



Walter E. Washington Convention Center
Event Planning Guide

Welcome

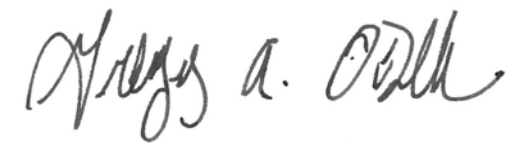
Welcome to the Walter E. Washington Convention Center and thank you for choosing our Center for your next event. Our organizational mission is to provide superior convention services to our customers and serve as an economic engine for the nation's capital. This mission guides us in our day-to-day operations.

Because we are committed to providing the highest quality service, we have created this Event Planning Guide. It will serve as a comprehensive tool to help minimize the complexity of hosting your event and to maximize the experience of your attendees, staff and contractors. The guide introduces you to our team and our services.

It explains our procedures, which conform to the best practices in the facility meeting and convention industry.

We encourage you to discuss the information in this guide with your event manager and look forward to helping make your event successful.

Sincerely,



Gregory A O'Dell
President and Chief Executive Officer

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Section 1: **Walter E. Washington
Convention Center Facts**

Section 1: Walter E. Washington Convention Center Facts

A. Building Highlights:

The Walter E. Washington Convention Center is located in the Shaw and Mt. Vernon Square neighborhoods in northwest Washington, DC. The Center opened in 2003 and features:

- Five exhibit halls on two levels with a total of 703,000 square feet of prime exhibit space
- 79 individual meeting rooms totaling 198,000 square feet, located in two major groupings
- 38,000 square feet of registration space
- 52,000-square-foot ballroom which can be subdivided into three separate rooms
- Works by over 90 artists with an over 120-piece permanent art collection worth over 4 million dollars
- 62 loading bays
- Metro (subway) station

B. Governance

The Authority owns and manages the Walter E. Washington Convention Center, the anchor of the hospitality and tourism economy of the District of Columbia, generating over \$400 million annually in total economic impact for the District. The Authority also manages the Stadium-Armory campus which includes Robert F. Kennedy Memorial Stadium, the DC Armory and the surrounding Festival Grounds, as well as serving as the owner and landlord for Nationals Park. The Authority creates economic and community benefits for the District through its attraction and promotion of hospitality, athletic, entertainment and cultural events.

The Authority is governed by an 11-member Board of Directors, which meets in Public Session at 9:00am on the first Thursday of each month at the Convention Center. Nine members — including recognized leaders from organized labor and the hospitality, finance and development industries — are appointed by the Mayor and confirmed by the Council; two members, one of whom is the Chief Financial Officer of the District, serve ex officio.

C. Commitment to the District of Columbia Community

The Walter E. Washington Convention Center is committed to hiring DC residents and to supporting local businesses through the active participation in DC's Local, Small and Disadvantaged Business Enterprise (LSDBE) program.

D. Safety Features

The Walter E. Washington Convention Center is equipped with sophisticated fire detection and protection systems. When an alarm is activated, the system automatically transmits a signal to local emergency communication centers that initiate an immediate response from the DC Fire Department.

In the event of a power failure, generators power all emergency lighting and other critical systems. Exit doors are clearly marked and illuminated. Exit stairwells contain emergency lighting and illuminated graphics for greater visibility and accessibility.

All public safety officers receive training in basic first aid and CPR and in the use of automated external defibrillators (AEDs). There are several AEDs located throughout the building.

In the event of an evacuation, adaptive escape chairs are strategically located to transport persons with disabilities, or those who need assistance walking down several flights of stairs.

The Walter E. Washington Convention Center is a non-smoking facility. Smoking is prohibited inside the Center.

E. Services and Amenities

a. ATMs Several ATM machines are conveniently located in common areas in the building for our guests use.

b. Business Center The Capital Business Center services include copying, computer rental, faxing and limited shipping services via Federal Express, UPS and DHL for small packages.

c. Dining Options Several dining options are available for you and your guests, along with permanent and portable retail food choices. Centerplate/NBSE, our in-house caterer, will work with you to design a retail program for your event.

d. Wireless/Internet

Internet Kiosks Two Internet kiosks that provide access for checking email and surfing the web are located in the Grand Lobby, South Building next to the lounge areas. Internet access at the kiosks is available at a nominal charge. The kiosks accept major credit card.

Wired Internet Connections can be found in the L Street Lobby, South Building outside of Meeting Room 103A. Up to eight users can be accommodated at one time. Internet access from these connections is at no cost.

Wireless Internet Guests who have a laptop or handheld device with 802.11b-g-n compatible wireless access can utilize our wireless internet service to perform basic functions at prevailing rates. This service is available throughout the center. Free service is available in certain locations throughout the building. Hotspots are designated by Wi-Fi signage.

e. Permanent Art Collection The Walter E. Washington Convention Center has the largest public art collection in a U.S. convention center. We are proud of our diverse permanent collection, which includes over 120 pieces featuring a variety of media. While our collection features many national and international artists, we

are proud that over half of the artists represented are from the Washington DC region.

f. Public Telephones There are a limited number of public telephones (area code 202, 301 and 703). Long distance calls may be made by using calling cards and operator assistance.

g. Public Transportation In addition to the "Mt. Vernon Square/7th Street/Convention Center" Metro (subway) stop on the yellow and green line, and several Metrobus stops on 7th and 9th Streets, the Circulator, a public transit system designed to take riders to the city's cultural, shopping, dining and business destinations has stops near the Center. For more information, visit the websites www.metropensdoors.com and www.dccirculator.com

h. Shoe Shine Services Shoe shine services at prevailing rates are available during your event. Consult your event manager if you would like to schedule this service.

i. Digital Signage Digital Signage is located throughout the building and operated by Digital Conventions, Inc. See section 10.

j. Guest Services Desk and Ambassadors The Guest Services desk is located in the Grand Lobby. Our ambassadors provide information including event, restaurant, entertainment and shopping suggestions. In addition, we position ambassadors at "Ask Me" desks in key areas of the building to provide directions and general city information to attendees.



Section 2: Sales and Booking

Section 2: Sales and Booking

A. Destination DC

Destination DC is the official sales and marketing organization for the Walter E. Washington Convention Center. Destination DC reserves all Center exhibit and meeting space for any event that will occur 18 months and beyond.

B. Walter E. Washington Convention Center Sales Department

The Convention Center Sales Department books within an 18-month timeframe. Applicants must submit a completed Walter E. Washington Convention Center "Facility Use Application" to the sales department. In scheduling these short term events, the Center considers such factors as revenue-producing potential and compatibility with events already scheduled in the building during the selected dates.

C. Booking Policy

The Booking Policy states that the Walter E. Washington Convention Center's primary purpose is to showcase national and international conventions, trade shows and meetings which require at least 100,000 square feet of exhibit space and a minimum of 2,500 hotel room nights on peak. These are the guidelines followed by Destination DC in their sales efforts for the Walter E. Washington Convention Center.

The following factors are evaluated for the Convention Center bookings:

- Projected overall economic impact on the city;
- Total number of hotel rooms required;
- Projected revenue from direct space rental revenue and projected revenue from food and beverage and other building services;
- Time of year;
- Potential for repeat booking; and
- Previous history and references from facilities that have hosted the potential user and/or this event.

Potential bookings are prioritized based on the following designations:

FIRST PRIORITY: Dates allocated to conventions, meetings and trade shows which are international, national or regional in nature, and have a significant economic impact on the hotel community, minimum of 2,500 room nights on peak.

SECOND PRIORITY: Dates allocated to annual multiple-day public "consumer" shows such as auto, boat, motorcycle and computer shows, and regional conventions, meetings and trade shows.

THIRD PRIORITY: Dates allocated to multiple-day local events booked by the Walter E. Washington Convention Center Sales Department.

FOURTH PRIORITY: Dates allocated to single-day local events booked by the Walter E. Washington Convention Center Sales Department.



Section 3: Licensing Procedures

Section 3: Licensing Procedures

A. Space Confirmation

Destination DC and the Convention Center staff work in close partnership throughout the booking process. Destination DC introduces you to the building during site visits to determine the dates and spaces your meeting requires along with other considerations important for your destination selection. Destination DC holds "tentative" dates for your event while you are considering Washington, DC. The Center begins the licensing process 18–24 months prior to the start date of your event. The license agreement outlines the space usage, deposit schedule, payment process and other information relating to the Center. Any returning event to the Center that has an outstanding balance must be paid in full before licensing can begin.

B. Deposits

Below is a deposit schedule:

- A 25% reservation deposit of the minimum rental, along with a signed license agreement must be returned to the Center within 30 days of receipt.
- A 25% intermediate payment of the minimal rental is due six months prior to event.
- The remaining 50% of the minimum rental is due seven days prior to the first day of move-in

For events with rental fees of \$5,000 or less, or events booked and scheduled to arrive within 30 days are to be paid in full at the time of licensing.

C. Use of Common Areas

As noted in your license agreement, common areas of the Center (including such areas as the exterior, entrances, public concourses, lobbies and the L Street Bridge, etc.) are available for your use, but may also be accessible to other customers for concurrent access, signage, banners and for use as required by their event activity.

We frequently have more than one event taking place in the building at the same time. Therefore, we coordi-

nate and approve the use of common areas for specific events in order to ensure each customer's access to their licensed areas are accommodated.

D. Services and Facilities Included in Rental of Exhibit Halls

- Designated show office for each exhibit hall licensed.
- Full lights and appropriate HVAC during event hours.
- Customary work lighting during move-in and move-out.
- Registration space, subject to availability and assigned in consideration of other licensed customers.
- Permanent paging microphone for exhibit halls.
- Aisle cleaning until carpet is installed, and cleaning of non-carpeted aisles.
- Ongoing emptying of trash receptacles during event hours, cleaning of common areas, restrooms and food service facilities, excluding booth space.
- Daily cleaning of show offices and meeting rooms.
- One trash haul per event at no charge.
- We will list your event on the calendar of events on our website, and we will link your website to www.dc-convention.com, unless you request otherwise.

Meeting Rooms are provided at no charge in direct proportion to the number of exhibit halls licensed, and subject to availability; up to 12 rooms are assigned per exhibit hall used. Additional meeting rooms over the same dates may be rented for a one time charge at the daily meeting room rate, based on availability.

- Meeting rooms used for educational sessions may be available two days before each session for setup, through the day after the session ends for move-out.
- Meeting rooms used for show offices may be available for the entire license period.

For **general sessions** held in exhibit halls, a one-time theater setup for a maximum of 6,000 seats per hall is included in the rental fee, as well as a main stage at a single height with maximum dimensions of 60 feet wide by 40 feet deep by 48 inches high, inventory permitting. Additional equipment such as dance floor units, production platforms, camera risers, additional seating, etc. will be charged at prevailing rates, based on availability.

E. Services and Facilities included in Rental of Meeting Rooms

All meeting rooms and the Ballroom, whether rented separately or as part of exhibit hall rental fee, include the following at no additional charge:

- One-time standard setup in theater, classroom, or banquet
- Skirted head table
- Water service for speaker's platform
- One standard lectern
- One wired microphone (lectern or table top)
- Skirted registration table, hand-out table and easel outside room (if requested)
- Skirted speakers' riser in rooms set for 100 or more (stage maximum size for ballroom is 40x60 at 48" high)
- Daily cleaning of meeting rooms
- Comfortable temperature

F. Additional Charges

The following services and equipment are available for additional charges:

Customized lighting patterns may be requested for each hall. Prevailing labor rates will apply, contact your event manager.

Food and Beverage services are provided by our exclusive service partner Centerplate/NBSE.

Event Utilities including electrical, internet, telephone and plumbing services. These services are typically one-time charges and are billed by our exclusive service partners, Hi-Tech Electric, Smart City Washington, and Digital Conventions.

Audio Visual, Video, Presentation and Production Equipment, including all additional microphones (after the first wired microphone per meeting room), presentation, video and theatrical production systems and recording connections for conference sessions are available through our service partner, Projection Presentation Technology.

Bulk trash removal hauls are billed at \$500.00 per dumpster or compactor. The Center does not bill for the first trash haul from each event.

Trash hauls that consist of recyclable materials are not billed back. This excludes contaminated materials trash hauls.

MEETING ROOM CHANGEOVERS

Stages on the exhibit hall floor, two-tiered stages and other special configurations will be charged at prevailing rates.

We understand additional charges can add up quickly. Below are examples of items that can generate additional charges. Your event manager will work closely with you during planning to explore ways to avoid or minimize additional charges:

- Meeting room changeovers
- Additional equipment and furniture beyond initial setup — see rates in Appendix
- Tables used for exhibits in meeting rooms
- Air conditioning/heating in exhibit halls during move-in and/or move-out
- Full overhead lights in exhibit halls during move-in and/or move-out
- Additional trash hauls (after the first one at no charge)
- Metropolitan Police Department or other additional security personnel
- Damages to the Walter E. Washington Convention Center or its equipment
- Registration, public areas and/or and meeting rooms which you sublet to exhibitors
- Dedicated restroom attendants
- Special inspections of temporary rigging installations
- Lost or misplaced keycards
- Water service for attendees

G. Medical Service Requirements

You must provide on-site medical services for your event beginning with move in and through move out, if your attendance is projected to be 500 or more people. Your medical services provider must be licensed in the District of Columbia. Please see Section 13 for medical service staffing guidelines.

H. Security Requirements

Customers are responsible for the security needs of their event space and must contract with an independent security company to provide event security and crowd management services. A list of security companies that offer security services to our customers and meet District of Columbia requirements for guard services and our service standard guidelines, as well as minimum numbers of security officers required at each location is in the appendix.

Event security services are required throughout your licensed period during move-in, event days and move-out. Your security contractor must provide us with your event security deployment plan 45 days in advance of your event. The plan must include dates, times, assigned posts, number of supervisors. Upon review of your plan, we may require additional security personnel.

We require Metropolitan Police Department officer(s) to be stationed at active cash handling stations such as box offices, registration and bookstores. The Center's security services can make arrangements for these off-duty officers and bill you for their services.

Uniformed, District of Columbia Metropolitan Police Department officers are the primary source for armed security services. Armed contract security services must be approved in writing by the Center's director of public safety.

I. Crowd Management

If your event is open to the public or could potentially have long queues for any activity, you are required to

make the necessary arrangements for safe and efficient crowd management. This includes appropriate plans for queuing lines at the box office and at the entrance to the event, safety personnel to manage safe access to escalators, safety staff inside the event, and staff to manage the safe egress from the event. These details should be included in your security deployment plan. Your event manager will initiate a planning meeting with your security contractor and our public safety division to facilitate the crowd management plan.

J. Public Events

Ticketed events open to the general public are required to follow the same guidelines and regulations as conventions, annual meetings and trade shows.

The following additional guidelines pertain primarily to consumer and public shows.

a. Hours of Operation Because the Center offers no public parking and adjoins a residential area, we require that all events for which tickets are available to the general public close no later than one hour before the closing of the Metro. Go to www.metroopensdoors.com for hours.

b. Turnstiles/Ticket Drop Boxes We have a limited inventory of turnstiles and ticket drop boxes available on a first come, first serve basis. Please reserve them with your event manager.

c. Box Office The Center does not have permanent box offices. Please make arrangements with your general service contractor to install box office(s).

K. Concerts, Dances and Sporting Events

There are additional requirements for independently licensed events such as concerts, dances, sporting events which are not held in conjunction with an existing booking. Consult your sales manager for further information.

L. Insurance Requirements

As specified in your license agreement, please submit a Certificate of Insurance that complies with our insurance requirements at least twenty-one (21) days prior to the first move-in day. **Insurance coverage must be in effect during all dates specified in the license (move-in, show days, and move-out).** A sample certificate of insurance can be found in the appendix. Below is a summary of minimum coverage required:

Comprehensive General Liability as follows with the following limits:

Commercial General Liability

General aggregate	\$2,000,000
Products-completed operations aggregate	\$2,000,000
Personal and advertising injury	\$1,000,000
Each occurrence	\$1,000,000
Fire damage (any one fire)	\$1,000,000
Medical (any one person)	\$10,000

Automobile Liability

Combined single limit	\$1,000,000
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Workers' Compensation and Employer's Liability

Each Accident	\$100,000
Disease — policy limit	\$100,000
Disease — each employee	\$100,000

Additional Insureds: You must list The Walter E. Washington Convention Center, The Washington Convention and Sports Authority Board of Directors, officers, employees and District of Columbia government as additional insureds under your coverage.

If you prefer, insurance may be purchased through the WCSA. Consult your sales manager for further information.

No move-in may begin until we have received a valid Certificate of Insurance.

M. Net Square Footage

Net square footage is calculated by the actual occupied booth space in use by exhibitors. The Center may elect to deduct up to 5% of that calculation to allow for complimentary exhibits on the show floor.

N. Billing and Invoices

Time permitting, your event manager will schedule a meeting before the last day of your license with you and a member of our accounting department to review your preliminary event billing summary. Outstanding balances as well as new charges that have accrued are reviewed at this meeting. We ask you to verify and approve the net square footage that has been calculated by your event manager so that a correct final invoice can be issued.

The final invoice is sent to you with all charges and back-up information within three weeks. Invoices are payable within 30 days. Our service partners (Centerplate/NBSE, Hi Tech Electric, Smart City Washington, Digital Conventions, and Projection) submit separate invoices for the services they provide for your event.

If you have questions about any items or services on the invoice, please contact the Center.

Section 4: Convention and Event Services Team

Section 4: Convention and Event Services Team

A. Event Manager

An event manager from our event management department is assigned to your event when, and often before, your license agreement has been executed. Your event manager works closely with you and your staff and contractors from the initial planning stages through your move-out, and is your principle source of information and coordination regarding the convention center and our procedures. Your event manager answers your questions, collects pertinent information and distributes it to our operations team, identifies potential red flags and proposes alternatives before red flags turn into problems. Your event manager facilitates planning meetings and site visits, conducts your pre-event meeting, prepares our event memo and drawings which are the detailed instructions for your event to our staff, and is with you throughout the entire event. In short, your event manager is crucial to the success of your event, and is a key member of your team.

While you are on site, we ask that you provide a radio or portable telephone to your event manager so that they can respond and communicate to all your requirements in a timely manner. We use Nextel devices so we can program your Nextel ID into our units. If you prefer, your event manager can arrange to have the direct connect phone numbers and IDs of the key center staff servicing your event programmed into your Nextel units.

Your event manager communicates your event requirements to the operational departments which follow:

B. Audio Visual and Production

Projection Presentation Technology is our exclusive provider of house audio and video system operation and services and is our preferred provider for stand-alone audio and video services, projection and presentation services. Projection and its TeamPRO partners maintain the largest inventory of rental audio, video, presentation and theatrical equipment in the mid-Atlantic. Projection also offers rental office equipment and services, including desktop computers. Projection

provides exclusive labor services for supervising and installing motorized rigging for lighting, audio, video and scenic elements for all general sessions, theatrical and special events through their TeamPRO partner, GLP.

C. Electric and Plumbing

Hi-Tech Electric is our exclusive provider of temporary electrical and plumbing services. Hi-Tech installs, monitors and manages all temporary electrical and plumbing requirements for all shows. This includes electrical and plumbing connections, exhibit hall exclusive labor services for motorized rigging for exhibits, industrials, exhibit lighting, and coordinating skilled labor. Hi-Tech is our preferred vendor for motors, trusses and theatrical lighting for exhibits.

D. Engineering

Our engineering staff manages the operation of our physical plant and oversees the maintenance of the building and building systems including HVAC, permanent lighting systems, electrical systems, elevators and escalators.

E. Food and Beverage

Our exclusive food and beverage partner, Centerplate/NBSE, will work with you to plan all your food and beverage needs. Menu proposals that personalize your event can be developed for you upon request. Your assigned representative will contact you several months prior to your event. Additionally, Centerplate/NBSE provides catering for booth services and ancillary meetings, rents water coolers for exhibit halls, manages the retail food outlets inside the center including the Uptown Food District, Downtown Food District, Starbucks, permanent concession stands and portable carts, and provides coat and baggage check services. Please provide an exhibit hall floor plan to your representative at least nine months prior to your event in order to review service areas and determine space for portable retail services and concession seating.

F. Guest Services

Our Guest Services Desk in the Grand Lobby is managed by our guest services staff. Guest services also schedules our ambassadors who are posted at critical locations in the building to provide directions and event information to your attendees.

G. Housekeeping

Our housekeeping staff cleans and maintains all public lobbies and concourses, all meeting rooms, all restrooms, and the exterior of the building at all times. They maintain the uncarpeted aisles in exhibit halls, place trash receptacles in aisles and empty the aisle trash during exhibit hours, and clean the halls and loading docks between events.

H. Internet and Telecommunications

Our network and telephone services are provided exclusively by Smart City Washington. Smart City Washington manages all voice and data network systems and offers broad technology service for all events. We have a state-of-the-art data and voice network, utilizing Cisco and Nortel technology along with a complete building fiber and cat5 cable infrastructure. Wireless access is available throughout the building. Hotspots are designated by Wi-Fi signage.

I. Meeting Services

Our meeting services department sets all Center furniture for your meeting rooms, the ballroom and exhibit halls. Meeting services maintains our inventory of tables, chairs, risers, stages and lecterns for standard set-up services. Meeting services also provides head table water delivery and meeting room refreshes and changeovers.

J. Security Services

The security services department manages general building security including oversight of 24-hour command center, building access, building perimeter patrols, securing of leased spaces, and approval of show security deployment plan, coordination with DC and federal law enforcement agencies, and first aid training including automatic external defibrillators (AEDs). Security services also maintain relationships with local and federal emergency response agencies and oversees our emergency preparedness and response planning.

K. Transportation Services

Our transportation services staff works directly with your general service contractor, shuttle bus contractor, and valet contractor to maintain orderly truck and vehicle access to the docks and L Street. They also oversee taxi drop-off and pick-up, monitor general traffic around the building and in the surrounding neighborhood, and communicate event transportation activity to city agencies and the surrounding community.

L. Digital Signage and Video Services

Digital Conventions is a nationally recognized leader in the areas of digital signage, event communication and technical management. They are committed to helping clients successfully introduce mission critical video applications and marketing campaigns to targeted audiences. Since their founding, Digital Conventions has set the standard for quality, performance and innovation in the delivery of interactive media services in the event, conference and tradeshow industry. They are committed to providing reliable, dynamic and user-friendly digital media solutions at the Walter E. Washington Convention Center.

Section 5: Event Checklist

Section 5: **Event Checklist**

In order to deliver the services you expect for a successful event, we require several types of information from you. These logistical details for your event include a schedule of your daily use of licensed spaces, exhibit hall floor plan, proposed registration, banner and signage plans, meeting room set-up requirements, list of service contractors and suppliers who will be involved in your event.

To assist in gathering this critical information, we have developed an event checklist which is a timeline of the items we need, and suggested deadlines for delivery of each. Please the checklist on page 85 as a tool for your planning. Your event manager can explain the items in further detail, and many are discussed within this event planning guide.



Section 6: **Emergency Preparedness**

Section 6: Emergency Preparedness

A. Overview

- The Center's highest priority is to maintain a safe environment for all building occupants.
- The Center has developed an emergency response plan to ensure the safety of all visitors and employees at the Center.
- The public safety staff is in regular communication with the Washington Metropolitan Police Department, the DC Fire Department, the DC Emergency Management Agency, the FBI Terrorism Taskforce, the Secret Service, and other local and federal law enforcement agencies. The Center is an integral part of the District of Columbia's emergency response team.

The Center's emergency response plan addresses a variety of emergencies including:

- Medical
- Fire and Smoke
- Bomb Threats
- Suspicious Packages
- Weather
- Sheltering in Place
- Assisting Disabled Persons in an Emergency

B. Staff Training

The Center provides regular training for public safety officers and designated emergency response leaders from our staff, and conducts building-wide drills throughout the year. All public safety officers receive training in basic first aid and CPR, and in the use of AEDs.

Security services will meet with you and your staff to review our emergency response plan.

C. Emergency Features

The Center is equipped with sophisticated fire detection and protection systems. When an alarm is activated, the system automatically transmits a signal to local emergency communication centers which initiate an immediate response from the DC Fire Department.

In the event of a power failure, generators power all emergency lighting and systems. Exit doors are clearly marked and illuminated. Exit stairwells contain emergency lighting and illuminated graphics for greater visibility and accessibility.

In the event of an evacuation, there are adaptive escape chairs strategically located to transport persons with disabilities, or those who need assistance walking several flights of stairs.



Section 7: Entrances and Access

Section 7: Entrances and Access

A. Public Entrances

There are four primary public entrances to the Walter E. Washington Convention Center.

The entrance on Mt. Vernon Place, between 7th and 9th Streets NW is the main entrance. This is where taxi drop-off and pick-up occurs.

The entrances on either side of L Street NW (the north side near Rooms 140 and 156, and the south side by Rooms 102 and 103) are also heavily used, especially by guests arriving via shuttle buses. Both sides of L Street can be used for shuttle buses, depending on the number of shuttle bus routes, or the number of events with active shuttle bus activity on a given day.

All public entrances are typically open during standard business hours, but hours are adjusted based on your specific daily requirements and overall event activity.

The Metro (subway) entrance is at the corner of M and 7th Streets, NW. The Green and Yellow subway lines stop at this exit, called the "Mt. Vernon Square/7th St/Convention Center" exit. Guests arriving via Metro can see the entrance to the center directly in front of them as they travel up the escalators exiting the Metro. For more information on Metro routes, rates and hours, please consult Metro's website, www.metroopensdoors.com.

B. General Service Contractors (Show) Labor and Exhibitor Appointed Contractors (EACs) Labor Entrance

The designated labor entrance is located at 7th and M Streets, NW. The security services department manages this entrance. Workers arriving at this entrance must show their Center issued badge, or show a photo identification and union card to receive a temporary work badge and report to their designated work area.

C. Loading Docks/Loading Dock Access Procedures

Trucks must enter the loading docks from M Street driving eastbound. The entrance to the Hall ABC docks is near the 7th Street corner of M Street. Access to the Hall DE loading docks is near the 9th St corner of M Street.

Guests with "show management" or other Center parking passes use the Hall ABC dock entrance. Private vehicles with Center parking passes stay to the right, and follow the "Authorized Parking Only" signs.

The transportation services department manages the operation of the loading dock and schedules officers at the entrances. If the General Service Contractor allows their event traffic to impact normal traffic flow

on the streets around the Walter E. Washington Convention Center, Transportation Services may deploy resources, at the contractor's expense, to mitigate the traffic impact. Following are general procedures:

- General service contractors must assign personnel at the loading dock entrance(s) on M Street to provide direction to traffic moving to and from the exhibit hall(s) they are servicing.
- All trucks must enter the docks from the west at 9th and M Streets.
- Traffic for Halls A, B or C may be temporarily directed to wait on the M Street south side curb lane until that traffic can be directed to the Halls A, B or C docks.
- Traffic for Halls D or E should wait on northbound 9th Street until they can be directed to the Halls D or E docks.
- All trucks must exit the center on westbound M Street to 9th Street (turn right from the docks.)
- Your contractor is required to hire Metropolitan Police Department (MPD) to facilitate their traffic flow when heavy traffic is expected on M Street.
- There is limited space for truck staging on the loading dock ramps. Your contractor must constantly monitor that trucks staged for Hall ABC bays do not extend beyond the entrance to the center staff parking area; trucks staged for Hall DE bays must not extend beyond the crossover ramp near the house docks.
- Standard loading dock access hours for the loading docks are 7am–7pm daily. Hours may be adjusted based on your contractor's receiving schedule.
- Your event manager must be notified of all freight delivery schedules and will coordinate with the transportation services department.
- Please inform us if your loading dock hours change.

Changes made within 48 hours may result in additional labor charges if we are unable to accommodate the additional hours with scheduled staff.

D. Hand-Carry Entrance

The entrance at the southwest corner of 9th St and Mt. Vernon Place has been designated as the hand-carry entrance. Exhibitors may use this entrance to transport materials they can carry in one trip to their booths.

Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following items are not considered hand-carry items: two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.

Other entrances for hand-carry may be designated based on the event location, and other events in the building.

E. 24-Hour Access

We secure the public entrances and loading docks at the end of event activities each day. Please discuss overnight access, if required, with your event manager, who will identify the best entrance(s) for you to use, and coordinate with our security and transportation services departments.



Section 8: Common Areas

Section 8: Common Areas

Our common spaces are designed to move people quickly throughout the building. They are key to our overall safety plan for the Center and must remain reasonably open to all guests. To meet the needs of all our customers, and to maintain a safe environment, we schedule use of the common areas such as the exterior, entrances, public concourses, lobbies and the L Street Bridge.

A. Shared Space

Each customer is permitted to install directional signage in appropriate locations so that our common area remain accessible for overall traffic flow. For these reasons, we require you to submit a proposed common area plan, which includes scaled plans for your registration, banners and signs, entrance units and proposed installation schedules to your event manager.

Temporary structures in common space, such as information desks and entrance units, must be shown drawn to scale on the lobby and common area plans submitted. In consideration of other customers, only full building events may request permission to install structures in the lobby between East and West Salons. **If approval is granted, the maximum dimension for this structure may be 12' x 12'.**

We strongly recommend you and your service contractor discuss possible locations for all structures and signage with your event manager during your planning meetings. Your event manager will inform you of the other events you may be sharing the building with.

