

## Convention Center Rules & Regulations

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### **Americans with Disabilities Act:**

The Center provides access for our guests with disabilities in the following ways:

- Sidewalk curb cuts provide easy access for wheelchair users to main lobby areas.
- Wheelchair ramp located in the Charles Street Lobby.
- Thresholds are level with door entrances
- Meeting room audio enhancements.
- Exterior automatic sliding doors are located at each public lobby entrance - Pratt Street, Sharp Street, Charles Street, and the Mezzanine Level, Main Terrace.
- Emergency systems for the visually and hearing impaired
- TDD and TDY-equipped telephones are located throughout the public areas of the facility.
- There are amplified telephone handsets located in each of the permanent public telephone banks located throughout the Center.
- Telephones in each telephone bank are installed at a height, which will accommodate persons in wheelchairs.
- Elevators are located near escalators on each level, and are equipped with Braille indicators, chimes, and raised letters, providing mobility for visually impaired guests. In addition, meeting room signs are equipped with Braille indicators.
- All restrooms are accessible to standard wheelchairs.
- The elevator phones provide information on the location of the phone and instruction on using the instruments.
- Visual line indicators (flashers) and amplified handsets are available to exhibitors and Event Management through the Center's Telecommunications Department.

### **Animals:**

No animals, except those licensed to assist the physically challenged, are permitted inside the Center as part of any exhibit, activity or performance, without prior written approval from the Center.

### **Building Security:**

The Center provides 24-hour internal patrols of all areas of the facility and the building perimeter.

All Center employees have Center identification badges. Event Management may refuse access to employees without showing proper Center identification.

Center employees are strictly prohibited from using Center identification badges to enter events for personal or other reasons not related to their assigned duties. All event personnel are subject to inspection of cartons, packages or containers brought into or taken out of the Center.

All event personnel must wear an identification badge issued by their employer, by Event Management, or by the designated service contractor.

**Business Center:**

The Center maintains exclusive in-house business center services. The Business Center is located on the 300 Level adjacent to the Pratt Street Lobby. We can place portable service desks throughout the facility in locations convenient to your show. These services are: photocopying, faxing, word processing, shipping (hand carry items only), computer access and rental, notary public and cellular phone leasing.

**Catering:**

Increasingly, food and beverage service has become a large factor in the success of pre-planned meetings, shows, or exhibitions. The exclusive food and beverage provider for the Center is CENTERPLATE.

Both the Center and CENTERPLATE have committed significant resources to provide the most comprehensive offering of quality food and beverage services of any facility in the country. We will act in concert to accommodate individual and specific requirements for your planned receptions; coffee services, banquets, and concession-style food in our permanent exhibit hall locations or portable "bring it to your guests" arrangements. CENTERPLATE can provide floral arrangements, specialty linens and other themed décor items for your event. Please discuss these options with your CENTERPLATE sales representative.

Our Catering Department has sales and service representatives to assist you in the planning of your catered event and will work closely with your Account Executive in order to make your event the best possible. Please refer to terms and conditions for the purchase of food and beverage in your contract with CENTERPLATE.

All food and beverage concession operations, or any service requiring such commodities, are reserved exclusively through CENTERPLATE. Permanent locations are available for specific food service requirements and are the primary source for consideration. In addition to permanent food locations, portable food areas are available. Depending on expected attendance, a labor fee may be applicable.

The following list contains examples of items, which are reserved for exclusive sale by CENTERPLATE. If a customer wants to sell any of the following items, a fee may be applied by CENTERPLATE. This list is not all inclusive but should serve as a guideline in determining your food, beverage and concession needs.

- All food and beverage items sold for consumption.
- Arcade and amusement games.
- T-shirts, balloons, postcards, souvenir plates, forks, spoons, ashtrays, trivets, models, posters, buttons, badges, small toys, records, tapes, and other audio or video recordings. If there are any questions concerning whether or not the sale of an item is reserved, please contact CENTERPLATE's Sales Department well in advance of your event.

