



Event Planning Guide



Thank you for selecting the Oklahoma City Convention Center for your upcoming event.

As an ASM GLOBAL managed facility, you have our pledge of the “Three P’s:”

Personal Service, Professionalism and Performance.

We have prepared this event planning guide to provide you with basic information about our facility and to guide you through the initial planning process. We also encourage you to stay in contact with our dedicated staff, who are ready to assist you in planning your successful event.

Contact Information

Oklahoma City Convention Center

100 Mick Cornet Drive

Oklahoma City, Oklahoma 73109

Main: 405-768-4030

www.okconventioncenter.com

Policies, specifications, rental rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to February 2022. This Event Planning Guide and its contents are incorporated by direct reference in your License Agreement. Circumstances and operations not covered in these rules and regulations will be subject to interpretations, stipulations and decisions deemed necessary and appropriate by the General Manager of the Oklahoma City Convention Center.

www.okconventioncenter.com

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About Us

Facility Management

ASM GLOBAL, the world leader in venue management, marketing, and development, was founded in 1977 with the management of our first facility, the Louisiana Superdome. We soon grew to manage convention centers, exhibition halls and trade centers, arenas, stadiums, performing arts centers, theaters, and specific-use venues such as equestrian centers. ASM GLOBAL's clients benefit from the company's depth of resources and its unparalleled expertise, leadership, and creative problem solving. Our successful growth has been built on the many partnerships, relationships, and resources we have developed with our clients – both municipal and private. This unique combination of resources, relationships and expertise has allowed ASM GLOBAL to define and refine the industry throughout its history. Our ownership and team of dedicated corporate support personnel make us unrivalled in the field of private facility management. Visit the website at www.asmglobal.com.

Oklahoma City Convention and Visitors Bureau / Visitor Information

The Oklahoma City "*Modern Frontier*" offers so much to do that you will be busy deciding which attractions, events, and restaurants to visit next. Take a look at all that OKC has to offer by reviewing the OKCCVB website at www.visitokc.com or call 405-297-8912 or Toll Free 1-800-225-5652 to discuss the visitor and convention services offered by the Oklahoma City Convention and Visitor Bureau.

EXCLUSIVE CATERER

SAVOR

Since 1983, **SAVOR...**, has been providing food and beverage services to a wide range of public facilities across the United States, Europe and Mexico. Key to our operating philosophy is to consider each venue individually, remaining flexible to specific needs and responsive to regional preferences. The ongoing excellence of our food and beverage services heightens your patrons' enjoyment of an event. Visit the website at www.savorasmglobal.com.

Exclusive Rigger

The Oklahoma City Convention Center is pleased to have Encore as the preferred in-house Audio-Visual provider. A comprehensive inventory of basic and specialized audio, video and lighting equipment, along with an experienced team of event professionals, are available on-site. For more information go to <https://eventnow.encoreglobal.com/>.



Our main entrance lobby, showcasing Virtual Sky.



Virtual Sky

The new venue features glass walls, making use of natural light with breath taking views of Scissortail Park. Susan Narduli Studio's "Virtual Sky" graces the glass atriums facing Scissortail Park across the street. The artwork evokes Oklahoma's beautiful skies and the state's link to aviation history.

Virtual Sky re-conceptualizes the beauty of the Oklahoma Sky through technology. Anodized titanium evokes the subtle shifts of color. 60,000 points of light trace Oklahoma City weather patterns in real-time. Together, they create an immersive visual experience that expresses the vast majestic sky that is so much a part of this city. Virtual Sky can also be explored through its augmented reality app.



From conventions to galas the Oklahoma City Convention Center can meet all of your event needs.

Definitions

Banquet Event Order (BEO): An agreement form of all detailed selections for Food and Beverage relative to the Licensee's event. The BEO, is produced by the Catering Sales Manager, and includes the following: all menu selections, room setup(s), staffing requirements and other Food and Beverage event needs. It also confirms full costs (including administrative fees, taxes, etc.) and the dates associated with payments.

Event Expense Estimate (EEE): A documented collection of all details relative to the Licensee's event needs. The EEE is produced by the Event Manager and provided to the Licensee for approval at least ten to twenty-one (10 – 21) days prior to the event, and should include, but not be limited to, the following: security & event staffing needs, equipment and supply needs, IT, utilities, etc. Final payment for all estimated ancillary charges (event expenses) is due **five (5) days prior** to the start of the event, unless otherwise discussed with your event manager.

Event Manager: Employee of the Operator designed as the liaison between the Operator and the Licensee regarding all event logistics.

Exclusive Services: Those services provided exclusively by the Operator or its designated service provider.

Exhibitor: Those organizations or persons (and their agents or representatives) who have arranged with the Licensee to display products, provide services and / or sell merchandise within the space licensed by the Licensee.

Licensee: The user of the facility for specific event activities who has entered into a License Agreement with the Operator.

F&B: Food and Beverage.

OKCCC: Oklahoma City Convention Center.

OKCCVB: Oklahoma City Convention and Visitors Bureau.

Operator: ASM GLOBAL.



Our sitting areas include views of Virtual Skies and the Scissortail Bridge.

“Beautiful Mystical Exploding Sun Clouds Taste Metallic Gift Painting” by World- Renown Artist Damien Hirst and Flaming Lips front man Wayne Coyne can be seen on the third floor.



Directions

Introduction

The Oklahoma City Convention Center is conveniently located on the south side of Downtown Oklahoma City and can be easily accessed off I-235 S / US-77 S (North – South) and I-40 (East – West). Our beautiful new facility is just east of Scissortail Park and south of the PayCom Center.

DIRECTIONS TO THE OKLAHOMA CITY CONVENTION CENTER

<p>Traveling East on I-40 E</p> <p>Take Exit 150A towards Shields Blvd. Make a left turn onto South E.K. Gaylord Blvd. Turn left onto Oklahoma City Blvd. and left again onto S. Robinson Ave. The Oklahoma City Convention Center entrance will be on your left.</p>	<p>Traveling West on I-40 W</p> <p>Take Exit 151A towards Oklahoma City Blvd. Merge onto Oklahoma City Blvd. Make a left turn onto S. Robinson Ave. The Oklahoma City Convention Center entrance will be on your left.</p>
<p>Traveling South on I-235 S/US-77 S</p> <p>Take Exit 1C from I-235 S., for Oklahoma City Blvd. Merge onto Oklahoma City Blvd. Turn left onto S. Robinson Ave. The OKC Convention Center entrance will be on your left.</p>	<p>Traveling North on I-235 S/US-77 S</p> <p>Take Exit 125C from I-235 N. Follow Oklahoma City Blvd to S. Robinson Ave. Turn left onto S. Robinson Ave. The OKC Convention Center entrance will be on your left.</p>

MILAGE FROM

Atlanta (ATL): 869.2 miles

Charlotte (CLT): 1,084.8 miles

Chicago Midway (MDW): 796.9 miles

Chicago O'Hare (ORD): 803 miles

Dallas/Ft. Worth (DFW): 196.3 miles

Denver (DEN): 682 miles
miles

Destin – Ft. Walton (VPS): 907.3 miles

Houston Hobby (HOU): 457.3 miles

Las Vegas (LAS): 1,112.8 miles

Nashville (BNA): 691.9 miles

Orlando-Sanford (SFB): 1,326.9 miles

Phoenix (PHX): 951.4 miles

Salt Lake City (SLC): 1,199.5 miles

Seattle (SEA): 1,985.9 miles

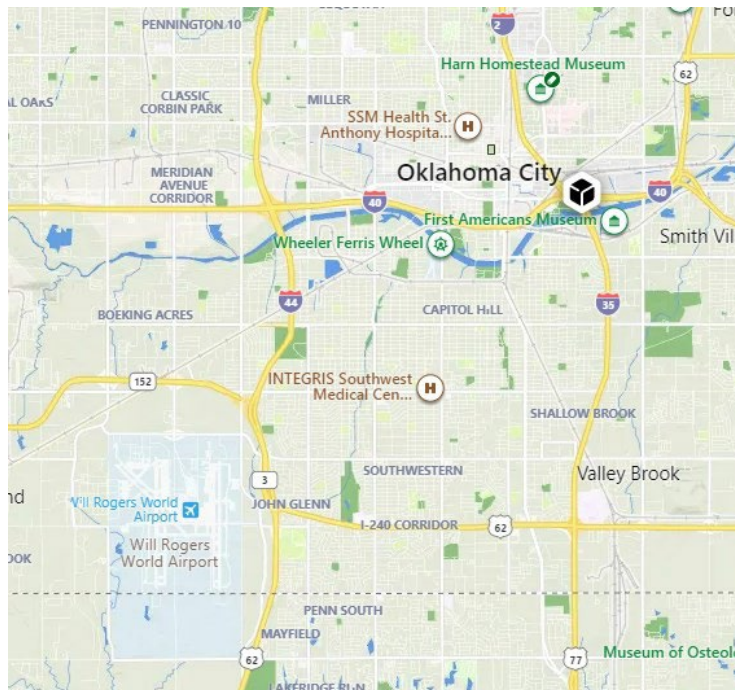
New York LaGuardia (LGA): 1,493.6

St. Louis (STL): 510.3 miles

Minneapolis (MSP): 795 miles

Directions From Will Rogers Airport

Take Terminal Drive to South Meridian Avenue. Continue onto South Meridian Avenue. Use the right Lane to merge onto OK-152 East / Airport Road via the ramp to I-44 / Downtown. Keep left at the fork. Follow signs for I-44 East / I-40 / Tulsa / Downtown and merge onto I-44 East. Take exit 120B for I-40 East towards Fort Smith. Merge onto I-40. Take Exit 150A towards Shields Boulevard. Make a left turn onto South E. K. Gaylord Boulevard. Turn left onto Oklahoma City Boulevard and left again onto South Robinson Avenue. The Oklahoma City Convention Center entrance will be on your left.



Directions to Loading Docks

Main Loading Docks:

The main loading docks are accessible by utilizing E.K. Gaylord Boulevard and Southwest 5th Street entrance on the east side of the building. As soon as you turn west onto Southwest 5th Street take the first left onto South Broadway Avenue and then a quick right into the loading dock area. Please check in with the loading dock date attendant before entering the area.

Note: Please note that the loading dock is to be used only for deliveries and loading / unloading. Parking in the loading dock is prohibited. Use of our loading docks is coordinated through your Event Manager.

Parking and Transportation

Parking

The main parking garage is located on the northeast corner of the facility. There is also surface lot parking available at the south end of the facility.

Convention Center Garage

- The OKCCC parking garage can be accessed from the following streets: Oklahoma City Boulevard, Mick Cornet Drive and E. K. Gaylord.
- Address: 15 Southwest 4th Street. Oklahoma City, OK 73109
- \$2.00 per hour / per vehicle, \$10.00 max per day
- 1106 parking spaces
- 876 parking spaces available for the public
- 24 handicapped parking spaces

Scissortail Parking Lot

- Located south of the convention center
- \$2.00 per hour / per vehicle, \$10.00 max per day
- 500 spaces
- 300 parking spaces available to the public
- 10 handicapped parking spaces

Rules and Regulations

- Vehicles in excess of 19' in length or over 8'2" in height are not permitted
- Vehicles illegally parked in handicapped spaces will be ticketed and / or towed at the owner's expense.
- Request(s) to park in reserved areas must be cleared through your Event Manager.
- Selling, soliciting, demonstration of equipment and / or distributing handbills is prohibited.
- No loitering in parking garages or lots.
- Consumption of alcoholic beverages in the parking lot is prohibited.

Additional Surrounding Parking

- You can find additional parking in the downtown OKC area by visiting the Parking OKC website at <https://parkinokc.com/parking>
- Parking fees vary. Please refer to the posted parking fees at each garage or lot.
- The Oklahoma City Convention Center has plenty of parking within a 10-block radius:
 - ◆ Free on- street parking: 4,445 spaces
 - ◆ Paid (free after 5pm and on weekends) on-street: 1,300 spaces
 - ◆ Public Parking / Public Access: 3,788 spaces
 - ◆ Private Parking / Public Access: 15,763 spaces



Parking Map



LEGEND

Map Symbols

-  OKC Parking Garage/Lot
-  EMBARK Transit Center
-  Entertainment
-  Museums
-  Government Buildings
-  Libraries
-  School
-  Downtown Loop 4.85 miles
Serving all stops
-  Bricktown Loop 2 miles

Parking Garages

- Century Center | 100 W Main**
Entrance on Sheridan
Nearest Streetcar Stop: Century Center
- Sheridan Walker | 501 W Sheridan**
Entrances on Walker & Sheridan
Nearest Streetcar Stop: Myriad
- Arts District | 431 W Main**
Entrance on Main & Colcord
Nearest Streetcar Stop: Library
- Convention Center | 15 Mick Cornett Dr**
Entrance on S. Broadway
Nearest Streetcar Stop: Scissortail Park

Surface Lots

- Reno Lot | EK Gaylord & Reno**
Entrances on Reno
- Sante Fe West | EK Gaylord & Sheridan**
Entrances on Sheridan
- Sante Fe East | EK Gaylord & Main**
Entrances on Sheridan & Main
- Scissortail Lot | 20 SW 6th Street**
Entrances on Sheridan & Main

DOWNLOAD THE APP!

Locate, set duration, and pay for parking.

Download the app at
parkingokc.com/app

EMBARK

Valet Parking

The Oklahoma City Convention Center will allow our events to contract out valet parking companies to provide valet operations for their guests. The OKCCC reserves the right to determine pick-up, drop-off locations and driver routes.

Valet Rules and Regulations

- Licensee will need to contract out valet services directly from the valet companies.
- Mick Cornet Drive will be used as the default valet pick-up and drop-off area after getting a permit through the Event Manager.
- The client and / or valet company will need to secure their own parking lot .
- The valet company and its drivers will need to adhere to federal, state, local, ASM GLOBAL, laws or regulations within the spaces used.
- Any damage or incidents that happen on property with the valet company will be the responsibility of the licensee and be covered under the client's insurance. We will not enter into an agreement directly with the valet company.
- Valet companies will need to provide all of their own equipment relating to valet staffing operations. The OKCCC can supply safety equipment such as bike racks, at cost, should it be determined to be needed by the facility.
- The OKCCC will not supply storage or rooms for any valet operations that aren't already covered under the client's rental agreement.
- Valet companies must supply their own ticketing system and vehicle identification process.
- Security or traffic control police officers are the responsibility of the client. Large operations may require police officers which will be determined by the Event Manager.

Please contact your Event Manager for more details.

OKLAHOMA CITY STREETCAR



OKC Streetcar

Since December of 2018, the OKC Streetcar has connected locals and visitors throughout the downtown Oklahoma City area to restaurants, hotels and various event venues. The Streetcar has added a wonderful new element the city and will get you to and from your destination with ease. Please visit their website at <https://okcstreetcar.com> for service schedule times. You can purchase individual and small group tickets at any Streetcar platform or download the mobile app . For ticket purchases for large groups, please call 405-297-2539.



Embark Bus Transportation

If you would like to use our city bus transportation services, please visit their website at <https://embarkok.com> to plan your trip and to determine bus sched

Shuttles

The primary shuttle drop-off and pick-up location at located is at the southwest entrance off Robinson Avenue. Arrangements can be made for other locations.

Convention Center Overview

The Facility

The stunning new Oklahoma City Convention Center is a \$288 Million project funded by the MAPS3 capital improvements program in Oklahoma City. MAPS uses a one-cent, limited term sales tax to pay for debt-free projects. The program was voter approved in December 2009 and included land acquisition and other related business expenses. Construction began in June 2011 and opened in January 2018. The State-of-the-Art building is east of Scissortail Park along Robinson Avenue and is served by another MAPS3 Project: the OKC Streetcar.

This center is a total of 500,000 square feet and includes a 200,730 square foot exhibit hall, which is divisible into four halls: a versatile 29,874 square foot ballroom with 5,000 square foot pre-function space and balcony overlooking Scissortail Park and nearly 45,000 square feet of meeting space; and a 9,726 square foot junior ballroom. There is also over 65,000 square feet of pre-function space.

The Convention Center's design was heavily influenced by its relationship to the surrounding environment. Level 1 relates to the warm earth, Level 2 connects to the horizon line, and Level 3 takes cues from the colorful Oklahoma Sky. Strategic use of color and materiality supported this concept throughout the interior design.



General Convention Center Specifications

- Total building space: 500,000 square feet or 15 acres.
- Exhibit hall space: 200,730 divisible into 4 halls (each individual hall ranges in size from 47,000 to 58,000 square feet.)
- Ballroom space:
 - A versatile 29,874 SF ballroom divisible into 2 halls (Ballroom A: 15,497 SF. Ballroom B: 14,377 SF) with pre-function space and a balcony overlooking Scissortail Park.
 - A 9,726 SF junior ballroom that can be divided into 4 spaces that range from 2,070 SF to 3,202 SF.
- Meeting room space: nearly 45,000 SF. There are 28 meeting rooms ranging from 630 SF to 9,726 SF.
- Pre-function space:
 - Outside of 1st floor exhibit halls / meeting space – 36,591 SF.
 - Outside of 2nd floor meeting rooms – 18,096 SF.
 - Outside of 3rd floor meeting rooms -10,826 SF.
 - Outside of Ballrooms A and B – 8,685 SF.
- Outdoor balcony: 3,956 SF.
- Capacity: Entire facility can accommodate up to 9,600 people depending on set-up.
- Loading docks: 16 docks, with 1 load leveler.
- Drive-up ramps: 2 drive up ramps for the exhibit halls.
- Four (4) overhead garage doors
 - Exhibit Hall A – 22'w x 16'h
 - Exhibit Hall B – 24'w x 16'h
 - Exhibit Hall C – 22'w x 16'h
 - Exhibit Hall D – 28'w x 16'h
- Freight elevator: 10'w x 10'h x 21.5'h and can hold up to 20,000 lbs.
- One permanent concession stand within each exhibit hall and one portable option that can be reserved based on availability.
- Bus and vehicle drop-off / pick-up area can be found on the southwest side of the building on Robinson Avenue.
- Flooring:
 - Terrazzo flooring in lobby area.
 - Carpet in the ballrooms, meeting rooms, and pre-function space.
- Capacity for 10' x 10' trade show booths:
 - Hall A – 244
 - Hall B – 254
 - Hall C – 260
 - Hall D – 309
 - Halls A – D – 1,046 (104,600 square feet)
- Fully equipped floor boxes to accommodate electrical, communications, data, and plumbing.