Common area plans are reviewed carefully with the lobby plans submitted by other customers occupying the building at the same time. We make every effort to let you know at least 30 days prior to your move-in date if changes are made to your lobby plan.

B. Lounge Furniture and Plants

Lounge furniture and plants are located on many public concourses throughout the building for the enjoyment of our guests. Occasionally, customers request that we remove our furniture and/or plants from specific areas for their event. We consider each request on a case-by-case basis. Only Center staff may move our furniture and plants. Labor to relocate, and return, Center furniture and plants will be charged to you at prevailing rates. The Center's lounge furniture and plants are not available for rent.



Section 9: **Directional Banners
and Signs in Common Spaces**

Section 9: Directional Banners and Signs in Common Areas

Below are locations and maximum dimensions for lightweight banners and signs that may be hung in the Center's common area. All proposed banner and signs in the common area should be included in the common area plan you submit to your event manager. Please obtain written approval before you direct your general service contractor to begin production of these items. Banners and signs must be installed and removed by general service contractors in a manner approved by the Center.

A. Exterior Banners

EXTERIOR BANNERS ARE PERMITTED FOR EVENT/SHOW IDENTIFICATION ONLY. No advertising, sponsorships or commercial images are permitted on banners and/or signs on the building exterior.

Exterior banners that require the use of a mobile lift for installation or removal may not be hung during rush hour periods. Morning rush hour is 7am–9:30am; afternoon rush hour is 4pm–6:30pm. All equipment should be completely removed from Mt. Vernon Place prior to the start of rush hour. To prevent damage to doors and thresholds, lifts may not be driven through glass door entrances.

a. West Side, at Mount Vernon Place and 9th Street

- Maximum dimensions for banner: 10' wide x 42' long
- Maximum dimensions for banner: 26' wide x 42' long
- Access from above via roof hatch
- Location is typically reserved for events in Halls A, B & C

b. East Side, at Mount Vernon Place and 7th Street

- Maximum dimensions for banners: 10' wide x 42' long
- Maximum dimensions for banner: 26' wide x 42' long
- Access from above via roof hatch
- Location is typically reserved for events in Halls D & E

c. L Street, South (Shuttle Bus Entrance)

- Space for one to two banners, above L Street, South entrance doors
- Maximum dimensions: one banner — 60' wide x 10' long; two banners — 30' wide x 10' long

d. L Street, North (Shuttle Bus Entrance)

- Space for one to two banners, above L Street, North entrance doors
- Maximum dimensions: one banner — 60' wide x 10' long; two banners — 30' wide x 10' long

e. L Street, Southeast Side and Southwest Side and L Street, Northeast Side and Northwest Side

- Maximum dimensions for all four locations above: 24' wide x 5' long

f. Lamppost Banners

Application and arrangements for lamppost banners on the sidewalks around the Center must be made directly with the Downtown Business Improvement District.

B. Interior Banners

Advance approval is required for all interior banners and décor in our common areas. Banners must not obscure any of the Center's permanent signage.

Several public banner locations have been identified throughout the Center. Be aware that life safety sensors must be disabled before banner installation can begin. Discuss these locations with your event manager.

Banner locations include:

- East Salon (typically reserved for Halls D & E events)
- West Salon (typically reserved for Halls A, B & C events)
- Concourse to Hall A, B & C (typically reserved for Halls A, B & C events respectively)
- L Street Bridge to Halls D & E (typically reserved for Halls D & E events)
- Other Concourses

We continue to install hang points as new locations are identified.

a. Railings Banners may be hung from interior railings over your licensed spaces, and in common areas. Dimensions vary by location. A frequent location for these signs and banners is on the sides of East and West Salons, and along the east side railings above Hall B concourse. Banners may not cover the HVAC vents or any illuminated exit signs.

b. The Grand Lobby Bridge (connecting the east and west sides of level two meeting room concourses). This is a desirable location due to its central location. One banner, or two banners hung side by side, may be installed here. Maximum dimensions are: one banner 40' wide x 10' long; two banners side-by-side 18' wide x 10' long each banner.

C. Vertical Banners

Vertical banners may be suspended with pre-approval from floor-mounted truss on Level 2 above East and West Salons. These banners must be installed at least 10 feet from the floor so that they do not block the view to the L Street and Grand Lobby doors, and so that guests do not walk into them.

D. Glass Door and Window Signs

- Must be pre-approved.
- Must be produced on **non-adhesive** vinyl "static cling" film that adheres to glass.

- Background must be transparent, not opaque.
- Maximum Dimensions: 20" wide x 10" long.
- Door and window signs may not cover or obstruct the Center's logo.
- Full scale sample must be produced in the actual material and submitted to your event manager for approval before going into full production.
- Other areas subject to approval.

E. Floor-Mounted (Free Standing) Signage

Signs must not block exits or obstruct normal traffic flow in building.

F. Floor Decals

The use of floor decals is subject to approval based on other events in the building and the protection of the floor surfaces. A full scale sample must be produced in the actual material and submitted to your event manager for approval before going into full production. The plan should include proposed locations, how many and desired date for installation of the decals, and submission of a full size sample of the decal that we can test for several days. If approved, floor decal installation should be included in your overall lobby and production plans.



Section 10: Digital Conventions: Digital Signage Services

Section 10: Digital Conventions: Digital Signage Services

A. Overview

Digital Conventions is a nationally recognized leader in the areas of digital signage, event communication and technical management. They are committed to helping clients successfully introduce mission critical video applications and marketing campaigns to targeted audiences. Since their founding, Digital Conventions has set the standard for quality, performance and innovation in the delivery of interactive media services in the event, conference and tradeshow industry. They are committed to providing reliable, dynamic and user-friendly digital media solutions at the Walter E. Washington Convention Center.

B. Digital Signage at the Walter E. Washington Convention Center

Digital Conventions manages the Oculus Digital Signage Network at the Walter E. Washington Convention Center. The Oculus Digital Signage Network is a state-of-the-art full motion digital signage network for conferences, tradeshows, meetings and events taking place at the Walter E. Washington Convention Center. The Oculus Digital Signage Network facilitates the implementation of interactive media campaigns for organizations to deliver an informed and efficient marketing experience to event attendees. The network consists of more than 200 eye-catching, high-definition, LCD flat panel digital displays strategically placed in highly visible locations throughout the Walter E. Washington Convention Center. This level of reach and flexibility offers an unparalleled opportunity for organizations, advertisers and sponsors to inform and influence a captive audience.

C. Services

Digital Conventions provides the following services at the Walter E. Washington Convention Center:

- Complete Event Digital Signage Services (Production, Management, Support and Distribution)
- Advertising and sponsorship on the Oculus Digital Signage Network
- Live event broadcast on the Oculus Digital Signage Network
- Video Production (Video Recording, Content Design, Video Format Conversion, Duplication, DVD Mastering, Video Packaging)
- Graphic Design Services
- Video Editing Services
- Webcasting

D. Support

On-site customer service and technical support staff are committed to the success of your digital signage implementation. The team will be there to support you from the time you arrive on-site until the conclusion of your event. Their mission is to ensure you have the best possible services during your event.

E. Contact Us

Find out more about digital signage solutions at the Walter E. Washington Convention Center by calling the Customer Service Department at (202) 249-3900, e-mail us at info@digitalconventions.com or visiting us online at www.digitalconventions.com.

F. Guidelines

GENERAL SIGNAGE GUIDELINES

Permanent signs (both digital and non-digital) cannot be covered or otherwise obscured. For example, banners cannot be hung in front of signs, pipe and drape cannot be used to cover signs; temporary foam-core signs cannot be placed in front of permanent signs. Line-of-sight must be maintained for all permanent signage at a distance relative to the size of the sign.

DIGITAL SIGNAGE

The Oculus digital signage network (DSN) is comprised of wall-mounted twin stacked displays, overhead displays, meeting room plaques, and large format wall-mounted and floor-mounted video walls. There are also interactive wayfinding kiosks throughout the building which utilize digital displays.

On the twin stacked displays and the dual display overhead displays, the Center will show "house" content on one display and offer the other display for lease by clients. House content can include headline news, weather and travel alerts, the daily events schedule, operating hours and other special events at the building's food concessions, advertising, etc. If a display is not leased by a client 30 days prior to an event, the Center may show the Convention Center logo or other house content on the display. All other digital displays (with the exception of the interactive wayfinding kiosks) are available for lease to clients.

DIGITAL SIGNAGE NETWORK OPERATOR

Digital Conventions, Inc. serves as the DSN Operator. The main office number is 202-249-3900. Digital Conventions operates the DSN and can assist you with content development, video production, and media. Digital Conventions also sells local and national advertising on the "house" displays.

ADVERTISING

The Center's DSN Operator sells advertising space on digital displays which have not been leased by a client. All advertisements shown on the DSN are approved in advance by the Center. In the event that a show manager objects to an ad, he should report his objection to his Event Manager or the DSN Operator. At its discretion, we may suspend the ad for the duration of that particular event in areas which are in close proximity to space leased by the event. Ads may be deemed objectionable for the following reasons:

- Advertising highlights a competitor (of the event, or an event sponsor);
- Advertising represents an opposing political or moral viewpoint;
- Advertising directly conflicts with the principles of the event organizer.

PRICING

Digital Conventions, Inc. offers a variety of signage and service packages which are tailored to different size events. Contact the Digital Conventions, Inc. office at 202-249-3900 to discuss your needs and the various opportunities for utilizing digital signage.

STAFFING

Standard office hours for Digital Conventions, Inc. are 8:30am–5:30pm, Monday through Friday. The office is also staffed during extended hours when events are in progress.

Section 11: Exhibit Halls

Section 11: Exhibit Halls

A. Floor Plan Guidelines

The Walter E. Washington Convention Center and the District of Columbia Fire Department Fire Prevention Bureau approve all floor plans prior to move-in. Floor plans are not approved without signed and stamped approval from the Center and the District of Columbia Fire Department (DCFD) Fire Prevention Bureau. **This approval is only preliminary; final approval is given only after an on-site inspection by the District of Columbia Fire Marshal.**

Procedures for Floor Plan Submission

Plans must be submitted to your event manager at least three months prior to the move-in for all events in:

- Exhibit Halls A, B, C, D, E
- Ballroom
- Exhibits in Room 146ABC
- Exhibits in East and/or West Salon
- ALL common area plans including Salons.

FLOOR PLANS SUBMITTED DIRECTLY TO THE DCFD FIRE PREVENTION DIVISION WILL BE RETURNED WITHOUT APPROVAL.

Floor plans must be drawn to scale ($\frac{1}{16}$ " , $\frac{1}{20}$ " or $\frac{1}{32}$ ") and should clearly indicate the following:

- Name and date of the event
- Name of the leased space (e.g., Hall B)
- The entire hall(s)/room(s)/lobby must be shown, no matter how much space the event uses
- Official general service contractor
- Date of initial drawings and of revisions
- All exits
- All aisle dimensions

- Bone-yards and proposed on-site crate storage areas, clearly identified as such
- Service desk locations
- Occupancy/expected attendance
- Minimum six feet clearance on all sides of each column
- All proposed perimeter draping or wall treatments

Ten (10) hard copy sets of plans must be submitted to your event manager. **FLOOR PLANS SUBMITTED DIRECTLY TO THE DCFD FIRE PREVENTION DIVISION WILL BE RETURNED WITHOUT APPROVAL.**

The required fee for review of floor plans is \$150 PER DRAWING to be submitted for payment to the "DC Treasurer." The fire marshal will not review floor plans without advance payment of this fee. Additional fees will be assessed for late submission.

If the final floor plan is different from the initially approved plan, the final plan must be resubmitted and processed for approval.

SAFETY GUIDELINES FOR FLOOR PLAN DESIGN

Please use the following safety guidelines adapted from the National Fire Protection Association Life Safety Code for acceptable floor plans:

- All points of entrance and exit must maintain a minimum of 15 feet clear space on all sides to the entry way.
- Aisles must be a minimum of 10 feet wide.
- A maximum of 250 feet of aisle travel is permitted from any location to the nearest exit.
- All exits, fire hose connections, extinguishers, cabinets, standpipes, alarm call stations, strobe lights and first aid stations must be visible and accessible at all times.
- A perimeter of (6) six feet must be maintained around all columns in exhibit halls.

B. Exhibitor Lists and Exhibitor Manuals

Provide your initial exhibitor list and subsequent updates to your event manager when your booth sales effort has begun. We prefer to receive the exhibitor list in Excel format with complete contact information including company name, contact person, phone and email, and booth number. We share your list with our service partners who provide electrical, plumbing, technology and catering services to your exhibitors, so that our partners can offer assistance in planning needs. We may also survey your exhibitors about their experiences at the Center so that we can continue to improve our services. We do not resell or distribute your list to other entities.

Provide your event manager the link to your exhibitor kit.

C. Exhibitor Service Center

Please indicate the location of the exhibitor service center (service desk) on your floor plan, and provide counter space for our electric, plumbing, and technology services. We require a minimum of two counter spaces per service center location.

D. Event ("Show") Security

Your contracted show security must be on duty as soon as you take possession of the leased space, including move-in and move-out days.

E. Floorload

The maximum weight capacity in all exhibit halls is 350 lbs per square foot.

F. Freight Deliveries

We do not accept event-related freight or materials. All exhibitor materials, booths and other drayage must be consigned to the general service contractor once the license period has begun. **We are unable to accept these deliveries and will return to sender.**

G. Exhibitor Privately Owned Vehicles (POVs)

If you or your contractor permit exhibitors to deliver and unload booth materials at the loading dock or on the exhibit floor from privately owned vehicles (POVs), you must designate which loading dock bays are to be used for POV unloading. You or your contractor must also control the POV access to the dock. Public safety is of utmost concern and transportation services monitor this so that vehicles are removed as soon as possible.

Inform your event manager if you permit POVs so that transportation services can develop a plan with you or your general service contractor.

H. Overhead Lighting

We set overhead lights at worklight (50%) level during move-in and move-out. Please inform your event manager if it is too dark over a critical area during your move-in, and we will make an adjustment in that location.

We provide full lights from one hour before your event opens each day until the show closes, when we restore the work light level. We charge for full lights requested during move-in and move-out.

If you have multiple functions in an exhibit hall, such as registration or poster sessions that vary from your exhibit hours, additional overhead lighting can be arranged. We will provide full overhead lighting for approved photo sessions or press coverage.

Labor fees will be assessed to create special lighting patterns in an exhibit hall.

Lighting is operated at 10% during late nights or closed periods.

Discuss your complete overhead lighting requirements with your event manager.

I. HVAC

We do not operate air-conditioning or heat in exhibit halls during move-ins and move-outs except in extreme conditions. We work with the general service contractor to identify freight doors that must be closed to assist in maintaining comfortable temperatures.

We maintain a comfortable temperature in the exhibit halls from one hour before your event opens each day through your event hours.

Please inform your event manager if you require air-conditioning or heat during move-in or move-out, so that our engineering department can determine the additional fee. This will require that your general service contractor restrict freight and personnel movement to only one freight door per exhibit hall.

J. Noise

Volume levels in booths and events may not infringe on other events. Decibel levels must not exceed safe limits, or the rules set by show management.

K. Paging Microphones

There are microphone paging stations in the permanent show offices. Use of these paging microphones is complimentary upon request. There is a fee if you choose to have a paging microphone installed in a location other than the permanent show offices.

L. Right of Entry Permit

All general service contractors, exhibitor-appointed contractors, audio-visual and production contractors performing services in the Center are required to file annually for a right of entry permit which obligates them to comply with the Center's rules and regulations, including compliance with the safety and substance abuse program. This program includes random substance testing under controlled conditions.

M. Labor Unions and "Show" Labor

Skilled union trade labor is employed by your general service contractor, exhibitor appointed contractors, and certain Center service partners to perform most of the "show" labor work associated with events.

Carpenters (United Brotherhood of Carpenters and Joiners) are responsible for decorating, installation and dismantling of exhibit displays, hanging lightweight (under 200lbs) signs and banners, carpet installation and any work requiring the use of power tools.

Teamsters (International Brotherhood of Teamsters) are responsible for material handling, unloading, freight movement and reloading, as well as operating mobile equipment including tractor trailers and forklifts.

Stagehands (International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States), hired by your audio visual or production contractor, install, operate and dismantle theatrical lighting and audio equipment associated with general sessions, performances and exhibits.

Electricians (International Brotherhood of Electrical Workers), are provided by HiTech Electric, our exclusive provider of temporary installations of electrical services, plumbing services and rigging.

N. Maximum Occupancy in Exhibit Halls

The maximum fire code occupancies for the exhibit halls are:

Hall A	9705
Hall B	12418
Hall C	8504
Hall D	7550
Hall E	7115

For safety reasons, we reserve the right to deny further entry into these spaces when maximum occupancy is reached.

O. Multi-Story Booths (“Double Deckers”)

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theatres are permitted in the exhibit halls providing they meet the following minimum life safety requirements:

- Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closet(s) built into the exhibit.
- Each enclosed or covered area must have a porous roof or cover so that the Center’s sprinkler system can operate.
- Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 3A40BC.

- The maximum occupancy of the load-bearing area(s) in a multi-story exhibit is limited to one person per fifteen square feet of floor space, not to exceed a total of 25 persons. The maximum occupancy must be posted.
- There must be at least 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.
- A fire prevention attendant who has been trained to operate fire extinguishers must be on duty at all times that the exhibit hall is closed, from the time that the enclosure is completed until the time that the enclosure is dismantled.
- Four copies of the exhibit plan must be submitted to the Center at least 45 days prior to the installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. Plans will be reviewed by the Center and the DC Fire Department Fire Prevention Division for approval.
- Exhibits may not be installed without approval. The DC Fire Prevention Division has the authority to stop work and prohibit occupancy of booths that are not in compliance.

P. Crate Storage and Boneyards

Crate storage and boneyards are permitted in occupied exhibit halls and on loading docks with advance written approval. Crate storage and boneyards must be shown and labeled on all exhibit hall floor plans submitted for approval.

a. Exhibit Hall Storage

- Each crate storage island in exhibit halls must:
- Be separated from exhibit area (if in an occupied exhibit hall) by a minimum 20-foot-wide continuous, clear aisle.
- Be separated from exhibit hall walls by a minimum 20-foot-wide continuous, clear aisle.
- Be no larger than 20 feet by 20 feet by 12 feet high.
- Have 10 feet clear aisle (minimum) around all four sides.

- Each storage area must be protected by at least one fully charged 3A40BC fire extinguisher for every 200 square feet of storage. A 20' x 20' crate island requires a minimum of two fire extinguishers.
- Fire extinguishers must be mounted securely above the floor level to prevent damage.
- Fire extinguishers must be present from the creation of the area.

b. Loading Dock Bays Storage

- Crate storage is permitted in alternate loading dock bays only.
- Storage is not permitted in bays which contain trash compactors, open-top trash containers or other building equipment.
- Storage is not permitted in bays #4, #5 or 6, which are reserved for ballroom access.
- Crate storage in loading dock bays must be contained within the footprint of the bay, and be no higher than 8' from loading dock platform.
- Crate storage in Hall D and E dock bays may not extend beyond the overhead roof.
- Each storage area must be protected by at least one fully charged 3A30BC fire extinguisher for every 200 square feet of storage. A typical loading dock bay will require at least four fire extinguishers.
- One ABC fire extinguisher is mounted for every two (2) bays throughout the facility.
- Access to fire exits and fire extinguishers must never be blocked.
- Storage must not block access for emergency or trash removal vehicles, or other Center equipment.
- Crates may not be stored in bays containing load leveling systems.
- Propane powered equipment may only be stored on loading docks and other approved areas.

c. Loading Dock Apron/Platform Storage

- Fiber case, carton, and boneyard storage is permitted on the loading dock aprons/platforms if it is contained within the painted yellow lines on the floor and walls, and conforming to the same fire extinguisher guidelines as above.

- Storage must not block life safety equipment, doors, mechanical, electrical, ventilation, or vending areas.
- Crate and boneyard storage is not permitted against the perimeter walls of the loading dock roadway, and is not permitted on the exhibit hall drive-in ramps without prior approval. Storage is permitted against the slurry wall with prior approval of Transportation Services.

d. Fire Prevention Attendants

Dedicated fire prevention attendants (“fire watch”) are required during non-show hours for all crate storage locations inside the hall and on the loading dock. Event security officers may serve as fire watch attendants. All fire watch personnel must be trained to operate the fire extinguishers and must know the locations of:

- The nearest standpipe or fire hose connection
- The nearest fire hose cabinet
- The nearest house telephone station
- All fire extinguishers in the crate and boneyard storage area

e. Other Crate and Boneyard Storage Guidelines

- Exits, fire emergency and mechanical equipment may not be blocked or partially obstructed at any time.
- Storage of loose scrap or packing materials is only permitted in sealed crates.
- Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous or medical waste is not permitted inside the Center including exhibit halls and loading docks.
- Storage of carpet rolls is permitted only in approved bone yard storage areas.
- Gas cylinders (full or empty) may only be stored in approved storage cages. The location of temporary cages must be confirmed with Transportation Services Manager in advance.
- The official general contractor is responsible for housekeeping, cleanup and security of all storage and bone yard areas.



Section 12: Meeting Rooms and Ballrooms

Section 12: Meeting Rooms and Ballrooms

A. Meeting Room Capacities and Setup Styles

Our meeting room dimensions and maximum capacities have been verified for standard setups using industry standards. Our standard setups have been approved by the DC Fire Marshal. We base our maximum capacities on a minimum of additional support equipment in the space. Such elements as lighting or sound towers, camera risers, runways, production control areas, or buffet lines will reduce the seating capacity of the room. See meeting room capacity chart in the appendix for details about specific rooms. Meeting rooms are generally set in one of four basic styles:

Theater

- Theater seating is a seating arrangement where chairs are arranged in rows facing the head table, stage or speaker.
- Chairs are set on 36-inch centers, back-to-back, and are 19 inches wide.
- Fire code allows a maximum 14 chairs across per row and up to 24 rows deep before a cross aisle is required.
- Center aisles are a minimum of four (4) feet.
- All rows of chairs in a theater set must be “ganged” or locked together.

Classroom

- Classroom or schoolroom seating is a seating arrangement in which rows of tables with chairs face the front of the room and each person has a space for writing.
- Capacities are calculated at seating three (3) people at an eight-foot table and two people at a six-foot table.
- You may choose to seat four (4) people at eight-foot tables and three people at six-foot tables if maximum capacity is required.

Banquet

- Banquet seating is a seating arrangement where round tables with seating are set for catered functions or meetings.
- Our banquet tables are 72 inches in diameter and we seat 10 people around each table.
- Our standard is to set round tables on 11 foot centers (11 feet from table center to table center).

Conference, Hollow Square, or U-shape

These styles are usually for committee and board-type meetings, with chairs around the sides and ends of tables. We use 30 inch wide tables, in eight or six-foot lengths for these sets to provide comfortable work space.

B. Initial Meeting Room Setup

The first standard set for each meeting room is included in your rent. The room set includes the seating style selected as well as lectern and head table, standard speakers’ riser (if appropriate for the size of the room), registration and hand-out tables and easels, if requested. We begin setting meeting rooms on the first day of your license period.

C. Changeovers

We charge to reset meeting rooms. Your event manager will offer suggestions for room set styles and the best use of your rooms to minimize charges.

D. Audio Visual and Production

The Fire Marshal does not allow stages and screens to block exit doors. Your event manager and the Center’s production manager will work with you and your AV contractor to address any issues before the rooms are set. You may be asked to change the orientation of the

room set in order to accommodate large screens and stages, or in some cases, to reduce the number of seats requested, in order to comply with safety guidelines.

Inform your event manager if you require specific lights turned off over screens for your meetings, or if you would like to change the pre-sets on the lighting panel. Our staff will work with you to set lighting patterns for your needs and will check all meeting rooms to make sure the overhead lights are “ganged” or “unganged” to match the portable walls configurations. There is a fee for reprogramming lighting presets or removing overhead lighting.

Events that will attract media transmissions or require satellite dish installations must follow our procedures for news outlet, video production, or other media transmission vehicles and satellite dish utilization, which is available from your event manager and the Center's audio visual production manager.

E. Maximum Occupancy Meeting Rooms and Ballroom

Maximum capacities for standard room set-up styles are in meeting room capacities in the appendix. The maximum weight capacity in all meeting rooms is 100 lbs per square foot.

F. Water Service

We provide water service to lecterns and head tables at no charge. We use bottled water and plastic cups. For your guests' convenience, water fountains are available on the concourses near the meeting rooms.

G. Room Refreshes

Meeting rooms are refreshed throughout the day based on your meeting schedule. The refresh includes straightening of chairs and tables, trash disposal and replacement of water for the lectern and head table. Please advise your event manager if certain materials should not be discarded when room(s) are being refreshed.

H. Linens

Our standard meeting room tables have finished surfaces. There is an additional charge if you require linen on these tables. We cover round tables used in show offices and small non-food and beverage setups at no charge. Our food and beverage staff place linens on all round tables used for catered meal functions. Please discuss special linen requirements with your event manager.

I. Equipment Inventory

Our equipment inventory is usually sufficient to accommodate standard set-up requirements for several simultaneous events. See the equipment inventory in the appendix. When our inventory is exhausted, it may be necessary for you to rent additional equipment and labor from an outside vendor at your expense.

J. HVAC

Meeting rooms are maintained at seasonably comfortable temperatures on days they are in use.



Section 13: Public Safety

Section 13: Public Safety

A. Overview

The Public Safety Division of the Walter E. Washington Convention Center is comprised of the Security Services, Transportation Services and Support Services departments. **Security Services** is responsible for providing guests and staff with a safe, secure and orderly environment in which to hold and to facilitate world class tradeshow, exhibitions and events. **Transportation Services** manages all modes of transportation servicing the Center. Members work with decorators, contracted security firms, contracted shuttle companies, and Center Security to accomplish their mission. **Support Services** performs activities necessary to enable Security Services and Transportation Services personnel to deliver quality line services to Center staff and guests. Such services include, but are not limited to, emergency preparedness and related training, command center operations, guest services, and access control.

Responsibilities of our Public Safety staff include:

- Regular patrols of all entrances, common areas, service corridors, loading docks, parking areas and the entire perimeter.
- Greeting guests and checking badges at all designated entrances, including labor entrance and loading docks entrances.
- Responding to medical and non-medical emergencies along with show contracted medical providers and security providers.
- Investigating and documenting incidents.
- Programming and issuing keycards.
- Securing and un-securing doors.
- Monitoring closed circuit TV surveillance of selected areas.
- Liaising with contracted security and medical providers.
- Liaising with local and federal law enforcement agencies.
- Oversight of our emergency preparation and response plan.

B. First Aid

All security services staff are trained and certified by the Red Cross in basic first aid and CPR practices, and are trained to use automatic external defibrillators (AEDs). AEDs are located throughout the center and one is issued to all contracted medical providers on duty.

C. Medical Emergencies

In the event of a medical emergency requiring an ambulance, please call the Command Center at x 3333 from a house or public telephone in the Center, or call the Command Center at (202) 249-3333 from a portable phone. Describe the patient's symptoms and the patient's location in the center. The Command Center will dispatch a medical services provider and contact 911 to inform them of the nature and location of the emergency. Center officers will watch for, and direct, the medical personnel to the patient.

D. Contracted Medical Services

Customers are required to contract with a medical services provider dedicated to their event. All events with attendance of at least 500 people must have medical personnel on site. Depending on the nature of the event, other events with less than 500 persons in attendance may also be required to provide medical services.

Note: Medical services are required during move-in, event hours and move-out.

There are two (2) first aid rooms, one in Hall A and one in Hall D. Both rooms are accessible from inside the hall and from the loading dock. Each first aid room contains standard equipment, an exam table, refrigerator, a wheelchair, a water cooler, a private restroom and a telephone.

A list of medical providers is included in the appendix. Companies on this list meet the District of Columbia requirements for medical certification and insurance, and follow the Center's service standard guidelines which include where to report, uniform, communication methods, etc.

Medical providers are required to check in daily at the Walter E. Washington Convention Center Command Center where they are issued a Center radio and an AED. Medical providers must bring their own medical supplies.

Customers without access to either first aid room should designate a temporary first aid room near their event space. A telephone will be provided at no charge at designated alternate first aid locations.

E. Contracted Event Security Services

Customers are responsible for the security needs of their event space, and must contract with an independent security company to provide event security and crowd management services. To promote the safe and orderly conduct of events, we require that contracted security firms meet the following criteria:

- Contractor must be licensed and bonded in the District of Columbia.
- Contractor must hold current District of Columbia Business License.
- Contractor must provide appropriate insurance.
- All contracted security personnel who work at the Center must possess a current District of Columbia Security Guard License.
- All contracted security personnel who work at the Center must wear proper uniforms, and identification, and display a professional and courteous attitude.
- All contracted security personnel who work at the Center must be trained to know the layout of the Center and the location of exits.
- Contractor must have the ability to supply additional personnel as required.

- Contractor must attend scheduled briefing and operational meetings.
- Contractor must abide by all Center rules of conduct.

A list of preferred security companies that meet the criteria above who wish to be considered for contract security services is in the appendix.

