

## Convention Center Rules & Regulations

---

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

The Center complies with the Americans with Disabilities Act to provide the following:

- Sidewalk curb cuts into main lobby areas
- Thresholds at each entrance which are level with the floor
- Standard wheelchair accessible restrooms
- Exterior automatic sliding doors
- Emergency systems which provide both flashing strobes and voice alarms
- Meeting room signs equipped with Braille indicators
- Elevators equipped with Braille indicators, chimes, and raised letters
- Visual line indicators (flashers) and amplified handsets available through the Center's Telecommunications Department
- Wheelchair lift which raises up to stage level

### **Service Animals**

Service Animals that are individually trained to do work or perform tasks for people with disabilities will be permitted inside the Center. Animals must be licensed and up to date on vetting and appropriate Health Department permits. Baltimore City Health Department can be reached at (410) 396-4398.

### **Animals in the Exhibit:**

The Center will allow animals that are licensed and up to date on vetting for exhibitions with written approval from the Center and appropriate Health Department permits. Baltimore City Health Department can be reached at (410) 396-4398.

Animals 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 be under constant control at all times.
- Animal exhibits are not permitted on carpeted areas.
- The owner or handler will be fully responsible for their animal(s) at all times.
- The general service contractor will be responsible for providing (and disposing of) plastic sheeting and any other required floor covering for the animal exhibit.

### **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: Centerplate**

Centerplate is the exclusive food and beverage provider for the Baltimore Convention Center. Both the Center and Centerplate have committed significant resources to providing the most comprehensive offering of quality food and beverage services of any facility in the country. The catering sales manager will work closely with you to accommodate individual and specific requirements for your catering services and concession needs. Floral centerpieces, specialty linens, and themed décor can be arranged through your Centerplate sales manager for your event.

**Sampling**

Any trade show exhibitor who wishes to provide sample food or beverages that they normally produce in the ordinary course of their business is required to notify Centerplate, in writing, as to the nature of the proposed product sample. Items dispensed are limited to products manufactured, processed, or distributed by that exhibiting firm, must be directly related to the purpose of the show, and are dispensed in the contracted areas only. Please refer to the section on Cooking in Exhibits on page 13 for more information.

**Crate Storage:**

The designated general service contractor is responsible for all event crate storage. Exhibitors and exhibitor-appointed contractors may arrange for storage with the designated general service contractor.

All crates and containers must be stored either offsite or inside trailers, which should remain in the assigned loading dock(s). Boneyards are prohibited.

Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous waste, or medical waste without approved certified containers is prohibited. All approved materials and containers must remain outside in the loading dock area.

**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.

**Drones, Remote Pilot Aircraft Systems (RPAS) and Unmanned Aerial Vehicles (UAVs)**

Drones, RPAS, and UAVs which abide by the Federal Aviation Administration (FAA) and Department of Homeland Security guidelines will be permitted as follows:

1. Prior written approval from the Center is required. Request should include the following information:
  - How many drones will be in use?
  - What are the dimensions and weight of each drone?
  - Schedule of use and flight plan, including launch and land locations (flight plan must be clear of all signage and rigging)

**Drones, Remote Pilot Aircraft Systems (RPAS) and Unmanned Aerial Vehicles (UAVs) (cont.)**

1. If the request is approved, the following rules must be met:
  - Cannot be flown over populated areas
  - Can only be flown as high as 5 ft. below the lowest hanging point (i.e. truss work) and at least 18 inches from any building structure (i.e. sprinklers).
  - Must stay within contracted space (if Licensee) or exhibit booth (if exhibitor)
  - Cannot carry weapons
  - Licensee is responsible for providing the Center with a certificate of insurance to cover any possible building damages or attendee injuries caused by the device.
  - Battery-operated or electrically-powered devices are permitted.
  - Gasoline-powered devices must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fueling or fuel removal within the Center is prohibited.
  - Propane-fueled devices are strictly prohibited.

**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 outside 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.

**General Booth Information:**

Booths cannot block visibility or access to emergency exits.

Booths cannot interfere with access to any of the Center's service areas, concession stands, or mechanical rooms.

All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited. The Baltimore City Fire Department reserves the right to perform a flame test of exhibit materials at his or her discretion. Exhibitors are required to have a flame retardant certificate available for review at all times.

**Multi-Story and Enclosed Booths:**

A floor plan is required for each multi-story and enclosed exhibit a minimum of 90 days out from the first event day. The diagram must include load capabilities for the second level and must meet the following minimum life safety requirement:

No 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.

Final approval will be provided by the Baltimore City Fire Department.

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. Single level booths greater than 300 square feet and covered with a ceiling must be protected by a fire extinguishing system approved by the BCFD.

Each enclosed or covered area must display a charged and approved fire extinguisher in addition to being protected by an audible smoke detector. This includes storage closets built into the exhibit.

**Cooking in Exhibits:**

If cooking is required as a part of an exhibit, prior written approval must be obtained from both Centerplate and the Baltimore Convention Center.

The following information must be provided to both Centerplate and your Convention Services Manager at least 45 days prior to move-in:

- A list of all exhibitors who plan to cook and distribute food at the event.
- Final exhibit floor plan which indicates each exhibitor referenced above.
- Manufacturer's specifications for all cooking equipment, including drawings or photographs of such equipment and a description of the proposed cooking method(s).

Cooking devices must be either electric or butane-powered. They must also be approved and recognized by a testing laboratory (i.e. U.L., F.M.).

- Frying equipment must be used with a grease shield.

