are required to return all contracted facility space to the same clean and orderly condition. You will be invoiced for any additional cleaning beyond the aforementioned criteria. In addition, you will be required and responsible for post-event cleaning that is necessary after the Use Agreement period expires. Your Exposition Service Contractor is responsible for cleaning and maintaining the booths and carpeted areas furnished by their company. This includes all hall space as well as exhibition space meeting rooms and ballrooms. The OCCE will set and service all OCCE trash receptacles. However, exposition service contractors and all other vendors are responsible for servicing their own trash receptacles.

Room Capacity/Occupancy

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

Room Sets And Changes

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

Event Security

You are responsible for developing an emergency plan for your event, safely coordinating the movement of all vehicles, including the move-in/move-out process, controlling access, investigating and reporting incidents such as injuries or losses, and coordinating with your Event Manager and the Orange County Sheriff's office to ensure the general safety and security of your show. Event security must be on-site from the beginning to the end of your contract times. Your final security plan must be submitted no later than 30 days prior to your first contracted date to the Orange County Convention and Expo Center Event Manager who has authority and discretion to approve or amend your security schedule. Should you require any further clarification or assistance in planning your event security needs, please contact your Event Manager. In all cases, event security must have sufficient personnel to execute the emergency plan developed for your show. Each entrance must be guarded during move-in, show hours, and move-out. Supervisors and roamers are required to ensure complete coverage. Access to halls for contractors must be maintained, and can be worked out with your Event Manager.

Minimum Security

A minimum of one licensed off-duty peace officer is required for any event with more than 400 persons in attendance. A minimum of one licensed off-duty peace officer is also required if alcohol is available to attendees of an event. A minimum of two licensed off-duty peace officers are required for any event that has alcohol available and more than 300 in attendance. At the discretion of the Event Manager, in conjunction with the Orange County Sheriff's Office, the minimum security requirement of licensed off-duty peace officers may be waived or increased, depending on the event security needs.

Off Duty Police

All off-duty police officers must be scheduled through the Orange County Sheriff's Office Off-Duty Coordinator. Should you require the assistance of off-duty officers for any other reasons, (armed security, VIP escorts, gun checks for events with firearm displays, etc.) please contact your Event Manager for details.

Proms/School Events

Two (2) off-duty Orange County sheriff/police officers are required for all high school proms. A school resource officer (if available) may be substituted for the required off-duty sheriff/police officers.

Schedules

Your event security company must provide the Orange County Convention and Expo Center and the Orange County Sheriff's Office a schedule of all positions/start times and copies of all approved updates. At least one (1) staff member from the event security company must check in with the Orange County Sheriff's Office at the beginning of each shift.

Exterior/Interior Signage

All signs, banners, posters, literature and decorative materials must relate to the specific event held on the premises. Please contact your Event Manager for additional locations and information.

Flame Effects And/Or Pyrotechnics

Prohibited.

Fog Machines

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

Confetti/Glitter/Rice/Rose Petals

The use or throwing of confetti, glitter, or rice is prohibited without the prior approval of your Event Manager. You will be charged a special clean-up fee because of any of these activities. The only tape that is authorized is a low adhesive non-damaging cloth gaffers tape. Only tape that is authorized by your Event Manager may be used on all concrete, carpet and stage floors, equipment and other building surfaces. When this tape is applied to the floor surface first, other tape may be used on top of that surface. You are ultimately responsible for the removal of all tape used by any of your service contractors in support of your event. A list of approved tape is available from your event manager. If any tape residue remains on the floors after your move-out is complete, it will be removed by Orange County Convention and Expo Center staff and billed to you at prevailing labor rates. Failure to utilize the approved tape can result in additional labor and material charges including stripping and waxing floors, re-painting entire walls and doors and **Balloons:** Air-filled balloons may be used for decoration purposes; however, helium balloons will not be allowed in any Orange County Convention and Expo Center facilities.

Smoking Restrictions

In accordance with the Orange County policy there is a no smoking throughout all of the Orange County Convention and Expo Center facilities, including patios, and restrooms. Designated smoking areas are located 20 feet from all facility entrances, windows, and air intake locations.

Temperature Control/Energy Conservation

Efficient and cost effective energy management is a major priority. We do not provide heating and cooling if outside doors are open. Minimal air movement will be maintained during move-in and move-out and non-event periods for ventilation, heating or air conditioning. Requests for services beyond minimal levels on non-event days will be subject to additional charges. Generally, ventilation, heating or air conditioning is maintained from one (1) hour prior to event until close of event. Please contact your Event Manager

Open Flame Devices

Open flame devices are **PROHIBITED** with the exception of the cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section. Sterno may be used for warming trays with an operational, visible, and accessible 2A-10BC fire extinguisher within 30 feet. Candles that have been pre-approved by the Fire Marshal and Orange County Convention Center

Facility Inspection

A facility inspection to examine the physical space you have rented will be scheduled and conducted prior to your move-in and after your move-out by a designated Orange County Convention Center security officer and/or your Event Manager or Event Representative. It is to your advantage to make sure you are present during these inspections. Contact your Event Manager for more information.

Fire Watch

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

1. Any time fog, smoke, or haze is used.
2. Any time pyrotechnic effects are used.
3. The fire alarm is in a modified mode.

When the Local Fire Department and/or the Orange County Convention and Expo Center determine the hazards associated with an operation or event warrants.