Your event security contractor controls access to your licensed areas, provides security and safety services for all event-related activity, and promptly informs Security Services of all incidents.

You are required to maintain contracted security services throughout your licensed move-in, event days, and move-out. See appendix for minimum numbers of security officers required at each location.

Your security deployment plan should be submitted 45 days in advance of your event. The plan must include dates, times, assigned posts and number of supervisors. We review the plan and advise if it should be adjusted. Show security personnel must be posted inside exhibit halls overnight when the hall is locked to perform overnight security services and to act as fire watch officers.

The standard for event security personnel is that they be unarmed. Uniformed, District of Columbia Metropolitan Police Department officers are the primary source for armed security services. Armed contract security services must be approved in writing by the Manager of Security Services.

F. Securing Your Meeting Rooms

Electronic keycards are issued for the opening of secured meeting rooms. Public Safety personnel program each keycard to access the meeting room(s) you designate. We can add additional rooms to a specific card without having to retrieve it for reprogramming. The Center's command center is able to track key card usage PIN codes can also be assigned for entry into secure meeting rooms at your request.

Your event manager will help you determine which rooms should be secured based on your event requirements and convey programmed keycards to you.

At the conclusion of your event, keycards must be returned to your event manager.

Note: There is a \$10 charge for each unreturned keycard.

Event managers will also confirm PIN codes that are designated for specific meeting rooms.

Please instruct staff to whom you issue keycards to bring them each event day. We will not unlock rooms for which keycards have been issued without authorization from show management or in the case of an emergency.

G. Lost and Found

Items lost or found during an event must be handled by the customer. We recommend that you designate the show office or the show information desk as the "lost and found." At the end of the event, any unclaimed items may be submitted to security services, which inventories and holds the items for 60 days. After 60 days, the items are disposed of according to WCSA Property Disposal Guidelines.

H. Protests and Demonstrations

Security services maintains relationships with local and federal law enforcement and emergency response agencies and will coordinate with the appropriate agencies to work with you and your security staff to create a plan to manage the protest or demonstration. Please let your event manager know if you anticipate protesters, demonstrations or other potentially disruptive activity during your event.

The interior of the Center is not open to the public for the purpose of conducting demonstrations or distributing leaflets. The sidewalks around the building are legally considered public space, but persons may not block entrances, or force guests to take leaflets.

I. Exhibitor Hand-Carry Procedures

We have designated the entrance at 9th St and Mt. Vernon Place for exhibitors who wish to hand-carry materials to their booth. Exhibitors may use this entrance to transport materials they can carry in one trip to their booths.

Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following items are not considered hand-carry items: two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.

Other entrances for hand-carry may be designated based on the event location, and other events in the building.

Discuss the hand-carry needs for your event with your event manager.

J. Metropolitan Police Department Officers

For the safety of all building occupants, we require Metropolitan Police Department officer(s) to be stationed at active cash handling stations such as box offices, registration and bookstores. Security services can make arrangements for these off-duty officers and bill you for their services.



Section 14: **Badges**

Section 14: **Badging**

We require that identification badges be worn by attendees at all times while in the Center. We reserve the right to question any person(s) without a badge to ensure the safe and orderly operation of all or any part of the Center facilities and equipment.

For security reasons, all site visits and tours are required to be escorted.

A. Walter E. Washington Convention Center Staff and Service Partners

All Center employees and service partners must wear current valid Walter E. Washington Convention Center photo identification badges while on duty. Show management may refuse access to employees without visible and proper Center identification.

Authorized Center and service partner personnel wearing valid staff photo ID badges shall have full access to licensed areas to perform their duties.

Center and service partner personnel are strictly prohibited from using Walter E. Washington Convention Center photo identification badges to enter events for any reasons not related to their assigned duties.

B. Contractors and "Show" Labor

Contractor and "show labor" must check-in at the designated "show labor" entrance to report for daily work assignments.

There are two valid credentials issued by support services: a permanent Center photo identification badge and a daily temporary work badge or other temporary credential (e.g., wristband).

C. Customers and Customer Staff

Customers and their staff are required to wear an identification badge while in the Center. This badge may be your official show registration badge.

D. Event Attendees

Your guests and attendees who do not have badges or tickets when they enter the building will be directed to your registration or ticket distribution location to obtain appropriate credentials.



Section 15: **Transportation Services**

Section 15: Transportation Services

Transportation services is responsible for maintaining the loading dock and roadway operation, including truck and vehicle access; coordination of loading dock bays when there are multiple events in the building; loading dock storage and other dock master duties; coordinating shuttle bus drop-off requirements on L Street and other event-related transportation; management of the taxi stand operation; and scheduling and management of traffic officers at pedestrian entrances and sidewalks.

The District Department of Public Works (DPW) and District Department of Transportation (DDOT) jointly agreed to the Transportation Operations and Parking Plan (TOPP).

The TOPP requires truck traffic to enter and exit the Center via 9th Street and M Street only. Trucks may not access the Center via 7th Street. The TOPP specifies the use of other streets for taxi service, valet service and shuttle operations. Your event manager should be contacted with questions regarding TOPP requirements.

A. Loading Dock Procedures

Transportation services schedules loading dock access based on the move-in, event day, and move-out requirements submitted to your event manager.

When two or more events occupy the same loading dock level, transportation services will assign dock use. Transportation also makes sure that crates stored on the loading dock-in bays and on the platforms comply with safety guidelines. Further information regarding crate and bone-yard storage is in the "Exhibit Halls" section above.

Customers are responsible for ensuring the presence of a controller at the dock entrance(s) that will be accessed by truck and/or POV traffic (the general services contractor typically provides this service). This individual will confirm persons' authorization to access your assigned loading dock(s). The controller is also responsible for managing the flow of vehicles entering and exiting the loading dock(s),

Note: In the absence of a dock access controller, the Center may assign the post at the show manager's expense.

B. Shuttle Buses

Inform your event manager if you offer shuttle buses, limousines, valet service or other transportation services during your event. Transportation services will coordinate with your vendors to plan the most efficient use of L Street and the streets around the Center for your event. When two or more events offer transportation services for their attendees on the same days, transportation services will assign specific sides of L Street to each event.

C. Show Manager Parking

We will provide up to **four (4)** courtesy parking passes for your event based on availability of space. Consult your event manager to request parking passes. The Manager of Transportation Services should be contacted with questions regarding TOPP requirements.

D. Public Transportation

There are several methods of transportation near the convention center.

The Metrorail (subway) entrance is near the southwest corner of M and 7th Streets, NW. The Green and Yellow subway lines stop at this exit, called the "Mt. Vernon Square/7th St/Convention Center" exit. All other subway lines connect to these two lines, so the Center is served by the entire Metrorail system. Guests arriving via Metro can see the entrance to the center directly in front of them as they travel up the escalators exiting the Metro.

Metro buses also stop on the corners of 7th St. and 9th St. near the Center. For more information on Metrorail and bus routes, rates and hours, please consult Metro's website, www.metroopensdoors.com.

The Circulator is a public transit system designed to take riders to the city's cultural, shopping, dining and business destinations. There are two routes near the

Center as well as one that travels around the National Mall. The Circulator runs frequently from approximately 8:00am until 9:00pm daily. For more information, visit the website www.dccirculator.com

Transportation services manages the taxi stand on Mt. Vernon Place. Our event schedule is shared with the DC Taxi Commission, so advise your event manager if your event has heavy taxi needs.

E. Public Parking near the Walter E. Washington Convention Center

There is no public parking at the Walter E. Washington Convention Center. However, there are ample parking spaces on surface lots and garages within walking distance of the Center. These spaces are available on a first-come, first-serve basis. We encourage exhibitors and attendees to use the public parking facilities.

Ticketing is heavily enforced in the Center's surrounding residential areas. Visit our website www.dconvention.com to view the parking map.



Section 16: Fire and Safety Guidelines

Section 16: Fire and Safety Guidelines

The National Fire Protection Association Life Safety Code is the established safety standard for events. The Code, as well as standard operating procedures established in cooperation with District of Columbia safety agencies included in the following fire and safety guidelines:

A. Cables Across Doorways

No cables or hoses that are required for power, audio, video, lighting or any other applications are permitted on the floor across doorways or entrance thresholds.

Cables may be positioned in the cable trays installed above some service entrances, such as the Ballroom.

B. Candles

Under no circumstances are open flame devices such as lighted candles, lighters or sparklers permitted in exhibit booths.

Lighted candles may be used at special events such as banquets and only under the following conditions:

- Candles must have a solid base and flames must be enclosed in a fire resistant vessel. Votive candles and "hurricane lamp" candles are examples of acceptable candles.
- Candles must be placed on tables or other stable surfaces.
- Samples of all candles proposed for use must be submitted in advance to the event manager for approval.

Tapered candles, candelabras, and votives hanging from décor are examples of candles which are not permitted.

C. Compressed Gases/Flammable Liquids/Aerosols

The use, display or storing of compressed gasses, flammable liquids or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohib-

ited without prior written authorization from the District of Columbia Fire Marshal.

D. Cooking in Exhibit Booths

Cooking is permitted in exhibit booths when food or food equipment products are featured in the event, and with advance written approval from the Center and the Fire Marshal.

Please note the following:

- Devices producing open flames are not allowed in exhibit areas.
- The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials or chemicals as fuel is strictly prohibited.
- Frying equipment must be equipped with a grease shield.
- A fire extinguisher with a minimum rating of 3A40BC must be displayed in each booth that features cooking.
- Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without prior advance written approval from the Center and the District of Columbia Fire Marshal.
- After review, the Fire Marshal may require certain types of commercial cooking equipment that produce grease laden vapors to install a supplemental exhaust system over the equipment.
- The Center and District of Columbia Fire Marshal will inspect all cooking equipment before show opening and daily during show operation.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. In addition, proper containers, such as grease barrels must be provided for disposal of oil and grease and other excess wastes. Disposal of cooking residue into Center's drainage system is strictly prohibited.

Our service partners are able to provide portable sinks and grease barrels at prevailing rates. Consult your event manager for further information.

E. Crate and Boneyard Storage

Empty crate storage is permitted only with prior approval and within specific guidelines. See crate storage and boneyards in the "Exhibit Halls" section above.

F. Decorations

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire-retardant solution. Random testing may be performed at any time by the District of Columbia Fire Marshal. Please have fire retardancy certificates for the materials on site.

G. Gasoline and Diesel Fuel

Gasoline-powered equipment such as industrial vacuum cleaners for show carpet cleaning are permitted. Refueling is not permitted inside the Center. Please see Subsection T, *Vehicles on Display*, for in-Center storage requirements.

Gasoline, kerosene, combustible gases or other flammable liquid containers may not be stored inside the Center.

Use of diesel fuel in the Center is prohibited.

H. Electrical Equipment

Electrical equipment must meet applicable local and National Electrical Codes. Electrical fixtures and fittings must be U.L. listed. The use of 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Center staff and authorized service partners are authorized to move the Center's electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

I. Exits

Exit doors may not be obstructed, locked or held open. Nothing may be placed within 15 feet of a means-of-egress doorway. Exit signs may not be obstructed from

view by booths, decorations or any other objects or hanging materials.

Temporary illuminated exit signs, or large exit signs of dimensions approved by the Center, must be installed at/near any exit whose view of the exit is obstructed by drape, decoration or structure, such as within a room constructed in an exhibit hall. These signs should be illuminated by electrical power with battery-operated back up.

J. Fire Fighting and Emergency Equipment

Fire fighting and emergency equipment may not be blocked or obstructed under any circumstances. Fire hose connections, extinguisher cabinets, fire alarm call stations, strobe lights, automatic external defibrillators, adaptive escape chairs and First Aid Rooms must be visible and accessible at all times.

K. Fog and Smoke Machines and Lasers

Water-based chemical fog and smoke machines are permitted with advance approval by the Center. Fog and smoke machines may not be operated in common areas where the effect could enter or affect a space used by another customer.

Lasers are permitted with advance notification in locations where access to a water source.

A schedule for use of fog and smoke machine use or laser use (to include rehearsal and event time) must be submitted to your event manager in advance so that appropriate inspections and ventilation measures are taken.

L. Hazardous Chemicals and Materials

The use of hazardous chemicals and materials are strictly prohibited without prior written approval. Most hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals including oxidizers are prohibited inside the Center.

M. Hazardous Waste

You are responsible for the removal of hazardous waste from the center and must comply with all applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous. These products include paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies. A separate charge will be applied by the Center for fees and fines for the removal of hazardous waste. Should you require you require assistance please contact your event manager.

N. Medical Testing and Waste

Medical testing is permitted with advance written approval from the Center when in conjunction with an event.

Medical tests must be performed by licensed practitioners. The use of animal or human organs or body parts must conform to federal and local regulations.

All medical waste must be removed at the end of the event according to federal and local regulations.

O. Propane

Propane tanks may not be stored inside the Center. Propane tanks must be stored in locked storage cages on the loading docks. Contractors must provide their own storage cages. Contractors must contact the Manager of Transportation Services to ensure compliance with the Center's specific storage limits imposed by the District of Columbia Fire Marshal.

P. Pyrotechnics

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance by the Center. Customers requesting the use of pyrotechnics must hire a federally licensed pyrotechnics contractor and must obtain all relevant permits from the DC Fire Department Fire Prevention Division. Consult your event manager for further information and guidelines.

Q. Rigging/Overhead Hanging Procedures

The Center has designated its service partners HiTech Electric and Projection and its partner GLP as official providers of all rigging except for lightweight loads such as banners and signs under 200 pounds. All rigging and hanging from hang points in the Center must conform to all national and local safety codes and is subject to mandatory approval by the Center. The following general procedures have been established to ensure the safe installation of overhead rigging (including hanging of banners, signs or equipment), and to ensure the protection of the structure and finished surfaces of the building.

We reserve the right to stop any installation of rigging if in our opinion the installation is not proceeding in a safe and prudent manner.

a. All attachments to the interior or exterior building must be temporary, and of a type and process approved in advance by the Center.

b. Overhead rigging or hanging of equipment may only be performed by persons who have been certified in all safe hanging procedures, including the use of OSHA-certified personal fall arrest systems, and the safe use and operation of overhead rigging, powered work platforms and man-lifts for overhead work.

c. All equipment used for overhead rigging installations must be certified as safe for intended application.

d. An effective two-way voice communication system between overhead installation crew and supervisor must be used during all overhead installations.

e. All areas below overhead hanging installations must be properly protected from damage caused by overhead working platforms.

f. Visible public notice of overhead work being installed in common areas, such as cautionary signage, barricades, orange traffic cones or similar systems must be in place before overhead work may begin.

g. All crews performing overhead rigging installations must include at least one ground person to direct personnel away from the work area while overhead work is performed.

h. All work performed on the Center's roof must be done under the supervision of Center personnel. Damage to the roof and other resulting damages is the responsibility of the customer. All equipment, cables, connections, etc., must be removed from roof at conclusion of the event. Any items left on roof will be removed and costs to be charged to the installer.

i. Each person working on the roof of the Center must walk or perform work only from the roof path system.

j. Each person working on the roof of the Center must utilize an OSHA-approved personal fall arrest system that is properly secured to the roof anchors and tie-off points.

k. Exterior rigging installations on the L Street facades may be secured to the vertical aluminum truss work provided that the truss work is protected by approved protective padding.

l. Lifts to be used for exterior hanging must be driven to and from the jobsites only from the M Street loading dock entrances. Lifts may not be driven through glass doors.

m. Proposed installation schedule must be included in production schedule and submitted to your event manager for Center approval. The event manager will confirm the approved times for installation in writing.

n. Restricted hanging points: Hall A, B, C: Conduit bundles, air ducts, and all-thread.

R. Smoking

In accordance with DC regulations, **the Walter E. Washington Convention Center is a non-smoking facility.** We reserve the right to remove violators.

S. Temporary Structures

There must be at least two (2) means of egress from any temporary hardwall structure in excess of 200 square feet built in the Center. Temporary structures may not have a cover or ceiling unless the sprinklers will be able to permeate it. This must be approved in advance by the Center and DC Fire Department.

T. Vehicles/Watercrafts on Display

Liquid- or gas-fueled vehicles, equipment, boats or other motor crafts must be maintained in the following condition when displayed or stored inside of the Center:

- Batteries must be disconnected.
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19L) (whichever is least).
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape may be used).
- Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.

Source: Section 314.4 of the International Fire Code

The DCFD requires a permit for each event where vehicles are on display.

Note: Show management is accountable for enforcement action by the Office of the Fire Marshal due to non-compliance with any facet of this requirement.

Failure to comply with any of the above requirements is the sole responsibility of show management.

U. X-Ray Equipment

The DC Department of Health prohibits the use of x-ray equipment and other radiated materials in the convention center.

Section 17: Facility Protection Guidelines

Section 17: Facility Protection Guidelines

To maintain and protect the Center, the following rules and procedures have been established:

A. Animals

Animals are not permitted in the Center except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals that are approved must be on a leash, within a pen, or under similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.

B. Art Collection

Advance approval by the Center is required if you plan to place any structures, drape, signage or any other object in front of Walter E. Washington Convention Center art or other permanent displays. This must be indicated on the public lobby plan submitted to your event manager. To prevent damage, approved structures must be installed in front of existing art railings or 12 inches away from the art.

C. Pre and Post Event Inspections

An inspection of all leased space to record existing conditions occurs on the first day of your move-in. The inspection is scheduled so that you or your designee and your service contractor are present. During your event, you are informed of any damages that occur as they are discovered. A final inspection of your leased space is scheduled on the last day of your move-out. You will be charged for any damages.

Because of low level alarm devices, the engineering command center must be notified one (1) hour prior to use of equipment or movement of objects taller than 7 feet 6 inches on L Street Bridge, D-E Concourses, or Ballroom Pre-Function.

D. Carpet, Granite, and Wood Protection

- Motorized vehicles, with the exception of motorized vehicles driven to transport disabled guests or staff, are not permitted in common areas or in the ballroom and meeting rooms. Motorized vehicles such as scooters, flatbed carts are permitted in exhibit halls and on loading docks ONLY.
- Contractor equipment delivered to common areas must be transported on standard furniture dollies or manual carts or by pallet jacks. Visqueen "roadways" are required in areas where Center pallet jacks are driven.
- Wooden skids and crates may not be placed directly on the Center's carpet or granite or tile surfaces. Appropriate protection, such as visqueen (on carpet) or carpet scraps (on granite) must be placed under wooden skids. Skids and crates must be removed from public space as soon as possible.
- Carpet must be placed under any structures placed on granite or tile such as counters, meter boards, portable concession stands, etc.
- No items are permitted to contact or lean against any facility wall surface.
- Structures placed near the wood wall in the Grand Lobby or Ballroom must be set at least 6" from the wall.
- Scissor lifts used to hang signs in common areas must have clean wheel covers. Protection must be placed under the lift during installation.
- Equipment may be transported through service corridors and on freight elevators. No equipment may be pushed through public meeting room (wood) doors or through exterior entrance (glass) doors. Exceptions may be made for certain areas, such as from Hall D to the L Street Bridge, with prior approval.
- Only approved adhesives may be used on Center carpeting.

E. Decorations

- Decorations and signage may not be taped, nailed or otherwise fastened to any permanent surface.
- Adhesive-backed decals or stickers may not be distributed anywhere by anyone in the building.
- Glitter is not allowed anywhere in the building.
- Confetti may not be used without prior approval in carpeted areas of the building. Cleaning fees will be assessed.
- All adhesive backed décor and window cling material and placement must be approved.

F. Helium Balloons

Helium-filled balloons may not be distributed in the Center. Helium balloons used to decorate a booth must be pre-approved, tethered and must be securely fastened to the booth. We charge for retrieval of helium-filled balloons.

Helium tanks are not allowed inside the Center.

G. Elevators and Escalators

Freight and service elevators are designated for the transportation of materials and equipment. Escalators and passenger elevators are for passengers only and may not be used to transport freight or equipment.

H. Water Features

Appropriate protection must be placed on the floor and floor ports before fountains, ponds, hot tubs or other water features are installed. Installations must be performed and monitored by Center personnel.



Section 18: Sustainability

Section 18: Sustainability

A. Sustainable Practice

All daily activities and services have an impact on the environment and community. The Convention Center's management and staff know that events can be produced without leaving a negative impact.

Our program is based on a grass roots approach merged with modern technology, and ongoing management. We have aligned our initiatives with the United States Green Building Council (USGBC), Leadership in Energy and Environmental Design, (LEED), Existing Buildings; Operations and Maintenance rating system and are committed to maximizing operational efficiency while minimizing negative environmental impacts.

We offer initiatives in every area of our operation and provide best methods to address program transition or incorporate your team's environmental strategy into your event.

Areas of practice include:

OUR SITE

- Practices low-impact hardscape strategies.
- Reduces emissions associated with transportation.
- Eliminates light pollution.

WATER EFFICIENCY

- Monitor water consumption performance.
- Water management system for cooling towers to reduce water loss and improve makeup water consumption.
- Offer bulk water dispensers or use pitchers of water with glassware.
- High efficiency plumbing fixtures throughout facility.

ENERGY & ATMOSPHERE

- Reduce light levels in exhibit halls and public areas to 10% when unoccupied; 50% light levels during move-in and move-out; and 100% when event is in full progress.
- High efficiency elevator and escalators throughout facility.
- HVAC system to use ventilation rather than mechanical air or heat during move-in and move-out; and only system generated air or heat when event is in full progress.
- Occupancy sensor lighting systems used in meeting rooms, drive ramps, loading docks, and service corridors.
- High efficiency lighting devices throughout facility.

WASTE MINIMIZATION

- Environmentally responsible procurement.
- Waste separation at its source; material streams include compost, glass, aluminum, plastic, cardboard, and mixed paper.
- Redirect recovered recyclable resources.

INDOOR ENVIRONMENTAL QUALITY

- Manage air contaminants; tobacco smoke, carbon dioxide, airborne particles.
- Enforce and restrict "idling in place" law.
- Use Certified "Green" Cleaning methods and products.

B. Show Organizers and Event Planners

Show organizers and event planners are the central figures in any event, affecting the choices and experiences of an assembly of suppliers, facilities, caterers, sponsors and attendees.

Notify your event manager early in the planning process to schedule a brief meeting with our resident expert to discuss our commonly used initiatives and assist with incorporating your environmental strategy into success.

As it is crucial to have your event plan prepared well in advance it is equally important to establish your sustainable effort within your event plan. Whether you're just getting started or you want to continue to increase your environmental strategy, determine which areas of your event will be included in your environmental strategy.

Review previous or potential practices to integrate in your event. In many instances, your event may have a few sustainable practices already in place.

Communicate your expectations to your teams. As an essential component of your team and a reflection of your commitment, be sure your general service contractor, exhibitor appointed contractor, or decorator has agreed to support and participate with your sustainable effort.

Here are few practices that can be implemented, practiced and supported by your general service contractor, exhibitor appointed contractor or decorator.

- Comply with Convention Center's recycling program.
- Exhibitor Kits available electronically via website.
- Use of biodegradable shipping and packing materials
- Use of recycled or recyclable material for information signage.

Be sure to also communicate your objectives of your environmental strategy for the event to your organization, exhibitors, speakers, and your attendees. All stakeholders will be more engaged if the what, why, and how are communicated to them.

For each objective you set, identify an indicator you can track. Metrics are valuable and help us make better decisions and add value. Sharing this comparative information is important. If one of your sustainable efforts achieved is reduction of paper use by 20% through the sole use of electronic programs available to all attendees, you must know the number of sheets of paper used now compared to the metric you used as your benchmark. This information would be important to share with the Center so it could be converted in terms of weight and applied to your final diversion rate. What type of metric will assist you in achieving your goal? Let us know.

Celebrate your results and share the data in a newsletter or post on the event website. A simple thank you to all participants for the success of the effort simply encourages more participation.



Section 19: **Guests with Disabilities**

Section 19: Guests with Disabilities

The Center is committed to accommodating the needs of individuals with disabilities in accordance with the Americans with Disabilities Act.

A. General Accessibility

The public sidewalks serving the Walter E. Washington Convention Center feature curb cuts for wheelchair access. Automatic doors are located at the Mt. Vernon Place, L Street, and Metro entrances to the Center. Inside the center, meeting rooms, exhibit halls and common areas are all served by conveniently located elevators. Telephones, drinking fountains and restrooms throughout the building are wheelchair accessible.

B. Elevators

Passenger elevators located throughout the Center provide access to all common areas of the building. Elevators are alarm-equipped with two-way communications to the Walter E. Washington Convention Center Command Center and have tactile Braille call buttons inside and outside the cars.

C. Hearing Impaired Services

Infrared Audio Assistive Listening Systems are permanently installed in the meeting rooms and ballroom. Contact your event manager if you have guests who will require the use of these systems. We also have list of local American Sign Language interpreters.

D. Parking

Twelve metered public parking spaces designated for vehicles displaying disability parking placards/permits or license tags are located on 9th Street:

- Three spaces on the east side of 9th Street between Mt. Vernon Place and L Street
- Three spaces on the east side of 9th Street between L Street and M Street
- Three spaces on the east side of 9th Street between M Street and N Street

Three metered, public parking spaces designated for vehicles displaying disability parking placards/permits are located on 7th Street between Mt. Vernon Place and L Street.

Parking signs are posted indicating that the spaces are for two-hour parking from 7:00am–6:30pm daily, available on a first come, first serve basis.

E. Restrooms

Convention Center restrooms are accessible to persons with disabilities and have stalls, sinks and mirrors that are wheelchair accessible.

F. Service Animals

Trained service animals are permitted in the Walter E. Washington Convention Center with proper supervision.

G. Sight Impaired Information

Tactile braille signage is at the entrances to all meeting rooms and restrooms, and inside and outside all passenger elevators.

H. Wheelchairs

As indicated in your license agreement, event planners are responsible for providing wheelchairs, motorized mobility scooters, Segways and other non-permanent access accommodations. For your convenience, your event manager has a list of local rental companies.

I. Wheelchair Lifts and Wheelchair Lecterns

We have portable wheelchair lifts and wheelchair accessible lecterns to accommodate speakers who may require this assistance. Please inform your event manager in advance if you will require the use of this equipment. The weight limit for the wheel chair lifts is 750 lbs.



Section 20: Taxes, Permits,
and Proprietary Information

Section 20: Taxes, Permits, and Proprietary Information

A. Collection of Sales Tax

If your event includes the sales of merchandise, sales tax must be collected. Consumer show managers must submit a special event registration application with the DC Office of Tax and Revenue in advance of the event, and must provide information regarding sales tax collection to their exhibitors.

Form FR-500B, special event registration application may be obtained by visiting the DC Office of Tax and Revenue, special events office or online.

For further information, contact:

District of Columbia Office of Tax and Revenue,
Customer Service Administration
1101 4th Street SW
Suite W270
Washington, DC 20024
202-442-6304
<http://cfo.dc.gov/otr/cwp>

B. Display of Firearms

Exhibitors wishing to display firearms must submit a copy of a valid federal firearms license to the Center and to the Metropolitan Police Department at least 15 days before the event. The exhibitor and/or show management must provide security arrangements for any displayed firearms that have been approved in advance. No live ammunition is allowed in the Center.

C. Street Closures/Special Event Permits

Activities that involve closing a street, such as a parade or a march, require permits and must first be approved by the Mayor's Special Event Task Group. Consult the DC Department of Homeland Security and Emergency Management Agency website at <http://dcema.dc.gov>

and click on special events planning to begin the permit process. Once approved, our transportation services works closely with city agencies to facilitate your activity.

For a complete list of permits that may be required for events in the District of Columbia, consult the DC Department of Homeland Security and Emergency Management Agency website at <http://dcema.dc.gov> and click on "permits issued by agency."

D. Oversize Vehicles

Oversize and/or overweight vehicles must have a permit from the DC Department of Transportation to enter DC. Consult the DC Department of Transportation website at <http://ddot.dc.gov> and click on "public space management," followed by "types of permits" to obtain the requirements and applications.

E. WEWCC Logo and Images

The Center logo may not be used in any public or private promotional materials, without written consent. We maintain a library of Center images for promotional and marketing materials. Use of these photos is permitted only upon agreement to credit both the photographer and the Center.

Contact your event manager to request the logo usage guidelines and for information on use of Center images.

F. Proprietary Materials

You are responsible for the payment of all license fees, royalties or other costs associated with the use of materials protected by copyright, patent or trademark and for making arrangements with appropriate rights holder organizations (i.e. ASCAP, BMI) regarding the use of such material.



Section 21: **Resources and Websites**

Section 21: Resources and Websites

Walter E. Washington Convention Center:

www.dcconvention.com

Destination DC:

www.washington.org

Metrorail:

www.metroopensdoors.com

The Circulator:

www.dccirculator.com

District of Columbia Government:

www.dc.gov

District of Columbia Emergency Management Agency

www.dcema.dc.gov

Downtown DC BID

www.downtowndc.org

Convention Industry Council Accepted Practices Exchange (APEX) Glossary:

<http://glossary.conventionindustry.org>

Department of Health

www.dchealth.dc.gov

Department of Transportation

www.ddot.dc.gov

Metropolitan Police Department

<http://mpdc.dc.gov/>

Metropolitan Fire Department

www.dcfire.com



Section 22: **Tips and Gratuities**

Section 22: **Tips and Gratuities**

Convention Center employees are strictly prohibited from accepting tips or gratuities. Show managers and exhibitors who wish to express their appreciation to staff, may make a contribution to our employee activity fund. For more information, contact your event manager.