**Crate Storage:**

The designated service contractor is responsible for all event crate storage. Exhibitors and exhibitor appointed contractors may arrange for storage with the designated service contractor. All crates must be stored inside trailers. Trailers may be stored in the loading dock(s) as assigned. Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous waste, or medical waste is not permitted inside the Center. Any fuel storage containers must be approved certified containers.

**Damages:**

Any type of damage to the Center must be reported immediately. Center representatives, Event Management and the designated service contractor will inspect leased areas of the building prior to move-in and during move-out to determine existing conditions of the spaces. The inspections will be coordinated by and conducted with appropriate Center personnel.

**Balloons:**

No balloons of any kind will be allowed.

The use of Velcro, stick-on decals and badges or similar items is strictly prohibited in the facility.

The use of tape on any vertical surface, including but not limited to painted walls and portable walls within the facility is strictly prohibited.

**Elevators:**

There are seven passenger elevators, four freight elevators, and one service elevator in the Center. The passenger elevators are conveniently located in each lobby, serving all four levels. The freight and service elevators are located on the south side of the facility and service all four levels.

Public passenger elevators may not be used to transport equipment or exhibit materials. All show freight and equipment will be transported on the freight elevators.

**Event Personnel:**

All event personnel, such as show and service contractor staff, exhibitor-appointed contractor staff, temporary help, exhibitors, and other workers affiliated with an event shall enter and leave the Center through the Public Safety Office entrance on Charles Street.

**Exhibit Booths:**

Exhibit booths must be installed so that they neither interfere with access to emergency exits nor restrict visibility of required emergency exit signs or equipment.

It is the exhibitor's responsibility to ensure safe exhibit booth construction. Drapes, signs, banners, acoustical materials, decorating materials, plastic cloth and similar materials must be flame retardant or fabricated from inherently fireproof materials. The exhibitor should have a certificate of flame retardant available for review by the Baltimore City Fire Department's Public Assembly Officer (BCFD-PAO). The Public Assembly Officer may at his or her sole discretion perform a flame test of exhibit materials. The use of any material that cannot be made flame retardant is prohibited.

Exhibitors, service contractors, and all other event personnel shall comply with all federal and municipal fire codes, which apply to places of public assembly.

Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.

Each enclosed or covered area must display a charged and approved fire extinguisher

The maximum occupancy of the load-bearing area(s) in a multi-story exhibit is limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy must be posted.

Exhibit booths that are multi-story, contain covered assembly areas, such as conference areas or theatres, or extend beyond 300 feet, must meet the following minimum life safety requirements. This type of booth requires a separately approved floor plan by the BCPD/PAO and documentation of load capabilities for the second level must be provided.

**Exhibit Booths Con't**

There should not be less than two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.

An "automatic extinguishing system" must protect single level booths greater than 300 square feet and covered with a ceiling.

A single exhibit or group of exhibits with ceilings that DO NOT require sprinklers must be separated by a minimum of 10 feet where the aggregate ceiling exceeds 300 square feet.

**Exhibitor Cooking:**

The Center has prepared these guidelines for exhibitor cooking in conjunction with the Baltimore City Fire Department's Public Assembly Officer. The guidelines cover all cooking appliances, which include any heat producing or electrical device used to warm or prepare food, such as but not limited to: stoves, barbecues, hot plates, crock pots, woks, frying vats, microwave or convection ovens.