Please contact your Event Manager for additional pricing for your electrical and communication needs.

- In – house Audio / Visual production and communication capabilities.
- House sound is included in the ballrooms and meeting spaces only. Clients can rent out the PA system in the exhibit halls if needed
- House sound outside AV can connect the house sound for an additional fee (please speak with your Event Manager for pricing.)
- Clients will need to connect with Encore for the use of house sound for an additional fee.
- Exhibit hall floor load: 350 lbs. or HS-20; Ballroom floor load is 150 lbs.

Included with your licensed space:

- Use of house ventilation, heating or air conditioning.
- One standard room set per event, within the limits of our inventory. This standard set includes the provisioning of tables and chairs in the desired seating style set to capacity within fire code, one 8'x12' skirted riser for meeting rooms or one 16' x 24' skirted riser for the undivided ballroom.
- One skirted head table, skirted tables.
- Water service for the head table.
- One lectern, up to two wired microphones for meeting rooms or up to three wired microphones for the undivided ballroom exclusively through Encore.
- Fully equipped floor boxes to accommodate electrical, communications and data (plumbing available in exhibit hall and ballroom) for an additional fee.
- Housekeeping:
 - Daily general cleaning / disinfecting of public areas (i.e., restrooms, uncarpeted aisles, facility trashcans, etc.)
 - For additional housekeeping requests, please contact your Event Manager.



From meal functions to lecture we have a space for you. Many of our meeting rooms have specular views of Scissortail Park.



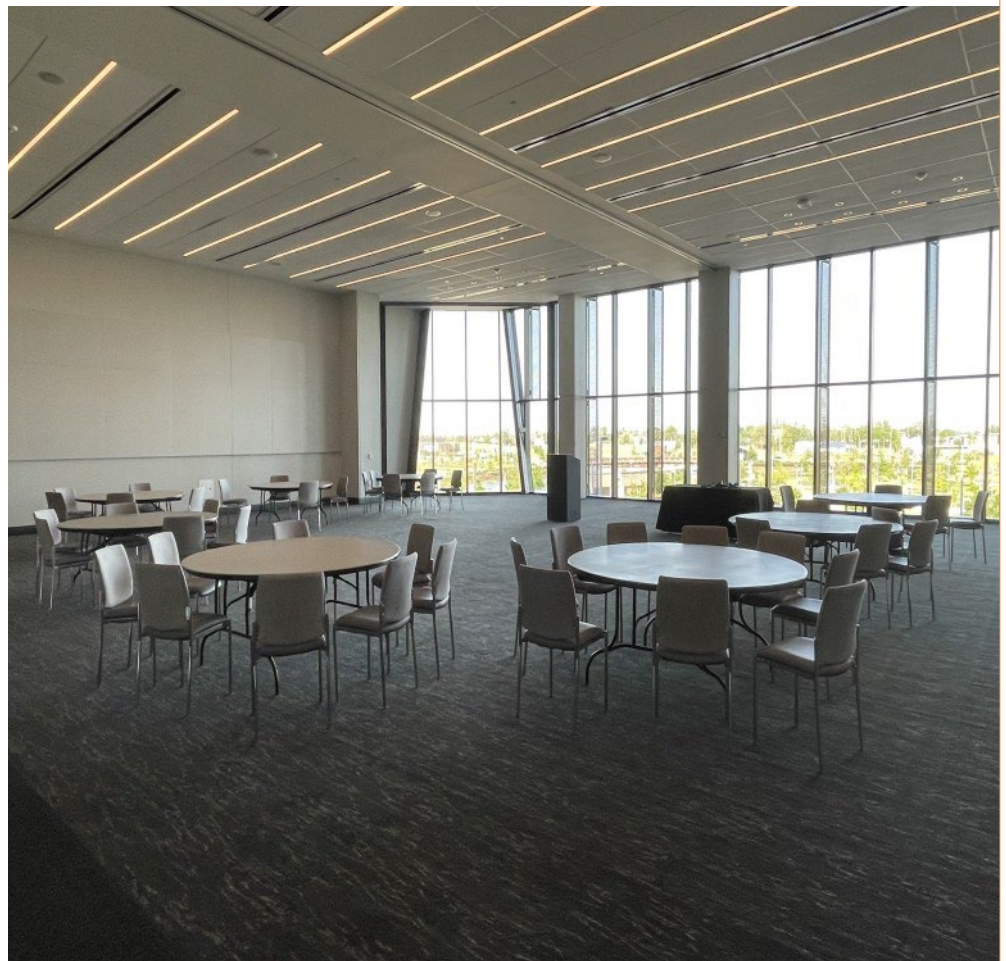
Above: Scissortail Park seen from the balcony.



Left: Second floor seating area. Charge your phone, check emails and talk over business.



Out meeting rooms have specular views of Scissortail Park. Looking for something without the view we have interior meeting rooms as well.



Event / Meeting Planning Checklist

Once you have signed and returned your license agreement and submitted your first deposit, your account will be turned over to the Event Services Department. At that time, you will be assigned a personal Event Manager who will work with you on the logistical planning of your event. Although, you may continue to have contact with your Sales Manager (payments, fees, etc.) the Event Manager will be your primary point of contact with the facility, and will serve as your liaison for all facility related services (i.e., room set requirements, event staffing, utilities, HVAC, etc.)

This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensuring a successful event.

9-18 Months Out

- Schedule a site visit with your Sales Manager
- Review Facility Rules and Regulations.
- Provide information on any potential outside General Service Contractors to your Event Manager, including:
 - Meeting Planner
 - AV / Production Company
 - Exposition Service Contractor / Decorator
 - Transportation
 - Registration / Ticketing

3-9 Months Out

- Schedule a site visit / planning meeting with your Event Manager.
- Submit a preliminary exhibitor service kit and exhibitor list to your Event Manager.
- Review preliminary exhibit and registration floor plans with your Event Manager for changes.
- Discuss preliminary food and beverage needs with your Catering Sales Manager.

2 Months Out

- Submit your schedule of events and set-up requirements to your Event Manager.
- Submit a preliminary exhibitor service kit and exhibitor list to your Event Manager.
- Discuss your event security and staffing needs (including EMT) with your Event Manager.

- Submit rigging plans to your Encore for consideration. ***Encore is the exclusive rigging provider for the OKCCC.***
- Discuss your transportation plan (buses, shuttles, parking, etc.) with your Event Manager.
- Submit requests for IT and electrical, to your Event Manager.

1 Month Out

- Submit your Final Event Orders to your Event Manager (**Due 21 days prior to move in** for large trade shows.) Event Orders should include no less than the following:
 - Certificate of Insurance.**
 - Final floor plans (exhibits, registration, large productions, etc.)
 - Final Event Schedule (move-in, set-up / tear-down, walk through, show hours, daily cleaning, move out.)
 - Any other ancillary service or equipment requests.
 - Final event security and staffing plan.
 - Review, sign and return *Event Expense Estimate Sheet* to Event Manager.
 - Notify Event Manager of Audio / Visual Provider. A detailed plan must be submitted to your Event Manager and Encore Director.

2 - 3 Weeks Prior to Move- In

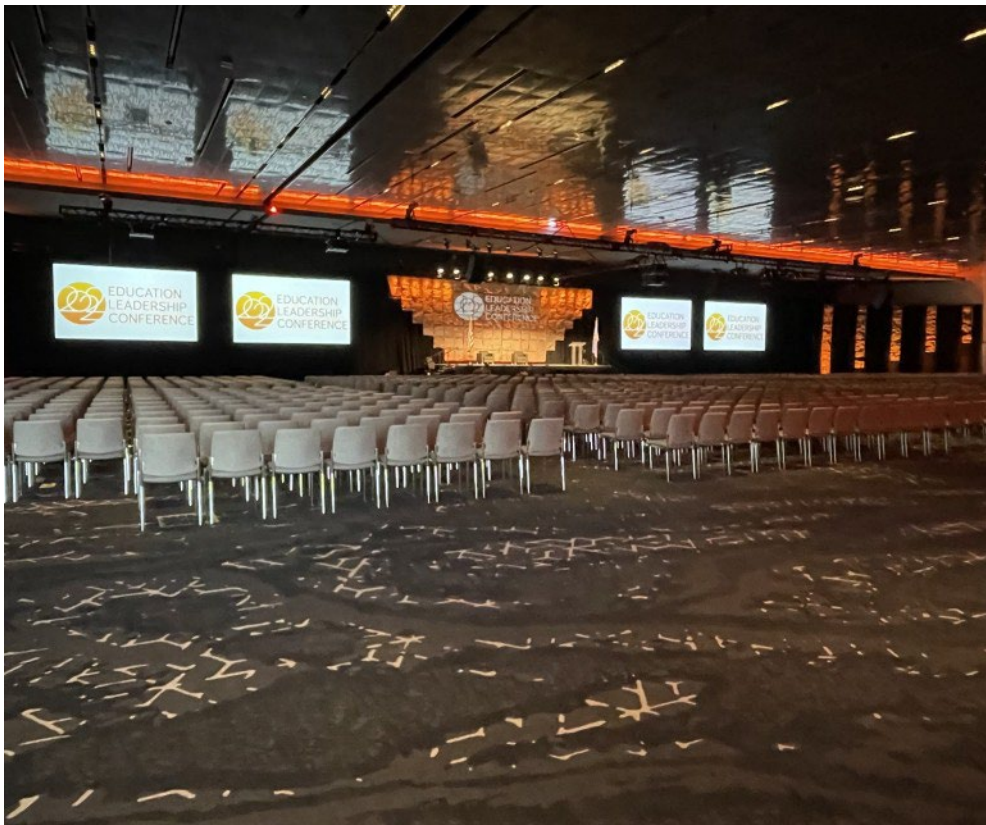
- Finalize Internet and electrical needs.
- Payment for estimated ancillary charges is due **14 days prior** to move-in.
- Schedule a Pre-Convention Meeting: Review Final Overview with Event Manager and schedule a Post-Convention meeting if needed.
- Confirm catering guarantees with Catering Sales Manager.

3 Days Prior to Move-In

- Discuss any last-minute modifications.
- Submit all payments for estimates of expenses to the venue.

Post Event Activities

- Post – Convention Meeting , if needed.
- Payment for final settlement due upon receipt unless specified different in the contract.

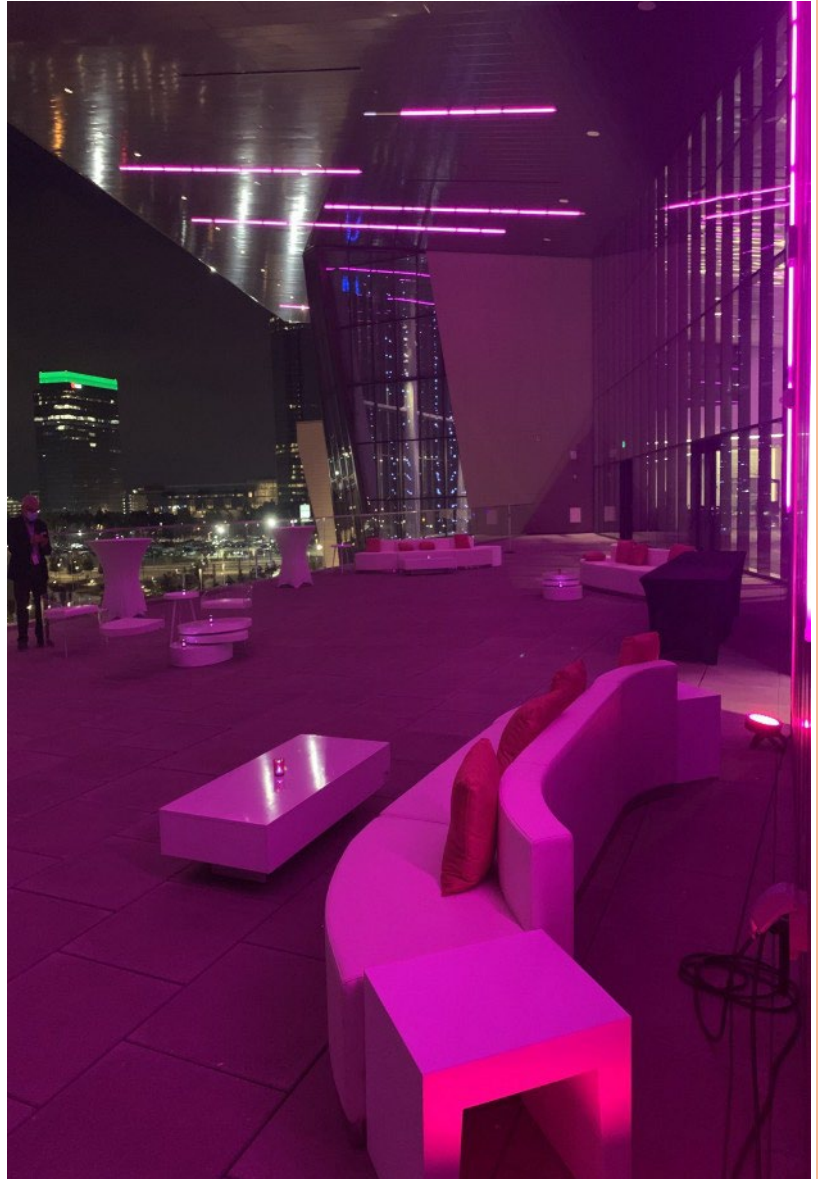


Marathons, dance recitals, graduations, and sporting events are just a few of the events hosted at the Oklahoma City Convention Center.



The balcony on the fourth floor overlooks Scissortail Park.

Right: The balcony decorated for a Christmas party.



Event Planning Services

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Badging / Credentials

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Weapons

Following the execution of the License Agreement for your event, the OKCCC will assign an Event Manager to work with you on event planning and implementation. Your Event Manager will contact you as soon as they are assigned and will remain your primary OKCCC liaison through to the conclusion of your event. Your Event Manager will help you to understand the policies and procedures and will take on the responsibility of communicating your needs and event requirements to the other departments at the OKCCC so that your event runs smoothly . These departments include Engineering, Housekeeping, Security and IT. If you have any questions on anything in this section please reach out to your Event Manager.

A separate catering contract and deposit will apply for all events. You will be assigned to your Catering Sales Manager early in the event planning process to ensure that you benefit from their products, services and expertise. For more information see the Food and Beverage Policy.

Audio – Visual (A/V)

The Oklahoma City Convention Center is pleased to have Encore as the preferred in-house Audio-Visual provider. A comprehensive inventory of basic and specialized audio, video and lighting equipment, along with an experienced team of event professionals, are available onsite. Please contact Global Locator | Find Corporate & Event Venues | Encore® (encoreglobal.com) for a customized proposal.

OKCCC recognizes that certain event organizers may elect to bring in a third-party supplier for A/V services. All outside vendors must adhere to the Facility Rules and Regulations as outlined via the OKCCC Event Planning Guide. These guidelines have been developed to ensure the utmost safety for all guests and the OKCCC premises. We pride ourselves on upholding a level of service and quality that is necessary to ensure a successful event.

The event organizer must notify the OKCCC Event Manager **at least thirty (30) days prior** to their program of who their audio-visual provider will be.

All outside vendors and their subcontractors must meet the OKCCC insurance requirements to perform work at our facility. Please contact your Event Manager for further details.

All use of house sound must be run through Encore. Any group that is organizing an entertainment event (concert, comedy show, etc.) will have to have sound brought in for the event.

PLEASE NOTE: Encore is the exclusive rigging service provider for the Oklahoma City Convention Center.

No flown equipment may be moved without Encore personnel or representative being present.

- Audio Levels

The OKCCC reserves the right to regulate the audio levels of all events. Licensee must maintain appropriate audio levels as to not disturb nor interrupt other events. If requested to do so by OKCCC staff, Licensee must lower volume levels accordingly.

- Audio Recording / Taping

Remote recording is possible for media services. For detailed information and associated costs. Please contact the Encore for details and fees.

- Auxiliary Sound Equipment

A detailed plan of auxiliary sound equipment must be submitted to and approved by both the Event Manager and Encore Director whenever an outside A/V service provider is used. This is to ensure the proper utilization of space, adjust room capacities as needed and to ensure public safety. The plan must be submitted no later than **21 – 30 days prior** to move-in.

Deposits

License fees are due prior to the start of the event. The OKCCC's standard license payment schedule is outlined in the **contract**. The OKCCC may require a contingency deposit on certain services and types of events. Your salesperson will determine and communicate this requirement prior to the License Agreement being issued.

Electrical and Other Utilities

OKCCC Engineering Staff provides **BASIC** event electrical and utility needs for all clients and exhibitors. Your Event Manager coordinates and forwards your electrical and utility needs to our engineering staff to ensure that your requirements are taken care of in a timely and cost-efficient manner.

The Oklahoma City Convention Center handles exhibitor orders through Boomer.com. We will work with your general services contractor to communicate and distribute our electrical / utility forms to your exhibitors. Please contact us at exhibitorservices@okc-cc.com for further information on exhibitor utilities service.

Equipment Inventory / Rental

The Convention Center is equipped with an inventory of tables and chairs. Additionally, we have an inventory of special items (dance floors, lecterns, staging, easels, podiums, coat racks, etc.) available for rent. Please contact your Event Manager for the current equipment and labor rate sheet, which details equipment available through the Convention Center.

Exclusive Services

The OKCCC is proud to provide the following services on an exclusive basis for all events in the facility.

- Food and Beverage
- Utility Services (electrical, industrial water, compressed air and gas)
- Telecommunications: internet, cable / satellite connections
- Rigging
- Event Staff

- Security with alcohol related functions.
- Emergency Medical Services

Finance

Room rental charges, catering charges and event expenses are due in full prior to arrival. Please refer to your License Agreement for amounts and due dates. Invoices for deposits may be requested: otherwise, the License Agreement shall serve as the total invoice. The Convention Center accepts business / personal checks, major credit cards (American Express, Discover, Mastercard, and Visa) and wire transfer for payment of fees.

First Aid / Emergency Medical Services (EMT)

The Convention Center requires public events, trade shows athletic events and / or events of one thousand two hundred (1,200) or more attendees, to schedule on-site emergency medical personnel. Your Event Manager can schedule the services on your behalf. Ambulance service or higher first aid medic classification requirements are available as well.