Section 23: **Appendix**

Section 23: Appendix

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Exhibit I

ACCOUNTING DEPARTMENT
801 MOUNT VERNON PLACE, N.W.
WASHINGTON, D.C. 20001
FACSIMILE : (202) 249-3202
TELEPHONE: (202) 249-3291

Credit Card Authorization Form

Event Name: _____ Event Code: _____
Show Dates: _____ Booth Number: _____
Amount: _____ AR Number: _____

I, _____, the undersigned, hereby authorize the Washington Convention Center Authority permission to charge the License Fee, deposit(s), and charges for additional services to the credit card account below.

Please check appropriate form of payment:

AMEX VISA MASTERCARD

Credit Card Number: _____

Expiration Date: _____

Card Holder Name: _____
(Print)

Card Holder Name: _____
(Signature)

Telephone Number: _____

Facsimile Number: _____

I further authorize the following person(s) to use the credit card listed below to pay for any additional or incidental services.

Print Name	Signature
_____	_____
_____	_____
_____	_____

Certificate of Insurance Sample

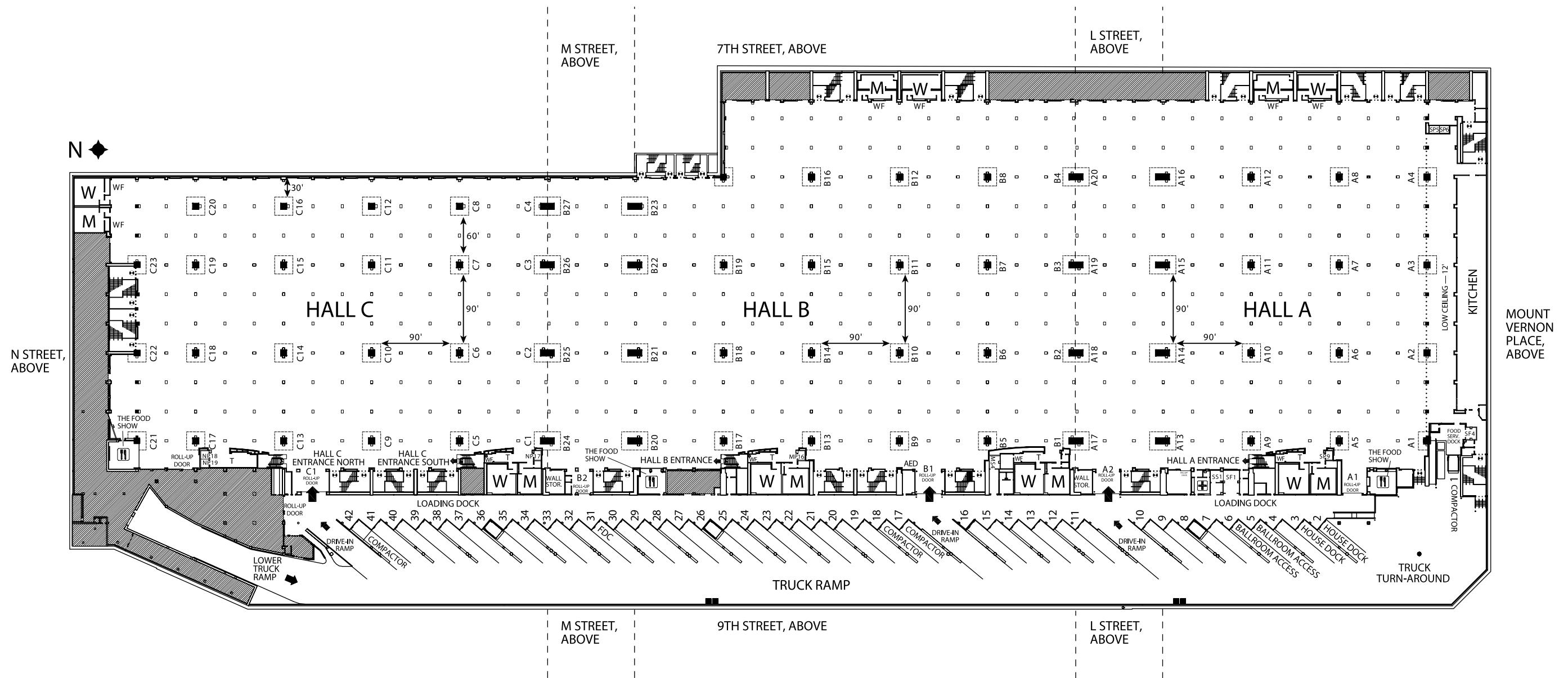
ACORD™		CERTIFICATE OF LIABILITY INSURANCE			DATE(MM/DD/YY)	
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
PHONE -		COMPANIES AFFORDING COVERAGE				
FAX -		COMPANY A				
INSURED		COMPANY B				
YOUR COMPANY NAME		COMPANY C				
		COMPANY D				
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSION AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
B	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
					PERSONAL & ADV INJURY	\$1,000,000
					EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$1,000,000
					MED EXP (Any one person)	\$10,000
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS				COMBINED SINGLE LIMIT	\$1,000,000
					BODILY INJURY (Per Person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	
					OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	
					AGGREGATE	
A	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	
					AGGREGATE	
C	WORKER'S COMPENSATION AND EMPLOYEE'S LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				WC STATUTORY LIMITS	OTHER
					EL EACH ACCIDENT	\$100,000
					EL DISEASE-POLICY LIMIT	\$100,000
					EL DISEASE-EA EMPLOYEE	\$100,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS						
Washington Convention Center Authority, its Board of Directors, officers, employees & the District of Columbia government are listed as additional insureds.						
CERTIFICATE HOLDER				CANCELLATION		
Convention Center 801 Mount Vernon Place, N.W. Washington, DC 20001 Attention: General Counsel				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		
ACORD 25-S (1/95)				©ACORD CORPORATION 1988		

Lower Level (LEVEL L)

Exhibit Halls A, B & C

BUILDING LEGEND

<ul style="list-style-type: none"> ■ - COLUMNS W - WOMEN'S RESTROOM M - MEN'S RESTROOM E - ESCALATOR [] - CONCESSIONS [] - MECHANICAL AREAS ⊙ - EXIT 	<ul style="list-style-type: none"> T - TELEPHONES S - STROBES F - FIRE EXTINGUISHER CABINET A - ART WF - WATER FOUNTAIN TH - THERMOSTAT AED - AUTOMATIC EXTERNAL DEFIBRILLATORS 	<p>ELEVATOR LEGEND</p> <ul style="list-style-type: none"> S - SOUTH M - MIDDLE N - NORTH <p>ELEVATOR TYPE</p> <ul style="list-style-type: none"> F - FREIGHT ELEVATOR P - PASSENGER ELEVATOR S - SERVICE ELEVATOR <p>EXAMPLE: MP16=MIDDLE PASSENGER ELEVATOR #16</p>	<p>LINETYPE LEGEND</p> <ul style="list-style-type: none"> --- ROLL-UP DOORS --- AIRWALLS --- LOW CEILING
---	--	--	---



Lower Level

(LEVEL L)

Halls A, B & C

HALL A
151,000 square feet

HALL B
194,000 square feet

HALL C
128,000 square feet

TOTAL CONTIGUOUS SQUARE FEET
473,000

2,500 booths (10 feet x 10 feet)

COLUMNS
Predominantly 90-foot centers; 60-foot centers on the northeast sides of Halls B and C

CEILING HEIGHT
Predominantly 30 feet; 10,000 square foot area at 12 feet on south side of Hall A

FREIGHT DOCKS
39 enclosed docks

FREIGHT ACCESS
3 drive-in doors (25 feet wide x 15 feet high)
2 overhead doors (19 feet wide x 15 feet high)

FLOOR LOAD CAPACITY
350 lbs. per square foot

LIGHTING
Hi Bay flourescent and dimmable incandescent.

UTILITIES AND SERVICES
Floor Boxes on 30 foot centers contain:

Electrical
120/208 volt, single phase and 3 phase

Telephone/Data
Voice and data outlets; single mode and multimode fiber connections

Audio and Video at Multiple Boxes
XLR mic and line connectors

Plumbing
3-inch drain

On Columns:

Electrical
120/208 volt, single phase and 3 phase

Audio and Video at Multiple Columns
Paging, video, multipin audio connectors

Plumbing
1-inch water line; 1-inch compressed air pipe; can be routed to floor boxes via conduit in floor

Overhead
20/208 volt, single phase and 3 phase

FOOD SERVICE
Three permanent concession stands

RESTROOMS
7 sets of men's and women's rooms, (2 in Halls A and C, 3 in Hall B)

SHOW OFFICES
Overlooking halls, see Concourse Level

FIRST AID
Permanent room; access from inside Hall A and loading dock

KITCHEN
8,000-square-foot service kitchen on south side of Hall A

Lower Level

(LEVEL L)

Capacities and Dimensions

ROOM #	USABLE DIMENSIONS FT, LENGTH X WIDTH	USABLE DIMENSIONS M, LENGTH X WIDTH	USABLE SQ FT	USABLE SQ METERS	CEILING HEIGHT FT	CEILING HEIGHT M
Hall ABC	353'7" x 1347' w	107.7m x 410.5m	473,000	43,943.1	30'	9.1
Hall AB	353'7" x 929'9" w	107.7m x 283.4m	345,000	32,051.5	30'	9.1
Hall BC	353'7" x 957'7" w	107.7m x 291.8m	322,000	29,914.8	30'	9.1
Hall A	353'7" x 390'4" w	107.7m x 118.9m	151,000	14,028.4	30'	9.1
Hall B	353'7" x 540' w	107.7m x 164.6m	194,000	18,023.2	30'	9.1
Hall C	275'10" x 416'10" w	84.1m x 127.1m	128,000	11,891.6	30'	9.1

Subtotals based on maximum room configuration capacity

Water, Natural Gas & Compressed Air Service

Hall A				Hall B				Hall C			
COLUMN #	WATER	COMP. AIR	NAT. GAS	COLUMN #	WATER	COMP. AIR	NAT. GAS	COLUMN #	WATER	COMP. AIR	NAT. GAS
A-1	X	X		B-1		X		C-1		X	
A-2		X		B-2		X		C-2		X	
A-3	X	X		B-3		X		C-3	X	X	
A-4		X		B-4		X		C-4		X	
A-4+	X	X		B-4+		X		C-4+		X	
A-5		X	X	B-5	X	X		C-5		X	
A-6	X	X	X	B-6		X		C-6	X	X	
A-7		X		B-7	X	X		C-7		X	
A-8	X	X		B-8		X		C-8			
A-8+		X		B-8+		X		C-8+	X	X	
A-9	X	X	X	B-9		X		C-9	X	X	X
A-10		X		B-10	X	X		C-10		X	
A-11	X	X		B-11		X		C-11	X	X	X
A-12		X		B-12	X	X		C-12			
A-12+		X	X	B-12+		X		C-12+		X	X
A-13		X		B-13		X	X	C-13		X	
A-14	X	X		B-14	X	X		C-14	X	X	
A-15		X		B-15		X		C-15		X	
A-16	X	X		B-16	X	X	X	C-16			
A-16+		X	X	B-16+		X	X	C-16+	X	X	
				B-17	X	X		C-17	X	X	
				B-18		X		C-18		X	
				B-19	X	X		C-19	X	X	
				B-19 +		X		C-20		X	
				B-20		X		C-20+		A	
				B-21		X		C-21			
				B-22	X	X		C-22			
				B-23		X		C-23			
				B-23 +	X	X		C-24			
								C-24+			

Column number with "+" indicates eastern wall in line with previous column

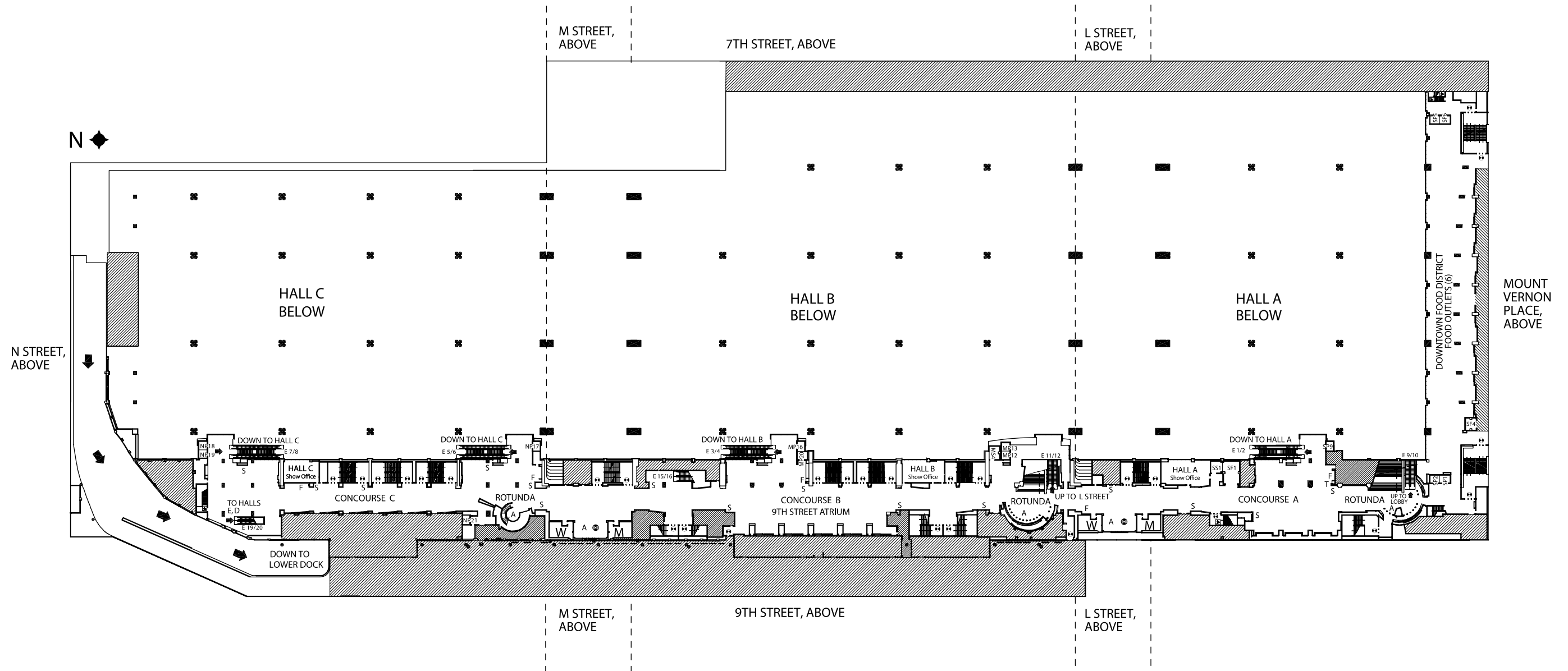
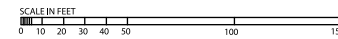
Concourse

(LEVEL C)

Exhibit Halls A, B & C

BUILDING LEGEND

<ul style="list-style-type: none"> ■ - COLUMNS W - WOMEN'S RESTROOM M - MEN'S RESTROOM E - ESCALATOR ☐ - CONCESSIONS ▨ - MECHANICAL AREAS ⬇ - EXIT 📶 - WIFI 	<ul style="list-style-type: none"> T - TELEPHONES S - STROBES F - FIRE EXTINGUISHER CABINET A - ART WF - WATER FOUNTAIN TH - THERMOSTAT 	<p>ELEVATOR LEGEND</p> <p>BUILDING TYPE</p> <ul style="list-style-type: none"> S - SOUTH M - MIDDLE N - NORTH <p>ELEVATOR TYPE</p> <ul style="list-style-type: none"> F - FREIGHT ELEVATOR P - PASSENGER ELEVATOR S - SERVICE ELEVATOR <p>EXAMPLE: MP16=MIDDLE PASSENGER ELEVATOR #16</p>	<p>LINETYPE LEGEND</p> <ul style="list-style-type: none"> ----- ROLL-UP DOORS ----- AIRWALLS LOW CEILING
---	---	--	--



Concourse

(LEVEL C)

Exhibit Halls A, B & C

Show Offices

(overlooking halls)

HALL A

1,050 square feet

HALL B

800 square feet

HALL C

800 square feet

All the show offices on this level have restrooms.

Street Level

(LEVEL 1)

Capacities and Dimensions

ROOM #	USABLE DIMENSIONS		USABLE SQ. FT	USABLE SQ. METERS	CEILING HEIGHT		THEATER*	BANQUET**	CLASSROOM***
	FT, LENGTH X WIDTH	M, LENGTH X WIDTH			FT	M			
101	52'6" x 38'2"	16m x 11.6m	2000	185.8	12'6"	3.8	206	120	72
102AB	72'3" x 45'9"	22m x 13.9m	3700	343.7	12'6"	3.8	357	190	132
102A	45'9" x 29'6"	13.9m x 8.9m	1400	130.0	12'6"	3.8	130	70	42
102B	53'9" x 36'9"	16.4m x 11.2m	2300	213.7	12'6"	3.8	228	120	70
103AB	78'7" x 47'8"	23.9 x 14.6	4240	393.9	12'5"	3.8	424	212	170
103A	47' x 48'	14.3 x 14.6	2500	232.3	12'5"	3.8	242	130	99
103B	42'3" x 36'9"	12.8 x 11.2	1740	161.7	12'5"	3.8	174	87	70
140AB	62'8" x 51'8"	19.1m x 15.7m	3500	325.1	18'	5.5	384	200	150
140A	51'8" x 30'6"	15.7m x 9.3m	1800	167.2	18'	5.5	180	80	54
140B	51'8" x 30'6"	15.7m x 9.3m	1800	167.2	18'	5.5	180	80	54
141	28'3" x 29'	8.6m x 8.8m	800	74.3	18'	5.5	70	40	24
142	29'7" x 27'8"	9m x 8.4m	840	78.0	18'	5.5	77	40	24
143ABC	85' x 56'6"	25.9m x 17.2m	4800	445.9	17'7"	5.4	545	240	200
143AB	57'6" x 56'6"	17.5m x 17.2m	3250	301.9	17'7"	5.4	364	160	128
143BC	57'6" x 56'6"	17.5m x 17.2m	3250	301.9	17'7"	5.4	364	160	128
143A	56'6" x 27'6"	17.2m x 8.4m	1600	148.6	17'7"	5.4	117	80	54
143B	56'6" x 30'	17.2m x 9.1m	1650	153.3	17'7"	5.4	117	80	54
143C	56'6" x 27'6"	17.2m x 8.4m	1600	148.6	17'7"	5.4	117	80	54
144ABC	87'1" x 56'6"	26.5m x 17.2m	4800	445.9	17'7"	5.4	546	240	200
144AB	59'3" x 56'6"	18.1m x 17.2m	3250	301.9	17'7"	5.4	364	160	128
144BC	57'6" x 56'6"	17.5m x 17.2m	3250	301.9	17'7"	5.4	364	160	128
144A	56'6" x 27'6"	17.2m x 8.4m	1600	148.6	17'7"	5.4	117	80	54
144B	56'6" x 30'	17.2m x 9.1m	1650	153.3	17'7"	5.4	117	80	54
144C	56'6" x 27'6"	17.2m x 8.4m	1600	148.6	17'7"	5.4	117	80	54
145AB	74'2" x 73'	22.6m x 22.3m	5600	520.3	17'3"	5.3	684	300	264
145A	74'2" x 36'6"	22.6m x 11.1m	2800	260.1	17'3"	5.3	285	120	108
145B	74'2" x 36'6"	22.6m x 11.1m	2800	260.1	17'3"	5.3	285	120	108
146ABC	153'10" x 82'2"	46.9m x 25m	12500	1,161.3	17'-22'	5.2-6.7	1458	670	529
146AB	102'11" x 82'2"	31.4m x 25m	8300	771.1	17'-22'	5.2-6.7	918	430	319
146BC	102'11" x 82'2"	31.4m x 25m	8300	771.1	17'-22'	5.2-6.7	918	430	319
146A	82'2" x 50'11"	25m x 15.5m	4200	390.2	17'-22'	5.2-6.7	432	240	189
146B	82'2" x 52'	25m x 15.8m	4100	380.9	17'-22'	5.2-6.7	522	210	193
146C	82'2" x 50'11"	25m x 15.5m	4200	390.2	17'-22'	5.2-6.7	432	240	189
147AB	74'2" x 74'7"	22.6m x 22.7m	5600	520.3	17'3"	5.3	560	300	264
147A	74'2" x 36'6"	22.6m x 11.1m	2800	260.1	17'3"	5.3	285	120	108
147B	74'2" x 36'6"	22.6m x 11.1m	2800	260.1	17'3"	5.3	285	120	108
148	28' x 25'1"	8.5m x 7.6m	700	65.0	14'	4.3	56	30	16
149AB	64' x 27'	19.5m x 8.2m	1800	167.2	17'6"	5.3	192	100	60
149A	37'7" x 27'	11.5m x 8.2m	1000	92.9	17'6"	5.3	96	40	30
149B	27' x 28'11"	8.2m x 8.8m	800	74.3	17'6"	5.3	84	40	24
150AB	70'10" x 73'1"	21.6m x 22.3m	5300	492.4	17'3"	5.3	594	300	242
150A	70'10" x 37'	21.6m x 11.3m	2700	250.8	17'3"	5.3	270	150	108
150B	70'10" x 37'	21.6m x 11.3m	2700	250.8	17'3"	5.3	270	150	108
151AB	63'4" x 89'2"	19.3m x 27.2m	6000	557.4	17'3"	5.3	609	300	234
151A	63'4" x 42'	19.3m x 12.8m	3100	287.9	17'3"	5.3	288	150	110
151B	63'4" x 42'	19.3m x 12.8m	3100	287.9	17'3"	5.3	288	150	110
152AB	70'10" x 74'	21.6m x 22.5m	5300	492.4	17'3"	5.3	594	300	242
152A	70'10" x 37'	21.6m x 11.3m	2700	250.8	17'3"	5.3	270	150	108
152B	70'10" x 37'	21.6m x 11.3m	2700	250.8	17'3"	5.3	270	150	108
153	28' x 25'1"	8.5m x 7.6m	700	65.0	14'	4.3	48	30	24
154AB	76'8" x 27'	23.4m x 8.2m	2100	195.1	17'6"	5.3	228	100	72
154A	37'7" x 27'	11.5m x 8.2m	1000	92.9	17'6"	5.3	108	40	30
154B	39'11" x 27'	12.2m x 8.2m	1100	102.2	17'6"	5.3	108	50	30
155	37'2" x 22'4"	11.3m x 6.8m	800	74.3	14'	4.3	74	40	24
156	48'7" x 28'9"	14.8m x 8.8m	1500	139.4	17'6"	5.3	144	80	70
157	28'2" x 18'3"	8.2m x 5.6m	530	49.2	14'	4.3	40	20	18
158AB	59'3" x 27'	18.1m x 8.2m	1500	139.4	14'	4.3	140	80	54
158A	22'6" x 24'	6.9m x 7.3m	750	69.7	14'	4.3	65	40	24
158B	22'6" x 24'	6.9m x 7.3m	750	69.7	14'	4.3	65	40	24
159AB	59'3" x 24'	18.1m x 7.3m	1500	139.4	14'	4.3	140	80	54
159A	22'6" x 24'	6.9m x 7.3m	750	69.7	14'	4.3	65	40	24
159B	22'6" x 24'	6.9m x 7.3m	750	69.7	14'	4.3	65	40	24
160	24' x 19'7"	7.3m x 5.9m	600	55.7	14'	4.3	45	20	18

* Theater capacities based on chairs set 36" from front edge to front edge. ** Banquet capacities based on 10 chairs per 6' round table set on 11' centers.

*** Classroom capacities based on 3 chairs per 8' x 18" table and 2 chairs per 6' x 18" table.

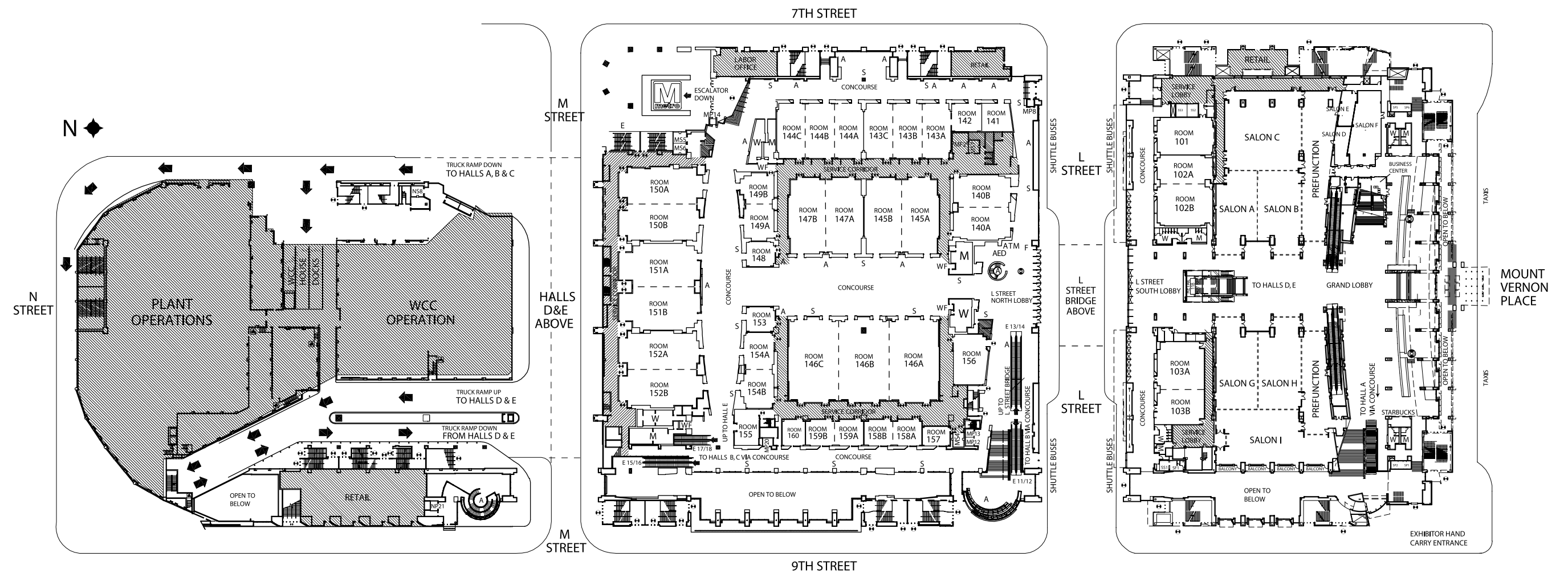
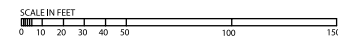
Street Level

(LEVEL 1)

Grand Lobby/Registration/Salons A-I
 Meeting Rooms 101-103 & 140-160
 Loading Dock Entrance

BUILDING LEGEND

■ - COLUMNS	T - TELEPHONES	ELEVATOR LEGEND	LINETYPE LEGEND
W - WOMEN'S RESTROOM	S - STROBES	BUILDING TYPE	--- ROLL-UP DOORS
M - MEN'S RESTROOM	F - FIRE EXTINGUISHER CABINET	S - SOUTH	--- AIRWALLS
E - ESCALATOR	A - ART	M - MIDDLE	--- LOW CEILING
☐ - CONCESSIONS	WF - WATER FOUNTAIN	N - NORTH	--- SKYFOLD AIRWALLS
▨ - MECHANICAL AREAS	TH - THERMOSTAT	ELEVATOR TYPE	
⬇ - EXIT	ATM - AUTOMATIC TELLER MACHINE	F - FREIGHT ELEVATOR	
📶 - WiFi	AED - AUTOMATIC EXTERNAL DEFIBRILLATORS	P - PASSENGER ELEVATOR	
		S - SERVICE ELEVATOR	
		EXAMPLE: MP16=MIDDLE PASSENGER ELEVATOR #16	



Street Level (LEVEL 1)

Grand Lobby

Glass and wood walls with a dramatic staircase

SQUARE FEET

15,000

CEILING HEIGHT

More than 80 feet

LIGHTING

Dimmable incandescent with uplighting on skylights

FLOOR

Granite

COMPLIMENTARY WIFI

FOOD SERVICE

Café and lounge; access to restaurant below

RESTROOMS

2 sets of men's and women's rooms

East & West Salons

SQUARE FEET

40,000

CEILING HEIGHT

18 feet

EAST FREIGHT ACCESS

Service elevators located on east side for access to Halls D and E loading docks above

WEST FREIGHT ACCESS

1 service elevator located on the west side for access to Halls A, B and C loading docks below

FLOOR LOAD CAPACITY

100 lbs. per square foot

FLOOR

Carpeted

LIGHTING

Fluorescent and dimmable incandescent

UTILITIES AND SERVICES

Electrical

Wall: 100 amp/208 110 volt 3 phase;
400 amp/208 110 volt 3 phase

Floor: 30A 3 phase

Telephone/Data

Voice and data outlets; single mode and multi-mode fiber connections

Meeting Rooms 101–103 & 140–160

UTILITIES AND SERVICES

Electrical

Wall: 100 amp/208 110 volt
3 phase; 400 amp/208 110 volt 3 phase

Floor: 30A 3 phase

Telephone/Data

Voice and data connections; single mode and multimode fiber connections

Audio and Video

XRL mic and line connectors

LIGHTING

Fluorescent and dimmable incandescent

RESTROOMS

4 sets of men's and women's rooms

Level Two (LEVEL 2)

Capacities and Dimensions: Meeting Rooms 201–210

ROOM #	USABLE DIMENSIONS		USABLE SQ FT	USABLE SQ METERS	CEILING HEIGHT		THEATER*	BANQUET**	CLASSROOM***
	FT, LENGTH X WIDTH	M, LENGTH X WIDTH			FT	M			
201	86'11" x 45'	26.5m x 13.7m	4000	371.6	17'4"	5.3	440	180	168
202AB	78'9" x 99'4"	24m x 30.3m	8100	752.5	16'9"	5.1	912	400	384
202A	78'9" x 52'3"	24m x 15.9m	4200	390.2	16'9"	5.1	538	240	195
202B	78'9" x 48'	24m x 14.6m	4000	371.6	16'9"	5.1	484	180	169
203AB	57'11" x 26'3"	17.6m x 8m	1500	139.4	13'6"	4.1	120	80	60
203A	28'9" x 23'	8.8m x 7m	800	74.0	13'6"	4.1	60	40	24
203B	28'9" x 23'	8.8m x 7m	750	69.7	13'6"	4.1	54	40	24
204ABC	97'7" x 41'11"	29.7m x 12.8m	4200	390.2	16'9"	5.1	450	210	165
204AB	59'5" x 41'11"	18.1m x 12.8m	2600	241.5	16'9"	5.1	252	120	88
204BC	68' x 41'11"	20.7m x 12.8m	2900	269.4	16'9"	5.1	306	150	110
204A	42'1" x 29'2"	12.8m x 8.8m	1300	120.8	16'9"	5.1	99	60	42
204B	42'1" x 30'	12.8m x 9.1m	1300	120.8	16'9"	5.1	121	60	42
204C	42'2" x 38'2"	12.8m x 11.6m	1600	148.6	16'9"	5.1	160	90	56
205	26'6" x 20'4"	8.1m x 6.2m	600	55.7	16'	4.9	42	30	20
206	85' x 45'	25.9m x 13.7m	4000	371.6	17'4"	5.3	440	180	168
207AB	78'9" x 99'4"	24m x 30.3m	8100	752.5	16'9"	5.1	912	400	384
207A	78'9" x 52'3"	24m x 15.9m	4200	390.2	16'9"	5.1	538	240	195
207B	78'9" x 48'	24m x 14.6m	4000	371.6	16'9"	5.1	484	180	169
208AB	57'11" x 23'	17.6m x 7m	1500	139.4	13'6"	4.1	120	80	60
208A	28'9" x 23'	8.8m x 7m	800	74.3	13'6"	4.1	60	40	24
208B	28'9" x 23'	8.8m x 7m	750	69.7	13'6"	4.1	54	40	24
209ABC	88'2" x 42'1"	26.9m x 12.8m	3800	353.0	16'9"	5.1	406	180	154
209AB	59'2" x 42'1"	18m x 12.8m	2600	241.5	16'9"	5.1	252	120	88
209BC	58'11" x 42'1"	17.9m x 12.8m	2500	232.3	16'9"	5.1	250	120	88
209A	42'1" x 29'2"	12.8m x 8.8m	1300	120.8	16'9"	5.1	110	60	42
209B	42'1" x 30'	12.8m x 9.1m	1300	120.8	16'9"	5.1	110	60	42
209C	42'2" x 28'9"	12.8m x 8.8m	1200	111.5	16'9"	5.1	110	60	42
210	24' x 21'10"	7.3m x 6.7m	550	51.9	16'	4.9	40	30	16
East Overlook	48' x 31'	14.63 x 9.45	1254	116.5	18	5.5	331	166	133
West Overlook	38'3" x 31'	11.66 x 9.45	1063	98.7	18	5.5	229	115	92

* Theater capacities based on chairs set 36" front edge to front edge.

