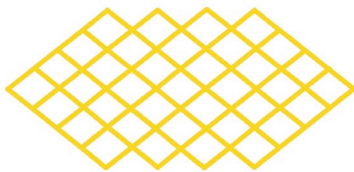


**NORTH CHARLESTON
COLISEUM**



**NORTH CHARLESTON
PERFORMING ARTS CENTER**

CHARLESTON AREA CONVENTION CENTER

CHARLESTON AREA CONVENTION CENTER

FACILITY INFORMATION

REVISED JUNE 2025



TABLE OF CONTENTS

1.0	INTRODUCTION.....	5
1.1	CHARLESTON AREA CONVENTION CENTER CAMPUS	5
1.2	EVENT MANAGEMENT AND COORDINATION	5
1.3	RESIDUAL MATTERS	6
2.0	CENTER SPECIFICATIONS	7
2.1	AUDIO/VISUAL	7
2.2	CEILING	7
2.3	ELECTRICAL	7
2.4	ELEVATOR.....	8
2.5	EXHIBIT HALL SPECIFICATIONS	8
2.6	LIGHTING	9
2.7	LOADING DOCK.....	9
2.8	MOVEABLE AIR-WALLS	9
2.9	PLUMBING / COMPRESSED AIR	9
2.10	RESTROOMS.....	9
2.11	RIGGING / STEEL GRID.....	9
2.12	TELECOMMUNICATIONS	11
3.0	GENERAL PROVISIONS.....	13
3.1	AISLE SPACE	13
3.2	CAPACITY LEVELS.....	13
3.3	DAMAGES.....	13
3.4	EARLY EVENT MOVE-IN.....	13
3.5	EMPLOYEE IDENTIFICATION	13
3.6	EQUIPMENT RENTAL.....	13
3.7	EVENT ESTIMATE	13
3.8	FOOD / BEVERAGE.....	14
3.9	GRATUITIES	14
3.10	HELIUM.....	14
3.11	INSURANCE.....	14
3.12	PACKAGE INSPECTION	14
3.13	PARKING	14
3.14	SHOW OFFICES / KEYS	15
3.15	SMOKING / VAPING	15
3.16	STAGEHAND / RIGGING LABOR SERVICES	15
4.0	FIRE AND SAFETY	16
4.1	FIRE DOORS.....	16
4.2	FIRE REGULATIONS	16
4.3	FIRE WATCH	16
4.4	MEDICAL	16
4.5	NEAREST HOSPITAL	16

4.6	SAFETY	17
4.7	SECURITY	17
4.8	VEHICLES ON DISPLAY	17
5.0	SERVICE CONTRACTOR / DECORATOR GUIDELINES.....	18
5.1	PRX.....	18
5.2	BONEYARD & CRATE STORAGE	18
5.3	CARPET	18
5.4	CLEANING	18
5.5	DIRECTOR OF EVENTS / EVENT COORDINATOR.....	19
5.6	FREIGHT	19
5.7	FLOOR PLAN APPROVAL.....	19
5.8	INSURANCE	19
5.9	LOADING DOCK.....	19
5.10	LOAD-IN / OUT ENTRANCES.....	20
5.11	MATERIAL / EQUIPMENT MOVEMENT AND VEHICLES	20
5.12	REGISTRATION	20
5.13	SERVICE ORDER FORMS	21
5.14	STAGING AND MARSHALLING AREA	21
5.15	SUB-CONTRACTORS	21
5.16	TAPE AND RESIDUE	21
5.17	UTILITIES	21
6.0	FLOORPLANS	22
7.0	SERVICE ORDER FORM.....	25

1.0 INTRODUCTION

General information, policies and procedures that affect the use of the Charleston Area Convention Center, North Charleston Coliseum and North Charleston Performing Arts Center (**Facilities**) can be found in the Facility User Guide, available upon request.

1.1 CHARLESTON AREA CONVENTION CENTER CAMPUS

The Facilities are owned by the City of North Charleston. Rental of the Charleston Area Convention Center exhibit halls and overall management of the Facilities is handled by ASM Global.

Embassy Suites Charleston Area Convention Center, also located on property, leases the ballroom and meeting room space from the City of North Charleston. Inquiries into rental of those spaces should be directed to Embassy Suites at (843) 747-1882 x 2067.

In summary, the Facilities consist of:

- 76,960 square foot exhibit hall, divisible into four separate rooms (ASM)
- 25,000 square foot ballroom, divisible into six separate rooms (Embassy Suites)
- 14 meeting rooms (Embassy Suites)
- 13,000 seat North Charleston Coliseum with 2 meeting rooms (ASM)
- 2,341 seat North Charleston Performing Arts Center (ASM)
- 7,400 square foot Montague Terrace (ASM)

1.2 EVENT MANAGEMENT AND COORDINATION

Following the execution of the License Agreement for the event, the Charleston Area Convention Center (**Center**) will assign an Event Coordinator to work with planning and implementation of your event. The Event Coordinator will be in contact and remain as the primary Center liaison through the conclusion of the event.