Floor Plans

Floor plans for meeting rooms and ballroom spaces can be designed with the assistance of your Event Manager to ensure fire code requirements are met. You can access floor plans and standard room sets on our website. Exhibit hall floor plans must be submitted to your Event Manager to be approved by the Oklahoma Fire Marshal's office **no later than thirty (30) days prior** to move-in day. Please refer to the "*Trade Show Guidelines*" section of the Event Planning Guide.

Food and Beverage /Concession Stands

SAVOR...Oklahoma City is available to provide concession operations for your event. The food and beverage department will allow sampling of products if following sample size is followed: Food item samples are limited to a maximum of 1oz "bite size" portions and non-alcoholic beverages are limited to a maximum of 2oz serving size. Your catering sales manager must be notified if products are to be sampled (See **Food and Beverage** policy.)

Housekeeping

We will keep the restrooms, lobbies, corridors and other public areas clean and tidy during all event hours and we will also refresh your meeting rooms between sessions, should time allow. All rooms are refreshed once each day and will be serviced at the end of each event day. On the exhibition halls OKCCC staff will refresh trash cans provided for attendees.

All event spaces: registration and service desks, and exhibitor booths will be cleaned by the general service contractor. Exhibitor trash receptacles will be placed in the aisle two (2) hours before show opening and will be collected at the end of the show. The client or general service contractor is responsible for the disposal of all exhibitor trash during move-in, move-out and during show hours.

Show contractors, including audiovisual contractors, must leave their work areas in a clean condition at the conclusion of the event. All tape, stickers, chalk lines, "empty" labels, etc. must be removed

from the floor. Trade show or booth areas must be broom-swept or vacuumed upon completion of move-out by the contactor. If event areas are not left in a clean condition upon move-out, cleaning fees may be assessed.

Additional housekeeping services are available through the Convention Center at an additional cost. Please to notify your Event Manager about special cleaning schedules or restricted housekeeping areas.

Insurance

All events booked at the OKCCC are required to provide a certificate of insurance. Event insurance can be self-provided or ordered through your event manager. ASM GLOBAL offers an excellent event insurance option through the Master Venue Program (MVP). **The Certificate of Insurance is due no later than thirty (30) days prior to the first day of occupancy.**

NOTE: *When an event is booked within two weeks or less than the date of the first move-in day, and the client does not have an active policy on record with the OKCCC, ASM GLOBAL will automatically supply, at the client's expense, the appropriate insurance policy. **No client is allowed to move-in without an approved insurance policy.***

Pre-Convention and Event Evaluation

Pre-Convention meetings are scheduled for all major events. It is an informal meeting for your staff and our staff to meet and review key event requirements. It is hosted by the Convention Center and coordinated by your Event Manager. A Convention Center Representative from each department will be in attendance. Your key support staff, as well as, any service contractors for your show (i.e., decorator, production company, audio/ visual company etc.) is encouraged to attend. We will send you an Event Evaluation Survey which will allow you to evaluate your entire convention experience from beginning to end.

Guest Services Information

ATM (Automated Teller Machine)

We have one ATM located in our lobby between the entrance to Exhibit Halls C and D. Additional ATMs are available for events that require cash for business functions. Please contact your Event Manager for details.

Lost and Found

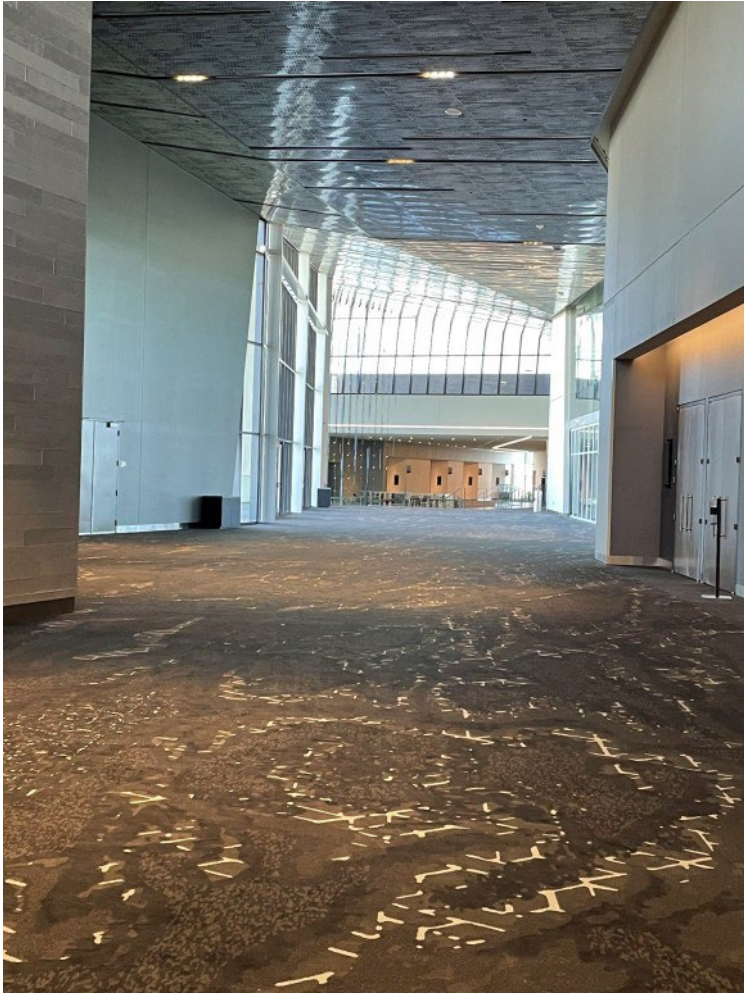
Items found and turned into any OKCCC representative will be held in the security office for thirty (30) days. For inquiries regarding any lost items, contact the security office at 405-431-7202 or via email at security@okc-cc.com.



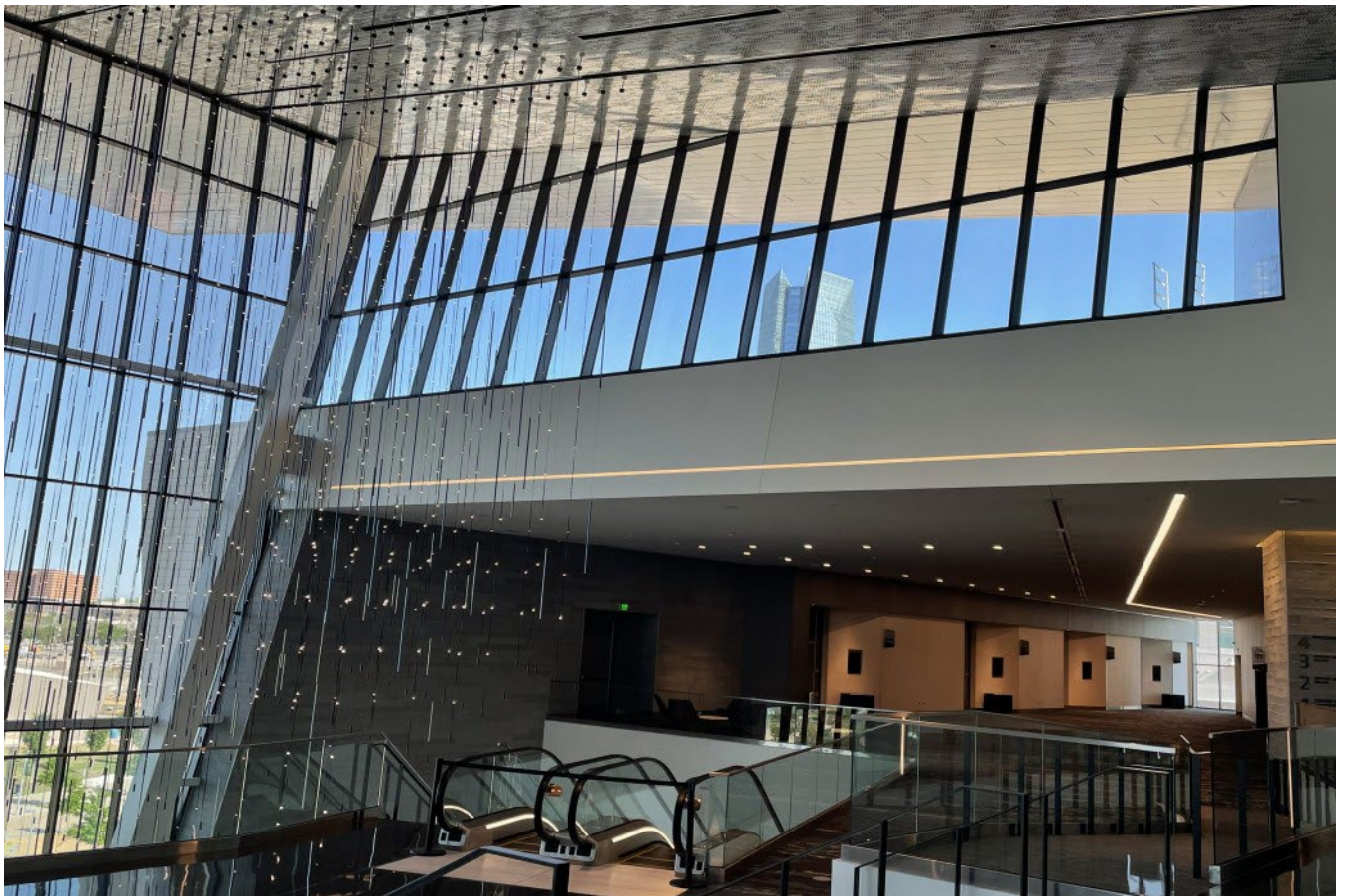
Above: The Skybridge linking the garage to the 2nd floor of the convention Center.

Below: Room 101, which opens to terrace and meeting space.





The Prefunction space outside of the Painted Sky Ballroom.



Security Policies

Badging / Credentials

As a matter of security and for identification purposes, we ask that you provide your staff and delegates entering into any exhibit space (including exhibit halls, ballrooms, meeting rooms or in-service corridors) with a badge clearly marked with their name and the event they are attending. If multiple badges or wrists band are used for your event your Event Manager will create a credential board for security. For temporary employees, an expiration date is required. **Please Note:** *Persons without the appropriate identification will be directed to the proper location for credentials or asked to vacate the premises.*

General Security Guidelines

1. Building Security

The Convention Center maintains an exclusive in-house security operation. Our trained building security staff maintains 24-hour security coverage through weekdays for the Convention Center's perimeter areas, internal corridors, and life safety alarm system.

2. Rooms

The Convention Center provides a convenient locking system to help you maintain security of the various rooms you use. It is important to remember that the Convention Center must always have access to any area of the facility and reserves the right to access any area if necessary. For this reason, it is important to note that no door locks may be altered or otherwise secured without prior written approval from your Event Manager.

3. Event Staff/Security

The Convention Center may require certain events to provide minimum levels of event staff or security coverage (including the Oklahoma City Police Department). Such coverage will be at the Licensee's expense.

NOTE: The use of armed guards is prohibited without written consent from the Convention Center. This applies to private asset security or individual bodyguards.

4. Emergencies

All incidents of injury, vandalism, fire, theft, etc. should be reported to the OKCCC Security Office immediately at 405-431-7202 at all times. Following notification of any incidents, event staff will initiate appropriate reports and investigations.

Law Enforcement Officers (Police / Sheriff)

- Uniformed Oklahoma City Police Department are the ONLY ARMED security permitted in the facility.
- Any special security services regarding law enforcement will be arranged through the Event Manager.

Weapons

Weapons are prohibited in the facility except as noted below:

- Firearms carried by sworn law-enforcement officers in the performance of their lawful duties or as permitted by law.
- Weapons approved by the Operator as an integral part of the event. If approved as an integral part of an event, weapons may be displayed as part of an exhibit at an event subject to the following conditions:
 - The exhibitor must comply with all Federal, State and Local laws governing the possession and / or sale of firearms.
 - Firearms may not be loaded or fired in the Facility.
 - Firearms must be deactivated by removing the firing pin, the bolt, or otherwise altered so that they are incapable of being fired (by a metal lock through the trigger mechanism in an “open” state.) Exceptions may be granted, at the Operator’s discretion, for particularly rare antique firearms displayed in a locked case or otherwise made inaccessible.
- Powder or primers are prohibited in the Facility. Sample live ammunition may be displayed in exhibits, which are kept separate from firearm exhibits or by exhibitors who do not also display firearms.
- Firearms and ammunition will be inspected at Licensee’s expense by an authorized safety inspector approved by the Operator at times as determined by the Operator to insure adherence to these conditions.
- Pepper Spray, mace, OC sprays, knives, stun guns, all martial arts defense weapons and tasers are prohibited. (Law enforcement exempt.) Exceptions may be granted when items are for display only and inactive.



Top: Tropical Fruit Salad with Lemon Curd.



Bottom: Sweet potato soup with bacon.

Food and Beverage Policy

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3. Menu Selection
4. Guarantee
5. Contract
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8. Payment
9. Cancellation Policy
10. Alcoholic Beverage Service
11. Excess Food
12. Facility Services
13. Linens
14. Decorations and Floral
15. Holidays
16. Concessions
17. Concession Vouchers
18. Food Trucks
19. Food and Beverage Sampling

1. About Us

Oklahoma City Convention Center catering and concessions services are proudly operated by **SAVOR...** Oklahoma City (catering by ASM GLOBAL.) Our goal is to offer the highest quality products and services and deliver truly memorable experiences. Our Executive Chef and his team of culinary experts take great pride in delivering fresh, unique and flavorful dishes.

2. Exclusive Caterer

SAVOR... Oklahoma City (catering by ASM GLOBAL) is the exclusive food and beverage provider for the Oklahoma City Convention Center. Outside food and beverage is prohibited.

3. Menu Selection

Your Catering Sales Manager will assist you with all of your food and beverage needs and is available to meet with you as early as your first contact with the facility. As your single source for planning food and beverage needs, your Catering Sales Manager should be included in your initial site visit to discuss the possibilities available to you.

As our menus are seasonal, we suggest that you make your initial menu selection no earlier than four months before your event. If you wish to make your selection earlier than this, please contact your Catering Sales Manager for assistance. However, your initial menu selections should be made (and estimated attendance is required) no later than thirty (30) days prior to the scheduled event.

Should you desire something a bit more unique, please let your Catering Sales Manager know. Our team of culinary experts welcomes the opportunity to customize menus and services to create unique and thematic events.

4. Guarantee

For catered events, the initial menu selection is required no later than thirty (30) days prior to the date of the scheduled event. Any major changes must be made no later than two weeks prior to the event date. A final guaranteed number of attendees ("**Final Guarantee**") for each meal function is required no later than **seven (7) business days** prior to the event. A business day is defined as Monday – Friday and does not include holidays. If the Final Guarantee is not received within five business days of the scheduled event, the estimated attendance number specified on the contract will be designated as the Final Guarantee. Once determined, the Final Guarantee is not subject to reduction. If an increase is requested by the client and we are able to accommodate, a twenty-five percent (25%) overage fee will be added to any additional entrees.

Vegetarian meal options are available with all plated entrees. These vegetarian meals are part of the Final Guarantee and not in addition to it. Vegetarian counts are to be specified by the client at the time of the Final Guarantee. **Savor...**Oklahoma City customarily prepares vegetarian meals based on Chef's choice and the main entrees selected. Please notify your Catering Sales Manager of any other special dietary restrictions when submitting your Final Guarantee.

5. Contract

By signing the master event License Agreement for your event, you agree to abide by all of the policies and procedures of the Oklahoma City Convention Center, including these Food and Beverage Policies.

If your event includes food and beverage services, a separate catering contract is also required. You must sign and return your catering contract to your Catering Sales Manager no later than thirty (30) days after signing your master event License Agreement. Banquet Event Orders (BEO) must also be signed and returned with your catering contract. The catering contract and BEOs will constitute the entire agreement between you and **Savor**...Oklahoma City.

6. Food and Beverage Minimum (F&B Minimum)

Some master event License Agreements will be based on a minimum purchase of food and beverage services (F&B Minimum) in exchange for a reduced rental rate. In such cases, the amount of the F&B Minimum will be detailed in the master event License Agreement and is calculated based on any food and beverage products or services purchased, excluding administrative fees and taxes.

7. Pricing

Due to market fluctuations, menu prices are subject to change. Pricing will be fixed within sixty (60) days of your event (thirty [30] days for seafood options.)

Food and beverage functions require a minimum purchase of \$200.00 in food and non-alcoholic beverage. Should your catering order be less, the balance will be invoiced to total \$200.00 before tax and service fee.

All buffet and break pricing is based on a two (2) hour service time. Additional labor fees (\$35 per server / per hour) may apply for service time in excess of two (2) hours.

Plated meal function pricing is based on a four (4) hour service time. Additional labor fees (\$35 per server / per hour) may apply for service time in excess of four (4) hours.

Events with a guarantee of less than 50 people for plated or buffet meals will incur a \$75.00 set-up fee.

Please Note: A 21% administrative fee will be applied to all food and beverage services (including alcohol.) This administrative fee is retained to defray administrative costs; it is not intended to be a tip, gratuity or service charge and will not be distributed to employees. A 7% state sales tax, a 3% state tourism tax and a 1% specialty tax will be applied to all food, beverage (including alcohol), labor, additional services and administrative fees.

8. Payment

A deposit of 50% of estimated food and beverage charges must be paid no later than **thirty (30) days prior** to the event. A deposit of 100% of the remaining estimated charges is due no later than five (5) business days prior to the scheduled event. Payment for any increases in the Final Guarantee within five (5) business days of the event is due and payable prior to the start of the event. Any on-site adjustments, additions or replenishments of the contracted catering services will require the written authorization of the on-site contact and will be reflected in the final invoice, payable at the conclusion of the event.

You may finalize your account by company check, cashier's check, Visa, MasterCard, American Express

or cash. We will process / pre-approve your credit card for any estimated balance due three (3) business days prior to your function date.

If your event includes food and beverage services, a separate catering contract is also required. You must sign and return your catering contract to your Catering Sales Manager no later than thirty (30) days after signing your master event License Agreement. Banquet Event Orders (BEO) must also be signed and returned with your catering contract. The catering contract and BEOs will constitute the entire agreement between you and **Savor**...Oklahoma City.