** Banquet capacities based on 10 chairs per 6' round table set on 11' centers.

*** Classroom capacities based on 3 chairs per 8' x 18" table and 2 chairs per 6' x 18" table.

Capacities and Dimensions: Halls D and E

ROOM #	USABLE DIMENSIONS		USABLE SQ FT	USABLE SQ METERS	CEILING HEIGHT	
	FT, LENGTH X WIDTH	M, LENGTH X WIDTH			FT	M
Hall DE	225'11" x 781'8"	68.8m x 238.2m	230,000	21,367.7	40'–52'9"	12.2–16.1
Hall D	225'11" x 449'3"	68.8m x 136.9m	111,000	10,312.2	40'–52'9"	12.2–16.1
Hall E	225'11" x 332'11"	68.8m x 101.4m	119,000	11,055.4	40'–52'9"	12.2–16.1

Subtotals based on maximum room configuration capacity

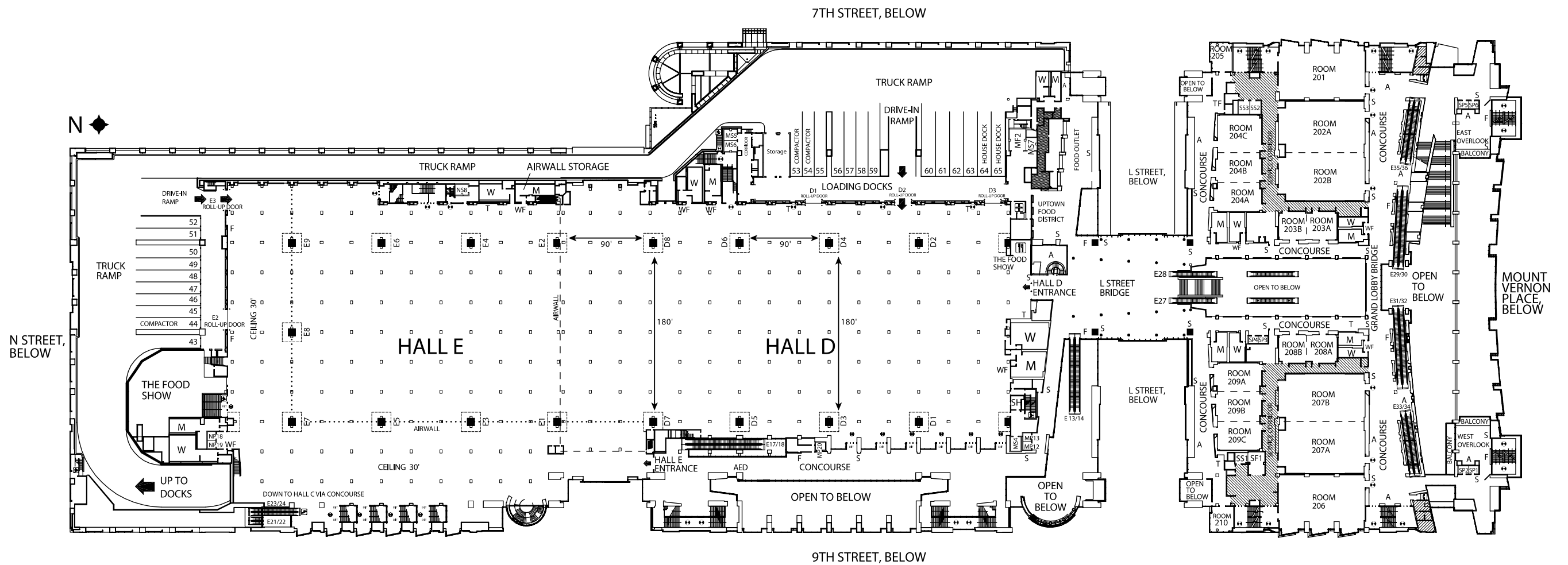
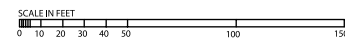
Level Two

(LEVEL 2)

Exhibit Halls D & E
Meeting Rooms 201-210
East and West Overlook

BUILDING LEGEND

<ul style="list-style-type: none"> ■ - COLUMNS W - WOMEN'S RESTROOM M - MEN'S RESTROOM E - ESCALATOR Ⓜ - CONCESSIONS ▨ - MECHANICAL AREAS ⊙ - EXIT Ⓜ - WiFi 	<ul style="list-style-type: none"> T - TELEPHONES S - STROBES F - FIRE EXTINGUISHER CABINET A - ART WF - WATER FOUNTAIN TH - THERMOSTAT AED - AUTOMATIC EXTERNAL DEFIBRILLATORS 	<p>ELEVATOR LEGEND</p> <p>BUILDING TYPE</p> <ul style="list-style-type: none"> S - SOUTH M - MIDDLE N - NORTH <p>ELEVATOR TYPE</p> <ul style="list-style-type: none"> F - FREIGHT ELEVATOR P - PASSENGER ELEVATOR S - SERVICE ELEVATOR <p>EXAMPLE: MP16=MIDDLE PASSENGER ELEVATOR #16</p>	<p>LINETYPE LEGEND</p> <ul style="list-style-type: none"> --- ROLL-UP DOORS --- AIRWALLS --- LOW CEILING
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Level Two (LEVEL 2)

Halls D & E

HALL D

111,000 square feet

HALL E

119,000 square feet

TOTAL CONTIGUOUS SQUARE FEET

230,000

1,000 booths (10 feet x 10 feet)

COLUMNS

180-foot clear span between "east to west" columns

90-foot centers between "north to south" columns

CEILING HEIGHT

Ranges from 30 to 50 feet

FREIGHT DOCKS

Hall D: 10 covered docks

Hall E: 10 covered docks

FREIGHT ACCESS

Hall D:

1 drive-in (16 feet wide x 15 feet high),

2 overhead (16 feet wide x 15 feet high)

Hall E:

1 drive-in (20 feet wide x 15 feet high),

1 overhead (20 feet wide x 15 feet high)

FLOOR LOAD CAPACITY

350 lbs. per square foot

LIGHTING

Hi Bay fluorescent and dimmable incandescent

UTILITIES AND SERVICES

Floor boxes on 30 foot centers contain:

Electrical

120/208 volt, single phase and 3 phase

Telephone/Data

Single mode and multimode fiber connections

Audio and Video at Multiple Boxes

XLR mic and line connectors

RJ45 audio inputs

Plumbing

3-inch drain

On Columns:

Electrical

120/208 volt, single phase and 3 phase

Audio and Video at Multiple Columns

Paging, video and multipin audio connectors

Plumbing

1-inch water line; 1-inch compressed air pipe; can be routed to floor boxes via conduit in floor

Overhead

120/208 volt, single phase and 3 phase

FOOD SERVICE

Permanent concession stand inside Hall D, food court outside Hall D, café overlooking Hall E

RESTROOMS

4 sets of men's and women's rooms, (2 sets in Hall D, 2 sets in Hall E)

SHOW OFFICES

Hall D: 140 square feet (south wall of Hall D)

Hall E: 1,400 square feet (overlooks north side of Hall E)

FIRST AID

Permanent room; access from inside Hall D and loading dock

Meeting Rooms 201–210 East and West Overlook

Electrical

100 amp/208 volt 3 phase; 400 amp/208 volt 3 phase

Telephone/Data

Voice and data connections; single mode and multimode fiber connections

Audio and Video

XLR mic and line connectors

Audio inputs

Lighting

Fluorescent with bi-level switching and dimmable incandescent

RESTROOMS

4 sets of men's and women's rooms

Level Three (LEVEL 3)

Capacities and Dimensions: Meeting Rooms 301–306

ROOM #	USABLE DIMENSIONS	USABLE DIMENSIONS	USABLE SQ FT	USABLE SQ METERS	CEILING HEIGHT		THEATER*	BANQUET**	CLASSROOM***
	FT, LENGTH X WIDTH	M, LENGTH X WIDTH			FT	M			
301	25' x 28'10"	7.6m x 8.8m	775	71.9	10'	3	40	40	30
302	25' x 28'10"	7.6m x 8.8m	775	71.9	10'	3	40	40	30
303	25' x 28'10"	7.6m x 8.8m	775	71.9	10'	3	40	40	30
304	25' x 28'10"	7.6m x 8.8m	775	71.9	10'	3	40	40	30
305	25' x 28'10"	7.6m x 8.8m	775	71.9	10'	3	40	40	30
306	25' x 28'10"	7.6m x 8.8m	775	71.9	10'	3	40	40	30

* Theater capacities based on chairs set 36" front edge to front edge.

** Banquet capacities based on 10 chairs per 6' round table set on 11' centers.

*** Classroom capacities based on 3 chairs per 8' x 18" table and 2 chairs per 6' x 18" table.

Capacities and Dimensions: Ballroom ABC

ROOM #	USABLE DIMENSIONS	USABLE DIMENSIONS	USABLE SQ FT	USABLE SQ METERS	CEILING HEIGHT		THEATER*	BANQUET**	CLASSROOM***
	FT, LENGTH X WIDTH	M, LENGTH X WIDTH			FT	M			
Ballroom ABC	267'11" x 140'2"	81.7m x 42.1m	52000	4830.9	40'-48'	12.2-14.6	4600	2780	2460
Ballroom AB	186'9" x 140'2"	56.9m x 42.1m	33000	3065.8	40'-48'	12.2-14.6	2800	1300	1512
Ballroom BC	186'9" x 140'2"	56.9m x 42.1m	33000	3065.8	40'-48'	12.2-14.6	2800	1300	1512
Ballroom A	140'2" x 97'2"	42.1m x 29.6m	19000	1765.2	40'-48'	12.2-14.6	1633	840	800
Ballroom B	140'2" x 89'6"	42.1m x 27.2m	14000	1300.6	40'-48'	12.2-14.6	1400	780	700
Ballroom C	140'2" x 97'2"	42.1m x 29.6m	19000	1765.2	40'-48'	12.2-14.6	1633	840	800

* Theater capacities based on chairs set 36" from front edge to front edge.

** Banquet capacities based on 10 chairs per 6' round table.

*** Classroom capacities based on 4 chairs per 8' x 18" table and 3 chairs per 6' x 18" table.

Water, Natural Gas & Compressed Air Service

Hall D

COLUMN #	WATER	COMP. AIR	NAT. GAS
West entrance wall	X	X	
East entrance wall	X	X	
D-1	X	X	
D-2	X	X	
D-3	X	X	X
D-4	X	X	X
D-5	X	X	
D-6	X	X	
D-7	X	X	
D-8	X	X	

Hall E

COLUMN #	WATER	COMP. AIR	NAT. GAS
E-1	X	X	
E-2	X	X	
E-3	X	X	
E-4	X	X	
E-5	X	X	X
E-6	X	X	X
E-7	X	X	
E-8	X	X	
E-9	X	X	

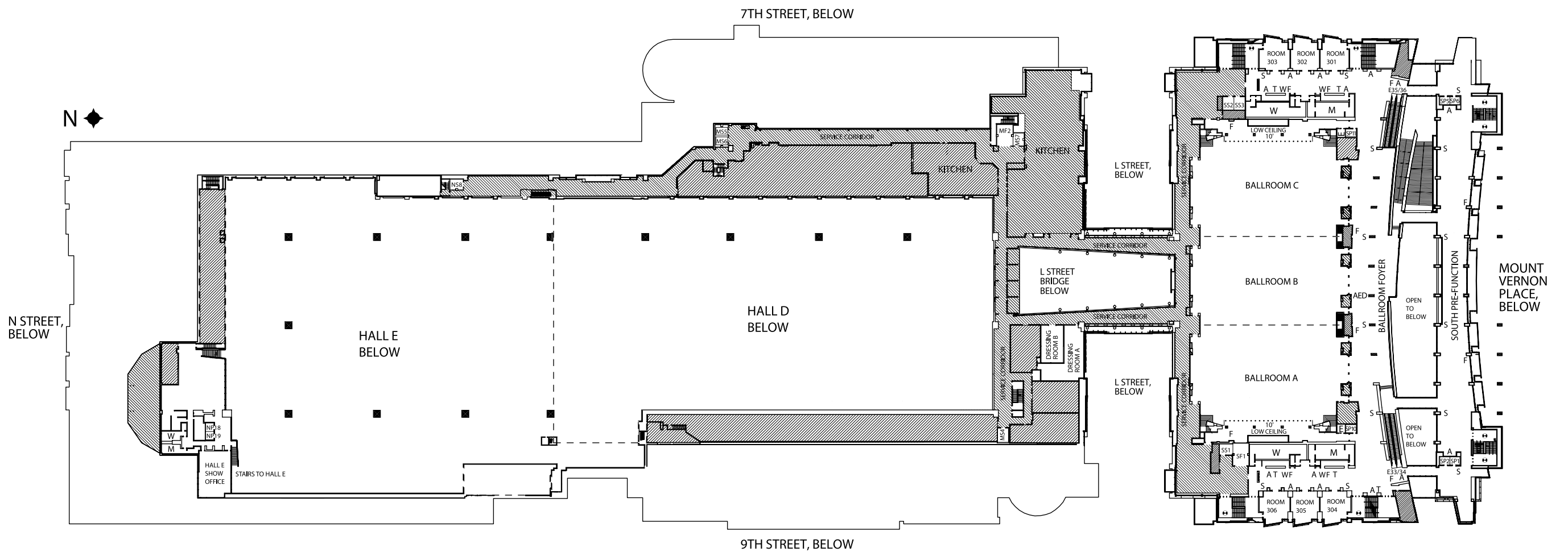
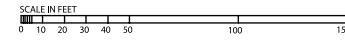
Level Three

(LEVEL 3)

Ballroom
Meeting Rooms 301-306
Kitchen

BUILDING LEGEND

■ - COLUMNS	T - TELEPHONES	ELEVATOR LEGEND	LINETYPE LEGEND
W - WOMEN'S RESTROOM	S - STROBES	BUILDING TYPE	----- ROLL-UP DOORS
M - MEN'S RESTROOM	F - FIRE EXTINGUISHER CABINET	S - SOUTH	----- AIRWALLS
E - ESCALATOR	A - ART	M - MIDDLE LOW CEILING
⌈ - CONCESSIONS	WF - WATER FOUNTAIN	N - NORTH	
▨ - MECHANICAL AREAS	TH - THERMOSTAT	ELEVATOR TYPE	
⊙ - EXIT	AED - AUTOMATIC EXTERNAL DEFIBRILLATORS	F - FREIGHT ELEVATOR	
		P - PASSENGER ELEVATOR	
		S - SERVICE ELEVATOR	
		EXAMPLE: MP16=MIDDLE PASSENGER ELEVATOR #16	



Level Three

(LEVEL 3)

Ballroom

BALLROOM A

19,000 square feet (16,400 square feet plus 2,600-square-foot balcony)

BALLROOM B

14,000 square feet

BALLROOM C

19,000 square feet (16,400 square feet plus 2,600-square-foot balcony)

TOTAL USABLE SQUARE FEET

52,000

CEILING HEIGHT

40 to 48 feet high; 10 feet under balconies

SOUTH PRE-FUNCTION

30,000 square feet with natural light

FLOOR LOAD CAPACITY

100 lbs. per square foot

FREIGHT ACCESS

2 service elevators

LIGHTING

Hi Bay fluorescent and dimmable incandescent; multiple preset options

UTILITIES AND SERVICES

Electrical

100 amp/208 volt 3 phase; 200 amp/208 volt 3 phase; 400 amp/208 volt 3 phase; 60 amp/208 volt 3 phase overhead

Telephone/Data

Voice and data connections; single mode and multimode fiber connections

Audio and Video

XLR mic and line connectors; paging, video, multipin audio connectors on walls and in floor; A/V Mezzanine across southside of ballroom

DRESSING ROOMS

A. 48' x 20'; restrooms with no showers

B. 20' x 25'; restrooms with no showers

RESTROOMS

2 sets of men's and women's rooms

KITCHEN

20,000-square-foot kitchen adjacent to the ballroom

Meeting Rooms 301–306

LIGHTING

Fluorescent with bi-level switching and dimmable incandescent

UTILITIES AND SERVICES

Electrical

100 amp/208 volt 3 phase

Telephone/Data

Voice and data connections

Audio and Video

XLR mic and line connectors

Multipin audio connectors

Salons

(LEVEL 1)

Capacities and Dimensions: Salons A-I

SALON #	USABLE DIMENSIONS		USABLE SQ FT	USABLE SQ METERS	CEILING HEIGHT		THEATER*	BANQUET**	CLASSROOM***
	FT, LENGTH X WIDTH	M, LENGTH X WIDTH			FT	M			
East Salon									
A	42' x 72'	12.8 x 21.9	3205	976.9	18	5.5	260	120	85
B	44' x 72'	13.4 x 21.9	3462	1055.2	18	5.5	300	140	100
C	78' x 80'	23.7 x 24.4	6177	1882.7	18	5.5	578	290	240
AB	72' x 88'	21.9 x 26.8	6667	2032.1	18	5.5	552	280	240
ABC	152' x 164'	46.3 x 49.9	12844	3914.9	18	5.5	1166	580	372
AB with Prefunction	72' x 116'	21.9 x 35.3	11311	3447.6	18	5.5	667	330	220
ABC with Prefunction	116' x 152'	35.3 x 46.3	17488	5330.3	18	5.5	1166	580	372
Meeting Rooms									
D	13' x 39'	3.9 x 11.9	566	172.6	10'5"	3.2	36	20	13
E	13' x 36'	3.9 x 10.9	532	162.2	10'5"	3.2	32	20	12
F	31' x 76'	9.4 x 23.2	2163	659.3	10'5"	3.2	178	80	55
West Salon									
G	42' x 82'	12.8 x 24.9	3748	1142.4	18	5.5	304	160	115
H	44' x 82'	13.4 x 24.9	3767	1148.2	18	5.5	304	160	115
I	54' x 63'	16.4 x 19.2	5770	1758.7	18	5.5	442	260	150
GH	82' x 86'	24.9 x 26.2	7515	2290.1	18	5.5	612	300	234
GI	96' x 86'	29.3 x 24.9	7515	2290.1	18	5.5	840	480	342
GHI	86' x 136'	26.2 x 41.5	13285	4049.2	18	5.5	932	480	360
GH with Prefunction	82' x 111'	24.9 x 33.8	10282	3134.1	18	5.5	1240	380	264
GHI with Prefunction	111' x 136'	33.8 x 41.5	16052	4892.7	18	5.5	1605	803	642

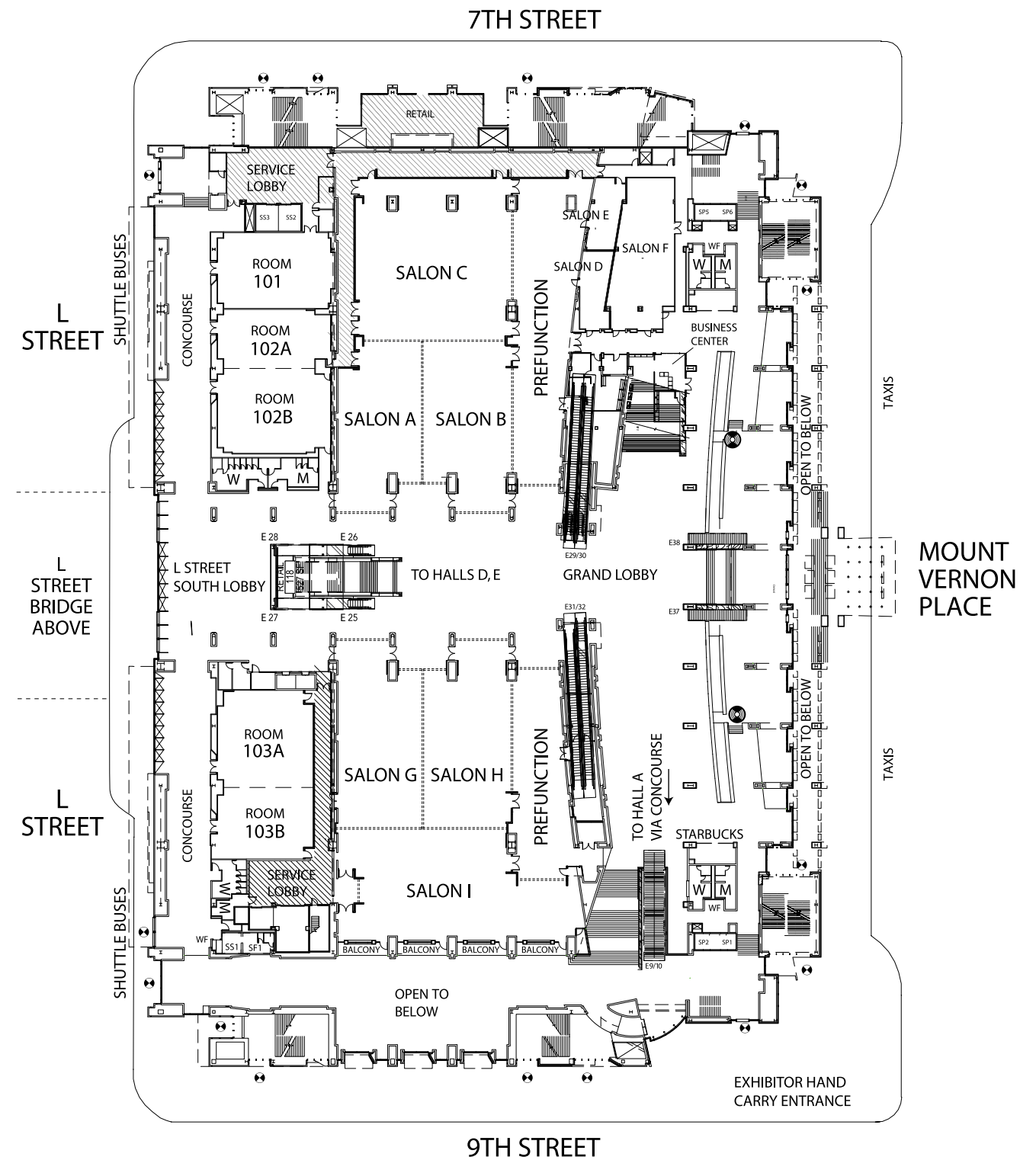
* Theater capacities based on chairs set 36" front edge to front edge.

** Banquet capacities based on 10 chairs per 6' round table set on 11' centers.

*** Classroom capacities based on 3 chairs per 8' x 18" table and 2 chairs per 6' x 18" table.

BUILDING LEGEND

■ - COLUMNS	T - TELEPHONES	ELEVATOR LEGEND	LINETYPE LEGEND
W - WOMEN'S RESTROOM	S - STROBES	BUILDING TYPE	ROLL-UP DOORS
M - MEN'S RESTROOM	F - FIRE EXTINGUISHER CABINET	S - SOUTH	AIRWALLS
E - ESCALATOR	A - ART	M - MIDDLE	LOW CEILING
☐ - CONCESSIONS	WF - WATER FOUNTAIN	N - NORTH	SKYFOLD AIRWALLS
▨ - MECHANICAL AREAS	TH - THERMOSTAT	ELEVATOR TYPE	
⊙ - EXIT	ATM - AUTOMATIC TELLER MACHINE	F - FREIGHT ELEVATOR	
⊙ - WIFI	AED - AUTOMATIC EXTERNAL DEFIBRILLATORS	P - PASSENGER ELEVATOR	
		S - SERVICE ELEVATOR	
		EXAMPLE: MP16=MIDDLE PASSENGER ELEVATOR #16	



Salons

(LEVEL 1)

CEILING HEIGHT

18 feet

EAST FREIGHT ACCESS

2 service elevators located on east side for access to Halls D and E loading docks above

WEST FREIGHT ACCESS

1 service elevator located on the west side for access to Halls A, B and C loading docks below

FLOOR LOAD CAPACITY

100 lbs per square foot

UTILITIES AND SERVICES

Electrical

20 amp/120 volt on walls at 15 foot centers
100 amp/208 volt on walls at 30 foot centers

Telephone/Data

Voice and data outlets; single mode and multimode fiber connections

Lighting

Dimmable fluorescent with bi-level switching and dimmable incandescent

Audio and Video

XRL mic and line connectors
Audio inputs

Rooms 103AB

Electrical

100 amp/208 volt 3 phase; 400 amp/208 volt 3 phase

Telephone/Data

RJ45 voice and data connections; single mode and multimode fiber connections

Audio and Video

XRL mic and line connectors
Audio inputs

Lighting

Dimmable fluorescent and incandescent

Event Checklist

Initial Process	Date Completed
Signed License Agreement with Deposit	
Initial Site Inspection	
At Least 6 Months Prior to the Event	Date Completed
Preliminary Exhibit Hall Floor Plan	
Initial Exhibitor List	
Preliminary Registration / Lobby Floor Plan	
List of Service Contractors	
Banner and Sign Location Request	
Request for Exhibitor Services	
Contact your EM regarding Center's Sustainability Program	
At Least 3 Months Prior to the Event	Date Completed
Final Exhibit Hall Floor Plan to Event Manager (10 Copies)	
Final Registration / Lobby Floor Plan to Event Manager (10 Copies)	
Exhibitor Manual to Event Manager	
Preliminary Event Schedule Including Set-Up Requirements	
2 Months Prior to the Event	Date Completed
Certificate of Insurance	
Final List of Contractors (Security, A/V, Medical, Shuttle busses deployment, etc.)	
Final Event Specs (Meeting Room Assignments, Catered Events and Set-Up Information)	
Security Deployment Plan	
Medical Services Provider Schedule	
Transportation Plans (Buses, Trucks, etc.)	
Show Management Electrical, Internet/Network, Telephone and Catering Requirements	
Food and Beverage Catering and Concession Plan	

Security Services Providers

1 Month Prior to the Event	Date Completed
Final Exhibitor List	
Show Management Key Card Request	
Show Management Parking Permit Request	
Pre-Event Meeting Scheduled	
On-Site	Date Completed
Pre-Event Meeting	
Post-Event Meeting	
Other Information (Depends on Type of Event)	Date Completed
Multi-Story Booth Plans	
Rigging Plan	
Hazardous Materials / Medical Waste Removal Plan	
Food and Beverage Sampling	
Exhibitor Cooking Request	

Preeminent Protective Services

1050 17th Street NW, Suite 600
 Washington, DC 20036
 Pat Bell
 Lena Bell
 Tel.: 202-496-1287
 Fax: 202-496-1286
 Email: pat@ppssvc.com
 lena@ppssvc.com

Security Assurance Management, Inc.