The major function of the Event Coordinator is to gather all event information and disseminate that information to the Operating Departments. These departments include building services, event staff, custodial, changeover, audio/visual, emergency medical services, electrical, telecommunications, food & beverage, and other technical services.

The Event Coordinator will secure and coordinate pertinent information including:

- Floor plans, meeting room diagrams and setups
- Expense estimates
- Move-in and move-out schedule
- Appropriate staffing (ushers and security)
- Ticketing arrangements / Box Office requirements
- Equipment rentals
- Technical Services Personnel
- Parking requirements
- Final estimate

It is important to remember that the Facilities are multi-purpose. We may have simultaneous events in the Facilities as well as in the Center. The Event Coordinator will rely on the information received to coordinate public areas for multiple events. By advance receipt of this information, your Event Coordinator will ensure the smooth operation of your event.

1.3 RESIDUAL MATTERS

Any matters not expressly covered by the Facility Information or Facility User Guides shall be determined by the General Manager of the Facilities. We reserve the right to alter and/or amend these Guides.

2.0 CENTER SPECIFICATIONS

2.1 AUDIO/VISUAL

The Center is equipped with a Public Address system that covers the entire floor, or can be separated into individual Halls. All A/V needs need to be pre-arranged with the Event Coordinator and the Technical Serviced Department. We can provide a list of equipment that is available in the Convention Center. All other A/V equipment needs can be contracted to an outside vendor. We have a list of those vendors if needed.

2.2 CEILING

The height from floor to ceiling in the exhibit halls is 37 feet. Floor to bottom of the truss height is 30 feet.

2.3 ELECTRICAL

Electrical service is available upon request in the Exhibit Halls through ASM Global. The Exhibit Halls are equipped with electrical services in floor boxes located on 30' x 30' centers (72 boxes total). The Exhibit Hall floor boxes shall be protected with plastic sheets (especially against plant matter) as deemed necessary by the Center.

Electrical service is also available upon request in all Meeting Rooms and Ballrooms throughout the Center through Embassy. The Ballrooms are equipped with electrical services in floor boxes located on 30' x 30' centers (18 boxes total). The Ballroom floor boxes shall be protected with plastic sheets (especially against plant matter) as deemed necessary by the Embassy.

The Meeting Rooms are equipped with perimeter wall receptacles as well as high power disconnect located above the drop ceiling.

In summary, the Exhibit Halls can accommodate:

Floor boxes:

- (1) 20 amp 120/208V- 3 ph outlet
- (3) 20 amp 120V - 1 ph outlets
- (1) 100 amp 120/208V - 3 ph pin & sleeve outlet

Perimeter wall boxes:

- (3) - 20amp 120V - 1 ph outlets

Ceiling Power:

- (2) – 277/480 60 AMP 3ph per Exhibit Hall

High power service:

- (1) 400 amp 120/208V - 3 ph service in the rear of each hall (3 Total)

In summary, the Ballrooms can accommodate:

Floor boxes:

(3) 20 amp 120V - 1 ph outlet

(1) 20 amp 120/208V - 3 ph outlet receptacle

Perimeter wall receptacles:

(1) 20 amp - 1 ph in shared breaker wall outlets

High Power Service:

(1) 400 amp 120/208V - 3 ph service (2 Total) (Ballroom B and Ballroom C2)

(1) 200 amp 120/208V - 3 ph service (1 Total) (Ballroom A)

(1) 100 amp 120/208V - 3 ph service (1 Total) (Ballroom B)

In summary, the Meeting Rooms can accommodate:

Perimeter wall receptacles:

(2) 20 amp - 1 ph in shared breaker wall outlets per Meeting Room

High Power Services: (available in Mtg. Rms. 1, 3, 4, 5, 7, 9, 11, 13, 14)

(1) 100 amp 120/208V - 3 ph service disconnect above drop ceiling

Typical Electrical Services offered (at prevailing rate):

> 120 Volt up to 2400 Watts/20 Amps outlet

> 208 Volt, 60 Amp, Single or Three Phase Connection

> 480 Volt, 60 Amp, Three-Phase Connection

> 208 Volt, 20/30 Amp, Single Phase Connection

> 208 Volt, 100 Amp, Single or Three Phase Connection

> Ballroom Production Power – 400 Amp

Additional services are available. See Electrical Service Request form for further information.

2.4 ELEVATOR

The Center has one passenger elevator located in the pre-function area near Meeting Room 3. There is also one cargo elevator located in the service corridor to assist with loading and unloading in the meeting room areas.