9. Cancellation Policy

Cancellation of contracted food and beverage services must be made in writing. Should the event License Agreement be based on a F&B Minimum, which is included as part of the license fee, when the cancellation policies stipulated in the License Agreement shall prevail. Should the event License Agreement not be based on a F&B Minimum, the following cancellation fees apply:

Notification of Cancellation Prior to Scheduled Days	Cancellation Fee % of Estimated Lost Food and Beverage Revenue
0-7 Days	100%
8-30 Days	75%
31-60 Days	50%
61-90 Days	25%

10. Alcoholic Beverage Service

Oklahoma Alcoholic Beverage Laws Enforcement Commission (ABLE), an agency of the State of Oklahoma, regulates alcoholic beverages and service in the state of Oklahoma. As the holder of the alcoholic beverage license for the Oklahoma City Convention Center, **SAVOR**... Oklahoma City is responsible for the administration of these regulations within the facility. As such, no other entity may sell or serve alcoholic beverages in the facility. **Outside alcoholic beverages are strictly prohibited.**

Should you require a bar for your event, a minimum of **\$500.00** in beverage consumption (“**bar minimum**”) per bar is required for the first four hours. Bars open longer than four (4) hours require an additional \$100 bar minimum per hour, per bar. Should consumption not reach the specified minimum consumption amount, the balance will be billed to the Licensee.

All bars must close no later than thirty (30) minutes prior to the scheduled event end time. In the interest of public safety, we reserve the right to close a bar at any time during the event. We also reserve the right to refuse alcoholic service to intoxicated or underage persons. Further, we reserve the right to limit the number of alcoholic beverages sold to any individual to two drinks per purchase. Alcoholic beverages may not be removed from the facility.

Outside alcoholic beverages may not be brought into the facility. However, in unique circumstances and only with the written approval of the facility’s General Manager, donated wine may be utilized. In such cases, you must adhere to all ABLE laws. Additional handling and corkage fees will apply. Please contact your Catering Sales Manager.

For events at which some attendees may be under the age of 21 alcohol sales policies may be modified

at the sole discretion of **SAVOR**...Oklahoma City. Such modifications may include, but not be limited to requiring wristbands for age verification (at Licensee's expense), ending alcohol sales at **SAVOR**... Oklahoma City's discretion, and not serving alcohol at all (based on planned event end time, age group, etc.....)

11. Excess Food

The Oklahoma City Convention Center adheres to federal and local health guidelines which dictate that catered food items may not be taken off the premises. Accordingly, all food and beverage prepared and

12. Facility Services

Banquet prices include white linens, glassware, china and flatware for up to 1,100 guests. For functions with more than 1,100 guests, an additional charge of \$5.00 per guest will be charged for china service. Any event requiring food and beverage service outdoors will also incur additional services charges.

13. Linens

Standard white linens (85" x 85" square) and white napkins are included for plated and buffet meal functions. The number of tables dressed will be based on the final guarantee plus 5%. Non-food service tables or additional guest tables above the guaranteed amount may be clothed upon request at a charge of \$5.00 per table.

14. Decorations and Floral

In an effort to make your job as easy as possible, and to provide a one-stop-shopping option, your Catering Sales Manager is available to assist you with fresh flowers, thematic decorations, specialty linens and center pieces to enhance your event.

15. Holidays

Menu pricing will be increased up to 50% for events that fall on the following holidays: New Year's Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

16. Concessions

Savor...Oklahoma City is the exclusive concessionaire for the Oklahoma City Convention Center. As such, no other entity may operate a point-of-sale (POS) concessions operation in the facility without the expressed written consent of the facility General Manager.

We reserve the right, but are not obligated, to sell food and beverages at any location throughout the facility. For exhibit hall events, the Licensee may neither block, nor permit its exhibitors or contractors to block access to the permanent concession stands. Licensee must ensure that a 10' x 35' area directly in front of each concession stand in each exhibit hall remains open and available for use by the facility's exclusive concessionaire.

17. Concession Vouchers

A concession voucher program has been established to assist public event show managers who may choose to provide meals to staff, judges, and / or vendors. The discounted vouchers may be purchased in advance. Vouchers are date specific and are not transferable, refundable or exchangeable. Vouchers that go unused will be null and void after the specific date.

18. Food Trucks

To host food trucks at your event:

- Road closure permits for Mick Cornett must be filed ten (10) business days before your event. For 2 to 10 food trucks there is a \$150.00 charge for the permit. Your Event Manager can assist you with this.
- Your Catering Sales Manager can assist you with a list of approved food trucks .

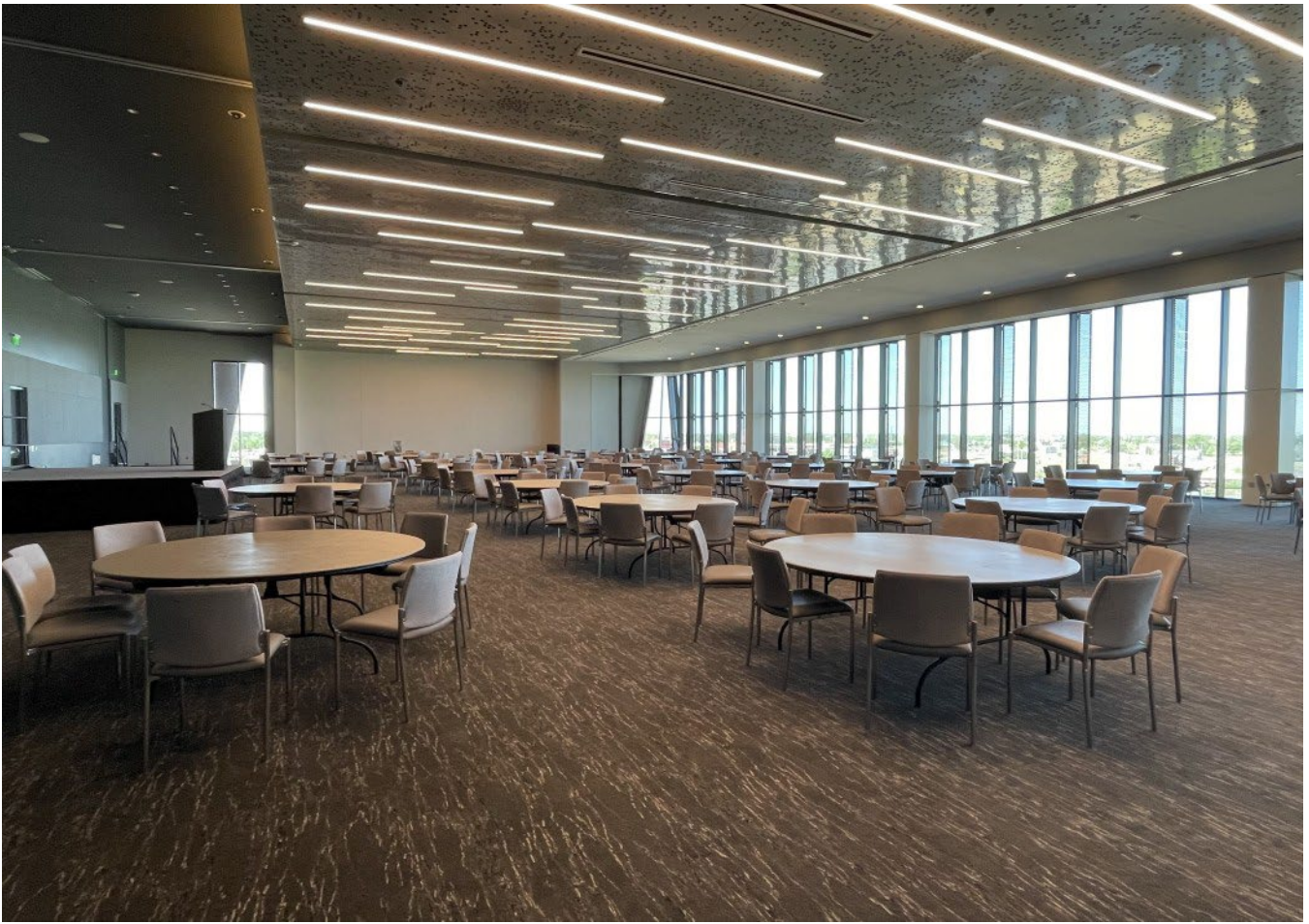
19. Food and Beverage Sampling Policy

Exhibitors may distribute food and / or beverage samples only with the express written approval of the Oklahoma City Convention Center General Manager or Director of Food and Beverage. Such approval will only be given for food and beverage products manufactured or distributed by the Licensee and / or Licensee's exhibitors. Contact your Catering Sales Manager for more information.

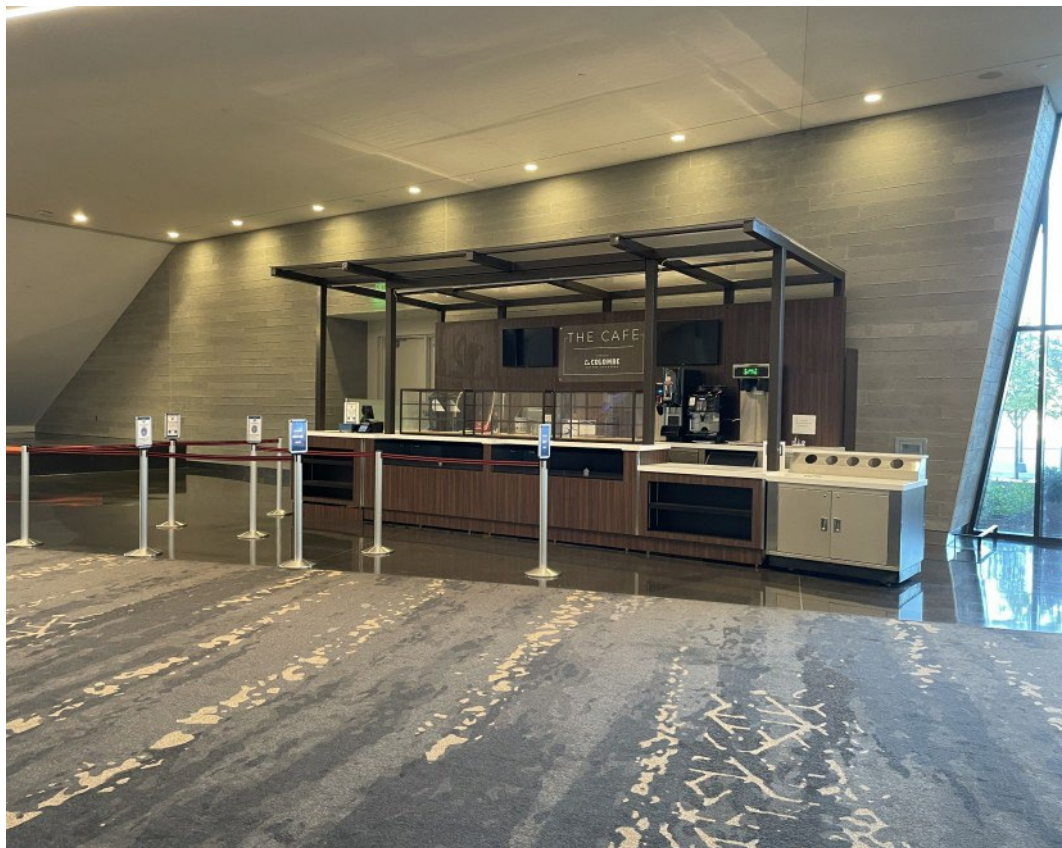
The following guidelines shall also apply:

- Food samples are limited to a maximum of 2 ounce "bite size" portion.
- Non-alcoholic beverage samples are limited to a maximum of 2 ounce serving size.
- Restrooms, concession stands and / or facility kitchens may not be used as exhibitor clean-up areas.
- Securing of all necessary license, permits, etc. is the responsibility of licensee / exhibitor.
- Costs associated with the disposal of trash, waste, etc. from exhibitor sampling area are the responsibility of exhibitor.
- Food and beverage items used purely as traffic promoters (i.e., coffee, popcorn, bottled waters, sodas, bar service, cookies, yogurt, ice cream, etc.) MUST be purchased from **SAVOR...** Oklahoma City. Distribution of individual pieces of candy is permitted. Please contact our Catering Sales Manager with questions on traffic promotion items.
- The Licensee and its approved exhibitors must comply with and observe all applicable federal, state and local laws, ordinances and regulations regarding food safety, and shall obtain all necessary permits and licenses at their sole expense.
- The Licensee is ultimately responsible for proper removal of all food and beverage waste products (grease, food, etc.) Food and beverage products may not be disposed of in facility sinks, toilets, etc. Any damage resulting from non-adherence to this requirement will be billed to the Licensee at prevailing rates.
- Arrangements for the receiving and storing of all food and beverage products, as well as use of kitchen facilities, must be coordinated through the Catering Sales Manager. Prevailing rates will apply.
- A **SAVOR...**Oklahoma City kitchen supervisor is required for any kitchen use and will be billed at prevailing rates.

Please contact your Catering Sales Manager at 405-605-9761 for further assistance regarding food and beverage.



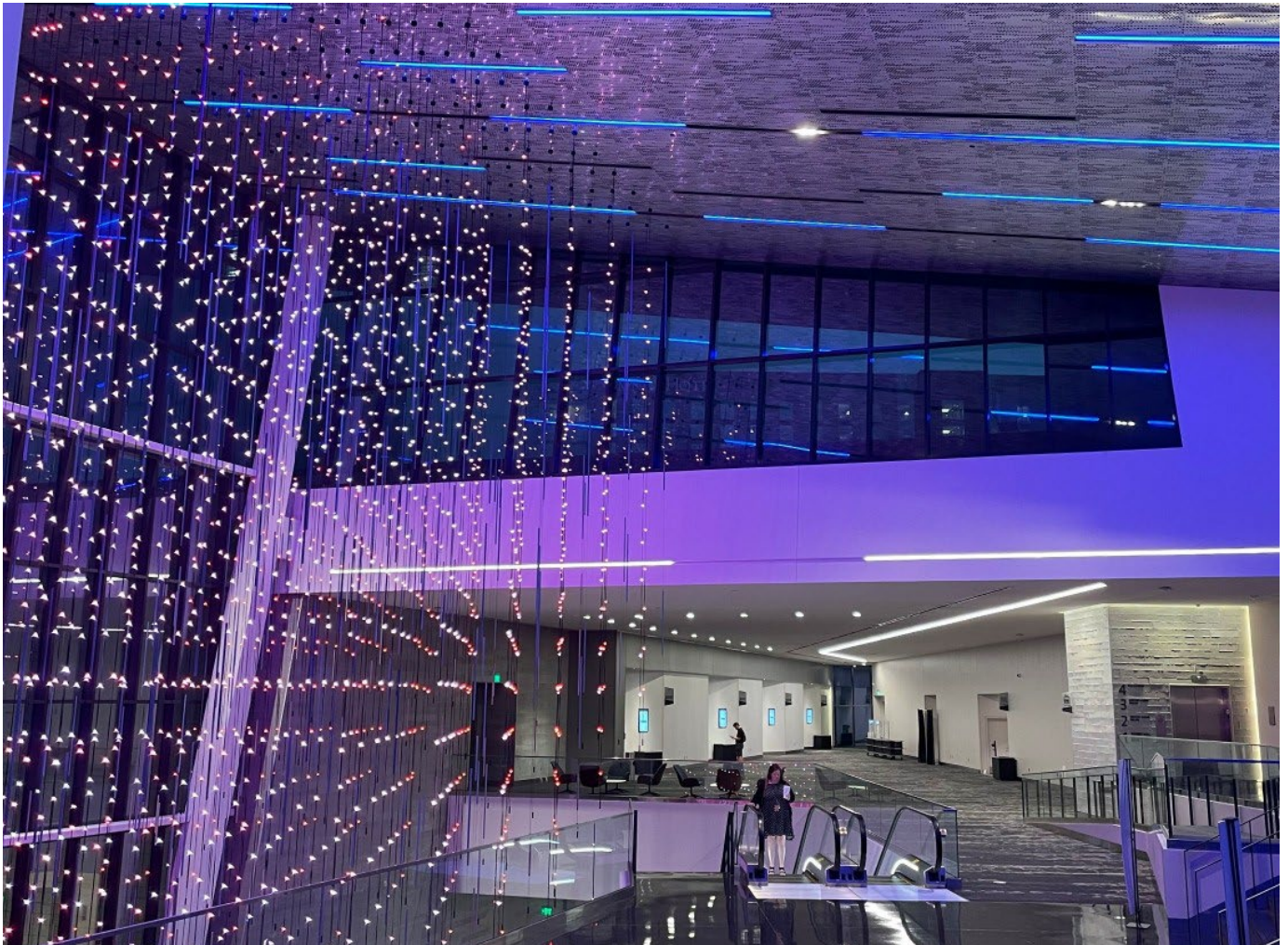
Above: Junior Ballroom set for an event.



Side: The Cafe, our coffee stand located in the main pre-function space.

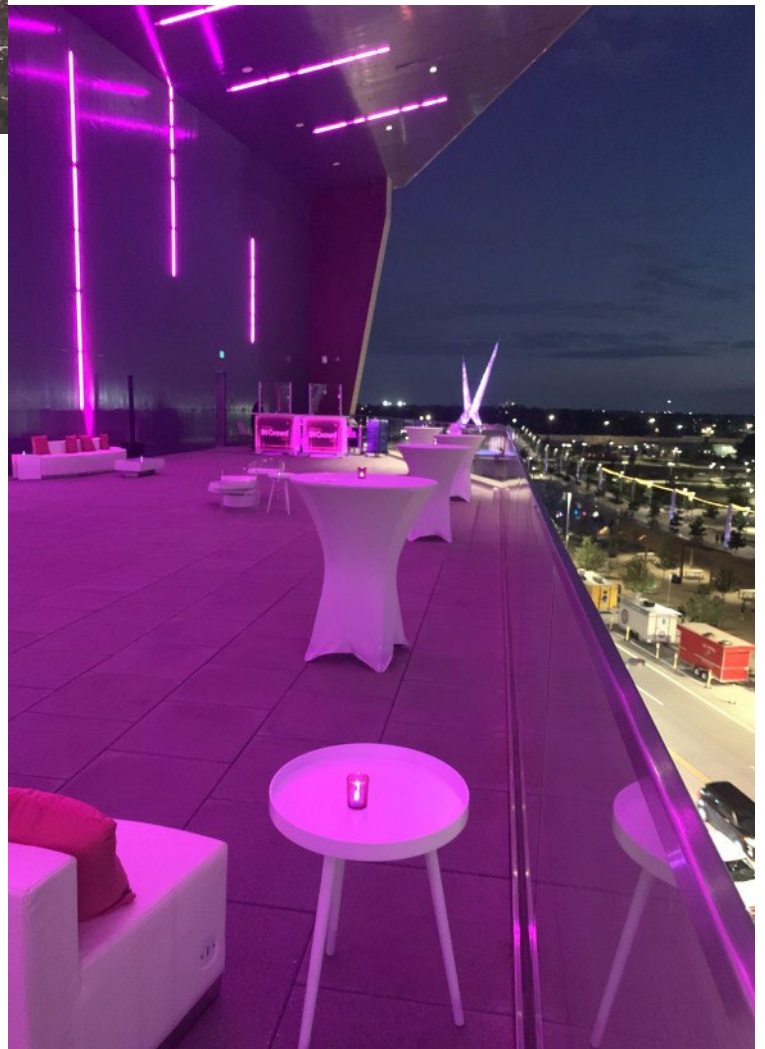


Level 4 Prefunction.
We can customize the
lights to your prefer-
ence .