910 17th Street NW, Suite 202
 Washington, DC 20006
 Russell Stevens
 Tel.: 202-293-8011
 Fax: 202-293-1095
 Email: sam_inc@msn.com

Simmons Security Agency

7716 Rotherham Drive
 Hanover, MD 21076
 Joeseph McDeshen
 Tel.: 240-375-0283
 Fax: 1-866-610-9606
 Email: jmcdeshen@simmonssecurity.com
 Website: www.simmonssecurity.com

Security Services Minimums

The following are the required minimum security:

Location	Required Minimum
Hall A	Move-in/Move-out (3) Event hours (5)
Hall B	Move-in/Move-out (3) Event hours (5)
Hall C	Move-in/Move-out (3) Event hours (5)
Hall D	Move-in/Move-out (3) Event hours (5)
Hall E	Move-in/Move-out (3) Event hours (5)
Escalators	Event hours (1) per escalator
Freight Elevator	Move-in/Move-out (1) per elevator
Registration West	Move-in/Move-out (1) Event hours (2) 24 hours (1)
Registration East	Move-in/Move-out (1) Event hours (2) 24 hours (1)
Ballroom A	Move-in/Move-out (1) Event hours (2) 24 hours (1)
Ballroom B	Move-in/Move-out (1) Event hours (2) 24 hours (1)
Ballroom C	Move-in/Move-out (1) Event hours (2) 24 hours (1)
Internet Stations	Move-in/Move-out (1) Event hours (1) 24 hours (1)

Medical Services Providers

You must provide on-site medical services for your event beginning with move in and through, move out, if your attendance is projected to be 500 or more people. Your medical services provider must be licensed in the District of Columbia. Please see Section 13 for medical service staffing guidelines.

George Washington University Medical Center — Dept. of Emergency Medicine

2150 Pennsylvania Avenue NW, Room 2B-417
Washington, DC 20073

Daniel Casares, Program Coordinator
Tel.: 202-741-2918
Fax: 202-741-2921
Email: dcasares@mfa.gwu.edu

Medical Services Available: Emergency Medical Technicians, Registered Nurses, Emergency Physicians, Complete Medical Supplies, Basic and Advanced Life Support, Ambulance Services

Providence Hospital

1150 Varnum Street NE
Washington, DC 20017

Tiffany Jones
Health Promotion Specialist
Wellness & Mammography Institute
Tel.: 202-269-7618
Fax: 202-269-7048
Email: tjones@provhosp.org

Emergency Contact: Melissa Q. Rosetti, MPH
Health Promotion Manager
Wellness Institute
Tel.: 202-269-7726
Email: mrossetti@provhosp.org

Medical Services Available: Emergency Medical Technicians, Licensed Practical Nurses, Registered Nurses, Physician's Assistants, Nurse Practitioners, Physicians, Complete Medical Supplies, Basic and Advanced Life Support, Ambulance Services

Equipment Inventory

Item	Amount
Stacking Chairs	24,000
Folding Chairs	3,000
8' x 30" Tables	600
8' x 18" Tables	950
6' x 30" Tables	95
6' x 18" Tables	450
72" (6') Banquet Round Tables	800
Standing Podiums	40
Table Top Podiums	10
VIP Podiums	4
ADA Podiums	5
6' x 8' Meeting Room Risers (24"-36" Height)	150
Ballroom Stage — Maximum Dimensions 32' x 40' x 36"—54" Height	1*
Exhibit Hall Stage — Maximum Dimensions 40' x 60' x 48"—72" Height	1*
Wheelchair Lifts — Maximum Height 50"	2
Dance Floor Panels (3' x 3' Parquet)	500

* Ballroom and Exhibit Hall Stages can be built as multiple smaller stages.

In addition, the Center has limited quantities of other items such as flags, easels, flipcharts, marker boards, barricades, ropes and stanchions.

Equipment and Labor Rates

Services and Equipment Basic Rental Fee

Initial Setup of Meeting Space includes:

- One-time standard set-up in theater, classroom, conference, or banquet style.
- Skirted head table for four (4).
- Water service for speaker's platform.
- One (1) standard lectern (upon request).
- One (1) wired microphone and house sound system (upon request).
- Skirted registration table, literature table and easel outside room (upon request).
- Skirted speaker's riser in rooms set for 100 or more.

Heating, Ventilation and Air Conditioning, as appropriate, in all show management, registration, meeting and exhibit areas. Lessee receives controlled temperature during show hours at no charge. Charges will apply if additional controlled temperature is required during move-in/move-out or non-event hours.

Ongoing Cleaning Services during your event; thorough daily cleaning of meeting rooms, public areas, and restrooms.

24-Hour Building Security Patrols for corridors and common areas including daily securing of meeting and exhibit space.

Services and Equipment Additional Fees

Show Management and Exhibitor Utilities are provided by our exclusive service partners: Hi-Tech Electric and Smart City. These services include telecommunications, internet services, electrical and plumbing services that are requested for management offices, registration, special decorations, video/lighting equipment.

Audio Visual, Video and Production Services, including presentation, video and theatrical production systems as well as recording connections for conference sessions. These services are available through preferred service partner, Projection. Projection offers complete

broadcast, theatrical production, concert video and audio services at competitive prices.

Digital Signage. The digital signage network is operated exclusively by: Digital Conventions, Inc.

Changeovers in leased space are charged at an hourly labor rate.

Stages on exhibit hall floors, two-tier stages and other special configurations will be charged at prevailing rates.

Bulk Trash Removal. One complimentary trash haul is provided per event in the exhibit halls. Others are charged at prevailing rates. Trash hauls that consist of recyclable materials are free of charge, excluding contaminated material trash hauls.

Hazardous or Medical Waste is handled on a case-by-case basis. Special handling and disposal of hazardous or medical waste must be arranged in advance with the Center. Some materials can only be disposed by specialized licensed vendors at federally approved sites. Special waste removal is billed at local rates.

Fire Marshal approval for Floor Plans. All events containing exhibits must first submit floor plans to the Center for approval. Once approval has been granted by the Authority floor plans must then be submitted to the District of Columbia Fire Department Fire Prevention Division for a fee.

Additional Charges May Include

- Full overhead lights in exhibit halls during move-in and/or move-out
- Use of Metropolitan Police Department of other security personnel
- Additional equipment and furniture beyond initial set-up
- Tables for exhibits in meeting rooms
- Damages to the Walter E. Washington Convention Center or its equipment
- Dedicated restroom attendants
- Lost or misplaced keycards
- Water service for attendees

Equipment Rates

Equipment	Rates
Meeting Room Risers	
6' x 8' x 24" height	\$30.00 each (includes labor)
6' x 8' x 30" height	\$30.00 each (includes labor)
6' x 8' x 36" height	\$30.00 each (includes labor)
Ballroom Risers	
8' x 8' stage risers (36"-54" heights) 6" increments	\$60.00 each (includes labor)
Concert Risers	
8' x 8' stage risers (48"-72" heights) 6" increments	\$60.00 each (includes labor)
Chairs (Exhibit floor meeting rooms/concert/special event seating)	\$3.00 each
Tables	
6' x 18" Classroom Tables	\$25.00 each
8' x 18" Classroom Tables	\$25.00 each
6' x 30"	\$25.00 each
8' x 30"	\$25.00 each
30" Cocktail Round Tables (29" high)	\$15.00 each
30" Cocktail Round Tables (42" high)	\$15.00 each
72" Round	\$25.00 each
Table Top Exhibits (6' or 8' table with skirting and 2 chairs)	\$35.00 each
Tablecloths	
Round	\$10.00 each
Rectangular	\$10.00 each
Spandex Table Cover	\$20.00 each
Meeting Room Water	
Water Cooler with 5 gallon water bottle	\$30.00 each
Additional 5 gallon water bottle	\$10.00 each

Equipment Rates continued

Equipment	Rates
Easel	\$20.00 each
Additional Standard Lectern (desk or standing)	\$75.00 each
Dance Floor — 3' x 3' sections	\$20.00 / section (includes labor)
Rope and Stanchion	\$20.00 each / day
Barricades	\$50.00 each
Prox Card Replacement	\$10.00 each
Magnetometers	\$500.00 each
Hand Held Magnetometers	\$50.00 each
Ticket Drop Box	\$25.00 each (includes labor)
Turnstile	\$25.00 each
Pipe and Drape	\$20.00 per panel
Coat Racks	\$75.00 each
Flags	\$10.00 each
Trash Haul (40 Cubic Yards)	\$500.00 each load (after initial load)

Please contact your Event Manager for other furniture and equipment not listed.

Labor Rates

Straight: Monday to Friday, 7:00 am–5:30 pm			
Overtime: Monday to Friday, after 5:30 pm and all day Saturday			
Double-Time: All day Sunday and Holidays			
	Straight	Overtime	Double
WEWCC Engineer*	\$50.00 / hour	\$75.00 / hour	\$100.00 / hour
WEWCC Security Officer*	\$30.00 / hour	\$45.00 / hour	\$60.00 / hour
WEWCC Meeting Services Assoc.*	\$40.00 / hour	\$60.00 / hour	\$80.00 / hour
Metropolitan Police Officer (Minimum of Four (4) Hours)	\$40.00 / hour	\$60.00 / hour	\$80.00 / hour

*Charged at One (1) Hour minimum increments

Labor Union Representation

Effective August 1, 2009

Hi-Tech Electric: Overview

Hi-Tech Electric provides electrical and plumbing contracting services for trade shows and special events at convention and exposition centers, large hotels, and other venues from coast to coast. This includes overhead truss and motor rigging, exhibit lighting, and coordinating skilled trades labor.

In 2003, Hi-Tech Electric was chosen as the exclusive electrical contractor for the Walter E. Washington Convention Center — a world class endorsement of our ability to ensure total quality service.

Hi-Tech's pre-show planning is unsurpassed in the industry. Weeks and months in advance, we'll partner with you to produce a detailed, step-by-step schedule of your electrical and plumbing needs. We go the extra mile to be proactive, because we know that careful planning yields two important results: a show that unfolds without a hitch, and real savings.

Hi-Tech is dedicated to complete satisfaction for all of our clients — exhibitors and event managers alike. Our exhibitor clients have consistently awarded us top ratings in post-show quality surveys. And event managers appreciate our team-player attitude, both in show planning and in providing cost discounts.

We've worked with the world's best for years. Hi-Tech regularly provides complex wiring for special display and power needs ranging from video and lighting to hydraulics and refrigeration. And our international clients love working with an American firm that knows European voltage equally well.

Hi-Tech is an independent contractor. That means venues and show managers can incorporate our proven quality into any unique event team they want to assemble.

For exhibitors, the first two questions are: what is the size of your booth and what in your booth requires electricity? These questions lay the groundwork for everything that's needed. At the onset, every exhibitor is assigned a customer care representative who personally handles all the exhibitor's requirements for the duration of the show.

For show management an exclusive team is dedicated from move-in to move-out.

Hi-Tech's goal: raise the standards of customer service, pre-show research and execution of show plans. And its attitude: can-do, will-do, anything-is-doable.

Hi-Tech Electric: Show Management Agreement

1. Scope of Services

Hi-Tech Electric shall furnish all of the Show Management electrical / plumbing installation, which includes labor and materials for the work specified as it pertains to the above named event.

1a. Initial pre-event electrical / plumbing requirements are to be submitted no later than (14 days prior to event), in order for an estimate of charges and applied discounts to be prepared for Owner of Account (or authorized contact) for review.

Areas for pre-event requirements for estimate would include but are not limited to:

- Exhibitor Registration
- Areas included in the areas of Exhibitor Registration (Attendee Registration, Pre-Registration, On-Site Registration, Badge Pick-Up, etc.)
- Show Management Offices
- Meeting Rooms
- General Sessions / Production / Special Function
- Press Room
- Speaker Ready Room

1b. Pre-Show estimate is strictly for budgeting purposes only, unless specified otherwise in an addendum to this agreement.

1c. Work will be scheduled upon acceptance of this signed agreement.

1d. The Owner or pre-appointed contact person must authorize all on-site additions or revisions on a Hi-Tech Electric Work Order prior to any work performed, and shall be incorporated into the agreement.

2. Labor

2a. Installation Labor has a minimum of one (1) hour per man on the current published rates. Return labor work orders will be charged at a minimum of 1/2 hour per man.

2b. All work orders must be signed by the authorized appointed contact for the owner.

2c. Dismantle Labor of floor installation will be at half of the total installation hours.

2d. Dismantle Labor for Truss / Lighting will be entered as real-time dismantle hours, also at the current hourly rate.

2e. Dismantle charge for Lift Rental will be entered as real-time hours.

3. Payment Schedule

3a. A prepayment of 75% of estimate is required prior to installation.

3b. Production / Special Events not associated with a Trade Show require a 100% prepayment.

3c. Additional on-site charges may be invoiced net 30 days.

Accepted By:

Owner of Account

Date

Hi-Tech Electric:

Representative

Date

Hi-Tech Electric: Show Information and FAQs

ORDERING AIR / NATURAL GAS / WATER / DRAIN SERVICES

Compressed Air Lines

- Determine how many pieces of equipment will require a separate compressed air line in your booth.
- If you require more than one outlet, order the first outlet at the appropriate rate from item 1.b. under Description of Services.
- Each additional outlet is to be ordered from Item c. This is based on the floor distribution for the additional outlets.
- Determine your CFM (cubic feet per minute) requirements and include this information. It can be located on the equipment itself. If this information is not available to you, contact us via telephone, fax or e-mail with the names of the particular equipment, and a technician will advise you on the CFM requirements.
- The size and number of connections must be included.

Natural Gas Lines

- Determine how many pieces of equipment will require a separate gas line in your booth.
- If you require more than one outlet, order the first outlet at the appropriate rate from item 1.a. under the Description of Services. Each additional outlet is to be ordered from item c. This is based on the floor distribution for the additional outlets. The size and number of connections must be included.

Water Lines

- Determine how many pieces of equipment will require a separate water line connection in your booth.
- If you require more than one water outlet, order the first outlet at the appropriate rate from item 2.a. under Description of Services.
- Each additional outlet is to be ordered from Item b. This is based on the floor distribution for the additional outlets.
- The size and number of connections must be included.

Drain Lines / Continuous Water and Drain

- Determine how many pieces of equipment will require a separate drain line connection.
- If you require more than one drain line outlet, order the first outlet at the appropriate rate from item 3.a. under Description of Services.
- Each additional outlet is to be ordered from Item b. This is based on the floor distribution for the additional outlets.
- The size and number of connections must be included.
- Fill and drain requirements are based on how many gallons of water each fill and drain requires.
- Please order a separate fill and drain for each piece of equipment.

Hi-Tech Electric: Ordering Electric

Where is my power located?

Inline and peninsula booth power is generally located along the back center curtain wall, unless you request the power to be distributed from this main location (drop) to other locations in the booth.

Island booths will have the main drop installed at the location requested by you. This main drop must be indicated on a scaled floor plan. Neighboring aisles and booths should also be included on this floor plan. Should no floor plan be provided, the main drop will be installed in the booth at our discretion.

What if I need power in one or more additional locations?

Supply Hi-Tech Electric with a floor plan of your booth showing the exact outlet locations needed, and the amount of electricity designated at each one.

Feel free to download any of the scaled grids (10 x 10, 10 x 20, 10 x 30, 20 x 20, 20 x 30, 20 x 40) from the FAQs link at our website: www.hi-techelectric.com. If a different size grid is needed, please contact our exhibitor services department.

How can I determine how much power to order?

Calculate your electrical needs by adding the amperage (amps) or wattage (watts) of the equipment requiring power. This would include lighting not indicated on your service order.

How do I know if my booth requires labor and materials?

- Since all island booths stand alone, they require electricity to be brought to a main drop location from the closest power source in the exhibit hall. Therefore, a minimum one-hour (per technician) labor is charged for installation. Materials used to complete the installation are determined on-site.
- Any booth requesting multiple outlet locations (power distribution) will require labor set-up with a minimum one-hour (per technician) for installation. Materials used to complete the installation are determined on-site.
- Any booth with a service order for 208V motor and equipment outlet will require labor with a minimum one hour (per technician) to configure the connection. Materials used to complete the installation are determined on-site.
- Please complete the Labor Request Form for Electrical Distribution.

What is the dismantle labor?

Dismantle labor is charged for all booths with installa-

tion work orders. The fee is one half (1/2) of the total installation charges.

Where do I go for assistance at show-site?

Hi-Tech Electric will have an electrical services desk stationed with the other contractors at the general contractor service center.

How can I get an invoice of my electrical charges?

A detailed invoice will be available upon request at the electrical service desk at show-site. If a pre-event invoice is required, please contact our corporate office in Hayward, CA.

Can I bring my own extension cords or power strips?

Any extension cords or power strips that are not provided by Hi-Tech Electric are subject to inspection, and may not be placed under any carpet or flooring. These items are also available to rent at the show site. Our electrical services desk will supply them.

Will my international equipment be compatible with USA power source connections?

Please call our office in Hayward, CA or Washington, DC for technical support.

How do I send a wire transfer payment from another company?

Please e-mail your request for our banking information to: accounting@hi-techelectric.com.

Do I need a floor plan for lighting?

All lights require a floor plan for placement and focusing.

How is payment made to Hi-Tech Electric?


Full payment for all items ordered from the electrical or plumbing service order forms are required 30 days prior to the event in order to process installation. Any additional charges will be invoiced at show site.

- The correct credit card billing address must be on the service order form, complete with city, state and zip code.
- Purchase orders are not accepted as payment. Please call 202-293-6151 extension 223 or e-mail accounting@hi-techelectric.com.

What if another company is paying for my electrical services?

A third party credit card authorization form must be submitted with the service order.

Hi-Tech Electric: Electric Service



Hi-Tech Electric
24209 Clawiter Road
Hayward, California 94545
510-293-6151
510-293-6155 (FAX)
dcexhibitorservices@hi-techelectric.com

*Full payment is required to process order. Return with 100% remittance to above address. Retainer Credit Card is required. Fed. ID # 88-0437088 2010-2011** Order Form*

Incentive Deadline

Name of Event		Show Dates		Incentive Deadline	
Company Name		Booth Number		Check Number (If paying by check)	
Credit Card Billing Address (exact address for credit card)				Purchase Order Number	
City, State, Zip			Country		
Credit Card Number		Expiration Date		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX	
E-mail		Phone		Fax	
Authorized Contact- please print		Cardholder Signature		Print/Type Cardholder Name	

*** Please have your Payment 21 days in advance to receive incentive price rates.***

120/208/480 Volt • Electrical Outlets • Lighting				
Description of Service	Quantity	Incentive	Base	TOTAL
120V Outlet -- Place asterisk (*) for 24 hr. Power - Maximum of one (1) connection per outlet				
5 Amp / 500 watts		\$ 92.00	\$ 111.00	
10 Amp / 1000 watts		\$ 113.00	\$ 136.00	
20 Amp / 2000 watts		\$ 166.00	\$ 204.00	
208V 1Ø Motor & Equipment Outlets - Maximum of one (1) connection per outlet				
20 Amp - Minimum order for European Power		\$ 305.00	\$ 374.00	
30 Amp		\$ 414.00	\$ 510.00	
40 Amp		\$ 524.00	\$ 646.00	
50 Amp		\$ 578.00	\$ 719.00	
60 Amp		\$ 754.00	\$ 926.00	
100 Amp		\$ 936.00	\$ 1,143.00	
208V 3Ø Motor & Equipment Outlets - Maximum of one (1) connection per outlet				
20 Amp		\$ 412.00	\$ 507.00	
30 Amp		\$ 599.00	\$ 723.00	
60 Amp		\$ 912.00	\$ 1,129.00	
100 Amp		\$ 1,654.00	\$ 1,985.00	
200 Amp		\$ 3,250.00	\$ 4,064.00	
400 Amp		\$ 5,349.00	\$ 6,686.00	
Transformer(s) Circle Outlets Requiring Boost Please check if you have European power (see minimum order requirements in addition to European Transformer)				
Boost 208V to 230V / Euro Transformer 208V-240V (min 20A 208v1P)		\$ 153.00	\$ 183.00	
European Transformer 480v to 380v (min 60 amp 480v 3P)		\$ 366.00	\$ 608.00	
480V 3Ø Motor & Equipment Outlets				
30 Amp		\$ 608.00	\$ 730.00	
60 Amp		\$ 1,095.00	\$ 1,314.00	
200 AMP 1Ø & 3Ø Motor & Equipment Outlets -- Call for Quote				
<small>Booth Lights - Special lighting Requests will require a Labor Charge (subject to availability).¹ On Stanchion In-Line Booths Only ² May Require Rigging Labor and / or Lift at Additional Charge</small>				
90 Watt ¹		\$ 92.00	\$ 111.00	
250 Watt Krypton ¹		\$ 144.00	\$ 173.00	
Overhead Quartz Light ²		\$ 334.00	\$ 408.00	
Stem Lights (Hard Wall use only)		\$ 92.00	\$ 111.00	
Track Lighting (3-75watt fixtures) 10ft. Spreader bar required.		\$ 200.00	\$ 210.00	
			SUBTOTAL	\$
			PAYMENT ENCLOSED	\$

Hi-Tech Electric, LLC is not responsible for Acts of God, voltage fluctuation or power failure due to temporary conditions. For your own protection you should install a surge protector on your equipment. A HTE electrician should make all electrical installation connections to all electrical services. HTE will not be responsible for damage or injury to any person caused by the installation, connection, or plugging in of electrical outlets other than by a HTE electrician. By signing and delivering this form to Hi-Tech Electric, LLC, customer agrees to all terms and conditions printed on this form. All payments must be paid in full before services or any credits or claims can be processed. The Exhibitor, Display House, and Show General Contractor will Indemnify Hi-Tech Electric LLC, for any and all work related accidents.

<p>Special Requirements:</p> <ol style="list-style-type: none"> Dedicated circuits require 20 Amp outlets 24 hour service is double the outlet rate Higher wattages, voltages or special Lighting, please call for quote 	<p>Island Booths:</p> <p>All island booths require a scaled floor plan showing main power drop, exact outlet locations, dimensions, and orientation. Installation will be delayed without the above</p>	<p>Labor</p> <p>Installation: One hour minimum Dismantle: ½ hour minimum</p> <p>Labor Rates: Straight Time \$ 88.00 Premium Time \$ 168.00</p>	<p>Scaled Floor Plan required for:</p> <ol style="list-style-type: none"> All booths with multiple outlet locations All island booths All booths with 208V and higher All booths with lighting orders <p>Various booth size grids may be downloaded from our FAC page at: www.hi-techelectric.com</p> <p>Multiple quote requests for any booth due to revisions are subject to surcharge</p>
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SEE REVERSE SIDE TO COMPLETE SERVICE ORDER FORM

05/04BD: rev08/04BD nDT

Hi-Tech Electric: Plumbing Service

TERMS AND CONDITIONS

IMPORTANT

- 24-hour power & dedicated circuits will be double the listed price. Use * to indicate 24-Hour Outlet(s).
- Electricity will be turned on within 30 minutes of show daily.
- To receive the incentive rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the base rate.
- No credits will be issued on unused outlets or lights installed as ordered.
- Exhibitors using outlets without an order will be charged the base rate for outlets used.

HI-TECH ELECTRIC JURISDICTION (Requires Hi-Tech Electric labor and/or materials)

- Only HTE equipment is allowed for electrical distribution. Exhibitors are not permitted to bring their own electrical distribution system.
 - HTE installs all motor and equipment hook-ups requiring hard wiring connections.
 - HTE performs all installations and/or repair of electrical fixtures.
 - HTE performs installation of all electrical motors and electrical Apparatus to be energized.
 - HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems.
 - HTE provides labor for all overhead truss rigging and overhead Booth lighting.
 - HTE performs all installations of electrical cords under all flooring.
 - The Exhibitor, Display House, and Show General Contractor Will Indemnify Hi-Tech Electric LLC, for any and all work related Accidents.
- ### RIGGING LABOR
- \$ 88.00 per hour Straight Time 8am-4:30pm M-F
 - \$168.00 per hour Premium Time After 4:30pm M-F Weekends & Holidays

ELECTRICAL LABOR: OUTLET DISTRIBUTION

- Labor rates: \$88.00 per hour Straight time 8:00 am - 4:30 pm.
- Labor rates: \$168.00 per hour Premium Time Premium Time applies after 4:30pm M-F/weekends and Holidays.
- Lift Rates: \$152.00 per hour one hour minimum plus operator's time
- Starting time can only be guaranteed when labor is requested
- The minimum charge per booth is one hour installation and 1/2 the total time for dismantle.

OUTLET LOCATION & DISTRIBUTION

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered.
- All electrical outlets for island booths will be dropped from one main drop location per the exhibitor's floor plan. If no main drop location is provided this may cause a delay in distribution.
- Any additional power drops or locations are chargeable on a time and material basis.
- Distribution and connection of outlets are chargeable on a time and material basis.

RIGGING JURISDICTION

- All exhibit hall rigging must provide a floor plan for approval by Hi-Tech.
- All motors for rigging must be ordered through Hi-Tech.
- All labor for rigging-to-building structures will be provided by Hi-Tech.
- No other contractors may attach motorized equipment for rigging to Building.
- Rigging includes all motorized rigging-to-building structures.
- Failure to start labor as scheduled due to Exhibitor or any delays Will still result in the hourly charges per man hour.

THIRD PARTY CREDIT CARD AUTHORIZATION

Third-Party Credit Card information: Exhibiting firm acknowledges the responsibility for any additional charges in the event the third party named does not make payment. All balances must be settled prior to the event closing.

Company Name	Booth Number	Check Number (If paying by check)
Credit Card Billing Address (Exact address for credit card)		Purchase Order Number
City, State, Zip	Country	
Credit Card Number	Expiration Date	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX
E-mail	Telephone Number	Fax Number
Authorized Contact- please print	Cardholder Signature (1)	Print/Type Cardholder Name

LABOR REQUEST FOR ELECTRICAL DISTRIBUTION: Please Complete

Please send a PDF or DWG of all Island booths 30'x30' or larger to: dcexhibitorservices@hi-techelectric.com

Floor Plan attached showing neighboring booths/aisles/main drop location

Floor Plan will follow

OK to Proceed without Exhibitor Present

DO NOT Proceed without Exhibitor Present

Installation of electrical order will be delayed without all of the above information.

Date _____ Time _____ Booth Number _____

Electrical Labor Rates: \$88.00 Straight Time \$168.00 Premium Time One hour minimum Installation 1/2 hour minimum Dismantle	Rigging Labor Rates: \$ 88.00 Straight Time \$168.00 Premium Time Labor charges will be based from work order	Cancellations: Prior to Event 20% At Show Event 50% Once Installed NONE	Supervision Fee: 20% Supervision Fee For all booths requiring labor	Revisions: Revisions are subject to a 10% surcharge
---	---	---	--	---

Size of Booth _____	Questions or Comments _____	Hi-Tech Electric 24209 Clawiter Rd. Hayward, California 94545 510-293-6151 510-293-6155 (FAX) dcexhibitorservices@hi-techelectric.com
Type of Booth <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Inline		

Tippling is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately



Full payment is required to process order. Return with 100% remittance to above address. Retainer Credit Card is required. Fed.ID#88-0437088 2010-2011** Order Form

Name of Event _____	Show Dates _____	Incentive Deadline _____
Company Name	Booth Number	Check Number (If paying by check)
Credit Card Billing Address (exact address for credit card)		Purchase Order Number
Country		
Credit Card Number	Expiration Date	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX
E-mail	Phone	Fax
Authorized Contact-please print	Card holder Signature	Print/ Type Card Holder Name

Please have your Payment 21 days in advance to receive incentive price rates.