2.5 EXHIBIT HALL SPECIFICATIONS

Room	Dimensions						Room Capacities				Exhibit Capacities
	Square Feet	Square Meters	Size in Feet	Size in Meters	Ceiling Ht. In Feet	Ceiling Ht. In Meters	Theatre	Classroom	Reception	Banquet	10'x10' Booths
Exhibit Hall											
Exhibit Hall A1	15,340	1,438	130 x 118	39 x 36	30.0	9.25	2,191	959	1,534	1,278	81
Exhibit Hall A2	11,700	1,073	130 x 90	39 x 27	30.0	9.25	1,671	731	1,170	975	60
Exhibit Hall A Combined	27,040	2,520	130 x 208	39 x 62	30.0	9.25	3,863	1,690	2,704	2,253	141
Exhibit Hall B	24,960	2,320	120 x 208	36 x 62	30.0	9.25	3,566	1,560	2,496	2,080	139
Exhibit Hall C	24,960	2,332	120 x 208	36 x 62	30.0	9.25	3,566	1,560	2,496	2,080	145
All Combined	76,960	7,175	370 x 208	111 x 62	30.0	9.25	10,994	4,810	7,696	6,413	425

Room capacities will vary based on client needs.

2.6 LIGHTING

The Center is equipped with dimmable LED lights for your event. Production lighting must be contracted outside the Center.

2.7 LOADING DOCK

The Center has 6 cargo bays and 2 loading ramps to accommodate your event. There are 3 cargo doors, one per exhibit hall. There is shore power available at an additional cost. All drivers are required to chock their wheels to avoid any potential accidents.

Event management is allocated two loading dock passes by the Event Coordinator. All other exhibitors / attendees must park in designated areas as directed by the Center or Facility Parking.

Cargo Door Dimensions:

Exhibit Hall A - 16' x 16'

Exhibit Hall B - 16' x 20'

Exhibit Hall C - 16' x 16'

2.8 MOVEABLE AIR-WALLS

The air-walls in the exhibit halls are to be moved by Center personnel only. The labor for installation of air-walls will be an additional cost to an event at the prevailing rate.

2.9 PLUMBING / COMPRESSED AIR

Water service is conveniently available throughout the exhibit halls at all columns (60'x150'). Drains are included in all floor boxes. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC plumbing supervisor. Compressed air will be turned on 1 hour prior to show open and turned off at show close daily. If air and water pressures are critical, it is recommended that the exhibitor supply a pressure regulator. The CACC cannot guarantee minimum and maximum pressure. All equipment must comply with the Southern Building Code, all Federal, State and Local Safety Codes.

Compressed Air: 20 CFM, 115-120lbs. / Exhibitor must provide regulator, filter/dryer, and connection to ½" male NPT

Water: Minimum pressure 45 psi / Exhibitor must provide connection to ¾" hose bib connection in back of booth

Additional services are available. See Plumbing Service Request form for further information.

2.10 RESTROOMS

There are 3 Men's / 3 Women's restrooms inside the Center that open to the exhibit halls as well as to the lobbies. Baby changing stations are available in each restroom.

2.11 RIGGING / STEEL GRID

Hall A – 21 beams on 6' centers – 208' long steel beams running N to S (column to column)

Hall B – 19 beams on 6' centers – 208' long steel beams running N to S (column to column)

Hall C – 19 beams on 6' centers – 208' long steel beams running N to S (column to column)

2000 lb. Maximum capacity – each beam
800 lb. Maximum per point
1000 lbs. Maximum at apex

The Client purchasing rigging labor is responsible for bringing all of the hardware and cables needed to hang. The Center may prohibit the rigging of any item(s) not approved in advance or not in compliance with the approved request for rigging.

Rigging plot must be submitted for approval by the facilities no later than 4 weeks prior to the designated load-in date. For additional information, see section 3.16.

Date of installation and removal may vary depending on the quantity of orders received and/or how many move-in days the event may have. Assembly of item(s) is not performed by CACC personnel, and must be completed before item will be suspended.

2.12 TELECOMMUNICATIONS

The Exhibit Halls provide telecommunication services (Voice & Data) via Wi-Fi (Wireless) and through ports in a floor box grid on 30' x 30' centers and perimeter wall boxes. Ballrooms provide telecommunication services (Voice & Data) via Wi-Fi (Wireless) and through ports in a floor box grid on 30' x 30' centers and perimeter in combo wall outlets. Telecommunication services are also available in all Meeting Rooms throughout the Center. Personal networking equipment allowed in the facility is limited to Switches / Hubs, PC / Laptop, Network Cards (including Wi-Fi), and Network Patch Cords. DHCP Equipment (hardware that issues TCP/IP addresses, i.e. routers, access points, proxy servers, etc) are not allowed to be connected to the facility provided Internet services. All TCP/IP addresses will be provided via the facility. You must handle set-up / maintenance of any Personally Owned equipment for the duration of the event. Labor for set-up can be provided through the Center at prevailing rates.