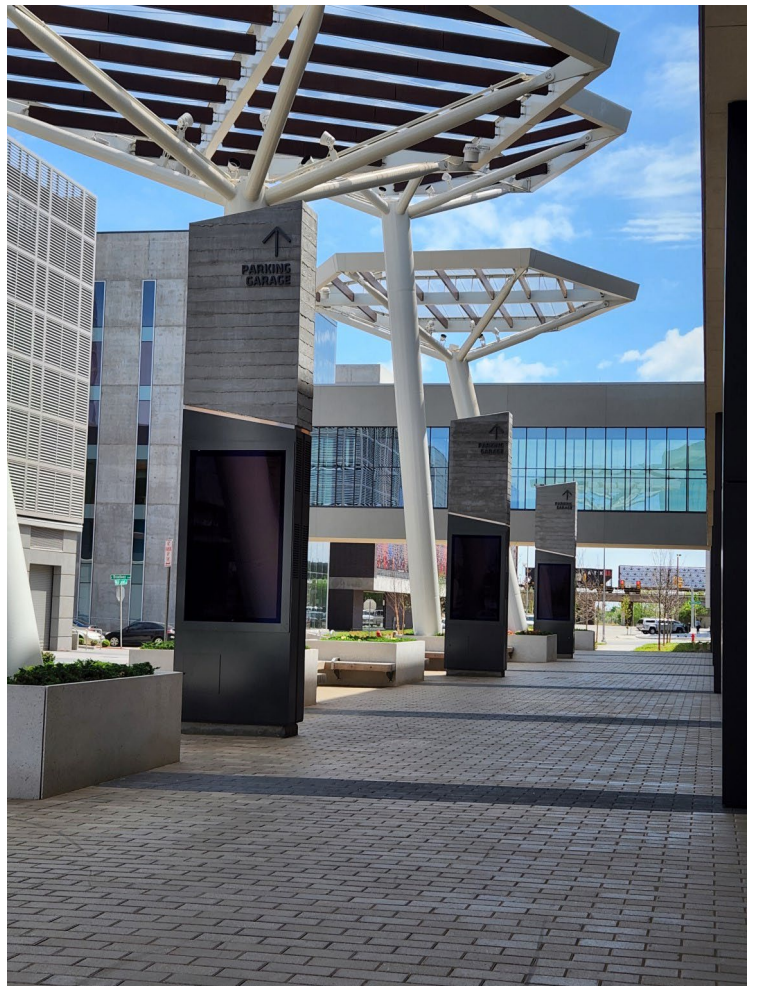




The lights on the balcony continue through the pre-function space outside of the Painted Sky Ballroom into the ballroom. The colors can be set to match your specifications.



Digital signs line Robinson Avenue and Mick Cornett Drive.





Facility Rules and Regulations

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Facility Rules and Regulations

This section provided guidelines on the Convention Center's general building operations which may be important to consider for your event. Contact your Event Manager for more information.

1. Americans with Disabilities Act

The Convention Center offers many features that make our facility friendly to our guests with disabilities. These features include accessible parking, automatic entrance doors, wheelchair / motorized scooter accessible, elevators, accessible restrooms, and phone and fire alarms for the hearing impaired. Please advise us thirty (30) days in advance of any delegates with special needs.

Additional Planning Notes

Parking: There are a limited number of parking spaces available for guests with disabilities. Please consult with your assigned Event Manager for further details regarding this subject.

2. Announcements

Operator reserves the right to make such announcements as Operator deems necessary at any time in the interest of public safety. Licensee agrees that it will cooperate with the Operator staff in making such announcements.

3. Animal Policies

Apart from approved guide, signal or service dogs, animals are not allowed in the facility without prior approval. Emotional support animals are not considered service animals and therefore, are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. Animals that are approved to be on the premises must meet the following confinement guidelines:

- ◆ Animal(s) is to be on a leash at all times, if not confined to a pen.
- ◆ Animal(s) must always be under constant control.
- ◆ Animal(s) must be current on all immunizations with current tags.
- ◆ The owner or handler will always be fully responsible for their animal(s).
- ◆ Provide clean up and proper disposal of absorbents and waste.
- ◆ Some type of absorbent (i.e., sawdust / fire retardant wood shaving) must be placed within the pens.
- ◆ A protective coating, such as plastic or Visqueen must be used to protect all floors and any Facility equipment.

Any animal that shows aggression towards other animals or people will be removed from the premises.

Animals for Events

When any approved display includes pens or enclosures containing live animals, the following minimal provisions must be made.

- A curbing or bike rack must be provided to contain animals.
- Licensee will adhere to any and all other safety measures as required by Operator.
- Animals are not permitted within 50 feet of any food service preparation or service area. The only exception to this is the use of ADA service animals.
- Licensee is responsible for ensuring that any approved use of animals within the Facility is also in adherence to all applicable local, state and federal laws and ordinances.

If permitted, an Animal Waiver must be signed and kept on file with your Event Manager. (Contact you Event Manager for a copy of the Animal Waiver.)

4. Attendance Capacity

In no event shall attendance be permitted in excess of the established capacity of the Authorized Areas. Licensee shall not admit a larger number of persons than can safely and freely move about in the Authorized Areas, the decision of the Operator and / or the Oklahoma City Fire Department in this respect shall be final.

5. Balloons and Other Materials

Helium Balloons: Helium balloons may not be used inside the facility.

Decorative Materials: All decorative materials displayed or installed in the Convention Center must be flame retardant in accordance with the Public Safety and Fire Regulations. The Convention Center does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls. Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are **NOT** permitted on any carpeted areas.

NOTE: Cleaning and / or removal of decor items such as confetti, streamers, balloons, etc., will incur additional charges.

6. Banners and Signs

Banner hanging must be coordinated in advance through Encore and is subject to approval to ensure a safe and favorable meeting environment. Banners under 100 pounds can be hung by general service contractor. Banner hanging will be quoted on a per project basis. Encore reserves the right to decline the hanging of any banner not approved in advance. Please advise your Event Manager in advance of the quantity, size, and exact location of your banners. Items may not be taped, nailed, tacked, glued or adhered to any facility structure or facility equipment (i.e., no taping to walls and tables.) Floor clings are not permitted on the Terrazzo flooring as the adhesive residue may damage floors.

adhesive residue may damage floors.

A) Directional Signage

The OKCCC has permanent signage throughout the Convention Center that provides general location information. The Licensee is responsible for providing event specific directional signage within the OKCCC, unless otherwise noted in Event Expense Estimate. Note that during simultaneous events, additional signage may be necessary. Written approval is required prior to installation in some areas. Please contact your Event Manager and general service contractor to assist with the development of a signage plan.

B) Meeting Rooms

Digital monitors are mounted next to meeting room entrances. Signs may not be taped or attached to any walls or doors in any area of the Convention Center. General Service Contractors may be required to provide protective wall coverings for unusual setups if approved by the OKCCC. Consult your Event Manager thirty (30) days in advance of your event if this will be necessary.

C) Flag and Flag Poles

United States, State of Oklahoma and City of Oklahoma City flags are available upon request.

7. Booth Cleaning and Post Event Cleaning

Licensee will retain responsibility for booth and aisle carpet cleaning services. The premises are turned over to the Licensee under a “clean hall to clean hall” policy. Licensee will be responsible for cleaning the areas including, but not limited to, areas utilized for purposes of offices, loading dock(s), any Exhibit Hall floor space that is utilized, trash left in aisles or placed in receptacles located on the show floor, etc. If Licensee fails to return the premises in a “clean hall” manner, including the removal of tape, Operator will perform the necessary services and it will be Licensee’s responsibility to reimburse Operator for the costs that were incurred to provide such services.

Operator will maintain and clean all meeting room areas, restrooms, lobby space and concession areas throughout the term of the License Agreement at no additional cost to Licensee.

8. Building Furniture

Facility property (i.e., furniture, artwork, decorative plants, etc.) shall not be moved or relocated by Licensee or Licensee’s staff, exhibitors or service contractors. Relocation of any item(s) must be approved by the Event Manager and moved only by Convention Center Staff. The facilities furniture and tables are not included in the rental price of the facility. If it is a request to utilize any of these pieces, please contact your Event Manager for details. Lobby furniture can be moved for an additional fee.

9. Compliance with Laws

Licensee shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with all laws, ordinances, orders, rules, regulations and requirements of all federal, state, municipal and local government, departments, commissions, boards and officers and to conform in all respects with the Oklahoma City Fire Department Management Plan for the facilities as in effect from time to time, with particular reference to such

Plan's Exhibition Guidelines.

10. Contractor Policies

The Convention Center has established policies for your General Contractors and Service Providers regarding accessible areas throughout the Convention Center, check-in / out locations, and smoking areas. Please be sure all sub-contractors are permitted by the Convention Center. Show Management must provide the Convention Center with a list of contractors that will be used during the event at least thirty (30) days prior to the first move-in day. The list assists us with the pre-planning of services and security programs.

11. Damages and Clean-Up

As the Licensee, you are responsible for any damage caused by your staff, contractors, exhibitors, or attendees. A pre and post walk through of your licensed areas will be conducted to verify the condition of the facility prior to your event. All damages, except for normal facility wear and tear, are the responsibility of the Licensee. Any damage to the Convention Center property or equipment is to be reported immediately to the Event Manager or the Convention Center's Security Department. Clean-up fees may also apply.

12. Door Keys and Lock Change

Key access cards can be issued at no charge. Hard keys may be issued based on availability if requested. If not available, the prevailing rates will apply. There will be an automatic charge of \$50.00 per key for any keys not returned on your final move-out day. All keys will be issued to one member of your staff who will then be responsible for their return. Re-cores of hard keys will be charged at cost. Your Event Manager can provide you with the current re-core service rates.

13. Drones

For the safety of guests drones are not permitted in the Convention Center without express written permission of General Manager.

14. Electrical

The Convention Center shall supply limited wall outlet with standard building power in meeting and board rooms at no cost (excludes all areas used for exhibits.) Exhibition electrical needs can be ordered through your Event Manager for client power. Exhibitor Services is available to handle all exhibitor needs.

15. Equipment Rental

The Convention Center offers a variety of equipment that you may rent for your event.

Use of Convention Center equipment is conditional upon proper operating safety. Check with your Event Manager for a list of rental equipment and rates.

16. Evacuation of Facility

If it becomes appropriate in the judgement of Operator to evacuate the premises because of a bomb threat or for other reasons of public safety, then, after such evacuation, the Licensee may continue to use the premises for sufficient time to complete presentation of

the event without additional fees providing such time does not interfere with another Licensee. If it is not possible to complete presentation of the event, fees shall be prorated or adjusted at the discretion of the Operator and the Licensee hereby waives any claim for damages or compensation from the Operator.

17. Failure to Vacate / Removal of Property

Upon the expiration or sooner termination of the agreement hereof, Licensee shall immediately remove all goods, wares, merchandise, property and debris owned by Licensee or which Licensee has placed on or at the Facilities. Any such property not so removed shall be considered abandoned and, at Operator's option, be removed and stored by Operator at Licensee's expense or disposed of in any manner Operator deems expedient. Licensee hereby waives all claims for damage resulting from such removal, storage and disposal of such property and indemnifies Operator from any damages or costs including reasonable attorney's fees resulting from such storage and disposal.

18. Fire Protection and Smoke Removal

The OKCCC is fully protected by an automatic fire sprinkler system. In addition, fire extinguisher cabinets with fire extinguishers are installed throughout the building. A fire pump provides water for the sprinklers and firefighting services. A fire alarm and smoke detection system and manual pull stations are located throughout the facility.

19. First Aid - AED

EMTs are required for shows and events with attendance of one thousand two hundred or more attendees (see Event Planning Services for more information.) All OKCCC staff are trained in basic CPR and in the use of AED defibrillators. An AED defibrillator is located in multiple locations in the exhibit halls and on all floors.

20. Flammable Materials

No flammable materials, such as bunting, tissue paper, crepe paper, etc., will be permitted to be used for decorations and all materials used for decorative purposes must be treated with flame-proofing and be in accordance with the Operator's Fire and Safety Rules and Regulations.

21. Floor Boxes – Electrical/ Data/ Voice

The OKCCC offers extensive electrical, plumbing and technology services within each meeting space. A summary of building features is listed below. For specific room amenities and services please refer to the Exhibitor Services:

- Electrical – 20-amp, 30-amp, and 100-amp receptacles
- Telephone – voice / data digital connections
- Data – fiber – optic and CAT 5
- Coaxial cable connections

22. Floor Plan Review Information

The Convention Center's exhibit and registration floor plan approval process is closely involved with the Oklahoma City Fire Department. The Event Manager can provide guidelines for floor plan layout, but the plans must be prepared by the Licensee or your

general service contractor. The Licensee must provide a copy of the proposed floor plan drawn to scale to the Event Manager no later than **one hundred twenty (120)** days before the event and **thirty (30)** days before commencing the sale of exhibit space and entering into contacts with exhibitors, to be submitted for Fire Marshal approval. This includes floor plans for any exhibits to be held in public areas. Floor plans must also be approved for any exhibits taking place in the ballroom and for any general session or banquet events taking place in the exhibit hall. Non-approved floor plans will be returned to the Licensee with explanations. Licensee must submit a copy of amended and final floor plans for approval no later than **thirty (30) days** prior to move-in day. **All decisions of the Oklahoma City Fire Department will be considered final.**

Please note these basic rules for exhibit show floor plans:

• **Aisles**

- Aisle dimensions / locations are subject to Fire Marshal approval. Aisles must be a minimum of 8' wide.
- Nothing may intrude into the aisle space.
- Aisles must be configured to provide clear access to all exit ways.

• **Exits**

- There must be twenty (20) feet of clearance in front of all exits.
- No exhibit booth, registration table or related material may be placed within twenty (20) feet of main entrance / exit.
- Clear access must be maintained to all Convention Center services (i.e., restrooms, concession stands, utility rooms, etc.)
- Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures.

• **Miscellaneous**

- Direct access to fire extinguishers cannot be blocked.
- Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers in a designated storage area.
- Carpet runners or show carpet installed over the Convention Center's permanent carpet is prohibited without the prior written approval of the Director of Operations.

Please note that for safety reasons all exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.

23. Floor Plan Changes

Any changes made to the floor plans that have received final approval from the Convention Center must be immediately routed to your Event Manager for review and approval from the Fire Marshal where applicable (exhibit hall shows.) Floor plan drawings of meeting rooms, ball

rooms, special event set-ups and lobbies including those with standard room sets (class, theater and banquet) are available from your Event Manager upon request. If any changes are made within seventy-two (72) hours of the event there will be an additional room conversion fee applied.

Please refer to www.okcconventioncenter.com for floor plan layout and dimensions.

24. Food and Beverage

SAVOR...Oklahoma City is the exclusive food and beverage provider for both concessions and catering at the OKCCC. **SAVOR**... Oklahoma City reserves the right to sell at its discretion food and beverage, including alcohol, in any unused space within the facility for this purpose.

- Food and Beverage Sampling. Complimentary sampling or distribution of food and beverage must be approved by ASM GLOBAL a minimum of two (2) weeks prior to the first day of occupancy. Licensee must provide ASM GLOBAL with the exact description of samples offered and portion size in writing. Such sampling will be limited to areas approved by ASM GLOBAL and must not be in competition with products or services offered by ASM GLOBAL. Sample sizes are limited to two (2) ounces of non-alcoholic beverages and two (2) ounces of food products.
- All alcoholic beverage sampling must be coordinated through ASM GLOBAL and must be served by an ASM GLOBAL licensed bartender. A corkage fee per bottle will apply. ASM GLOBAL practices responsible alcohol service and therefore reserves the right to refuse to serve alcohol to anyone, including the right to terminate the service of alcoholic beverages for your event if deemed necessary by ASM GLOBAL.
- Licensee is responsible for obtaining all related permits and paying applicable fees as required by the City of Oklahoma City for serving food. Please contact the Oklahoma City County Health Department at 405-427-8651 or online at <https://www.occhd.org/eng>

25. Freight / Receiving / Shipping

A. Freight Movement

All equipment and freight shall be loaded / unloaded in the appropriate building dock areas at all times. The loading / unloading of equipment and / or freight from the main guest exterior entrance areas is strictly prohibited.

B. Receiving / Shipping

The OKCCC does not have a formal Shipping and Receiving Department and has limited storage areas for event packages. The Convention Center will not accept any freight or materials including overnight freight services, prior to your contracted move-in date. Shipping of materials to and from OKCCC can only be arranged through prior communication and may necessitate additional fees. Please contact your Event Manager for details. All freight must be shipped to your service contractor / decorator who will deliver it to the Convention Center during the designated move-in period. Any freight scheduled for delivery to the

Convention Center during move-in periods must be to the attention of the service contractor / decorator. The Convention Center will not accept freight deliveries on behalf of Licensee, service contractors, decorators, exhibitors, etc.

Note: *The Convention Center will not be liable for the security of freight left in the facility following the conclusion of your move-out date(s), nor can we assume responsibility for the shipping of freight. Freight left in the Convention Center will be disposed of at the Licensee's expense.*

C. Exhibitor:

All shipments for exhibits must be coordinated and shipped to your official service contractor. If shipments arrive at the Convention Center prior to move-in date, the Convention Center will accept the delivery, subject to a service charge, at Licensee's expense, so that your exhibitor is not left without their product.