Plumbing Connections

Description of Service	Incentive	Base	TOTAL
1. Compressed Air: 90-100lbs. PSI			
A. Service charge for first GAS outlet at rear of booth	\$ 336.00	\$ 497.00	
B. Service charge for first AIR out let at rear of booth-AirOnly	\$ 218.00	\$ 262.00	
C. Each additional outlet with in island+peninsula booths only	\$ 171.00	\$ 209.00	
D. Number of connections--size of connection _____	\$ 62.00	\$ 75.00	
E. .CFM's Required _____ -Air Only	\$ 7.00	\$ 10.00	
F. 24-hour service required? No Yes (If yes ,add 50%)			
2. Water 1/2" and 3/4"			
A. Service charge for first water outlet at rear of booth	\$ 218.00	\$ 262.00	
B. Each additional outlet with in island+peninsula booths only	\$ 122.00	\$ 148.00	
C. Number of connections--size of connection _____	\$ 73.00	\$ 89.00	
D. PSI Required _____ GPM Required _____			
<small>NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, Exhibitor should arrange to have a pressure Regulator valve or pump installed. Plumbing contractor not responsible for sediment, color or taste of water. Water filters are recommended we have them on request.</small>			
3. Drains 1/2" and 3/4" / Continuous Water & Drain			
A. Service charge for first drain outlet at rear of booth	\$ 165.00	\$ 201.00	
B. Each additional outlet with in the same booth	\$ 122.00	\$ 148.00	
C. Number of connections--size of connection _____	\$ 73.00	\$ 89.00	
D. Continuous Water & Drain	\$ 305.00	\$ 365.00	
4. Sinks and Water Heaters			
A. Single Sink (Includes water & drain)	\$ 410.00	\$ 470.00	
B. Double Sink (Includes water & drain)	\$ 489.00	\$ 594.00	
C. Water Heater / 40 gallons each (Requires electrical connections ordered separately)	\$ 300.00	\$ 350.00	
A. Fill and Drain _____ 0-199 Gallons	\$ 122.00	\$ 148.00	
B. Fill and Drain _____ 0- 200 - 399 Gallons	\$ 181.00	\$ 222.00	
C. Fill and Drain _____ 0-400 Gallons and over	\$ 270.00	\$ 323.00	
All ramping of utility lines in booth are done at time and material. Laying of lines under Carpet or floor or spotting from ceiling will be an additional labor charge. Minimum per Removal of lines is 1 hour each. Please attach floor plan with order to show location of lines.			
		SUBTOTAL	\$
		PAYMENT ENCLOSED	\$

SEE REVERSE SIDE TO COMPLETE SERVICE ORDER FORM

Straight Time: \$88.00 Monday-Friday 8:00am-4:30pm
Premium Time: \$168.00 Weekends /Holidays and after 4:30 pm Monday-Friday

05/04.rev/08/04BD

Hi-Tech Electric: Truss/Motorized Hoist Order

TERMS AND CONDITIONS

- Credit will not be given for connections installed and not used.
- All materials and equipment furnished by Hi-Tech for this Service order shall remain property and shall be removed ONLY by Hi-Tech at the close of the show.
- Claims will not be considered unless filed by exhibitor prior To close of exposition.
- Prices based up on current wage rates and are subject to Change with out notice.
- Under no circumstances shall any one other than Hi-Tech Electric/Plumbing personnel make service connections.
- All equipment using water must have inlet and outlet Properly tagged.
- Unless other wise directed, Hi-Tech Electric personnel are Authorized to cut floor coverings to permit installation of service.
- A separate connection fee will be made for each piece of Equipment using connected service, whether connected Directly or other wise.
- Hi-Tech will not be responsible for moisture, oil or water in airlines. Exhibitors should supply their own filter or other Equipment to handle moisture or water.
- Hi-Tech must have 30 days notice in order to supply special Regulators, strainers, traps, etc.
- All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be Charged at the prevailing labor and materials rates.
- All outlets will be installed on the floor at the back wall of booth.
- Hi-Tech will not be responsible for sediment, color or taste Of water in line or loss of pressure.
- All services will be disconnected / shut off at conclusion Of show unless advance notice has been given and acknowledged.
- All cylinders must be firmly attached to exhibit. If cylinder Must be made secure by Hi-Tech Electric labor charge May be added.
- A connection of a regulator to cylinder or equipment will be Subject to a 1 hour minimum labor charge plus material sat Prevailing labor rate.
- Orders for electricity or electrical labor to connect and Operate any plumbing apparatus must be placed separately Using the Electrical Service Contract.
- The Exhibitor, Display House, and Show General Contractor will Indemnify Hi-Tech Electric LLC, For any and all work related accidents.

THIRD PARTY CREDIT CARD AUTHORIZATION

Third-Party Credit Card information: Exhibiting firm acknowledges there sponsibility for any additional charges In the event the third party named does not make payment. All balances must be settled prior to event closing.

Account# _____
Expiration Date _____

Card holder Name: _____

Address: _____
City State Zip

VISA MC AMX

LABOR REQUEST FOR PLUMBING DISTRIBUTION: Please Complete

- Floor Plan attached showing neighboring booths / aisles
 Floor Plan showing main drop location
 Floor Plan to follow
 OK to Proceed with out Exhibitor present
 DO NOT Proceed without Exhibitor present
- Date: _____
Time: _____
- Booth Number _____

Installation of plumbing order will be delayed without all of the above information.

Labor Rates: \$88.00 Straight Time \$168.00 Premium Time One hour minimum Installation 1/2 Hour minimum Dismantle	Cancellations: Prior to Event: 20% At Show Site: 50% Once Installed: None	Supervision Fees: 20% Supervision Fee: All Island Booths All booths with a floor plan	Revisions: Revisions are subject to A 10% surcharge
--	---	---	--

Size of Booth: _____

Type of Booth: Island Peninsula Inline

QUESTIONS OR COMMENTS

Hi-TechElectric 24209 Clawiter Road Hayward, CA 94545 510-293-6151 510-293-6155FAX

****Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.****

TRUSS / MOTORIZED HOIST/ LABOR ORDER 2011**

24209 Clawiter Road Hayward, CA 94545 510-293-6151 Phone:
510-293-6155 Fax:(510)293-6155
Email:exhibitorservices@hitechelectric.com

HI-TECH ELECTRIC

Full payment is required to process order - Incentive Deadline Date (21 days in advance): _____ Order increases 50% at show-site

Event	Company Name	Booth No
Date of Event	Billing Address	
Order Date	City, State, Zip	Country
Contact name-Please Print	Telephone	FAX
	E-mail	

Labor Rates: Important Information! Straight Time: \$88.00 Premium Time: \$168.00 Lift Rates: \$152.00 per hour (one hour minimum) plus operator's time

Qty	Description	Incentive Price	Base Rate	Total
	10'x12x12 Truss	\$ 178.00	\$ 205.00	
	Corner Blocks	\$ 116.00	\$ 132.00	
	Chain Motor up to 1 Ton (HTE provides all motors for all overhead rigging)	\$ 498.00 Includes power and points	\$ 527.00	
	Rigging Points	\$ 105.00 per point	\$ 120.00	
	Overhead Quartz Lights	\$ 333.00	\$ 407.00	
	All Dimmer Boards & Custom Truss (Please call for quote)			\$

Day / Date	Installation	No. Stagehands	No. Riggers	Day / Date	Dismantle	No. Stagehands	No. Riggers
M				M			
T				T			
W				W			
Th				Th			
F				F			
Sa				Sa			
Su				Su			

- All exhibit hall rigging must provide a floor plan for approval by HTE - PDF or DWG format required
- All labor for rigging-to-building structures will be provided by HTE
- No other contractors may attach motorized equipment for rigging- to- building structures.
- Rigging includes all motorized rigging-to-building structures.
- Failure to start labor as ordered due to delays of client-owned equipment will still result in the hourly charges per man hour

Visa MC Amex

COMPANY CREDIT CARD AUTHORIZATION

Account # / Expiration date _____

Cardholder's Name (please print) _____ Signature _____

Third Party Credit Card Information: Exhibiting company acknowledges the responsibility for any additional charges in the event the third party does not make payment. All balances must be settled prior to the event closing.

Visa MC Amex

Account # / Expiration date _____

Cardholder's Name (please print) _____ Signature _____

Hi-Tech Electric: Service Order Form Request

TERMS AND CONDITIONS

IMPORTANT

- 24-hour power & dedicated circuits will be double the listed price. Use * to indicate 24-Hour Outlet(s).
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- To receive the incentive rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the base rate.
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- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems.
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- HTE performs all installations of electrical cords under all flooring.
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- \$ 88.00 per hour Straight Time 8am-4:30pm M-F
- \$168.00 per hour Premium Time After 4:30pm M-F Weekends & Holidays

ELECTRICAL LABOR: OUTLET DISTRIBUTION

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Third-Party Credit Card information: Exhibiting firm acknowledges the responsibility for any additional charges in the event the third party named does not make payment. All balances must be settled prior to the event closing.

Company Name	Booth Number	Check Number (If paying by check)
Credit Card Billing Address (Exact address for credit card)		Purchase Order Number
City, State, Zip		Country
Credit Card Number	Expiration Date	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX
E-mail	Telephone Number	Fax Number
Authorized Contact- please print	Cardholder Signature (1)	Print/Type Cardholder Name

LABOR REQUEST FOR ELECTRICAL DISTRIBUTION: Please Complete

Please send a PDF or DWG of all Island booths 30'x30' or larger to: dcexhibitorservices@hi-techelectric.com

- Floor Plan attached showing neighboring booths/aisles/main drop location Date _____
- Floor Plan will follow Time _____
- OK to Proceed without Exhibitor Present Booth Number _____
- DO NOT Proceed without Exhibitor Present
- Installation of electrical order will be delayed without all of the above information.

Electrical Labor Rates: \$88.00 Straight Time \$168.00 Premium Time One hour minimum Installation 1/2 hour minimum Dismantle	Rigging Labor Rates: \$ 88.00 Straight Time \$168.00 Premium Time Labor charges will be based from work order	Cancellations: Prior to Event 20% At Show Event 50% Once Installed NONE	Supervision Fee: 20% Supervision Fee For all booths requiring labor	Revisions: Revisions are subject to a 10% surcharge
---	---	---	--	---

Size of Booth _____	Questions or Comments	Hi-Tech Electric 24209 Clawiter Rd. Hayward, California 94545 510-293-6151 510-293-6155 (FAX) dcexhibitorservices@hi-techelectric.com
Type of Booth <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Inline		

Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately



Service Order Form Request

TO: Kathy Simon kathys@hi-techelectric.com
CC: Denise Santos denises@hi-techelectric.com
Date: _____
Re: _____

OFFICIAL SHOW TITLE: _____

SHOW DATES

FORM TYPE: Hard Copies () Yes () No PDF () Yes () No

Electrical: _____

Truss: _____

Plumbing: _____

Date Due: _____

SEND TO: (Name, Address, Phone, Fax, email)

1. HARD COPIES:

2. PDF

FAX to: (510) 293-6155 : Phone: 510-293-6151

denises@hi-techelectric.com

Smart City: Event Technology Services

Overview

Founded in 1984, Smart City is the nation's leader in providing quality, advanced technology and telecommunication services to the trade show and event industry. Smart City provides 35 Facility clients with design, installation and maintenance of data, voice, electrical and utility platforms, audio visual services, telephone and computer network engineering, security and monitoring. Smart City provides network services to more than 5,500 events each year.

Services

Smart City provides all, or part, of the following services to various locations from a convenient single source:

- Complete Telephone Services (Single line, multi-line, dedicated line, advanced calling systems)
- T-1, DS3, ISDN and other Special Data Circuits
- High-Speed Internet Access
- Temporary LAN/WAN/VPN construction
- Point-to-Point Networking
- Webcasting (Internet Broadcasting)
- Internet/E-mail stations/"Cyber Cafes"
- Wi-Fi (Instant Wireless Internet) for Convention/ Meeting Venues
- Custom Security Solutions
- Dedicated Network Performance Monitoring
- Network design and engineering solutions
- Cable TV
- Broadcast Media Services
- Web Casting

Expertise

As Smart City is part of the Cisco Powered Network program, we are often asked to beta-test new technology from Cisco and other network manufacturers. That means convention centers and facilities serviced by Smart City always have access to the most advanced technological resources. Smart City has a centralized Network Operations Center (NOC) dedicated to supporting all event networks across the country. We have over 4,500 devices and monitor more than 75,000 ports on a continuous basis. Every piece of equipment connect to Smart City's network is monitored 24/7 and performance-checked every 3–5 minutes.

Dedication

With on-site customer service and technical professionals, Smart City maintains a thorough working knowledge of all our venue's infrastructure and systems to ensure you have the best possible service during events. We offer a 24/7 commitment to satisfying event needs from event planning until the last customer has left the building.

Smart City: 10 Technology Savings Tips

Find out what Smart City can do for you today by calling our Customer Service Department at 202-249-3280. Smart City understands that our clients are looking for ways to operate more efficiently and ways to stretch their dollars for their event. Here are 10 tips and questions that everyone in the trade and convention industry can use to assess and reduce your show's technology expenses.

1. ORDER EARLY. Most companies have incentive rates to place your order before certain show deadlines. Create reminders in your calendar to take advantage of early order pricing.

2. KNOW YOUR TECHNOLOGY NEEDS. Be specific so you get exactly what you need. Don't order more than your needs, but also be sure the technology will provide the speed, access and service you must have to showcase your product or service. For example, if you are going to be streaming video, you may need a higher speed Internet connection, greater bandwidth, and a network protocol to support streaming media. Our local team can help you in selecting the most cost effective solution for your needs.

3. CUSTOMER SERVICE REPRESENTATIVES CAN HELP. Let customer service help you plan your Internet order based on your technology needs. They can provide estimates and suggestions while helping you limit on-site changes or additional charges. Their goal is to ensure your connectivity experience goes smoothly. They understand that your time on the show floor needs to be focused on your attendees, not on fixing technical difficulties.

4. KNOW THE BUILDING'S CAPABILITIES. Discover what the center's minimum and maximum services are and see how they match your needs. You may need to adjust your presentation in advance based on those capabilities.

5. WIRED OR WIRELESS? Wired Internet is more reliable, although wireless may allow you to move around the showroom floor to show off your product or service. Be sure to ask where the wireless networks are located; in the exhibit hall or in common hallway areas? Text yourself or write down the wireless network name (also

known as the SSID) to ensure you connect to the right wireless network and not to other rogue wireless devices.

6. VPN OR NO VPN? Do you need virtual private network (VPN) access to your corporate computers or can you function with a standard Internet access? A VPN allows computer users to access a network via an IP address other than the one that actually connects their computer to the Internet. These are usually used for security reasons and to get past an internal firewall.

7. WHERE AND WHEN DO YOU NEED TO CONNECT? You may be able to run your presentation without Internet capabilities, but you want to be connected occasionally. When you ask where wireless networks are located, be sure to also ask if you can purchase it for a daily rate and if there are any limitations that you should be aware of. Some common area wireless services may only cover the common area and will not extend onto the exhibit floor.

8. SHARED OR DEDICATED? The shared Ethernet is typically appropriate unless you will be using a lot of bandwidth to run streaming videos from another site. Ask your customer service representative the differences between shared and dedicated networks. Most importantly, test your connection during the typical hours you will be using the network for your presentation.

9. ADDITIONAL SERVICES. Will you want video conferencing or webcasting capabilities? Secure live and on-demand webcasting technology and video conferencing services are available to enhance your organization's event. These services are another way for those who could not attend the event to learn from and experience the event.

10. STRETCHING YOUR FUNDS. What is your bottom line? In other words, how low can you go on technology needs and still have a good connectivity? Everyone is on a tight budget. Again, talk to your Internet customer service representative. Order forms are usually industry standard services, but the capabilities of networks could be something not listed on the order form. Don't be afraid to ask what alternative solutions may meet your connectivity needs.

Smart City: Products & Services

Smart City is dedicated to making sure your event is a success. All of our services include installation before the show, on-site support for the services during the show and billing after the show. Smart City offers Show Management and exhibitors a complete package of Telephone, Internet and Data Networking Services from a convenient single source.

Internet Services

Dependable Internet connectivity is the backbone of many business transactions today. Smart City delivers various levels of Internet services for general or demanding connectivity. No matter the bandwidth demands or number of devices simultaneously connecting, our team can build a network for your needs. Our range of services include Standard and Advanced Internet access, Shared and Dedicated Ethernet service, Special Circuits, Custom VLAN, Multi-location networks.

DEDICATED INTERNET SERVICES

Our dedicated service is geared towards customers needing a secure connection where no other user on the network can interrupt their service. This is best for mission critical demonstrations or applications.

SHARED INTERNET SERVICES

Our shared service is a shared network connection with many other customers utilizing a common bandwidth pool. Its primary use should be for web browsing and checking emails. This service is not recommended for mission critical demonstrations.

SPECIAL NETWORKING SERVICES

Our special engineering enables us to listen to what the customer's needs are and design a network to meet those needs. We are able to provide point to point or multi point networking to any location in and outside the venue our customers may require for the event. Customized bandwidth packages are available, with or without internet access. Virtual local area networks, webcasting, video streaming, video conferencing, and many other special services are available.

Cable and Broadcast Video Services

Digital Cable TV services are available throughout the facility. Smart City offers Broadcast Video services through a state of the art fiber infrastructure and media interface solution. Video can be distributed internally via fiber or channel insertion into the Digital Cable Television Infrastructure. Broadcast Video is distributed externally via Video Circuit, Satellite Truck or Dish by connecting via the fiber broadcast infrastructure.

Voice Services

Smart City offers a range of voice services technology to round out your communications program. From analog phone lines to process credit card transactions, to local-only calling plans, our customizable voice services offerings will help you stay in touch when you need to do so most. Some of our Voice Services include: Standard telephone lines, with or without a telephone, along with a variety of calling plans including local calling only, credit card calling and long distance, Deluxe modem services featuring dedicated lines ensuring you always get a line out and you stay logged on as long as you want, Multiline telephones with speaker-phone capability for distributing calls among multiple phone lines in your booth. Also available are large capacity conference speakerphones.

Wireless Programs

Smart City offers a variety of wireless connectivity programs to fit your event needs. Below are brief descriptions on the wireless service packages that we offer. Duration of wireless services is throughout the entire show from show start until show end.

Wireless Hotspot Package

A wireless hotspot is a small area within the event public space where wireless connectivity is provided for attendees with wireless devices within the specified area sponsored by show management or an exhibitor. Packages begin with services for a block of 50 users.

Wireless Buyout Package

Single sponsored purchase to provide wireless access in the entire contracted space of the event, except exhibit halls. Wireless service is programmed for unlimited users and bandwidth within the contracted square footage for the event. Package also includes one redirect page.

Wireless Sponsorship Process

Individual Attendee and Exhibitor Options:
Instant Internet
Exhibitor Internet

Additional Marketing Opportunities:

Want to drive more to your exhibitor booths? Over 80% of attendees have a Wi-Fi enabled device. With their attention captured by one of the above packages, drive more traffic to your site by using one of these additional marketing opportunities.

LANDING PAGE

The website page that appears once the service has been purchased and/or logged into. Landing page graphics are submitted to Smart City to host on our server.

REDIRECT PAGE

A website link that directs wireless users to a specific website after wireless connection has been established. Smart City does not host or operate the submitted webpage.

SPLASH PAGE

The very first webpage once the user's browser is launched when they are within the purchased wireless service area. The splash page is hosted and operated by Smart City. Website graphics are submitted to Smart City to be hosted on our server.

Smart City: Network Capabilities & "Always Up" Policy

Smart City is the leading provider of event technology services in the United States. With two decades of experience, Smart City provides clients with design, installation and maintenance of telecommunications and data systems coupled with unparalleled Customer Service.

Technical Infrastructure

Our bandwidth consists of 200Mbps main connection with 100Mbps of back up. Our fiber infrastructure is capable of supporting Gigabit speeds up to 10Gigabit to the desktop. Our wireless networking uses 802.11 a/g/n managed through Cisco controllers and is available throughout the entire facility.

Reliability & "Always Up" Policy

We design our networks to be redundant. This enables our customers to never experience a network outage if the primary circuit was to be cut at any time. Our "Always Up" policy means that we have spare equipment configured, tested and ready to be deployed if a component was to fail.

Onsite Support

We have a 24/7 onsite technical support team. You will never have to dial a 1-800 number and wait in queue to speak with someone.

Networks Operations Center

Our network operations center provides 24/7 monitoring of all our network equipment. Smart City has over 3600 device and 63,000 ports deployed in the field that are monitored on a continuous basis. Stats are polled every 3-5 minutes 24 hours a day, 7 days a week.

Special Services

Let Smart City's certified network engineers develop a secure and reliable network for your event. Big and small events alike can benefit through the array of technological options Smart City offers. Whether you need data networking within your booth, require large bandwidth or need to network multiple locations within the building, our engineers can build your network and stay on-site throughout the event to ensure your data system runs smoothly. Our specialized services include, but are not limited to:

- Data Networking
- Networking your booth to a hotel or other location outside the facility
- Virtual Private Networks
- Wireless Ethernet
- Wireless Local Area Networks
- Booth to booth and intranetworking
- Eight and Twenty-four Port Hub Rental (10/100/1000 Base-T)
- Equipment Rentals (PC; video conference; fiber transmitter & receivers for video connectivity)
- 50-foot patch Cable – Cat 5

Smart City: It's the People

Smart City's technical team trains, tests and prepares for every level of show/event. Our Managers and Supervisors are certified and trained in all aspects of service management and resolution. The Marketing, Sales and Customer Service Team are trained to provide excellent customer service in all circumstances including but not limited to; service after the sale, issue identification and quick resolution. Both teams are available 24/7 365 days a year.

Supporting your local team is Smart City's Corporate IT and technical support departments including our National Operations Center (NOC), Help Desk and Engineering. These award winning departments provide all of Smart City's clients with an invaluable resource to overcome any technical issue or obstacle. In addition to providing our clients with round the clock technical support we also offer our nationally centralized Sales and Customer Service department to all clients and exhibitors. Our Customer Services and Sales department is able to develop processes, procedures and sales operations from a practical standpoint while working closely with the center's staff in the field. By covering all of these bases we are able to meet the needs of our customer quickly and efficiently.

Additionally, each one of our sister centers supports and backs up our local staff during large events and conventions to provide services in operational and customer service, administration and ancillary support.

Our Motto, Credo and Business Principles

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND"

At Smart City we emphasize integrity. We pride ourselves in consistently seeking out and retaining the best team members. Surveying our customers is an important part of our success. We listen and respond to client's needs through our comprehensive surveys from both the Show Management level and Exhibitor level. Teamwork and being ambassadors of service excellence for Smart City as well as your event are two very important qualities that we take pride in at Smart City.

TEN BUSINESS PRINCIPLES

1. Integrity Without Compromise.
2. Do Right By All Our Customers.
3. It's the People.
4. Seek The Best.
5. Continually Improve Processes.
6. Speak, Listen and Respond.
7. Teams Work.
8. Customers Define Quality.
9. Think Fast, Move Fast.
10. We Care And Give Back.

CREDO

"Smart City provides quality event telecommunication and technology solutions. We anticipate our customer's needs and respond to them in a way that creates a pleasant experience. We pledge to deliver our services as promised with a level of professionalism and attention to detail that is unrivaled in the event industry. Smart City's services enable our customers to learn, communicate and thrive in the venues that we service."

Smart City: Wi-Fi Marketing Connect

Your event is coming to the Walter E. Washington Convention Center! Let us help get your event's messages to your attendees.

What is Wi-Fi Marketing Connect?

In today's demand for wireless connectivity, our Wi-Fi Marketing Connect program delivers your information to attendees as they connect to our Wi-Fi networks. Wi-Fi Marketing Connect provides events the ability to purchase Marketing Profiles that display on four different webpages as attendees set up their wireless Internet access in the Walter E. Washington Convention Center. Our wireless services will display your Marketing Profile on our building-wide Wi-Fi networks within the convention center. When your Marketing Profile is clicked, your website will open up a window to allow them to visit your site, without the need to purchase our wireless service. A sample webpage is shown below.

To view full sized demo versions of these pages, please visit: <http://splash-sample.smartcity.com/index.php?test=1&product=instantinternet>

Show Management Revenue Opportunities

Wi-Fi Marketing Connect offers an opportunity for you to purchase some or all of the WMC profiles and resell them to exhibitors or sponsors, taking advantage of a revenue opportunity to help offset some of the costs of your event.

Marketing Profile Details

- There are a maximum of 10 Marketing Profiles available per event.
- Marketing Profiles are rotated randomly on all four pages.
- Marketing Profiles must meet specific size and file type. (See order form)
- Graphic design services are available.



Exhibitor Cooking Request

If you will be cooking in a booth, please complete and return this form along with the manufacturers specifications for your cooking and/or heating appliances to the Event Services Department of the Walter E. Washington Convention Center. In accordance with the District of Columbia Fire Codes, the District of Columbia Fire Prevention Division **must have** this form if you are operating any of the following:

Cooking Appliances: Stoves, barbecues, hot plates, crock pots, woks, frying equipment or any other electrical cooking device.

Heat Producing Appliances: Ovens or microwave ovens.

PLEASE NOTE:

- No open flames will be allowed in the exhibit hall
- The use or storage of any flammable or combustible liquids, compressed gas cylinders, hazardous materials and chemicals is strictly prohibited.

- Frying equipment must be equipped with a grease shield.
- A 3A40BC rated, or better, fire extinguisher must be displayed in each booth that will feature cooking.

After review, the DC Fire Marshal may require that certain types of commercial cooking equipment (especially those which produce grease laden vapors) include a supplemental exhaust system installed over the equipment.

Please complete and return this form **ONE MONTH PRIOR TO YOUR SHOW OPENING DATE TO:**

Event Services Department
Walter E. Washington Convention Center
801 Mt. Vernon Place, NW
Washington, DC 20001
Fax: 202.249.3111

Event Name: _____ Event Dates: _____

Exhibiting Company: _____

Contact Name: _____

Booth Number: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

E-Mail: _____

Description of Cooking and Heating Equipment to Be Used: _____

The Walter E. Washington Convention Center will forward this form to the District of Columbia Fire Marshall for Review. You will be notified by the Walter E. Washington Convention Center's Event Services Department should a special need arise. The District of Columbia Fire Prevention Division and WEWCC will inspect equipment, and may require a test of cooking equipment prior to show opening.

Production Presentation Technology: Production Guide

The Center's Audio Visual Production Department (AVP) welcomes you to the Walter E. Washington Convention Center. The Audio Visual Production Department (202-249-3779) was established to assist in the coordination of all audio-visual, presentation, production and related technical systems utilized to support meeting and convention activities. It is our desire to partner with you and your organization to produce a successful conference, meeting, and/or special event for your attendees. We have developed the following guide in an effort to facilitate your use of the facility and should answer many of your basic questions concerning audiovisual applications in the building.

AV Service Provider

Projection Presentation Technology (202-249-3700) is the Walter E. Washington Convention Center's in-house production and audiovisual provider. Projection is a nationwide audiovisual and computer rental company serving the meeting and convention industry for over three decades. Specializing in audiovisual equipment rentals, sound production, computer technology, production staging and design, video production and data/video image projection, Projection has both the talented personnel and state-of-the-art equipment to meet any event's most demanding application. With offices in 18 cities and operating as the audio-visual provider in 15 convention centers across the country, Projection is well positioned to be the provider of choice for all of your meeting and convention audiovisual and production needs.

At the Walter E. Washington Convention Center, Projection has teamed with GLP, Inc. to offer a range of production services. GLP specializes in theatrical lighting production and also provides rigging services, lighting equipment and pre-production services including computerized design layouts for conventions, trade shows, television, film, custom exhibits and special events. So, whatever your audiovisual or production needs are, the team brings together the most knowledgeable and proficient experts to provide you with the highest quality

service. Seamless, efficient, user-friendly, responsive to your budget and creative, Projection and GLP can provide for all of your audiovisual, sound, staging and production needs at the Walter E. Washington Convention Center.

Infrastructure Services

A. DIGITAL SIGNAGE

The Oculus Digital Signage Network (DSN) is a state-of-the-art full motion digital signage network. The DSN facilitates the implementation of interactive media campaigns for organizations. This is an excellent opportunity for clients and exhibitors to showcase their products and services. The network consists of more than 200 eye-catching, high-definition, LCD flat panel displays strategically installed in highly visible locations throughout the Walter E. Washington Convention Center. Digital Conventions Inc. serves as the Center's exclusive DSN Operator. They can be reached at 202-249-3900. Digital Conventions operates the Oculus Digital Signage Network, and can assist you with content development, video production and media. Digital Conventions Inc. also sells local and national advertising on the "house" displays.

B. ASSISTED LISTENING SYSTEM (ALS) HEADSETS

In compliance with the Federal ADA guidelines, a high-end assisted listening system is available throughout the facility. The Walter E. Washington Convention Center provides ALS headsets for use throughout the Center's meeting rooms and ballrooms. Induction Loops (used in conjunction with hearing aids) are also available. The Assisted Listening System will not work in areas outside of the meeting rooms/ballrooms, or where the presenter is not using the in-house audio system. Licensee must provide assistive listening services either by utilizing their own portable system, or by providing the appropriate signal to the Center's permanent assistive listening system. Connections to the system shall be billed by Projection (202-249-3700) at prevailing audio patch fee rates.