Typical Telecommunication Services and equipment offered (at prevailing rates):

- Standard Analog Line.
- Long Distance Service
- Extension of Outside Services (Analog "POTS" line; ISDN; T1) extended to location.
- Single Line Telephone Handsets & Multi-Line Digital Telephone Handsets.
- Analog Teleconferencing Unit (No Video).
- Individual High Speed Internet Connection (Wired or Wi-Fi (Wireless)).
- Premium High Speed Internet Connection (Initial connection 5 Mbps; additional in 5 Mbps increments).
- Networking equipment rental (switches).
- Basic Cable TV Service w/ capability to patch Customer Provided Videos to be viewed on lower (VHF) TV channels.
- HD Cable TV

** Additional services are available. See Telecommunications Service Request Form for further information.

Telecommunications FAQ's:

- **Broadband Access to the Internet / Ethernet availability (cat-5)?**
Yes; Ethernet (cat-5)
- **What is the size of the Premium Internet Access you offer?**
The bandwidth is sold in 5Mbit increments (Premium Connection(s)). Internet access rates for individual devices available also (See Service Order Form).
- **What does 512K or a Premium cost?**
Premium Service must be requested two weeks in advance and customer must call for prevailing rates. "High Speed Internet" is offered per current Telecommunications Service Request Form.
- **What is the duration for internet service?**
By Week / Event, whichever is shorter.
- **What type of interface is used to access the Internet?**
RJ 45 jack or WiFi.
- **What is the set up time to get this completed / How much lead time is needed?**
Two Weeks (10 working days).

- **Need to use dynamic assigned IP address (Yes / No)?**
Yes. DHCP.
- **Are static IP available if needed?**
Yes.
- **Do you offer publicly routable IP address?**
Yes.
- **Do you offer completely open internet access with no restrictions?**
Bandwidth controlled via access codes for both wireless and wired Internet.
- **What are your Internet access restrictions - No NAT.**
The DHCP Client IP's are NAT'ed (provides some degree of firewall) but no Hardware / Software firewall provided.
- **Are there any port restrictions?**
None known on the Public IP's. VPN Pass-through.
- **Who is your onsite resource to work with if issues - facility employee or subcontractor?**
Facility employee *Network Technician (Debbie Sandefur)*
- **Standard Analog / POTS line dialing instructions... such as a long distance code or dial '9' before dialing?**
When ordered unrestricted, there are no long distance codes to dial, but either way you must dial 9 for outside access. (Long distance charges apply.)

3.0 GENERAL PROVISIONS

3.1 AISLE SPACE

Aisles must be kept a minimum of 8' at all times. Any obstructions or non-compliant spaces will be removed or altered to meet standards.

3.2 CAPACITY LEVELS

The Center will not permit spaces to be occupied greater than capacity. For events with anticipated large attendance, the City of North Charleston Building Department will set the capacity limit.

Event staffing, at additional cost to Licensee, will be required for events of large attendance to ensure proper evacuation and safety for attendees.

3.3 DAMAGES

A pre-event / post-event walk through with the Event Coordinator is required. Notify the Event Coordinator of any damage that occurs during the course of your event. Event management will be informed of any damages with a damage report and a photograph when applicable. The cost of the repair of damages is the Licensee's responsibility. The Center will coordinate all repairs.

3.4 EARLY EVENT MOVE-IN

If a decorator and/or show management wishes to come in earlier than the contracted time period (and the facility is available), they may do so if and only if they provide insurance coverage for the extra time they wish to be in the facility.

Exhibitors can not come in early, unless prior arrangements have been made and show management agrees to cover all costs associated with an early exhibitor load-in. This could include labor for marshalling, service desk coverage, Building Services technicians, etc.

3.5 EMPLOYEE IDENTIFICATION

At Facilities option, Licensee and/or Contractor employees may be required to sign in and out and wear temporary identification.

3.6 EQUIPMENT RENTAL

Rental equipment and the prevailing rates are listed on a separate rate schedule in the Facility User Guide. Facilities equipment must be set up and operated by authorized Facilities personnel. Labor charges for operators will be in addition to the rental charge for equipment. Use of rental equipment is conditional upon safe operation.

Forklifts / scissor lifts / pallet jacks are not for rent from the Center to outside contractors. Lifts are to be used only by a licensed Facility operator.

3.7 EVENT ESTIMATE

An estimate will be prepared in the pre-contract phase of the event. The Event Coordinator will contact Licensee and discuss your preliminary labor and equipment needs. An estimate for

Labor/Equipment will be shown in the miscellaneous section of the License Agreement. Event estimates are not final. They are subject to change based on added needs leading up to, during and/or after the event.