D. Meetings and One Day Events

- Shipments for meetings and other events are to be delivered no earlier than one day prior to the actual event. If shipments arrive at the Convention Center prior to move-in date, the Convention Center will accept the delivery so that your event will not be delayed due to non-received materials; however, you as the Licensee will be charged.
- The Convention Center is unable to accept C.O.D. shipments under any circumstances.

All materials, equipment or freight sent to the Facility during contracted move-in dates should be clearly marked to include the name of the intended receiver, name of event, location of event (i.e., Ballroom A.).

Example: Attention: John Doe
National Association of Bicycle Makers
Exhibit Hall A – Booth #34
Oklahoma City Convention Center
100 Mick Cornett Drive
Oklahoma City, OK 73109

26. Hours of Operation

The standard hours of operation for administrative staff are 8:00am to 5:00pm, Monday through Friday. Our standard operating hours for client leased space is 7:00am to 11:59pm daily. Event hours cannot be scheduled prior to or after this period without the Convention Center's approval. Overtime fees may apply.

27. HVAC and Lighting (Show Level)

Basic room rental includes standard house lighting and HVAC during event hours. The OKCCC will supply adequate levels of HVAC (heating, ventilation, air conditioning) and overhead lighting necessary for set up and tear down. Full event level lighting and HVAC on event days will begin approximately one hour prior to the scheduled start time of the Licensee's event, depending on the size of event space, and will remain on until the conclusion of the event. Full event level lighting and / or HVAC is available during move-in and move-out at an additional hourly

charge. Non-show hours (first hour) \$75.00; non-show hours (each additional hour) \$50.00.

Temperature Control and Setpoints

Ballrooms	Summer Set Point	Winter Set Point
Move-In / Set-Up	78 degrees	68 degrees
During event hours	72 degrees	69 degrees
Meeting Rooms		
Move-in / Set-up	78 degrees	68 degrees
During event hours	72 degrees	69 degrees
Lobby and Gallery		
Move-in / Set-up	76 degrees	65 degrees
During event hours	71 degrees	69 degrees

28. Licenses or Permits

If any governmental license or permit is required for the proper and lawful conduct of Licensee's business or other activity carried on, in or at the Authorized Areas or if failure to obtain such a license or permit might in any way affect the operations of the Facility, then Licensee, at its own expense, shall obtain and maintain such license or permit and submit the same to inspections by Operator. Licensee, at its sole cost and expense, shall at all times comply with the requirements of each such license or permit.

29. Load In and Out Policy

- Loading in and loading out must be done through the designated loading docks assigned to the space contracted (Authorized Areas.) Loading in and loading out through the Convention Center lobbies is strictly limited to hand-carried items.
- Materials, which require the use of a two-wheeled (or more) apparatus must go through the designated loading dock area. Based on availability, dollies and / or flatbeds can be arranged through your Event Manager.
- Staff and exhibitors driving POVs (privately owned vehicles) may load and unload in the Convention Center's loading dock area and adjacent parking lots. Commercial vehicles requiring access to the loading dock for move-in / move-out should be scheduled through your Event Manager. The Convention Center may be hosting several events simultaneously and must maintain access to the loading docks and lobby entrances for all clients. Exhibitor move-in / move-out is not permitted through the main lobby with the exception of small hand carried freight only.
- Escalators and lobby elevators are restricted for passenger use only. Passenger elevators and escalators are designed for passenger use and not intended to carry heavy weights. Security will be required to monitor the move-in / move-out process.
- Vehicles must be unloaded and moved immediately to the appropriate parking spaces.

A. Adhesives (Approved Tape Usage)

- Only approved tape and adhesive backed materials (non-residue, easily removable) are permitted for use on the facility's floor surfaces. Examples of approved tape are:

Shurtape – PC-618 Cloth Tape (2” or 3” width) or Shurtape – DF-642 Double Face Cloth Tape.

- Use of tape on any wall surface, glass or equipment is prohibited. Adhesive backed decals and stickers may not be affixed to any Facility surfaces nor distributed to attendees.
- Licensee is responsible for the removal of all approved tape and adhesive backed materials and any resulting residue on and / or damage to Facility surfaces and equipment by the completion of move-out. Should Convention Center staff have to remove any such materials and residue or make any repairs; the Licensee will be charged accordingly.

B. Carpet and Surface Protection Requirements

- General Information – Doors, carpeted areas and terrazzo floors must be protected from damage from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities and all other rolling stock during move-in and move-out.
- Exhibit Hall – Visqueen of sufficiently heavy gauge shall be laid down on permanent carpeted areas and in freight landing areas to prevent damage from lifts or similar wheeled equipment.
- Ballrooms – Carpet protection is required at the Ballroom entrances for move-in and move-out. When carpeting the exhibit hall, only non-residue tape may be used. No forklifts are allowed in the public concourse and contracted meeting and ballroom spaces without prior approval from the Director of Operations.

C. Elevators / Escalators

Transport of freight and equipment between floors is permissible only via the freight elevators. Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials that cannot be carried by hand. Additionally, escalators are for the use of the general public and may not be blocked or used to transport freight and equipment (i.e., tables, chairs, etc....)

D. Storage

- Crate Storage
 - Box or crate storage is only permitted in limited areas of the Convention Center. Once exhibit materials have been unloaded, crates must be removed by your service contractor who will in turn store them safely on or off-site and return them promptly to the appropriate booth location once the show closes. Consult your Event Manager for alternative storage areas.
 - All crates and related materials shall, at Licensee’s scheduled event.
- Refrigerated Storage

We have no dedicated storage available for exhibitors requiring refrigeration of their products. Information on the storage of perishable items and application charges may be obtained from the Food and Beverage Department.

E. Trash Removal / Recycling

For all events, a 40 cubic yard recycling compactor (cardboard, paper, plastic and aluminum only) is provided for use and a temporary roll off containers will be brought in for events that may generate more than 5 cubic yards of trash. Standard rates will apply as per the waste carrier, typically, one 40-yard container delivered, filled, hauled

and disposed runs approximately \$400.00. Please ask your Event Manager about specific charges.

Special services including open top dumpster rental and recycling programs are available upon request.

30. Lost Articles

Operator shall have the sole right to collect and have the custody of articles left in the premises by persons attending any performance, exhibition or entertainment event given or held in the Facility, and the Licensee or any person in Licensee's employ shall neither collect nor interfere with the collection or custody of such articles.

31. Movable Air Walls

The moveable air walls / partition walls in the exhibition halls, ballrooms and meeting rooms are to be installed and removed by OKCCC personnel only. An additional set-up charge will apply if they need to be moved on the same day of the event.

32. Non-Smoking Facility

The OKCCC is a non-smoking building. Licensee agrees to uphold the "Non-Smoking" policy as per Oklahoma Statutes, Title 21; smoking is prohibited within all public facilities and will be held responsible for notifying its exhibitors, attendees and invitees. Smoking is only permitted in designated open-air areas.

33. Novelty / Merchandising Fee

Applies to any merchandise sold. Licensee shall pay a merchandising fee equal to twenty-five percent (25%) of gross novelty and merchandising revenue, less all applicable taxes and fees, generated in connection with the event. ASM GLOBAL reserves the right to sell said merchandise.

34. Opening Hours

Licensee shall open doors for an event in accordance with advertised times.

The OKCCC will open the doors one (1) hour prior to the event start time. On dark days the OKCC's doors to the public will be locked.

35. Pre-function Space / Public Space

All pre-function (lobby space) and foyer areas are to be used for ingress / egress. Use of these areas for registration, exhibits or any activity requires the prior written approval of the Operator, and is subject to prevailing rental rates. When approved, floor plans must include this space if it will be used for any other purpose beyond ingress / egress. All flooring in the pre-function and foyer areas must be adequately protected from damage prior to moving any supplies or equipment into this space.

36. Production Events

Events requiring a production company will need to contact Encore (A/V Director) and the Event Manager to facilitate their move-in and move-out schedule, rigging, staging and production requirements. We are a non-exclusive non-union building for production companies

but all rigging will need to be provided through Encore.

37. Property of Owner

Licensee may not use or transport any equipment, furnishings or other property belonging to Operator, or the City of Oklahoma City, to any place outside the Facility itself.

38. Protection of Facilities

Licensee will not permit anyone to drive nails, hooks, tacks or screws in any part of the Facility or to alter the Facility in any respect. Without limiting the above, Licensee will not permit any one to affix any material to the walls, floors, doors or ceilings or to alter the Facility in any respect without prior written approval by Operator. If, with or without Operator's approval, Licensee damages the Facility it will pay Operator the cost of repair or replacement.

39. Public Safety

Licensee agrees not to bring onto the premises any material, substance, equipment or object which is likely to endanger the life of, or to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon without the prior approval of the Operator. The Operator shall have the right to refuse any such material, substance, equipment or object to be brought onto the premises and the further right to require its immediate removal therefrom if found thereon.

40. References

Reference in these Rules and Regulations to "Operator" means ASM GLOBAL; to "City" refers to the City of Oklahoma City; and to the "Agreement" or "License Agreement" refers to Operator's License Agreement for OKCCC executed by Licensee. "Facility" refers to the facility described in that Agreement. Other terms are defined in such License Agreement.

41. Rigging

Any and all rigging services (which include motor, labor and rigging hardware) MUST be provided through the OKCCC's EXCLUSIVE vendor Encore. For pricing and quotes please contact: Justin Christie at justin.christie@encoreglobal.com.

All rigging requests are to be submitted via the "Rigging Order Form" provided by Encore a minimum of twenty-one (21) business days prior to the first move-in day of the event.

42. Show Badges

Licensee agrees to provide ten (10) all access badges per day to Operator for each event or performance covered by this agreement. Such complimentary badges shall be of Operator's choice and supplied to Operator at its office at least ten (10) working days before the first event.

43. Site Visits

Site visits can be scheduled with your Sales Manager and Event Manager. Doors will be opened fifteen (15) minutes prior to scheduled visit at a predetermined location.

44. Solicitations

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior written approval of Operator.

45. Storm Shelters

Storm Shelters are located on the first-floor in the interior stairwells and Halls B & C.

46. Telecommunications

Telecommunications is an exclusive service of the OKCCC. We offer standard digital (no analog lines are available) telephone lines for incoming / outgoing telephone calls, faxes, credit cards, and modem use. We are also equipped to manage digital multi-line telephones and special

47. Telephones

There are no public telephones in the Oklahoma City Convention Center.

48. Tours

Operator reserves the right to conduct public tours of the Facility during the period of occupancy in such a manner that the tours do not interfere with Licensee's event.



The wall to the Painted Sky Ballroom can be opened creating one large space linking the ballroom to the balcony.



Fire Regulations Information

General Regulations

1. Fire Reactions
2. Capacity Concerns
3. Exhibition Hall Floor Plan Approval
4. Fire Watch
5. Flame Resistance
6. Gas Information
7. Hazardous Materials
8. Hazardous Work Areas
9. Open Flames, Pyrotechnics, Lasers and Special Effects
 - a. Open Flame
 - b. Candles
 - c. Pyrotechnics
 - d. Special Effects – Fog and Hazers
 - e. Special Effect Lasers
10. Vehicle Display Guidelines
 - a. Safety Information
 - b. Cables, Cords and Wires
 - c. First Aid / Emergency Medical Coverage

The OKCCC wants to provide and maintain a venue which ensures the safety of all who enter our doors. In partnership with the City of Oklahoma City Fire Marshal's Office, the OKCCC has adopted and will enforce applicable provisions of the Life Safety Code (LSC), the Uniform Fire Code (UFC) and the NFPA 101, Life Safety Code. The following incorporates this provision along with the Convention Center's own rules and regulations.

General Regulations

1. Aisle dimensions / locations are subject to Fire Marshal approval. Aisles must be a minimum of 8' wide and cross aisles must be a minimum of 10' wide.
2. No exhibit booth, registration table or related material may be placed within 20' of main entrance / exit.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures. Exit doors must be maintained in an operable condition.

4. At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way. This includes placement of signage or other convention related materials that may impede the path of egress to an exit door.
5. Literature and other items cannot be stored in booth beyond what could be reasonably be used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all fire extinguishers near booths.
7. Carpet runners or show carpet installed over the Convention Center's permanent carpet is prohibited without prior written approval of the Convention Center.
8. Clear access must be maintained to all exits and Convention Center services (i.e., restrooms, concession stands, utility rooms, etc.)
9. Exhibit booths shall be constructed of noncombustible or limited combustible materials. Pipe and drape shall be fire retardant and shall not ignite and spread over the surface when exposed to open flame.
10. Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with double-sided gaffers or other professional tape. Transitions between carpet and bare floor will also be taped down to minimize tripping hazard. Carpet overlap in show areas may not exceed two layers.
11. Wherever possible, cords should run in non-traffic areas; and when run across traffic areas on or under carpet, taped down and marked with caution tape.
12. The Fire Marshal has the discretion to mandate on-site fire inspectors and / or emergency personnel in the name of public safety. Licensee is responsible for paying fees associated with this staffing directly to the City of Oklahoma City Fire Marshal's Office.
13. Do not exceed the capacity of the electrical connection ordered and provided. Only UL-approved, grounded extension cords may be used for electrical connections. These cords can be ordered through the Convention Center.
14. Extinguishers are required every 75 feet on the exhibit floor. Minimum rating of fire extinguishers shall be 3A40BC type.
15. Tents and canopies cannot exceed three hundred (300) square feet without the written approval of the Fire Marshal.

1. Fire Regulations

a. Capacity Concerns

The OKCCC will not permit exhibition halls or meeting rooms to be occupied by number of persons greater than listed capacities.

b. Exhibit Hall Floor Plan Approval

Preliminary exhibition floor plans, including general session, registration and pre-function space, must be submitted to the OKCCC Event Manager at least one (1) month prior to the first move-in day for approval by the Oklahoma City Fire Department.

Please refer to the "Operations – Floor Plan Review Information" section for further planning details regarding the floor plan approval process.

2. Fire Watch

A Fire Watch is a detail performed by the City of Oklahoma City Fire Department personnel who are specifically trained for special events and trade shows. A Fire Watch is ordered through your OKCCC Event Manager ONLY. All requests should be submitted, no less than twenty-one (21) days before the exhibit hall move-in begins.

A Fire Watch is required for the following types of exhibits and activities:

- Covered booths over 300 square feet in an area without automatic suppression
- All multi-level booths without automatic suppression
- Cooking without a flue connection
- Cooking appliances without automatic suppression
- Movement of a vehicle during a show or event
- Battery terminals connected to a vehicle during a show or event
- Open flames
- Pyrotechnic displays
- Tents in accordance with OCFR Standard #6000
- Use of nominal 5lb. containers of liquid petroleum
- Introduction of any other hazardous operation into the building

The minimum Fire Watch is four (4) hours is required. A Fire Watch schedule can be expanded for additional coverage, contact your Event Manager for detail. **Please Note:** All Fire Watch schedules are based on hour increments, to include a ½ hour prior to the start of event activity and a ½ hour after the conclusion of event activity.

3. Flame Resistance

All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant. All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame retardant.

Please Note:

- Documentation of flame resistance must be available for review upon request.
- Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.
- The use of Styrofoam products for set construction is not permitted.

4. Gas Information

The Licensee shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgement of the OKCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings.

- Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressurized cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OKCCC.
- The intended use of LP gas (i.e., propane, butane) or natural gas must be disclosed on a Cooking, Gas (Natural / LP), Open Flame or Heat Producing Device Notice form, prior to any gas installation or on-site use. Cooking, Gas (Natural / LP), Open Flame or Heat Producing Device Notice forms can be obtained from your Catering Sales Manager, which is then submitted for review and approval to the City of Oklahoma City Fire Marshal's office.
- Compressed flammable gasses, flammable / combustible liquids and hazardous chemicals are prohibited.
- The use of gas cooking appliances must be disclosed on the Notification Form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. In addition, a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking and / or heat producing appliances.
- Operation or demonstrations of natural gas-powered equipment is limited to no more than ten (10) minutes per hour.

Gas Storage

Gas, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OKCCC facility,

5. Hazardous Materials

All hazardous materials must be registered with the Convention Center. Please submit the OSHA Material Safety Data Sheet (MSDS) on your hazardous materials sixty (60) days prior to your event.

Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents and biological contaminants including blood, body fluids, organic matters, cadavers, used in first aid supplies and sharps) are the responsibility of the Licensee and / or Exhibitor. All items must be placed in clearly marked product safe containers, safely stored and secured, and disposed of properly, according to local, state and federal regulations. Items may not be left in the facility for later pick-up or disposed of in facility trash receptacles or sewage systems. Hazardous waste left in the facility will be disposed of immediately at the expense of the Licensee. This includes charges associated with identification, containment, transportation, disposal and potential closures of the convention facility or waste disposal site due to contamination.

6. Hazardous Work Areas

Exhibit halls during move-in and move-out, loading dock areas and “back of house” service areas are considered hazardous areas and as such, the following guidelines will be strictly enforced to insure a safe environment for all occupants of the Convention Center:

- No consumption of alcoholic beverages.
- No horseplay, practical jokes, throwing of objects, or display of unsafe behavior.
- No use or possession of illegal or controlled substances. Violators will be prosecuted.
- No speeding or reckless use of vehicles, forklifts, carts or equipment.
- Exit doors may not be blocked with freight, equipment, display material or any object.
- Children under the age of sixteen (16) years old are not permitted in hazardous areas.
- Proper footwear must be worn at all times.

7. Open Flames, Pyrotechnics, Lasers and Special Effects

The use of open flame devices, including candles, within the OKCCC is strictly regulated by the City of Oklahoma City Fire Marshal’s Office and the Convention Center’s Rules and Regulations. These guidelines are designed to ensure the safety of all your staff, the OKCCC staff, attendees and visitors, as well as protecting the structural integrity of the Convention Center.

A special permit is required for the use of pyrotechnics and / or lasers. Each situation must be individually pre-approved by the General Manager or Director of Event Services and the Fire Marshal. Standby Fire Personnel may be required at Licensee’s expense. If paperwork is not submitted in a timely fashion the use of pyrotechnics / lasers will not be allowed.

A. Open Flame

Open flame and Flame Effects must comply with NFPA 160 – *Standard for Flame Effects Before an Audience*.

B. Candles

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.

C. Pyrotechnics

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Fire Marshal.

