



**ARLINGTON**  
CONVENTION CENTER

**Rules  
&  
Regulations**

**ARLINGTON CONVENTION CENTER**  
**RULES and REGULATIONS**

**ACCESSIBILITY / ADA.** The CENTER is accessible to persons with disabilities and complies with the Americans with Disabilities Act (ADA). Need for additional special accommodations should be directed to your Event Coordinator **at least 10 business days prior to the event date.**

**ANIMALS / PETS.** Trained service animals are permitted. No other animals or pets are allowed in the building except as an approved exhibit or performance requiring use of animals. Your Event Coordinator must approve use of animals **at least 10 business days prior to move-in.** Approved animals must be under control at all times. Displays comprised of exotic or predatory animals (i.e. apes, great cats, bears, etc.) must incorporate a physical barrier with a 10' minimum separation between the animal and public.

**DECORATIONS / DISPLAYS / SIGNS / BANNERS.** Your Event Coordinator must approve all methods and locations for installing decorations, displays, signs and banners; locations will be approved with consideration for other building tenants. CENTER property, including furniture, artwork, or decorative plants, may not be moved or relocated without the prior approval of your Event Coordinator.

**Attaching decorations -** The use of nails, screws, tacks, pins, adhesive material, tape, glue, staples, or any product that could penetrate, deface or damage doors, floors, walls, surfaces, furnishings, or equipment is prohibited. No holes may be drilled, cored or punched in the FACILITY.

**Glitter** is prohibited in carpeted areas.

**Helium balloons** must be filled, installed and removed by a balloon-decorating firm; helium tanks must be handled according to fire code. The USER will be assessed a labor fee at the prevailing rate for retrieval of loose balloons.

**Open-flame candles** are prohibited.

**Stick-on decals** and/or similar adhesive backed promotional items are prohibited from use, sale and distribution.

**FOOD AND BEVERAGE.** The CENTER has an exclusive provider for food and beverage services, including concessions, catering, and alcoholic beverage services. These services are operated and controlled by the CENTER and its official concessionaire.

No food and beverage products, supplies or alcoholic beverages may be brought into or removed from the CENTER by the USER, their employees, contractors, or attendees.

**Exhibitor Products -** Samples are permitted on the show floor only **if the** item is a sample product of the exhibitor. Written permission must be obtained **30 days prior to the event** from the DIRECTOR for sampling and distribution to event attendees.

Food and non-alcoholic beverage samples may be provided complimentary and must be limited to 1 ounce or less (bite size) of food and 4 ounces or less of non-alcoholic beverages. Service for alcoholic beverages must be arranged through the CENTER'S exclusive food & beverage provider.

**INSURANCE REQUIREMENTS.** Events in the **Exhibit Hall** and **Grand Hall** and, if required by the DIRECTOR, Meeting Room events must have insurance coverage as specified below and in the USE CONTRACT.

**Commercial General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, death, personal injury and property damage. Coverage to include those found in the Comprehensive General Liability Broad Form endorsement. This policy shall have no standard coverages removed by exclusion. Coverage for Medical payments and Fire Legal Liability are required. The minimum acceptable Fire Legal Liability Coverage is \$100,000.

**Comprehensive Automobile Liability:** \$500,000 combined single limit for bodily injury and property damage per occurrence is required if USER operates vehicles in performance of this USE CONTRACT. Coverage for loading and unloading hazards is to be included. Coverage shall be provided for all owned, non-owned, and hired vehicles. Such performance includes, but is not limited to, operations of vehicles inside the exhibit hall and/or use of vehicles to deliver, set-up or otherwise prepare the exhibit space. In addition, USER is required to ensure all exhibitors operating vehicles inside the exhibit hall(s) have, at a minimum, liability insurance as required by the State of Texas.

**Additional Insured:** The City of Arlington shall be named as an additional insured on the USER'S General Liability and Automobile Liability policies.