3.8 FOOD / BEVERAGE

Catering:

Sodexo is the exclusive provider of food and beverage service at the North Charleston Coliseum, North Charleston Performing Arts Center and the Charleston Area Convention Center Exhibit Hall Concessions, hereon referred to by Sodexo as the Facilities. Embassy Suites is the exclusive provider of food and beverage service in the Charleston Area Convention Center Ballrooms and Meeting Rooms. Sodexo is the preferred food and beverage catering provider in the Charleston Area Convention Center Exhibit Halls. For alcohol sales in the Exhibit Halls, Sodexo Catering holds the exclusive rights on this service.

Concessions:

The Center has three concession stands with full food and beverage capabilities. Sodexo Catering is the exclusive provider of food / beverage services in the exhibit hall concession stands. Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise) and food items. For complete rules and regulations see the Facility User Guide.

3.9 GRATUITIES

ASM policy prohibits any Center employee from accepting gifts, gratuities, or any other favors from parties doing business with the Center.

3.10 HELIUM

The use of helium is allowed inside the Convention Center. There will be a charge for removal if all helium devices (balloons, etc) are not removed by the Client. All containers not in use must stay on the loading dock.

3.11 INSURANCE

Licensee and their sub-contractors are required to provide a certificate of insurance. Specific requirements are referenced in the license agreement.

3.12 PACKAGE INSPECTION

Cartons, packages or other containers brought in or removed from the Center by event personnel, exhibitors or service contractors may be subject to inspection.

3.13 PARKING

The Facilities charge a parking fee to all users of its parking areas at the prevailing rate on event days. Overnight parking on the property is prohibited unless approved by the Center. Exhibits must not be placed outside the Facilities in any parking areas unless that area has been contracted as exhibit space. There is on-site parking for 4,128 vehicles to be shared between all the Facilities.

Parking in the loading dock areas, in front of building/plaza to load and unload, or inside any building (except for loading or unloading) is prohibited. Parking in front of the building to load/unload is prohibited and vehicles can be towed at the owner's expense.

Parking is an additional cost to event. The Facility Parking System has exclusive rights to parking on premises.

Parking Options are: \$10.00 per car / per day

A Parking buy-out constitutes the purchasing of available parking spaces at the Facilities, allowing your guests, attendees or exhibitors to park at no charge. This does not include an exclusive buy-out of any particular Parking Lot, or parking spaces, at the Facilities.

3.14 SHOW OFFICES / KEYS

Show offices A & C are available to Licensee at no additional charge. Requests for keys for the show offices should be made through the Event Coordinator. Up to two keys per room will be issued at no charge. Additional keys will be charged at the prevailing rate. All keys must be returned on the last day of the event. Charges for keys not returned will be charged at the prevailing rate. One telephone will be provided in show office at no additional expense to Licensee.

3.15 SMOKING / VAPING

Smoking/vaping is not permitted inside any portion of the Facilities at any time. Smoking/vaping is restricted to outside the buildings only. The Licensee must cooperate with enforcing the no-smoking policy.

3.16 STAGEHAND / RIGGING LABOR SERVICES

Production and exhibitor rigging is an exclusive service that must be supervised and installed by the Facilities. Approval is required for rigging locations in public areas, subject to multiple-event requirements. Approval of on-site rigging requests or changes is subject to availability of personnel.

Specific rigging guidelines are provided through the Facilities Operations Department. Requests and rigging plot diagrams should be submitted for approval a minimum of 4 weeks in advance of the event. The Facilities may prohibit the installation of any item(s) not approved in advance or not in compliance with the approved request for rigging. All rigging must comply with appropriate Federal and State regulations. All rigging in the Halls must be staffed through the Center and use Union labor.

Date of installation and removal may vary depending on the quantity of orders received and/or how many move-in days the event may have. Assembly of item(s) is not performed by CACC personnel, and must be completed before item will be suspended.

4.0 FIRE AND SAFETY

Main Fire and Safety information can be found in the Facility User Guide.

4.1 FIRE DOORS

Licensee and/or Contractor must adhere to a 10 - 15 foot clearance from all fire doors. The Center holds rights to relocate obstructions or remove them completely if in violation.

4.2 FIRE REGULATIONS

Licensee and/or Contractor must comply with all Federal, State and local fire and building codes which apply to places of public assembly. All curtains, bunting, draping, etc. must be flameproof.

Licensee and/or Contractor may not, or permit exhibitors to, obstruct or obscure visibility from show floor to any marked Fire Exit, Hose/Extinguisher Cabinet, or Pull Station.

4.3 FIRE MARSHALL

A Fire Marshall is required at the Facilities discretion for events containing a high proportion of combustible materials, for security/safety matters or for events that contain conditions described in our Facility User Guide.

Circumstances where fire watch, permit(s) or after-hours site inspections may be applicable, include, but are not limited to:

- a. Use of pyrotechnics
- b. Use of open flame
- c. Vehicles parked inside
- d. Any 4 wall exhibits (such as trailers)

Labor will be an additional expense to event at the prevailing rate.

4.4 MEDICAL

Medical services are recommended for all events. Arrangements for proper coverage can be made through the Facilities. A First Aid room is available for use at no additional charge.