D. Special Effects – Fog and Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted with the OKCCC, provided that the fog / haze fluid used in those machines is water-based. The use of non-water-based fog / haze fluid, specifically with an oil-based composition, is prohibited.
- In order to comply with various state and federal life safety codes, it is required that all fog and haze fluid be appropriately labeled and available for inspection by the Fire Marshal, if necessary.
- The Event Manager must be notified twenty-one (21) days in advance with a schedule

- The Event Manager must be notified twenty-one (21) days in advance with a schedule of intended use of water-based fog or haze machines, including rehearsals, technical runs and actual show / event times of use.
- Should the use of fog or haze fluid create a residue or slippery coating on any of the OKCCC infrastructure (catwalks, stage set-ups, handrails, etc.) the clean-up or wipe down of those areas will be charged to the Lessee at the prevailing rate.

E. Special Effects – Lasers

The use of lasers for lighting and theatrical effects is permitted on OKCCC premises, with prior approval from the Fire Marshal, provided Lessee or exhibitor adheres to the following conditions:

- Lasers must comply with NFPA 115 – Standard for Laser Fire Protection.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- All training must be documented and available for review.

8. Vehicle Display Guidelines

Display vehicles are allowed on the Exhibit Hall floor, ballroom and limited areas of the public concourses. Regulations on display vehicles are as follows:

- Equipment / Vehicles are to have **no more than ¼ tank of gasoline or five (5) gallons**, whichever is less.
- Gas tank fuel pipe cover must be taped shut to prevent leakage of fumes.
- Both** battery cables must be disconnected.
- Vehicles must have protective materials (carpet, Visqueen) underneath the vehicle, bumper to bumper, at all times to protect flooring.
- Vehicle must have a piece of carpet or drop cloth with a catch pan under the engine.
- Vehicles shall not be moved during show hours.
- Fueling and defueling is prohibited.
- During move-in and move-out of display vehicles either the tires must be wrapped or a path of protective materials **must** be laid on all carpeted areas.
- Security must receive keys to all approved display vehicles for emergency purposes.
- Certificate of Insurance is required and is to be kept on file.

Safety Information

1. Cables, Cords and Wires

All wires and cables that cross doorways, aisles or walkways must be sufficiently covered or taped down in a safe and secure manner. They can be covered with rubber matting, carpet and / or marked reflective tape. When applying tape to non-carpeted surfaces, only non-residue tape may be used. When applying tape to carpeted surfaces, only non-residue carpet tape may be used. Applying tape to anything that is the property of the Convention Center (i.e., walls, windows, doors, ceilings, equipment, etc.) is strictly prohibited. Damages result-

ing from the use of tape are the Licensee's responsibility and cleaning charges may apply. Please note: OKCCC will charge accordingly if items are not provided and properly taped.

2. First Aid / Emergency Medical Coverage (EMT) – Sooner Medical Service

The Convention Center requires all events of one thousand (1,000) or more attendees to have on-site emergency medical personnel through our exclusive service provider, Sooner Medical Service. We recommend that you consider staffing the Convention Center's First Aid Room during your move-in / move-out periods when your exhibitors are working on-site. Charges for these services will be billed on your final statement.

- Medical Plan One – No Alcohol / Low Risk Group

Events of 1,000 – 2,000 people = 1-2 persons medical (EMT and paramedic)

- Medical Plan Two – No Alcohol / Low Risk Group

Events of 2,000 or more people = 2 persons medical (EMT and paramedic)

- Medical Plan Three – Alcohol Service / High Risk Event Group

Events of 1,000 or more = 2 person medical (EMT and paramedic)

- Medical Plan Four – Sporting Events

Varies on event: minimum 1 athletic trainer and 1 person medical (EMT or paramedic)

- Ambulance Service

Available upon request. Please speak with your Event Manager.



Top: The Oklahoma City Memorial Marathon

Bottom: 2022 Collegiate Strength and Conditioning Annual Conference



Trade Show Guidelines

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 - a. Ice and Water Service
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Trade Show Guidelines

The OKCCC boasts 100,000 square feet of exhibit space and is the ideal venue to accommodate your trade show, poster sessions or consumer shows. This section will provide your guidelines specific to these events. Please share these guidelines with your designated General Service Contractor (GSC.)

1. Exhibits and Set-up

- a. The exhibit floor is to be returned to the Convention Center in the same condition it was received. If the floor is not returned in such condition, the Convention Center will clean the area and bill you for the costs incurred, including the removal of tape and tape residue.
- b. Exhibitor Kits must be sent to your Event Manager prior to mailing them to your exhibitors / vendors. Please include all information concerning registration, rules, regulations and order forms. Your Event Manager will review the information and make sure you have all the current information and correct forms.
- c. Exhibits in Permanently Carpeted Areas: In the ballroom and meeting rooms, there are limited provisions for installation of electrical or telephone services to individual exhibits and no provisions for certain utilities. Therefore, specific limitations have been set to maintain the furnishings of these areas.
 - Tape may not be used to mark the carpeted floors.
 - Drapery systems must be supported through the use of sandbags or similar weights.
 - Visqueen and plywood must be laid over the carpet before bringing in freight or material handling equipment into the area.
 - No trucks, carts or other motorized devices are allowed on the carpet unless suitable floor coverings, as approved by the Director of Operations, are in place to protect the carpet.

2. Exhibit and Registration Floor Plan Approval

- a. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas. Use of all lobby or common areas is controlled by the Convention Center and will permit use to such areas as it deems appropriate. Please coordinate lobby use with your Event Manager.
- b. Six (6) months prior to move-in or prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit a copy of the proposed floor plan.
- c. The proposed floor plan submitted for approval must include the following:
 - Show title, contracted dates, draftsman's company name and address, service contractor name and address.
 - Booth configurations drawn to scale, including base dimensions, heights and locations.
 - Aisle locations and dimensions. Aisle shall be a minimum of eight (8) feet wide and cross aisles at a minimum of ten (10) feet wide.
 - Locations and dimensions of all fixtures including, but limited to stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - Location of all exits.
 - Location of all permanent and temporary concession and novelty stands.
 - Location of all fire safety devices including extinguishers and alarm stations.
 - Location of all primary entrances.
 - Locations and dimensions of all service desks including space allocations for service desks operated by the Convention Center.
 - Location and dimensions of service contractor storage areas or "bone yards."
 - Distinction between pipe and drape and hard wall.
- d. The Convention Center will submit proposed floor plans to the Oklahoma City Fire Department, and upon approval, will forward the approved copy to the Licensee. Any necessary changes in the proposed floor plan will be forwarded to the Licensee by the Convention Center and the Licensee must submit revised floor plan.
- e. A copy of the final approved floor plan is due no later than **thirty (30) days** prior to the move-in and is to be displayed in the service contractor's service area.
- f. **The decisions of the City of Oklahoma City Fire Marshal Office are final.**

3. Exhibit Hall and Loading Dock

- a. No vehicles will be allowed in dock areas, exhibit halls, etc. without advance approval by the Convention Center.
- b. No parking, tow away zones and other restricted areas will be strictly enforced and vehicle will be towed at the owner's expense.
- c. Move-in and move-out periods / activities must be planned in writing and submitted for approval by the Convention Center.
- d. Scheduling of dock offices, storage areas, etc. must be approved by the Convention Center.

- e. Individuals exhibiting behavior indicative of intoxication or use of “mood altering” substances will be expelled from the Convention Center premises.
- f. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Convention Center are supposed to be stopped immediately. Failure to adhere to the Convention Center’s direction will be grounds for ejection from the premises and possibly suspension of work privileges in the Convention Center.
- g. No refueling of vehicles is permitted within fifty (50) feet of the Convention Center.
- h. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash or unattended materials.
- i. No glass containers are permitted on the exhibit floor, in meeting rooms or ballrooms without the prior written approval of the Convention Center.
- j. Dock utilization schedules must be submitted to the Convention Center and the Convention Center at times may require changes in the proposed schedules to allocate specific space to different events.
- k. All freight deliveries to the Convention Center must be shipped on designated move-in / move-out days and must be to the attention of the service contractor. The Convention Center cannot accept freight deliveries on behalf of Licensee, service contractors, exhibitors, etc. The Convention Center will not accept C.O.D. deliveries.
- l. The Convention Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in / move-out. Freight left in the Convention Center will be disposed of at Licensee’s expense.
- m. The Convention Center will not assume responsibility or liability for banners left on the premises following the conclusion of the event.
- n. Licensee is responsible for informing all parties of Convention Center’s freight policies.
- o. Providing mechanized equipment for off-loading and loading freight / exhibits, etc. is the responsibility of the Licensee, their sub-contractors or anyone associated with the Licensee’s event for any purpose, unless permission has been given, in writing, by the OKCCC.

4. Electrical and Utility Services

- a. The OKCCC is the exclusive provider of electrical services and other utilities in the Convention Center. We offer electrical power, water service, drainage, compressed air and natural gas in all our exhibit halls. Licensee is not to allow the resale or markup any utilities or services. Basic rate and information can be found by calling the Exhibitor Services at 405-768-4616.
- b. Please advise your Event Manager of your show’s General Service Contractor (GSC) immediately after designation. The OKCCC will work closely with your GSC to ensure that the Convention Center’s utilities order form is included in the show’s exhibitor’s kit.
- c. A complete exhibitor list with contact information is due to your Event Manager and the Exhibitor Services Manager no later than thirty (30) days prior to move-in. This will allow the Exhibitor Services Manager to follow-up with your exhibitors to ensure their electrical and utility needs are ready for them upon move-in and also to notify of pre-order advance rate dates.
- d. Exhibitors can order electrical and utility through the Boomer store up to forty-eight (48) hours before move-in. Any exhibitor needing to purchase electric or utilities can do so at the Exhibitor

Service Booth.

- e. Only UL-approved extension cords may be used for electrical connections and can be ordered through the Convention Center.
- f. Utilities Services:
 - Electric/Air/Plumbing: Electric, air, and plumbing are available throughout the facility via floor ports. For the exact location of each service, please contact your Event Manager.
 - Internet: The OKCCC provides broadband high-speed Internet connections throughout the facility. If you require a static IP address, these may be ordered through Boomer up to forty-eight (48) hours before the event and during move-in.
 - Telephone: The OKCCC maintains numerous business lines to accommodate your communication needs. All telephone lines require outgoing calls dial "8" and require any peripheral equipment to be properly programmed by the user. OKCCC maintains ISDN lines for teleconferencing and these lines are programmed for universal use. Should you need to reconfigure these lines, a request needs to be submitted at least twenty-one (21) days before your first contracted day.

5. Exhibit Hall Security

- a. The Convention Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public spaces, traffic flow in such areas, and the Convention Center's life safety system. The activities of the security personnel cannot be restricted by the activities of the Licensee.
 - b. Licensee is responsible for event staff in all areas specifically leased to the Licensee including exhibit halls, meeting rooms and other areas.
 - c. The Convention Center may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e., docks, public access areas, registration areas, etc.) Such coverage will be at Licensee's expense.
 - d. No doors may be chained or otherwise locked without the written approval of the Convention Center. No doors can be chained locked when areas is occupied.
 - e. All proposed event staff arrangements must be provided by a vendor from the Convention Center's approved list. Security arrangements are subject to the Convention Center's approval and the proposed schedule must be submitted to your Event Manager no later than two (2) weeks prior to move-in.
- Use of armed guards, or any other security equipment, is prohibited without the written consent of the Convention Center.

6. Food Shows

a. Ice and Water Services

Water service for chafing dishes and pitchers may be obtained through a water source designated to the show by the Convention Center. Concession and kitchen areas may not be use without the approval of the Convention Center. Water service requiring a line connection must be ordered through the Catering Sales Manager. Ice service is exclusively provided by **SAVOR...Oklahoma City**. Please contact **SAVOR... Oklahoma City** at 405-724-9692 for assistance.

b. Trash Disposal

The trash generated by exhibitors and general housekeeping of the exhibit area is the responsibility of exhibitors and / or the show's general service contractor. The Convention Center will designate an area where show trash can be properly disposed. Disposal of food items in restroom sink / toilets, concession areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

c. Grease Disposal

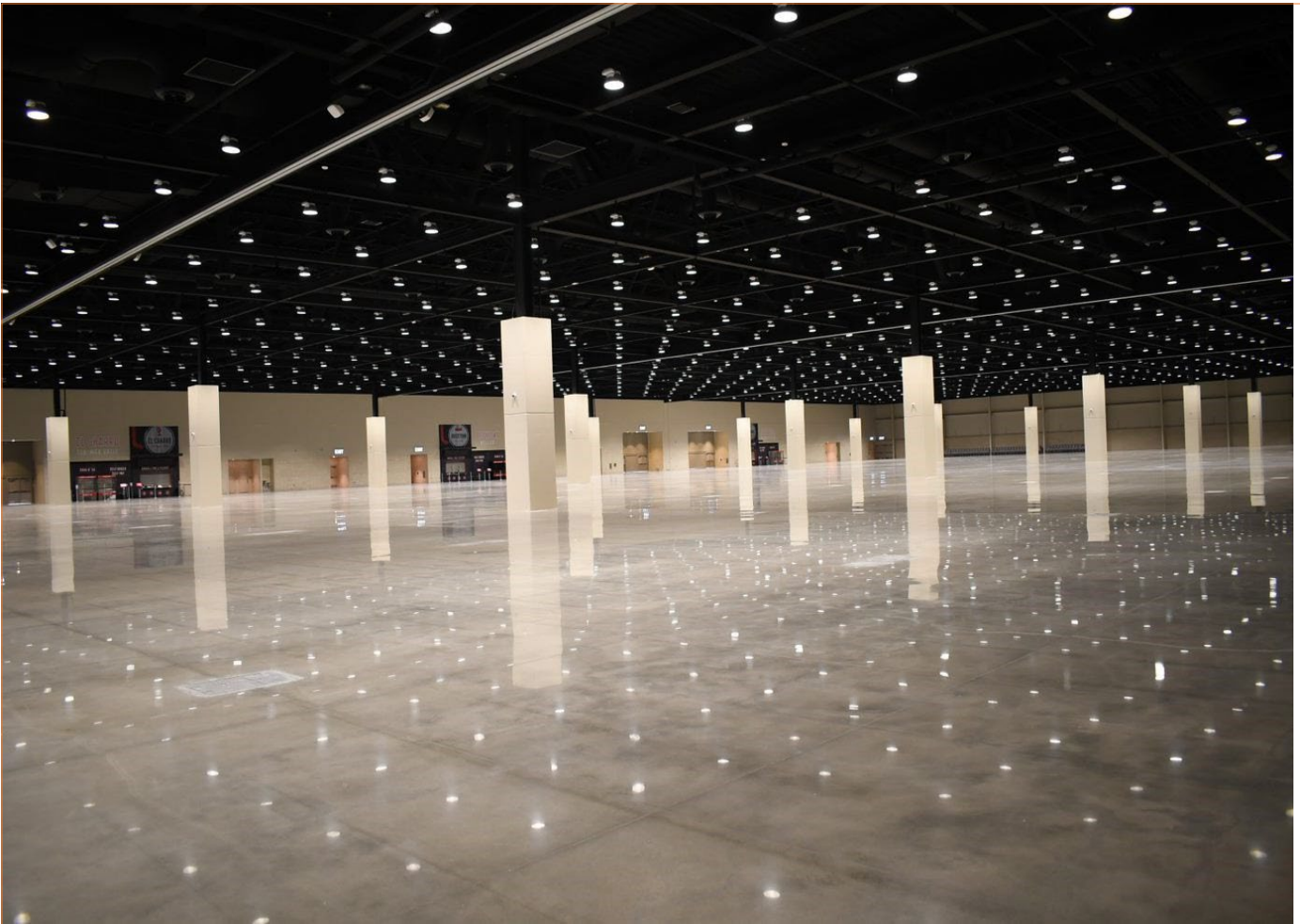
Grease disposal can be arranged through OKCCC or through the show's general service contractor. Please contact our Catering Department at 405-724-9692 to set up this service in advance. Grease disposal in restroom sinks / toilets, concession areas and in public trash receptacles is strictly prohibited. In the event grease is not properly disposed of, clean up fees may apply.

d. Sampling

Sampling portions of food and non-alcoholic beverage is limited to no more than 2 ounce "bite size" portions. Sample items must be products manufactured, processed or distributed by the exhibiting company and must be directly related to the participation in the event. Please contact our Catering Department at 405-724-9692 for further assistance related to food sampling.

e. Permits

It is the responsibility of the exhibiting company to secure all necessary licenses and permits required by the City of Oklahoma City and the State of Oklahoma.



Above: Exhibition Hall pre-load-in.

Right: Exhibition Hall during load-in.



General Service Contractor Guidelines

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General Service Contractor Guidelines

1. Abandoned Property. The Service Contractor and / or exhibitors, at the close of the show, must remove all materials from the contracted space. The OKCCC WILL NOT provide storage nor ship any abandoned property. Licensee shall be liable for the cost incurred in disposing of any material.
2. Banners and signage. Show related signage and aisle signage can be hung through the General Service Contractor. Exhibitors are not allowed access to hang banners over 100 lbs. Anything over 100 lbs. must be hung by Encore.
3. Billing and Facility Use Application. Contractors wishing to cover event-related expenses such as Convention Center staffing, utilities, equipment rental, supplementary hall rental, damage, etc. may do so with the advance approval from your Event Manager.
4. Bone yard and crate storage. Convention Center will assign, and Contractor's floor plans will indicate bone yard / crate storage locations. Storage areas may not block access to any door, fire hose / extinguisher cabinet or pull-station. Contractor will respond to Convention Center's reasonable requests 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. By default, storage areas should be confined to contracted event space. Additional space needed is at the behest of space availability and will need to be confirmed in writing by the Event Manager. Additional fees for rental, cleaning, electrical, etc. may apply.
5. Cables. All cables that cross doorways, aisles or walkways are to be covered with rubber matting or carpet marked with reflective tape. The Oklahoma City Convention Center will charge accordingly if items are not provided and our Engineering team needs to provide material and labor to provide the proper safety measures.
6. Carpet. All carpeted areas must be protected during move-in and move-out. Show carpet will be properly stretched to eliminate uneven walking surfaces; and secured at edges and seams with double-sided gaffer's or other professional tape. Transitions between carpet and bare floor will also be taped down to minimize tripping hazard. Carpet overlap in show areas may not exceed two layers. Cord runs should be located wherever possible in nontraffic areas; and when run across the traffic areas on or under carpet, marked with reflective caution tape.
7. Cleaning. The Authorized Areas are turned over to the Licensee under a "clean hall to clean hall" policy. Licensee's contractor will be responsible for the cleaning of areas including, but not limited to, areas utilized for purposes of offices or registration, loading dock(s), any exhibit hall floor space that is utilized, trash left on the show floor and removal of floor tape.
8. Damage. Contractor is required to inspect the premises with the Convention Center Event Manager to note any pre-existing damage. Client will be held liable for any damage caused by Contractor unless Contractor requests and Convention Center approves appropriate billing.
9. Employee Identification. Contractor employees must wear identification and / or proper uniform identifying their staff at all times.
10. Equipment rental. Convention Center's equipment is available for Contractor's use at prevailing

rental rates for short term use only (1-4 hours.) If needed for daily use or for an extended period of time, it is strongly suggested that all lifts are provided by the contractor. Contractor agrees not to use or transport any equipment, supplies, furnishings or other property belonging to the Convention Center, without the Event Coordinator / Manager's written permission. No equipment (i.e., scissor lifts, forklifts, pallet jacks, boom lifts) can be used by any production company without written request to the Event Services Department forty-eight (48) hours prior to requested time.