**Certificates of Insurance** completed on the Acord form indicating insurance as required by this clause shall be forwarded at least 30 days prior to the first day of the event to:

DIRECTOR, ARLINGTON CONVENTION CENTER  
1200 Ballpark Way  
Arlington, TX 76011

**PARKING.** The CENTER controls approximately 600 on-site parking spaces. An additional 10,000 adjacent spaces are available. Use of the adjacent lots must be approved by the by Event Management.

**Fire lanes** must be observed at all times.

**Motor homes** may use the designated parking spaces for daily parking only. ***Overnight parking is prohibited.***

**PYROTECHNICS.** The CENTER considers pyrotechnic devices to be any device or material capable of undergoing self-contained and self-sustained exothermic chemical reactions for the production of heat, light, gas, smoke and/or sound. Pyrotechnic displays are allowed inside the facility however, when local code or state or federal law requires, they must be performed by a licensed pyrotechnic operator or by a fire-marshal approved operator.

An on-site Fire Marshal is required while smoke detectors and alarms are disabled for pyrotechnic displays. Pyrotechnic displays must have written approval of Event Management and the Fire Marshal.

**RECYCLING.** The Center supports an in-house single stream recycling program. Plastic, aluminum, bottle glass, paper, and cardboard can be co-mingled in appropriate containers. We ask Event Management, their attendees, exhibitors, and service contractor to support this recycling effort.

**SAFETY FEATURES.** The CENTER is equipped with the following safety features:

**Illuminated exit signs** at every point of pedestrian egress; all points of egress have emergency hardware designed to allow unobstructed passage.

**Emergency power generator** in the event of loss of electricity to maintain emergency light levels within the facility; the generator will not maintain the HVAC systems.

**Zoned, automated voice alarm** designed to direct emergency evacuation.

**Flashing fire indicators** located throughout the facility to provide visual warning for the hearing impaired.

**Sprinkler system** in public areas of the facility, including the restrooms; smoke detectors and heat sensors in non-occupied areas such as mechanical and electrical storage rooms.

**SAFETY REGULATIONS.** Exhibitors, service contractors, and all other event personnel must comply with all federal and municipal fire codes that apply to public assembly facilities.

**In the event the Emergency Alarm System is activated all program and event related activity must cease. ALL OCCUPANTS MUST EXIT THE CENTER IMMEDIATELY.** No one may re-enter until so authorized by the Fire Department or CENTER personnel.

**Aisles** must be a minimum of 10 feet wide and remain free of obstructions.

**Combustible materials** must adhere to local fire codes and be approved in advance by the Event Management and Fire Marshal prior to move in.

**Emergency Equipment Access** - Blocking or obstructing fire and emergency equipment is prohibited. Fire hoses, extinguisher cabinets, exit signs, strobe lights, emergency equipment and pull boxes must be visible and accessible at all times.

USER is prohibited from covering, blocking or obstructing access to the fire detection, enunciation and suppression systems, HVAC vents and house lighting fixtures and controls.

**Exhibit Booths** must not restrict or obstruct the visibility of emergency exit signs or system monitors. Exhibit booths must be installed and exhibitor products stored so as not to interfere with access to required emergency exits and life safety equipment.

It is the exhibitor's responsibility to ensure proper booth construction. Drapes, signs, banners, plastic cloth, decorations, and similar materials must be **flame-resistant** or fabricated of inherently fireproof materials. A flame test will be performed when deemed appropriate by the Arlington Fire Department.

Easels, signs, or other obstructions may not be placed in aisles outside booth areas.

**Ingress and egress points** must have a minimum of 10 feet clear space on all sides with no physical obstruction and exit doors must remain unlocked during show hours.

No portion of the sidewalks, ramps, entrances/exits, corridors, passageways, hall, lobbies, stairways, aisles, driveways or access to public utilities of the CENTER shall be obstructed or used for any other purpose than ingress and egress.

**Motor Vehicles Displays** - Automobiles, trucks, tractors, machinery, motorcycles and other motor vehicles on display using flammable fuels inside the CENTER may have no more than two gallons of fuel. All tanks must be locked or effectively sealed and battery cables must be disconnected from the ignition system. Once the vehicle(s) has been positioned for display the ignition keys must be given to Event Management.