The following safety requirements must be met:

- Individual cooking or warming devices shall not exceed 288 square inches of surface area.
- The surface holding the cooking or warming devices must be of non-combustible material.
- Cooking or warming devices and heated products must be isolated from the public by either placing the device(s) a minimum of 4 feet away from the front of the booth, or by providing a Plexiglas shield between the devices and heated products.
- At least 2 feet must be maintained between cooking devices within the same booth.
- 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.

### **Baltimore City Fire Department (BCFD) Regulations:**

The following BCFD regulations are strictly enforced. Please read and comply with the following regulations:

1. All meeting rooms, ballrooms, and exhibit halls have a maximum occupancy that may not be exceeded. The Center reserves the right to deny further entry into rooms, if necessary. For information on maximum occupancies per room, please check with your CSM.
2. All tripping hazards must be eliminated.
3. Exit signs must be visible from any location in the room despite any decorations, furnishing, or equipment. If event-related material obstructs the visibility of an exit sign, a replacement, reflective sign, indicating the exit location is required to be installed.
4. All doors leading to required fire exits must be kept unlocked and visible at all times when the space is in use.
5. The Center prohibits securing rooms by chain or deadbolt. If your event requires additional security measures, please contact your Convention Services Manager.
6. All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited.
7. No combustible materials, merchandise, or signs shall be attached to, hung or draped over side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.
8. Any type of controlled pyrotechnics or fireworks inside the building will require prior written approval and may require hiring a licensed pyrotechnics contractor in addition to obtaining and providing all relevant permits.
9. Welding or cutting for demonstration purposes will be permitted in the loading dock area only and requires a permit and prior written approval.

### **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:**

- Glitter and confetti are prohibited in the Center.
- Smoke or fog machines must be water-based and must also be pre-approved by the Center.
- Display or use of hay, straw, wood chips, bamboo, or lumber are permissible only if treated with a flame retardant and pre-approved by both the Center and the Fire Department.
- Welding or cutting will be permitted 25 feet from the building at the loading dock area only and will require a hot work permit and prior written approval.
- Any type of controlled pyrotechnics or fireworks inside the building will require prior written approval from the Center and will require hiring a licensed pyrotechnics contractor in addition to all relevant permits from the Baltimore City Fire Department. The Center may also require that a Fire Watch be present at the expense of the Licensee.

**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 & Shipment**

1. The Center cannot accept, unload, or store any shipment of show freight, materials, or equipment unless arranged with the Business Center. If items are shipped directly to the Baltimore Convention Center, the Licensee or General Service Contractor must be available to accept the delivery.
2. Deliveries can only be done through the loading dock area and must be during the Licensee’s contracted date and times as listed in the License Agreement. Any advance shipments will be rejected. When shipping items, please use the following label:

SHIPMENT LABEL  
**Baltimore Convention Center**  
*Event Name*  
*Attn: Licensee / General Service Contractor Name Contracted Space (example: Hall A)*  
**One West Pratt Street**  
**Baltimore, MD 21201**

3. Drivers hauling freight that is directly shipped to the Center will be required to report to the designated general service contractor at a pre-arranged truck marshaling facility.
4. The Center reserves the right to limit the number of trucks loading or unloading in the exhibit hall(s) if the freight handling operation presents clear or apparent safety concerns (i.e. there are too many vehicles in the hall, resulting in an excess amount of vehicle exhaust).

**Lost and Found:**

- All lost and found articles are either turned into the Center’s Public Safety Office or to a designated area arranged with Licensee. Every effort is made to identify the owner and return all articles.
- Lost and found articles whose ownership cannot be determined are recorded and stored at the Center for a 30-day period. Articles left beyond 30 days will be disposed of as directed by Center Management.

**Vehicles:**

For Move-in & Move-out

- Only gas and electric motorized vehicles are allowed in the Center. Propane is prohibited.
- Gasoline and diesel fueled material handling equipment may not be stored overnight in exhibit halls.
- Vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines.
- All operating motor vehicles, including forklifts or any other material handling device must be attended by a trained and certified operator.
- Only electrically operated forklifts with carpet protection are permitted in carpeted areas of the Center. If any damages occur as a result of such operation, the Center's Public Safety Department must be notified immediately.

For Display Purposes

- Gasoline powered vehicles must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fueling or fuel removal within the Center is prohibited.
- Natural gas powered vehicles must have the tank purged before entering the building.
- Fuel tank caps must be locked or taped shut.
- Battery cables must be disconnected, and the connecting leads wrapped with electrical tape.

For Demonstration Purposes

- A mechanized or motorized part demonstration powered by either propellant or electrical system must have prior written approval from both the Center and the BCFD.
- A moving vehicle demonstration requires the submission of full written details of the proposed demonstration no less than 30 days prior to decorator move-in. After review by Center management, the request will be forwarded to the BCFD for review and approval.

**Scooters, Segways and Skateboards**

The use of skateboards, in-line skates, roller skates, and hover boards are prohibited within the Center. Seated scooters and other Segways with U.L. certification are permitted; however, the Center may limit access based on high foot traffic within the building.

**Hazardous Material**

Licensee is responsible for submitting written requests to bring any hazardous material or substances into the Center. In addition, a Safety Data Sheet is required for each request.

- Special handling of hazardous materials is required for proper disposal and can be coordinated with your Convention Services Manager. Additional fees may apply.

**Smoking Policy**

The Baltimore Convention Center complies with the City of Baltimore's health code by prohibiting smoking, vaping devices, and e-cigarettes within 50 feet of all entrances. In accordance with this code, there are no designated smoking areas inside the Center. This applies to all employees, contractors, patrons, and attendees.

**Weapon Policy**

Personal or concealed weapons, or replicas of any kind (i.e. fake sword), are prohibited in the Center.