Labor will be additional expense to event at the prevailing rate. Center has the right to impose this labor as deemed fit for security/safety matters.

4.5 NEAREST HOSPITAL

Bon Secours St. Francis Hospital
2095 Henry Tecklenburg Drive
Charleston, SC 29414
Telephone: 843-402-1000
5 Miles from Center / 10 minute drive

NEAREST FULL SERVICE EMERGENCY ROOM

Centre Pointe Emergency
5249 Emmett Davis Jr. Ave
North Charleston, SC 29418
Telephone: 843-746-2400
1150ft from Center

4.6 SAFETY

Licensee and/or Contractor must comply with all Federal, State and local safety regulations that apply to places of public assembly, including proper use of harnesses and other safety equipment and operator certification.

4.7 SECURITY

A minimum level of security personnel is required for all events. Security levels for non-public events (conventions, trade shows) are determined jointly by the Licensee and the Facilities' representative. Security levels for consumer and public ticketed events are determined by the Facilities. Door guards, badge checkers, security guards or off-duty police officers are used as needed. Center has the right to impose this labor as deemed necessary for security/safety matters. Labor is an additional expense to event at the prevailing rate.

A copy of the Facilities Emergency Plan is available upon request.

Due to the diverse nature of the events and the size of the Center, we maintain our own 24-hour Command Center Staff responsible for basic building security and the safeguard of Center property. The Event Coordinator will be your contact for any additional security needs you may have.

The Center is not responsible for any lost or stolen articles.

4.8 VEHICLES ON DISPLAY

Vehicles on display within an exposition facility shall comply with NFPA 101 Life Safety Code 12.7.4.4

Vehicles:

- a. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 38 L (10 gal) of fuel, whichever is less.
- b. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- c. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- d. Fueling or defueling of vehicles shall be prohibited.
- e. Vehicles shall not be moved during exhibit hours.

Display vehicles can be staged in the Plaza Areas and Parking Lots of the Facility upon prior approval only.

5.0 SERVICE CONTRACTOR / DECORATOR GUIDELINES

5.1 PRX EXPOSITION SERVICES

PRX is the preferred, non-exclusive decorating company at the Center. For further local and general inquiries please call 803-926-5300. For further sales and RFP inquiries please call 301-922-8865 or email at dmurnieks@preposition.com

5.2 BONEYARD & CRATE STORAGE

Service Contractor/Decorator's (Contractor) floor plans will indicate boneyard/crate storage locations. Storage areas may not block access to any door, fire hose/extinguisher cabinet or pull station. Contractor will respond to Center's reasonable request for consolidation / cleanup of storage areas during the event. Pallets or other Contractor or exhibitor packing material left on property will be subject to a disposal charge.

5.3 CARPET

Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with professional double-sided carpet tape. In occurrence of uneven carpeted areas, areas must be marked with caution tape, supplied by the Contractor.

5.4 CLEANING

The Center will provide limited general cleaning services; however, it is the responsibility of the Licensee and/or Contractor to clean show areas. During the event, the Center's Custodial Department will maintain all public common areas such as lobbies, hallways, and restrooms except when those areas are utilized as exhibition space. The Center will not provide cleaning equipment for areas that are the Contractor's responsibility.

The Licensee or designee will be responsible for the removal of all bulk trash, crates, lumber and packing materials during the term of the lease (move-in/show/move-out dates). The removal of bulk trash is applicable to exhibit halls, meeting rooms and pre-function areas; e.g., registration, show offices. Bulk trash is defined as all trash, boxes, packing materials and other items not easily removed by a standard push broom or vacuum. Any costs incurred by the Center for trash not removed by the Licensee will be charged to Licensee at the prevailing rate.

Pre-event: Licensee or designee will perform a final cleanup. All exhibitor trash is to be removed and cardboard is to be broken down and disposed of properly. Contractor is responsible for booth spaces, carpeted and non-carpeted space, boneyard area, service desk area and designated loading dock areas, unless otherwise specified by Licensee.

During the event: Licensee will designate who will maintain its back-of-house areas (service desk, boneyard, storage, etc). Contractor is responsible for booth spaces, carpeted and non-carpeted space, boneyard area, service desk area and designated loading dock areas, unless otherwise specified by Licensee.

Post-event: Licensee or designee will leave the premises in "broom-clean" condition (no trash or debris left which cannot be swept up by ordinary means). All exhibitor trash is to be removed and

cardboard is to be broken down. The Center will be left as it was found. Cleanup of special effect items; e.g., glitter, confetti, balloon drops, etc.; will be charged to Licensee at the prevailing rate. A dumpster fee of \$675.00 per compactor container removed will be imposed for large volumes of trash and/or bulk trash removal. The Center will charge Licensee for any additional trash hauls necessary due to event operations.