**Please note:**

- Event Management must provide CENTERPLATE and the event Account Executive with a list of all exhibitors who plan to cook and distribute food at the event at least thirty (30) days before move-in.
- The final exhibit floor plan should indicate the exhibitors referenced above, and must be received by CENTERPLATE and the event Account Executive one week before service contractor move-in begins.
- Each exhibitor who plans to cook must provide CENTERPLATE and the event Account Executive with manufacturer's specifications for the cooking equipment, appropriate drawings or photographs of such equipment and a description of the intended method of cooking. The exhibitor must provide this information no later than thirty (30) days prior to move-in
- The Baltimore City Fire Prevention Bureau must approve cooking and warming devices. Sterno may be used for warming trays. Cooking devices must be approved by a recognized testing laboratory (i.e., U.L., F.M.)
- Cooking and warming devices and heated products must be isolated from the public by either placing the device(s) in a minimum of 4 feet back from the front of the booth, or provide a Plexiglas shield between the cooking or warming devices(s) and heated products. A minimum of 2 feet must be maintained between cooking devices within the same booth.
- Individual cooking or warming devices shall not exceed 288 square inches of surface area.
- The table surface holding the cooking or warming device(s) must be of non-combustible material.
- Combustible materials must be kept a minimum of 2 feet from any cooking or warming device. Use of butane canister must be pre-approved by the FM
- An approved fire extinguisher and metal lid for each device, or an approved automatic extinguishing system must be provided within each booth utilizing cooking or warming devices
- The use or storage of any flammable or combustible liquids, compressed gas cylinders, hazardous materials, or chemicals as fuel is strictly prohibited.
- Frying equipment must be equipped with a grease-shield.
- Deep fat fryers, wood or coal burning equipment, and bottled gas cylinders are prohibited.
- A commercial exhaust hood and temporary venting system must be provided for each commercial cooking appliance except: completely enclosed ovens; steam tables; and auxiliary cooking equipment that does not produce grease-laden vapors such as toasters, coffee makers, or egg cookers.

**Fire Department Regulations:**

Fire regulations are strictly enforced. The Center is regularly inspected by the Baltimore City Fire Marshall. Please read and comply with the following regulations:

- All meeting rooms and exhibit halls have a maximum occupancy that may not be exceeded. In order to fulfill our public safety obligation, the Center reserves the right to deny further entry into these spaces if, in our opinion, public safety considerations would be best served.
- All doors leading to required fire exit ways must be kept unlocked at all times when the building or floor area served by the fire exit way is occupied. The Center will not chain lock or deadbolt exhibit space for any reason during event hours.
- Decorations, furnishing and equipment shall not impair the visibility of egress signs.
- Exit signs must be visible from any location in the room.
- Aisles must be a minimum of 10 feet wide for exiting.
- Low-level lighting requests must be pre-approved by the Center and the Baltimore City Fire Department's Public Assembly Officer and will be based on the type of function and seating arrangement. Blackouts are not permitted.
- Emergency lighting capabilities must be maintained at all times.
- Tents are prohibited inside the building without prior written approval by the Center from the Baltimore City Fire Department's Public Assembly Officer.
- No combustible materials, merchandise or signs shall be attached to, hung or draped over fire resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.

**Hazardous Materials are prohibited. These include:**

- Compressed flammable gases such as acetylene, hydrogen, propane. Flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum based materials.
- Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
- Explosive material. Small arms ammunition may be allowed under certain circumstances.
- Cooking and/or warming devices in compliance with item "Cooking and Warming Devices".
- Oil cloth, tar paper, sisal paper, Spanish moss and burlap.
- As per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc.) are strictly prohibited. Living trees in a 'balled' condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.

**Miscellaneous Requirements:**

- Smoke or Fog Machines - Water based machines only.
- Fireworks Inside Building - ONLY approved effects and cold spark devices (requires prior approval).
- Display or use of hay, straw, wood chips, bamboo, lumber - Permissible only if treated with a fire retardant and pre-approved by Center and Fire Department.
- Aisle carpet fastening - all tripping hazards should be eliminated.

**Emergency Phone Numbers:**

24-Hour Building Security (Public Safety Office): 410-649-7160 / 7055 \* EMT/ Medical

Emergency: 5046 from any house phone or above Public Safety numbers Baltimore City Fire,

Medical and Police: 911 / Non-emergency: 311 Lost and Found: Baltimore Convention Center

Public Safety Office: 410-649-7055 \* \* Last four digits can be dialed from any white house phone.

To report an emergency, call the Public Safety Office on extension 5046 from any house phone.

**Floor Loads:**

The load limits of the Exhibit Hall floors are 350 pounds per square foot.

The load for the Charles Street, Otterbein, Pratt Street, Camden and Sharp Street Lobbies, the 200 level, 300 level and 400 level is 100 pounds per square foot.