11. Event Manager. The Convention Center's Event Manager is the Contractor's main contact for all aspects of the event. The Contractor is expected to comply with the Event Manager's requests and direction.
12. Exit Doors. At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way.
13. Fire exits, hose / extinguisher cabinets, pull stations. Contractor may not, or permit, exhibitors to obstruct or obscure visibility from floor show to any marked fire exit, hose / extinguisher cabinet, or pull station. Contractors agree to comply with all requirements set forth by the Oklahoma City Fire Marshal Office.
14. Food and Beverage. Contractors should remind employees that outside food and beverages are not permitted in the Convention Center at any time. Contractors are also not allowed to take advantage of any event related food unless arranged by client with prior approval from the Event Manager.
15. Freight. All event-related freight must be addressed to Licensee or Contractor and consigned through Contractor. Freight sent directly to the facility must arrive during the licensed period; and must be accepted and handled by Contractor. The facility will not accept freight addressed to the Convention Center or Convention Center Staff, which arrives prior to move-in.
16. Floor Plans and Fire Marshall Inspections. Contractors will submit for Convention Center and Fire Marshal approval detailed fill-size, drawn-to-scale floor plan(s) for any area being used for exhibits, displays and registration, no later than thirty (30) days prior to move-in. Plans will show aisle width, clearance from walls, doors and fire cabinets, location of bone yard /crate storage. And exhibit area layout.
17. Insurance. Service Contractors must have a copy of their current insurance certificate on file with the Facility.
18. Loading Dock. The loading docks are hazardous area. Contractor will ensure employee attention to safety, trip-and-fall hazards, etc.
19. Loading In & Out. Loading dock space shall be designated by the Event Manager. Contractor will be responsible for a dock marshal to control the load-in/out process, with its own personnel or trained personnel provided by a Convention Center-approved vendor. Contractor will not permit loading in/out via front-of-house entrances without the approval of the Event Manager.
20. Parking. Contractor employees will park in areas designated by the Convention Center. Please refer to the parking section of the Convention Center's Event Planning Guide. Parking in the loading dock

basin or on dock ramps is prohibited and violators will be towed at the owner's expense.

21. Permanently Carpeted Areas Used for Exhibits. Carpets will be protected during load-in/out with thick plastic sheeting over any area traversed by forklifts, pallet jacks, or vehicles; to drop palletized items; or where plants or permitted plant matter will be placed. Forklift / equipment wheels will be protected by clean plastic booties when traversing unprotected carpeted areas.
22. Rigging Services. Any and all rigging services **MUST** be provided through the Convention Center's **EXCLUSIVE** vendor, Encore. For pricing and quotes please contact: www.encoreglobal.com.
23. Safety. Contractor will comply with Convention Center safety regulations, including proper use of harnesses and other safety equipment and operator certification.
 - CONTRACTOR agrees to follow all OSHA safety standards outlined in Part 1910 (General Industry Regulations) as required by the US Department of Labor. CONTRACTOR shall provide initial safety orientation to its new employees upon arrival at the CONVENTION CENTER. At a minimum, such orientation shall include training on safety hazards associated with their work, site-specific safety policies and procedures, personal protective equipment requirements, rules and limitations on equipment operations, what to do in case of injury or illness and location of medical / first aid stations.
 - CONTRACTOR shall meet all OSHA standards for the storing of Hazardous Materials. "Hazardous Materials" shall mean, without limitation, those substances included within the definitions of "hazardous substances", "hazardous materials", "toxic substances", or "solid waste" in any applicable state or federal environmental law.
24. Smoking. The Convention Center is a non-smoking facility. Smoking is only permitted in designated areas outside of the Convention Center. Please see the Event Coordinator/Manager for these designated areas.
25. Staging and Marshaling Area. Please contact the Event Coordinator/Manager for available staging and marshaling area related to your show.
26. Storage. Limited storage is available within specifically marked areas allocated by the OKCCC. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly PROHIBITED. Empty crates may NOT be stored inside the facility during show days. Contact the Event Manager for approval.
27. Sub-contractors. Contractors are responsible for the safety, conduct, and performance of their sub-contractors.
28. Tape & Residue. Only professional contractors or gaffers' tape may be used on Convention Center floor and wall surfaces. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Licensee or Contractor as appropriate will be liable for cost of any work necessary to remove tape or residue.



Seating area on the second floor outside of meeting room 206.





Exhibitor Kit

General Information

1. Smoking is strictly prohibited at all times in the OKCCC.
2. Utility services (water, plumbing, etc.) are exclusively provided by the OKCCC. Please use the form provided in your Exhibitor Services Kit. All utility service requests must be received fourteen (14) working days prior to Exhibitor move-in to receive advance pricing. Orders need to be received forty-eight (48) hours before move-in to ensure electric and utilities will be available at move-in. Exhibitor utility orders are handled through our Exhibitor Services Manager, who will work with your general services contractor to distribute our electrical / utility form to your exhibitors.
3. Painting of any kind within the OKCCC is strictly prohibited. Exhibitors may not glue, tape, tack, nail, screw or in any affix to any interior or exterior surface of the Convention Center. Nothing may be attached to exhibit floor columns, even within booths and drilling is strictly prohibited.
4. Glitter, streamers and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the OKCCC.
5. No outside food or beverage is allowed inside the facility. Please contact our Catering Department at 405-724-9692 for any food and beverage needed.
6. Any Exhibitor interested in distributing food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage or related industry show. Exhibitors must only distribute "bite size" samples of no more than two (2) ounces of food or non-alcoholic beverages. Exhibitors cannot participate in cash sales of said product during the show.
7. Donations, whether for charity or otherwise, may only be made with the prior written approval of the OKCCC.
8. The OKCCC is not responsible for trash generated by the Exhibitor. A recycle compactor and a trash compactor are provided for your use in designated loading dock areas, for up to five (5) cubic yards of waste. Please contact your Event Manager for current rates for additional trash haul needs.
9. On the exhibit floor trash cans will be provided by the general service contractor two (2) hours prior to show opening. They will be removed at conclusion of event.
10. The client or the general service contractor will be responsible for disposal of all exhibitor-generated trash, during move-in, move-out and during show hours.
11. Exhibitors must have all proper licenses and special permits required by the State of Oklahoma and the City of Oklahoma City. The City of Oklahoma City special event permits department can be reached at 405-297-2890.
12. Aisle ways and exit ways must remain clear of any trash or debris and cannot be obstructed in

any manner.

13. No equipment, booths, signs, displays or other items can block or obstruct any emergency phones, alarms, sprinkler valves or hose connections.
14. All banners and signage without rigging will be hung by your decorator. All banners and signage needing rigging **must be** hung by Encore. Exhibitors may not hang banners or signage without approval from show management.
15. Vehicles may not be displayed without the prior written approval of show management. Any fuel-powered vehicle on static display may not have more than $\frac{1}{4}$ tank or five (5) gallons, whichever is less. The gas cap must be locked or sealed by tape; batteries must be disconnected. Vehicles may not be started, run or moved during event hours. Vehicles **must** have protective materials (carpet, Visqueen, or drop cloth) underneath the tires and engines, at all times to protect flooring. Security **must** receive keys to all approved vehicles for emergency purposes.
16. All fuel-powered motors to be run during show hours must have an exhaust system that will prevent any fumes from being emitted. Prior OKCCC approval is required. A Fire Watch may be required
17. No open flame lighting device may be used in the OKCCC without advance written approval of the City of Oklahoma City Fire Marshal and the OKCCC. If using candles for your exhibit, all candle flames must be enclosed and protected at all times. Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible materials. Please contact our Catering Department at 405-724-9692 to rent pre-approved candles.
18. Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC extinguisher in the booth at all times. Exhibitors demonstrating or using any appliance producing grease laden vapors (deep fryers, frying pans, etc.) must have at least one Type K fire extinguisher. Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators. Use of cooking appliances requires prior approval of the Oklahoma City Fire Department – Fire Marshal’s Office and the OKCCC. No overnight cooking is allowed. For further questions regarding cooking, please contact your Event Manager.
19. No oils, combustibles, or any liquids other than water may be poured in the OKCCC drainage or sewer systems. No tools, machines, cookware or other items may be emptied, washed or rinsed in OKCCC restrooms. Cookware, dishes, utensils, etc. may not be filled from the OKCCC restrooms or janitor’s closets.
20. Loading docks are for loading and unloading only. Long-term and / or overnight parking is prohibited. All vehicles left in loading areas will be towed at the owner’s expense.
21. Loading in and out must be done through the designated loading docks assigned to the show. Loading in and out through the Convention Center lobbies is strictly limited to hand-carried items. Materials, which, require the use of two-wheeled (or more) dolly must go through the designated loading dock area. Passenger elevators and escalators are designed for passenger use and are not intended to carry heavy loads.
22. The OKCCC does not accept freight shipments or packages for exhibitors, show management, or its

contractors at any time. Freight must be consigned through the designated General Service Contractor / Decorator. There are no exceptions to this policy.

23. Exhibitor owned or leased vehicles are **NOT** allowed to drive on the exhibit floor to unload or load without prior approval from the show management and the OKCCC.

24. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. The OKCCC does **NOT** provide carts, dollies, pallet jacks, labor, etc. for exhibitor's use. Materials needed for vehicle move-in or move-out are at the responsibility of the owner, show management or General Service Contractor / Decorator.

25. Helium-filled balloons are allowed in the Convention Center only as part of a display and must be securely fastened to the booth. Balloons may not be given out and must be used for decor only.

Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within Convention Center during all event hours. Cleaning and / or removal of balloons will incur additional charges.

26. All live animals are prohibited, with the exception of guide and service animals. Animals used as an integral part of an exhibit must get prior approval from show management and OKCCC. Waiver of this prohibition is contingent on description and number of animals, handler / trainer supervision, required insurance certificates, etc. For more information see the animal policy in the "Faculty Rules and Regulations."

27. The OKCCC has a "no tipping" policy. OKCCC employees are prohibited from accepting gratuities, tips or gifts of any kind from exhibitors, contractors or show managers. We appreciate written letters acknowledging the good work of our staff.

28. The OKCCC is not responsible for Lost or Stolen Items. Exhibitors should not leave valuables or personal items (laptops, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day. During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

29. Do not exceed the capacity of the electrical connection ordered and provided. Only UL-approved, grounded extension cords may be used for electrical connections. These cords can be ordered through Convention Center.

30. Specific to **FOOD SHOWS** or shows with food sampling, the following must be adhered to:

A. Ice and Water Services. Water service for chafing dishes and pitchers may be obtained through a water source designated to the show by the Convention Center. Concession and kitchen areas may not be used without the approval of the Convention Center. Ice service is exclusively provided by the Convention Center's in-house food services department. It can be ordered through the Boomer online store.

B. Trash Disposal. The trash generated by exhibitors and general housekeeping of the exhibit area is the responsibility of exhibitors and / or the show's general service contractor. The Convention Center will designate an area where show trash can be properly disposed.

Disposal of food items in restroom sinks / toilets, concession areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

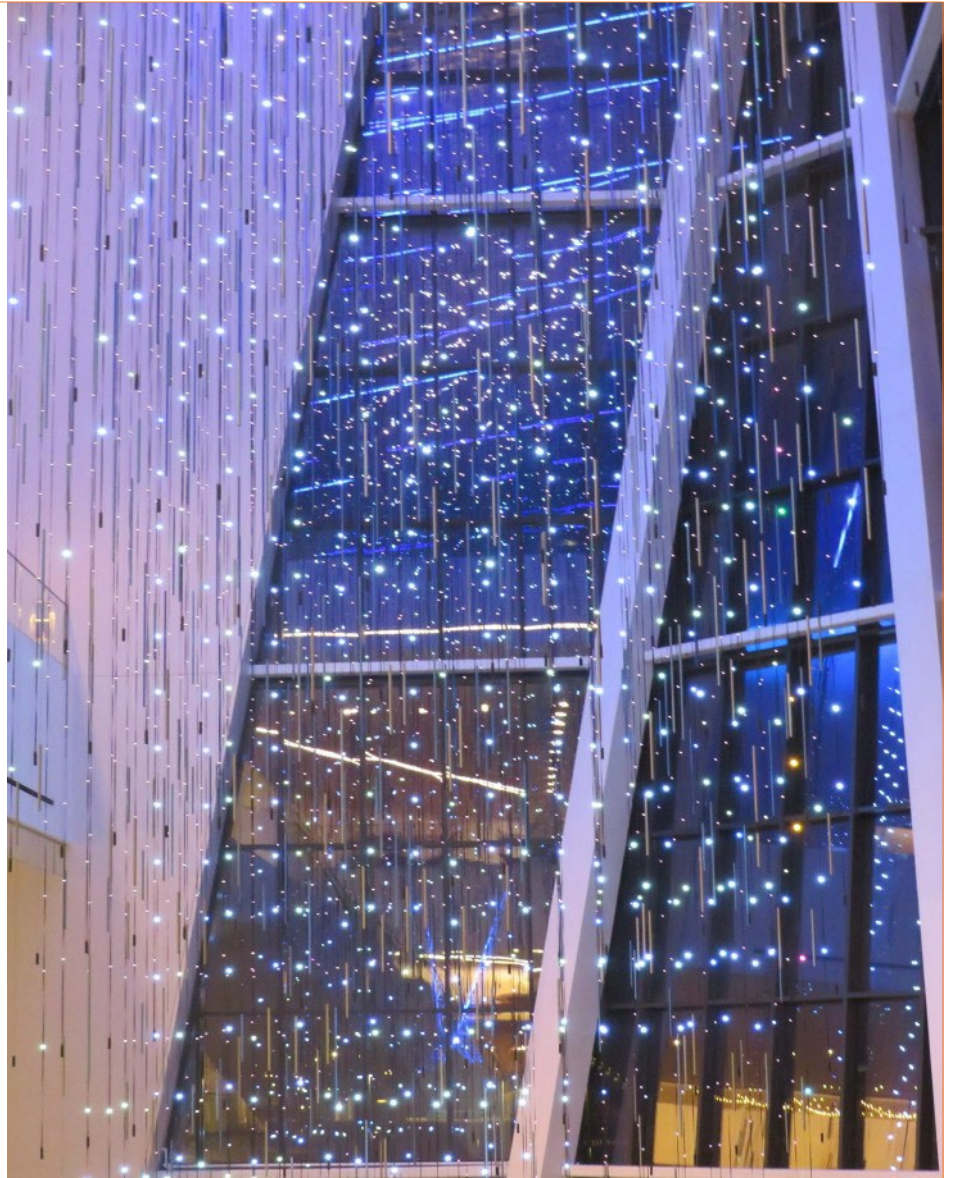
C. Grease Disposal. Grease disposal can be arranged through our Catering Department or through the show's general contractor. Please contact our Catering Department at 405-724-9692 to set up this services in advance. Grease disposal in restroom sinks / toilets, concession areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

28. Refunds will be given if notified at least five (5) business days before load-in of services that will not be used. Once the show begins there will not be refunds issued, regardless of whether services were used.

Your show's Exhibitor Rules may prohibit certain of the services, features or booth design elements outlined in these facility regulations. Please review the specific rules for your show for any prohibitions that may apply.

Right: Virtual Sky

Below: The Prefunction Space outside of Exhibition Hall A, north entrance.



Insurance

The City of Oklahoma City, State of Oklahoma and ASM GLOBAL have established insurance guidelines to help clients and patrons from risk of liability should injury or damage that occurs while in our facility. Below you will find a summary of the Insurance Requirements for each event. Please refer to your contact for detailed insurance requirements. This summary is for your convenience and does not take precedence over the contract.

Insurance Requirements

- a. Insured: Name of Insured in certificate must be identical to name on the License Agreement.
- b. Insurers Letter: All policies must be issued by companies authorized to do business in the State of Oklahoma and assigned a rating of A:X or better, per Best's Key Rating Guide, latest edition.
- c. General Liability: Commercial general liability insurance, on an occurrence form, in the amount of One Million Dollars (\$1,000,000) per occurrence for bodily injury, death, property damage and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations, and independent contractors. If the user's activities involve the sale of alcohol, the liquor liability in the same amount is also required.

See sample Certificate of Insurance on next page.

Description of Operations / Location / Vehicles (must list the following)

RE: (List Event Name); (List Event Dates)

Additional Insured: ASM GLOBAL / Oklahoma City Convention Center, its officers, directors, agents and employees.

Certificate Holder

ASM GLOBAL / Oklahoma City Convention Center
100 Mick Cornett Drive
Oklahoma City, Oklahoma 73109.

Cancellation: ASM GLOBAL must receive thirty (30) days written notice prior to any cancellation, non-renewal or material change to the required insurance policies. This written notice must be sent to: ASM GLOBAL Oklahoma City Convention Center, 100 Mick Cornett Drive, Oklahoma City, Oklahoma 73109.

Evidence of the required insurance policies must be provided to your Event Manager fourteen (14) days prior to the start of your event. Without a Certificate of Insurance prior to your event you will not be allowed to move into the building.

Insert Sample Certificate of Insurance

Please address questions or comments concerning this Event Planning Guide to:

Oklahoma City Convention Center
100 Mick Cornett Drive
Oklahoma City, Oklahoma 73109
Main Line: 405-768-4040
Email: info@okc-cc.com