A construction dumpster fee of \$478.00 will be imposed for bulk trash removal of items not suitable for standard compactor.

A post-event walk through with the Center and Contractor is required.

5.5 DIRECTOR OF EVENTS / EVENT COORDINATOR

The Facilities' Event Coordinator is the Contractor's main contact for all aspects of the event. Contractor is expected to comply with the Event Coordinator's requests, direction and Center guidelines, particularly as to safety and security matters.

5.6 FREIGHT

All event-related freight must be addressed to Licensee or Contractor and consigned through Contractor. Freight sent directly to the Center must arrive during the licensed period and must be accepted and handled by Contractor. The Center will not accept freight addressed to the Center or Center Staff or which arrives prior to load-in date or after the load-out.

5.7 FLOOR PLAN APPROVAL

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the City of North Charleston Fire Department. The Event coordinator can provide guidelines for floor plan layout.

No later than two weeks prior to event, contractors will submit for the Center and Fire Marshall approval a detailed full size, drawn to scale floor plan for any area being used for exhibits or displays, including permanently carpeted areas. Plans will show aisle width, clearance from walls, doors and fire cabinets, location of boneyard/crate storage and exhibit area layout. In general, your floor plan should conform to the exhibit hall utility grid. Non-approved floor plans will be returned to Licensee with explanations. Licensee must re-submit copy of floor plan for approval.

5.8 INSURANCE

Licensee and/or Contractors must have a current insurance certificate on file with the Center. If early load-in dates are to be approved, insurance is required for the added dates (outside of contract period) and must be received prior to the first load-in date.

5.9 LOADING DOCK

Contractor will be assigned dock spaces on a per event basis. Center has responsibility for dock-master control. Contractor is to adhere to dock-master control. One "working" trailer is permitted in the loading dock area during show dates. All other trailers must be removed to designated areas.

The loading docks and service corridors are hazardous areas. Contractor will ensure employee attention to safety, trip and fall hazards, etc. Where possible, equipment such as forklift attachments, carpet rolls, etc., should be stored in trailers and not on the loading dock.

All Fire Exit doors are to remain clear from freight and other Contractor equipment for the duration of the load-in, load-out and show dates. The Center cannot be held responsible for any Contractor equipment remaining on loading docks after show contractual dates and reserves the right to dispose of said equipment as deemed necessary. Center reserves the right to remove any item that block designated fire exit areas. Center cannot be held responsible for damages to items as result of this removal.

5.10 LOAD-IN / OUT ENTRANCES

All load-in/out is through the loading dock. Front-of-house entrances will never be used for load-in/out. Contractors and/or Licensee will be held responsible for any damage to the Center due to load-in/out. Contractor is required to inspect the premises with the Event Coordinator to note any pre-existing damage.

5.11 MATERIAL / EQUIPMENT MOVEMENT AND VEHICLES

Equipment and freight shall be loaded/unloaded in the dock area. Vehicles are not to be driven into the exhibit hall unless pre-approved by the Center.

Motorized vehicles or bicycles may be operated in the Center's exhibit halls during move-in/move-out days only. The use of gasoline-powered vehicles is prohibited inside the Center. Persons under age of sixteen (16) will not be allowed to operate a motorized vehicle on Center property.

Motorized vehicles, personnel carts, bicycles, dollies, forklifts, pallet jacks and other wheeled vehicles with steel and/or hard metallic wheels are not permitted in the Center's concourses, lobbies and registration areas. Lifts or other wheeled vehicles approved for use in carpeted areas shall have non-marking tires or tires that are covered with clean plastic booties.

Carpeted areas must be protected from the movement of crates, registration counters, pallet jacks, sign-making activities and all other rolling stock during move-in and move-out or where plants or permitted plant matter will be placed. When off-loading counters, booths and other heavy objects, the use of floor protection and extreme care is required. Carpeted areas must be protected by the use of minimum 6-mil polyethylene sheeting (reinforced preferred). In the case of heavy freight, the use of plywood or other similar material shall be required.

5.12 REGISTRATION

The Center normally provides registration space in the public areas. In order to provide safe and attractive access to the Center, registration areas, entrance units and other show specific displays may only be installed in designated public areas and may not conflict with the activity of other events.

5.13 SERVICE ORDER FORMS

It is the responsibility of the Licensee and/or Contractor to forward the Center Service Order Forms to exhibitors in a timely manner. Advance rates cannot be honored for failure of Contractor to include service order forms.

5.14 STAGING AND MARSHALLING AREA

All offsite storage of trailers will be directed to Parking Lot E or other parking area. The Center cannot be held liable for any lost, stolen or damaged property in this area.

5.15 SUB-CONTRACTORS

Contractors are responsible under these guidelines for the safety, conduct and performance of their Sub-contractors. Licensee will be held liable for any damage caused by any Contractor and/or Sub-Contractor.