The load limits for the outside terraces is 50 pounds per square foot. All of the above limits are strictly enforced.

**Freight Handling and Shipment of Materials:**

The Center reserves the right to limit the number of trucks loading or unloading in the exhibit hall if the freight handling operation present clear or apparent safety concerns. Such concerns include, but are not limited to: The total number of vehicles in the hall and the overload of vehicle exhaust.

The Center cannot accept or unload or store any shipment of show freight, materials, or equipment. Any advance shipments will be refused.

Drivers hauling freight that is directly shipped to the Center may be required to report to the designated service contractor's truck marshalling facility for check-in. The designated service contractor may occasionally operate driver check-in at the Center.

Equipment may only be delivered or removed through the loading dock area.

**General Information:**

Only Center staff is authorized to move Center plants, furniture and equipment. The Center's Visitors and Information Kiosks and ship displays are permanent and cannot be moved.

Access to the Center's roof, mechanical rooms and ancillary equipment rooms is strictly prohibited without the authorization and supervision of Center management.

"Glitter and/or confetti" are not allowed in carpeted areas of the building.

Please see the attached rate schedules for other charges such as changeovers, equipment rental, and labor costs.

**Lost and Found:**

All lost and found articles are turned in to the Center's Public Safety Office. Every effort is made to identify the owner and return all articles. At Center's discretion, lost and found articles whose ownership cannot be determined are catalogued and stored at the Center for a 30-day period. Articles left beyond 30 days will be disposed of as directed by Center Management.

**Motorized Vehicles:**

The Center has developed guidelines for exhibitors or contractors while operating motorized vehicles. These are as follows:

- Vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines. Event Management will be charged for cleaning and replacement costs for permanent stains or damage to the Center.
- Only gas and electric motorized vehicles are allowed in the Center. Propane is prohibited.
- Trained and certified personnel must operate all forklifts or material handling devices. The contractor operating this equipment must immediately report to the Center's Public Safety Department any damages caused by the operation of the equipment.
- No vehicle operator shall leave operating motor vehicles unattended.
- Forklifts and motorized carts are prohibited from any carpeted area. Only electrically operated lifts are allowed in carpeted areas. Carpet protection must be provided at all times.

**Vehicle Demonstration or Exhibitions:**

Vehicles may be allowed in the building for display purposes provided they meet the following requirements:

- Fueling or fuel removal is PROHIBITED.
- Vehicles are prohibited from being moved during an event without prior approval.
- Natural gas powered vehicles must have the tank purged before entering the building.
- Exhibitors demonstrating or exhibiting a mechanized or motorized part powered by either propellant or electrical system must have prior written approval of the Baltimore City Fire Department's Public Assembly Officer. Approval must be secured through the event Account Executive not less than thirty days prior to decorator move-in.
- Exhibitors requesting demonstration of, or exhibiting a moving vehicle must provide the event Account Executive with full written details of the proposed demonstration not less than thirty days prior to decorator move-in. After review by Center management, the request will be forwarded to the Baltimore City Fire Department's Public Assembly Officer for review and approval. The event Account Executive will provide the exhibitor with the decision of Center management and the Baltimore City Fire Department's Public Assembly Officer.
- Gasoline powered vehicles on display must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fuel tank caps must be locked or taped shut. Battery cables must be disconnected, and the connecting leads wrapped with electrical tape. Gasoline and diesel fueled material handling equipment may not be stored overnight in exhibit halls.

**Smoking Policy:**

Baltimore City Ordinance #227 prohibits smoking in any and all areas inside of the Center. For the convenience of our patrons, we have placed ash urns outside the main entrances of the facility. Employees and contracted staff may use the designated areas outside loading dock, outside the Public Safety office.

**Special Decorations:**

The Center's lobbies are designed to accommodate show-related decorations. The Center management must approve the method and location of installations for special decorations in advance. The areas approved for use will be determined in consideration of other building tenants and Event Management needs simultaneously using the space. Permanent installations in common spaces, such as telephone banks, information kiosks, and ATM machines may not be blocked.