**Occupancy** - Meeting Rooms, Exhibit Halls, and the Grand Hall have maximum occupancy capacities. The CENTER reserves the right to prohibit further entry into any space when public safety and welfare considerations would be best served by limiting occupancy.

**SECURITY.** The DIRECTOR will evaluate each event according to its nature, areas in use, and consideration for other facility tenants when determining security requirements.

The CITY and the CENTER do not assume responsibility for lost or stolen articles.

The CENTER maintains a 24-hour monitored security alarm system for building perimeter areas.

The EXHIBITOR is solely responsible for security of EXHIBITOR property within the CENTER.

CENTER staff on CENTER business has the right of access FACILITY at any time. EXHIBITOR may only refuse right of access to personnel without visible and proper CENTER identification.

**SMOKING.** In accordance with CITY regulations, smoking is prohibited inside the CENTER and outside the CENTER within 50 feet of all entrances and exits.

**SPECIAL EFFECTS.** The use of any special effects, other than standard floor-supported stage lights, must be submitted *at least 30 days prior to event* for review and approval by the Event Management and the Fire Marshal. Special effects, including haze, smoke or dry ice that have not been approved prior to move-in will not be allowed. Use of these effects requires disabling smoke detection enunciators and supervision by the Fire Marshal and additional event personnel. Contact Event Management for further information. **See also Pyrotechnics.**

**STORAGE.** Crates and other storage are prohibited in hallways or facility storage areas, and must not block exits or life safety apparatus. Storage of flammable, combustible mixtures, waste, or other liquids is prohibited.

**TAXES.** EXHIBITOR is responsible for the payment of all taxes, fees and charges required by legal authority associated with use of the FACILITY. Questions concerning sales tax should be directed to:

Texas Comptroller of Public Accounts  
111 East 17th Street  
Austin, Texas 78774  
1-800-252-5555

**THEATRICAL SMOKE / FOG / HAZE. (See SPECIAL EFFECTS)**

**UTILITY SERVICES.** The CENTER is the exclusive utilities provider for utilities, including air, gas, ISDN, electric, water, telephone, and internet. Please see "Service Order Form" for available services and rates.

Exhibitors, event managers, service contractors, or any other unauthorized persons are prohibited from removing CENTER equipment, including extension cords and electrical panels. EXHIBITOR will be assessed replacement cost for such removals.

The CENTER is not responsible for any malfunction of EXHIBITOR or exhibitor equipment.

**Electric** - A CENTER Facility Systems Specialist must be present during installation of complex wiring, lighting, sound or other audio-visual equipment that requires power greater than 208V or 480V available in the permanently installed wall outlets.

The CENTER Facility Systems Specialist must inspect *all* electrical connections greater than 208V before energizing.

The CENTER reserves the right to refuse to make electrical connections where such connections are deemed to be hazardous.

All electrical equipment must be Underwriter Laboratory (U.L.) approved and all gas operating equipment will be American Gas Association (A.G.A.) approved.

**Telephone and Internet** - A telephone service system is available in all rooms of the CENTER; long distance charges will be assessed at prevailing rates.

ISDN lines must be ordered **at least 10 business days prior to your event**. Please contact your Event Coordinator for assistance when ordering an ISDN line.

Internet Service (Ethernet or WiFi) is available. Please see "Internet and Telephone Service Order Form".

**VEHICULAR DEMONSTRATIONS AND EXHIBITIONS.** Vehicle movement in all areas of the facility **other than** docks and **Exhibit Hall** is highly restricted. When movement of a vehicle involving a mechanized or motorized part powered by either propellant or electrical system is necessary as part of a public demonstration or exhibition, full details must be furnished to Event Management for approval by Event Management and the Fire Marshal a minimum of **30 days prior to move-in**.

Protective measures must be taken when vehicles are displayed on FACILITY carpeted areas.



**ARLINGTON**  
CONVENTION CENTER

1200 Ballpark Way  
Arlington, Texas 76011  
(817) 459-5000  
(817) 459-5091(f)

**[www.arlingtoncc.com](http://www.arlingtoncc.com)**