5.16 TAPE AND RESIDUE

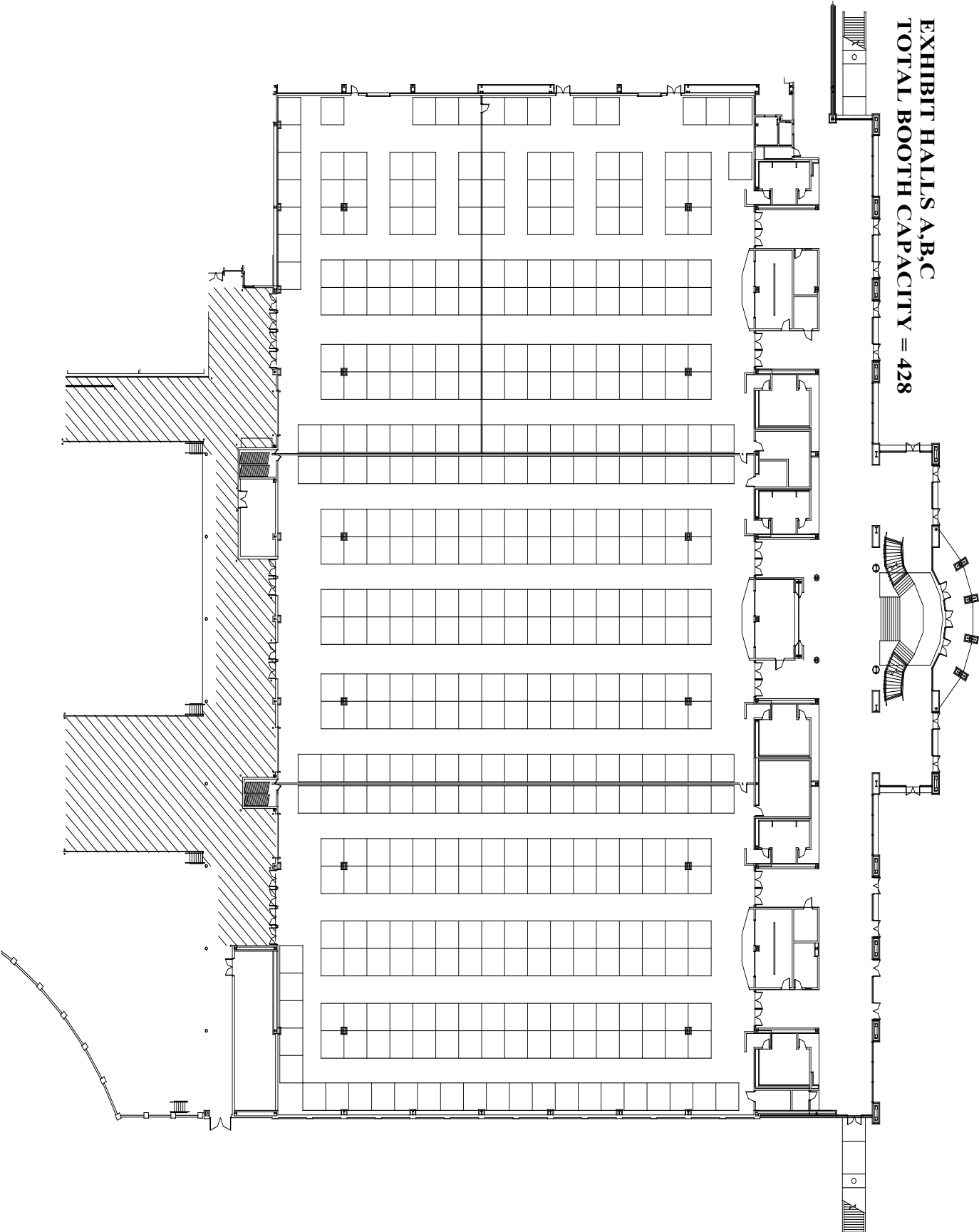
Only professional double-sided carpet tape may be used on Center floor. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Vinyl tape or chalk can be used to mark the floors.

Licensee and Contractors are responsible for the removal of all tape residue marks from the exhibit hall(s), concourse and meeting room floors. The use of high residue tape is prohibited on concrete floors and carpeted areas. Tape or residue left on any surface will be removed by the Center and the cost for removal will be billed to Licensee.

5.17 UTILITIES

Event may not block access to floor, column or perimeter utility cabinets, fire cabinets, or fire alarm stations. Utility connections may not originate in traffic areas, or otherwise create a public safety hazard. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.

6.0 FLOORPLANS



A1
SQ. FT. = 15,340

A2
SQ. FT. = 11,700

B
SQ. FT. = 24,960

C
SQ. FT. = 24,960

CARDO DOOR 16'X16'

CARDO DOOR 16'X20'

CARDO DOOR 16'X16'

7.0 SERVICE ORDER FORM

[Link to Service Order Form](#)