C. AUDIO/VIDEO SYSTEMS

The Walter E. Washington Convention Center features a state-of-the-art audio infrastructure. Featuring the latest in audio digital signal processing and control interfacing, this robust system offers total flexibility for your meeting and convention needs. The meeting room, Ballroom, and Exhibit Hall systems provide distinct and ample audio levels for any type of event. Furthermore, Projection is able to supplement sound requirements with a variety of full-range portable systems.

The audio infrastructure is matched by a video interface, which allows signal routing to any location throughout the facility.

D. AV POLICY

Projection is designated as the official contractor authorized to provide audio and visual services utilizing the permanent audio and video infrastructure of the Walter E. Washington Convention Center.

Projection will provide all equipment and labor necessary to install and operate any audio, video or data systems that interface with the Walter E. Washington Convention Center infrastructure and all labor and equipment necessary to operate the building's permanent AV systems. Clients or their contractors are not allowed to attach any systems, microphones, speakers, instruments or cabling that interfaces directly with the infrastructure of the building.

E. AV PROCEDURES

The following items are standard operating procedures at the Walter E. Washington Convention Center.

- One wired lectern microphone in each meeting room is provided free of charge. Lectern microphones in Exhibit Halls, common areas or areas utilizing/requiring external sound systems are excluded, published labor charges are applicable.

- Projection will place mixers in any meeting room with two or more microphones. Mixers will be charged at the prevailing rate. Audiovisual technicians will be placed in any meeting rooms with a microphone complement exceeding four mixer inputs. A technician will also be assigned to all Ballroom events with multiple microphones. The technician will be billed at the following rates:

Monday–Friday, 6:00am–6:00pm	\$65.00/hour
Monday–Friday, 6:00pm–Midnight	\$97.50/hour
Saturday and Sunday 6:00am–6:00pm	\$97.50/hour
All other times	\$130.00/hour

Production Specialists will be quoted upon request.

- All labor quotations are estimates only. Labor will be billed at the conclusion of the event based upon actual hours worked.

F. OUTSIDE MEDIA OUTLETS

The entire staff of the Convention Center is here to work with you and assist in producing a successful event. If you anticipate media coverage of your event, please contact the Audio Visual Production Department (AVP). All requests for media connections should be directed to 202-249-3779 as early as possible. The AVP will serve as liaison to the service partners who will bill directly for their services.

G. AUDIO RECORDING

The Walter E. Washington Convention Center has a number of conveniently located patch bays to assist recording companies to capture your sessions. Should your audio recording company desire to record multiple sessions from central locations, Projection will provide technical assistance to assist these companies to interface with the house patch bays. A four-hour minimum technical assistance fee of \$75.00/hour straight time will be charged for assistance during the initial set-up. Overtime charges will be applied where applicable.

The Projection technician provides assistance for interfacing the recording company's lines with the house system. Any assistance required beyond the four-hour call will be charged at the prevailing hourly labor rate. Projection must be contacted at least 48 hours prior to the start of the event to receive the Pre-Show rate. In addition, the client and/or contractor must comply with the guidelines contained in the Procedures for Audio Recording Company guide.

Patch Fees are charged according to the following schedule:

Pre-Show Request Rate:

1–5 Rooms at \$30.00 per day per room
6–10 Rooms at \$25.00 per day per room
11 or more Rooms at \$20.00 per day per room

On-Site Request Rate:

1–5 Rooms at \$60.00 per day per room
6–10 Rooms at \$50.00 per day per room
11 or more Rooms at \$40.00 per day per room

H. PROCEDURES FOR AUDIO RECORDING COMPANIES

The Washington Convention Center's Audio System has four locations where you can access audio feeds from meeting rooms:

Location 1: Rooms 101 thru 103
Location 2: All 200 numbered meeting rooms
Location 3: Rooms 301 thru 306
Location 4: Rooms 140 thru 160

At these four locations, Projection will provide a **Male XLR** connector with a **Balanced Line Level** signal for each room you are recording.

Please keep in mind the following:

- The three Ballrooms and the five Exhibit Halls are not accessible from a central location. You will need to get your feeds directly from within those rooms.

- You may need to bring your own special adaptors to go from our XLR-Male feed into your particular equipment.
- AC power will be available. You will need the necessary cords and power strips to distribute it to your equipment
- You will be located in a non-secure public area and will need to secure your equipment on a daily basis.
- We strongly suggest that you bring your own mixers to place in line to adjust signal levels coming to you. The in-house infrastructure does not have the ability to adjust your levels independent of the actual room levels.
- If an outside audiovisual company is using external public address systems in the meeting rooms that you desire to record, you must get your feed directly from them.

I. BACKGROUND MUSIC

The Center's audiovisual system has four background music (BGM) busses; each BGM can deliver a unique style of music. Background music can be presented at any speaker throughout the facility. Background music is available at no cost to the Licensee. AVP (202-249-3779) will contact the customer on-site to review the music selection/choice. AVP is responsible for completing the audio patch from the AV NOC to the designated area. The client may be charged for AVP's labor.

Projection Presentation may charge for amplification equipment required to facilitate background music playback. AVP in conjunction with Projection Presentation will adjust sound levels to ensure noise bleed does not occur.

The Comcast cable music channels listed below are not available as they have a service rating of TV-MA or higher and may contain objectionable content:

405 Rap (TV-MA)
415 Metal (TV-MA)
416 Alternative (TV-MA)
417 Classic Alternative (TV-MA)
418 Adult Alternative (TV-MA)

J. ELECTRICITY

You or your organization is responsible for ordering all electrical services required to support the audiovisual services Projection Presentation provides. Generally there are additional electrical charges required for the ballroom, exhibit halls, common areas, registration areas and special set-ups inside of meeting rooms. Any external lighting or sound systems will also require electrical support. Your Projection or GLP representative will supply a list of power requirements well in advance. The additional services are available at the prevailing rates. You or your organization must provide the power requirements to Hi-Tech, the in-house electricity vendor, prior to your event. Hi-Tech will provide you with a quote for your power requirements and payment arrangements. Hi-Tech can be reached at 202-249-3600.

K. FEEDS

The Walter E. Washington Convention Center has a state-of-the-art signal distribution system. Contact the Audio Visual Production Department (202-249-3779) to coordinate and manage these installations. If your signal distribution requires the temporary placement of your satellite or microwave dish on the building's roof, please refer to the Satellite/Microwave Roof Installation requirements on page 11.

Higher resolution signals, such as signals required for broadcast quality television, HDTV and digital applications may be routed through the building via fiber optics and Cat 5 connections. Please contact AVP for further information.

Cable Television feeds are also available throughout the building. The cable television provider for the building is Comcast Cable. Please contact Smart City Washington (202-249-3800) for the complete cable channel listing and to order available service levels (Basic; HDTV; On Demand and DVR).

Flat panel displays and LCD projectors are available for rental from Projection Presentation (202-249-3700) at the prevailing equipment rate.

L. LIGHTING

The Walter E. Washington Convention Center provides wall-mounted lighting controls in all meeting rooms and the ballrooms. Each room has a wall control panel that features four lighting presets that have been programmed to accommodate most meeting applications.

Custom programming, which includes changing the intensity of a group of lights or taking a group of lights off-line, is available, upon request to tailor room lighting to your specific needs. Technical assistance will be provided to program room lighting at a rate of \$75.00 per hour straight time with a four-hour minimum. Over-time charges are applicable.

Wireless remotes to operate the room lighting controls in many of the meeting rooms are available upon request. Please contact Projection at 202-249-3700 upon your arrival to sign out and receive instructions on the operation of the room lighting remote controls.

M. PAGING MICROPHONE

Paging microphones are located in Show Management Offices A, B, C, D and E are provided free of charge. These microphones broadcast to their respective Exhibition Halls and adjacent common areas.

Paging microphones requested in any other location in the building will be charged as follows:

- **Wired Paging Microphone:** \$200 Show Rate (The use of a wired paging microphone may not be available in all areas of the building)
- **Wireless Paging Microphone:** \$400 Show Rate

N. USING PAGING MICROPHONE IN SHOW OFFICE

1. Press and HOLD the microphone switch
2. Speak when GREEN light is lit.
3. RELEASE switch when done.

- The Exhibit Halls are large and reverberant — **remember to speak slowly and clearly**

- The green light will stay on for a maximum of 30 seconds. For longer announcements, repeat procedure.
- Buttons 1,2,3,4 can be individually reconfigured to suit your particular needs. If your zone requirements differ from those above, contact Projection at extension 3700.

O. PATCH FEES

Patch fees are charged when presenters require an audio connection from a video playback device, DVD, CD ROM, and/or computer sound to the house audio system. A request for this service received at least 24 hours before the event will be billed to your organization by Projection at a rate of \$75.00 per patch, per room, per day. Last minute, on-site requests will be billed at a rate of \$125.00 per patch, per room, per day.

P. RIGGING

Due to the unique architectural design features of the building, the Walter E. Washington Convention Center has designated GLP, Inc. as the building's official rigging contractor for production. GLP must be used for all overhead rigging of pieces exceeding two hundred pounds or pieces or sets that require complex bridling. In addition, GLP is the only source allowed to rig any materials from the ceiling of the Ballroom. The Walter E. Washington Convention Center's designated rigging contractor is not required for the rigging of lightweight loads such as banners or signs that weigh less than two hundred pounds. The official general contractor may hang these items provided that the official show general contractor uses only trained workers certified to install these items.

For further information please contact GLP at 202-391-4400.

Q. SOP FOR GUEST A/V COMPANIES

- All cables must be taped. Tape may adhere only to carpet. Only gaffers tape or clear poly tape may be utilized.

- Cables may not cross public entrances. Cables ¼ inch or larger must be flown or run adjacent to the perimeter baseboards and may not cross aisles or public walkways.
- Screens shall not block emergency exits.
- Equipment, stands, carts or microphones shall not impede free access (ingress or egress) through doors or aisles.
- Equipment carts shall enter meeting rooms through the service corridor doors. Equipments carts shall not utilize the public (main) doors of a meeting room.
- Equipment carts and cases are not permitted on the public passenger elevators. Equipments carts and cases shall only utilize the service elevators.
- Do not plug-in to meeting room audio or video wall plates/jacks.
- Do not change existing room set configurations. Contact the Event Manager to request any changes to an existing Event set; this includes moving/removing chairs and tables to add your equipment.
- Do not use an existing table as a tech table unless it was ordered for that purpose.
- All equipment, tables, cases, cables, etc., shall maintain no less than a six (6) inch separation from the Ballroom wooden walls.
- All road cases and equipment shall be stored in your assigned event space. Service corridors are not leased space and shall not be utilized for AV equipment storage.
- You are responsible for the safety and security of your equipment.
- All [WM1] AV personnel shall wear an official event badge or obtain a temporary labor badge. The temporary labor desk is located at the 9th&L Street entrance. A valid picture ID is required to obtain a badge; badges are issued daily.
- If assigned, contact the Event's General Contractor to determine exact move-in time and dock space assignment.
- Projection Presentation is available to assist you in any way. Contact Projection Presentation (202-249-3700) to adjust room lighting, assist with a requirement or answer any questions.

Contact the Center's Audio Visual Production Department (202-249-3779) if you have any questions regarding these procedures.

Production Presentation Technology: Broadcast Media Access Services

The Audio Visual Production Department (AVP) will assist in the coordination of all audio-visual, presentation, production and related technical systems utilized to support meeting and convention activities. All requests for media connections should be directed to the Center's Audio Visual Production Department (AVP) at 202-249-3779. The AVP will serve as liaison to the Center's service partners who will bill directly for their services.

The following information will be required for each Media Access Request:

- Who is the client (Fox News; CSPAN; etc)?
- Who will be the on-site contact, cell phone number, email address?
- What signal path will be utilized to transmit audiovisual content?
- What is the connection type (BNC/XLR; SDI; SC or ST)?
- Who is providing the fiber transmission gear if required?
- What type of fiber transmission gear will be utilized if required?
- What event/activity is being covered?
- What is the Truck call time (if applicable)?
- What street parking is required (if applicable)?
- What loading dock access is required (if applicable)?
- What is the Camera crew call time (if applicable)?
- What is the start time of that event?
- What is the end time of that event?
- Where is the event/activity located within the venue?
- How many feeds are required?

Broadcast Media or Video Production customers have three (3) options to access the WEWCC for Broadcast transmissions.

1. Video Circuit (TV1, VYVX, AVOC etc)

Customers can bring in 3rd party audio/video circuits through their current provider or directly through the local Verizon Office at 301-989-4703. All 3rd party circuits shall be ordered by the customer. These circuits must be delivered to the 801 Mt Vernon Place NW DMARC located on Concourse B at the Walter E. Washington Convention Center.

The customer will lease a Dark Fiber Extension from Smart City to extend the provisioned circuit from the DMARC to the Telco closet location closest to the customer's location.

***It is the responsibility of the customer to provide ample coax or fiber tie lines to run to their final location.**

It is the customer's responsibility to provide Smart City and AVP with the following:

- Carrier Information, Point of Contact, Order Number
- Circuit Installation Date
- Circuit ID#

2. Satellite Truck Connections

The primary media access panel is installed at 9th and L Streets. A secondary connection is available at 9th and M Streets.

There are a total of three (3) locations for truck parking.

1. Northeast side of 9th Street at L Street in the 1st three (3) pairs of numbered metered spaces identified (09-11-01NW; -03NW; -05NW; -07NW; -09NW; -11NW).
2. Northeast side of M Street at 9th Street.

3. The Convention Center can also accommodate some trucks on the loading docks of Halls DE depending on what sky shot/look angle they require. The AVP Liaison in conjunction with the client will determine if this is feasible and coordinate dock access as required.

It is the customer's responsibility to obtain proper parking authorization from DDOT, Traffic Operations Administration at 202-673-6813. The AVP Liaison will provide additional information regarding parking operations as required.

Each location can accommodate the following connections:

Video Tie Line = BNC feed-thru, female 75-ohm
Audio Tie Line = XLR-M and XLR-F, balanced line-level
Single-mode Fiber = SC/APC
Multi-mode Fiber = ST

All pathways from the media access points are established over fiber optic cable and terminated at an IDF Closet (serving meeting rooms and public space), IDF Column (serving the exhibit halls), or wall jack (various locations). The service is provided by Smart City Washington. A path is established with one strand of fiber either single-mode or multi-mode depending on what type of signal or equipment requirement the customer has. Orders for this service must be placed with Smart City Washington.

Additional Parking Operations Information

- Customers must submit their invoice in person at the Public Space Management Office located at 1100 4th Street, SW; Washington, DC 20002; on the Second Floor. Customers should submit parking requests at least 10 days in advance whenever possible.

It is the responsibility of the customer to provide and run their cabling from their truck to the media panel or infrastructure connection point.

The AVP Liaison will ensure the Center's safety and cabling guidelines are followed:

- Cables may not cross public entrances. Cables ¼ inch or larger must be flown or run adjacent to the perimeter baseboards and may not cross aisles or public walkways.
- All cables must be taped. Tape may adhere only to carpet. Only gaffers tape or clear poly tape may be utilized.

3. Satellite/Microwave Dish Roof Installation Requirements

All satellite and microwave dish roof installations must be coordinated with the AVP. For safety and security purposes, all laborers requesting access to the roofs of the Washington Convention Center must obtain a roof access pass from AVP. Laborers must present valid photo identification (Drivers License preferred) to receive an access pass.

To ensure the most convenient installation access, please contact the AVP at 202-249-3779 to obtain a pass. Office hours are 8:30 am – 5:30 pm M-F. Access passes are good for one-day only. Photo identification will be retained until passes are returned at the completion of work. Access Passes are non-transferable and subject to revocation at any time. Any person(s) found upon the roof without a valid access pass are subject to trespass and criminal prosecution.

Production Presentation Technology: Smart City Broadcast Media Transmission Feed Contract

- Smoking and the use of any type of wheeled cart on the roof is strictly prohibited.
- OSHA Guidelines MUST be followed including tie off within 6 ft of roof edge

All antennas must be placed on designated roof pad locations and must display an identification tag, indicating name of booth, booth number and a contact phone number for the Customer & Installer.

All antennas must be placed on ?" carpeted plywood or roof pad. Antennas must use non penetrative roof mount system that can resist 90 miles per hour winds. No equipment may be mechanically attached to any portion of the facilities roofing system or existing hardware, such as cap flashing, screws, nuts, bolts, etc.

To protect the membrane roof, carpet or roof pad must be used in any area where a portion of the installation may come in contact with the roof, roof flashing, exterior structure or columns. All protection materials and cabling must be removed and disposed of after the conclusion of the show or you will be billed for removal.

Several contractors can extend an antenna feed via cabling to a booth location. 2 and ? inch weather head conduit drops are provided to extend cabling into the exhibit halls for cable drops. The AVP liaison will determine the correct contractor to extend cabling and provide the client with their contact information.

Coaxial cable may be distributed from antennas to various booth locations. Category Five cabling must use weather heads to access the exhibit halls for distribution and may be distributed to one booth location.

Installation Management/Coordination

Your AVP Liaison will remain in contact with you until you depart.

- The AVP will track the orders status and installation schedule(s) with the appropriate service partner(s).
- Establish a timeline to test installations to ensure broadcast quality transmissions.
- Monitor all installations as required and inform all parties of room changes and or changeover schedules that will require relocation or additional security concerns for their equipment.

Equipment Removal

All equipment (fiber transmission gear, satellites; cables, etc.) must be removed when the transmission is complete. AVP will ensure the installation site within the facility is clean and clear and returned to its pre-event state.

The removal of equipment in the public areas (lobbies, meeting room corridors) must be treated as a priority.



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
202-249-3800 • 202-249-3801 (Fax)



WALTER E. WASHINGTON
CONVENTION CENTER

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature:	

Description of Service	Type	QTY	Incentive	Base	Total
1. Broadcast Transmission Feed Connections – Video Circuit & Satellite Truck					
a. Video Circuit (TV1, VYVX, AVOC etc) – Extension from Dmarc to IDF	BM-VC		\$ 995	\$ 1,495	
b. Satellite Truck (Provisioned) Fiber – Multi-Mode <input type="checkbox"/> Single-Mode <input type="checkbox"/>	BM-ST		\$ 995	\$ 1,495	
2. Broadcast Transmission Feed Connections – Satellite Roof Installation					
a. Smart City Provided Cable (Install) RG6 <input type="checkbox"/> RG11 <input type="checkbox"/> Cat5 <input type="checkbox"/> Cat6 <input type="checkbox"/>	CR		\$ 3 / Ft	\$ 4 / Ft	
b. Smart City Provided Cable (Install) Fiber – Multi-Mode <input type="checkbox"/> Single-Mode <input type="checkbox"/>	CR		(Call 888-446-6911 for quote)		
c. Customer Provided Cable (Install) RG6 <input type="checkbox"/> RG11 <input type="checkbox"/> Cat5 <input type="checkbox"/> Cat6 <input type="checkbox"/>	CR		\$ 2 / Ft	\$ 3 / Ft	
d. Customer Provided Cable (Install) Fiber – Multi-Mode <input type="checkbox"/> Single-Mode <input type="checkbox"/>	CR		\$ 3 / Ft	\$ 4 / Ft	
e. Customer Provided Cable (Return)-Same price as original install Yes <input type="checkbox"/> No <input type="checkbox"/>	CR		\$ 2 - 3 / Ft	\$ 3 - 4 / Ft	
If Yes – Smart City will need customer shipping account info <input type="checkbox"/>					
3. Special Quote – Attachment A or SOW (if applicable)		MI	(Call 888-446-6911 for quote)		
4. Same Day Order / Installs (if ordering service & requesting install for the same day).		(\$ 250) x (number of lines)			
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 202-249-3801			GRAND TOTAL		

**** Incentive Price applies to orders received With Payment 72 Hrs prior to installation. ****

Terms and Conditions / Payment Options	
1. Incentive Price applies when a completed order with payment is received no later than 72 hours prior to required installation. Base Price applies to (a) all orders received less than 72 hours before required installation (b) orders received on or before the 72 hour Incentive Deadline without payment (c) order / installs within 24 hours (if ordering service & requesting install within a 24 hour time frame / window) will be at Base Price plus an additional \$250 per line.	
2. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some custom designed services and special requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.	
3. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.	
4. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. profile content or special design requirements) may be billed to the Customer at the prevailing rate.	
5. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748.	
6. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.	
7. There will be a \$25 service charge for all returned checks.	
8. Any unpaid balance after close of show will incur a 1.5% / month service charge.	
9. Prices are based upon current rates and are subject to change without notice.	

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 015 -	

BROADCAST MEDIA TRANSMISSION FEED CONTRACT

Production Presentation Technology: Smart City Cable TV Order Form

WEW – Broadcast Media Transmission Feed Connections

Criteria for Broadcast Transmission Feed Connections (Broadcast Media / Video Production Co. Only):

All requests for media connections should be directed to the WEWCC Audio Visual Production Department (AVP). The AVP will serve as liaison to WEWCC partners for coordination of logistics and services; however, Smart City will bill the customer directly for their portion of the services. A representative from AVP will remain in contact with the client until they depart. Your AVP liaison can be reached at 202-249-3779.

Video Circuit Connections (TV, VYVX, AVOC etc.) – Can bring in 3rd party audio/video circuits through current provider or directly through the local Verizon Office at 301-989-4703. Circuit must be delivered to: Walter E. Washington CC, 801 Mt Vernon Place, Washington, DC 20001, NW DMARC located on Level 1 Concourse B. A Dark Fiber extension will be provided from the DMARC to the Telco closet (IDF) closest to the customer's location. It is the responsibility of the customer to provide ample coax or fiber tie lines to run to their final location. Smart City will need: Carrier Information; Point of Contact; Order Number; Circuit Installation Date; and Circuit ID#.

Satellite Truck Connections – There are three (3) locations for truck parking: (a) Northeast side of 9th St. at L St. in the 1st three pairs of numbered metered spaces identified (09-11-01NW; -03NW; -05NW; -07NW; -09NW; -011NW); (b) Northeast side of M St. at 9th St; (c) Some trucks can be accommodated on the loading docks of Halls DE depending on what sky shot / look angle is required.

It is the customer's responsibility to obtain proper authorization from DDOT, Traffic Operations Admin at 202-671-1344 or email diedre.mccane@dcogov. The AVP Liaison can provide additional information regarding parking operations.

Media Panel connections are located at both designated street parking areas. From Media Panel to the Telco closets / IDF servicing each meeting room, public and exhibit space within the center, service is provisioned via one (1) strand of Multi-Mode or Single-Mode Fiber (customer's choice). Each Media Panel location can accommodate the following type connections / terminations: (a) Video Tie Line BNC feed-thru female 75-ohm; (b) Audio Tie Line XLR-M and XLR-F; 3 pin connection; (c) Single-Mode Fiber - SC/APC; (d) Multi-Mode Fiber - ST. Any other termination requirement is not guaranteed to be available. It will be the responsibility of the customer to bring the appropriate patch cables to convert their gear to connect into the building infrastructure. It is the responsibility of the customer to provide and run their cabling from their truck to the media panel or infrastructure connection point. It is the responsibility of the customer to provide and run their cabling from the switch at the Telco Closet / IDF to their booth.

Satellite Roof Installation –

- Prior to any installation, please make sure that your installer has coordinated the installation with the WEWCC AVP.
- For safety and security purposes, all laborers requesting access to the roofs of the Walter E. Washington Convention Center must obtain a roof access pass from AVP. Laborers must present valid photo identification (Drivers License preferred) to receive an access pass. To ensure the most convenient installation access, please contact WEWCC AVP in advance at (202) 249-3779 to obtain a pass. Office hours are 8:50 a.m. – 5:30 p.m. M-F. Access passes are good for one-day only. Photo identification will be retained until passes are returned at the completion of work. Access Passes are non-transferable and subject to revocation at any time. Any person(s) found on the roof without a valid access pass are subject to trespass and criminal prosecution. Smoking and the use of any type of wheeled cart on the roof is strictly prohibited. OSHA Guidelines MUST be followed including tie off within 6 ft of roof edge.
- All antennae must be placed on designated roof pad locations and must display an identification tag, indicating name of booth, booth number and a contact phone number for the Customer & Installer.
- All antennae must be placed on ¼" carpeted plywood or roof pad. This would include any portion of the installation that may come in contact with the roof, roof flashing, exterior structure or columns. Antennas must use non penetrative roof mount system that can resist 90 miles per hour winds. No equipment may be mechanically attached to any portion of the facility's roofing system or existing hardware, such as cap flashing, screws, nuts, bolts, etc.
- All protective materials and cabling must be removed and disposed of after the conclusion of the show or customer will be billed for removal.
- Several Contractors can extend your antenna feed via cabling to your booth location. 2 and ½ inch weather head conduit drops are provided to extend cabling into the exhibit halls for all cable drops. Your AVP liaison will put you in contact with the correct contractor to extend your cabling.
- Coaxial cable may be distributed from antennae to various booth locations. Category Five cabling must use weather heads to access the exhibit halls for distribution and may be distributed to one booth location only.
- All Satellite feed runs from the roof are non-terminated. Basic male F connectors or RJ45 ends can be installed upon request at 6 ends per tech hour.

LIMITATION OF LIABILITY

Limited Warranty. SMART CITY warrants that: (a) it has the right to provide all CTV and Cable TV services (the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform SMART CITY of such fact, by written notice prior to close of the Show / Event, and, as your sole and exclusive remedy, SMART CITY will either: (a) repair or replace the Services to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SMART CITY for the Services hereunder with respect to such calendar year.

LIMITATION OF LIABILITY. EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS SMART CITY LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF SMART CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO SMART CITY WITH RESPECT TO THOSE DEFICIENT SERVICES. THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP SMART CITY MAY HAVE WITH YOU.

NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

Terms and Conditions / Payment Options – Continued from page 1

10. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

11. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City**.

12. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment To
SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001
(202) 249-3800 FAX (202) 249-3801

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***



SMART CITY
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)



WALTER E. WASHINGTON
CONVENTION CENTER

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -		Fax Number () -
Install Date / /	Time :	Removal Date / /	Time :
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): / /	
Print Card Holder Name:		Card Holder Signature:	

Important! Important! Please review the "Product Overview and T's & C's" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. A complete description of all services and Terms & Conditions can be found online at www.smartcity.com "Conventions" section. Please call if assistance is needed.

Description of Service	Type	Qty	Incentive	Base	Total
1. Standard Cable TV Services					
a. Basic Service – Digital (Local & Basic Cable Channels, CNN) • One Cable TV drop is provided with each service ordered.	CTV-B		\$ 525.00	\$ 655.00	
b. Premium Service - Digital (Local & Expanded Cable Channels, CNN) • One Cable TV drop is provided with each service ordered.	CTV-P		\$ 625.00	\$ 780.00	
c. Cable TV Converter / Set-Top Box Rental (1 per TV) – Potentially Required • Not required if TV has a built in QAM Tuner.	CTV-BX		\$ 50.00	\$ 65.00	
d. Custom Requests (Additional Premium Channels & Other Services)	MTV		(Call 202-249-3800 for quote)		
2. Special Services					
a. Labor / Floor Work – Fee per hour	FW-TV		\$ 125.00	\$ 125.00	
3. Special Quote – Attachment A or SOW (if applicable)	MTV		(Call 202-249-3800 for quote)		
4. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
5. Distance Fee of \$500 for each drop / line outside the convention venue.			x (number of lines)		
					SUBTOTAL
					ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001					GRAND TOTAL

*** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show move-in. ***

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein.

Print Authorized Name		Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):		Customer No: 2011 - 015 -	
Payment Type:	<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Wire Transfer <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard / Visa	CSR:	Date:
Note:			

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

CABLE TV ORDER FORM

TERMS AND CONDITIONS (continued from page 1)

1. **Smart City is the exclusive provider and installer of all Cable TV, Voice, Data and Network services** (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the Cable TV connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies or individuals.**
3. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional \$75 line/drop.**
4. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
5. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
6. **CANCELLATION** – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Credit will not be given for service(s) installed and not used. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
7. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans) may be billed to the Customer at the prevailing rate.**
8. A per line move fee starting at \$200 may apply to relocate the line(s) after it is installed.
9. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
10. Prices are based upon current rates and are subject to change without notice.
11. The Customer will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. Missing equipment will incur charges at prevailing rates.

RESTRICTIONS / CHANGES

Customer acknowledges and agrees that it is prohibited by federal copyright law and the Cable Company's agreements with its programming providers from several usage scenarios as follows - Customer shall not, nor authorize or permit any other person to: (a) charge a cover charge or admission fee to the Premises for any cable television programming or cable related event, including, but not limited to, premium services and pay-per-view events, without the prior written consent of Smart City; (b) copy, record, dub, reproduce or alter any cable television programming/service or any part thereof; (c) transmit cable service beyond the outlets on the Premises installed by Smart City or authorized hereunder; or (d) permit the transmission, display or recording of any premium channel or pay-per-view event; or (e) tamper with or modify the cable converter unit, remote control device or any other equipment provided by Smart City to the Customer.

In the event the Customer engages in any of the conduct described above, in addition to any other remedies available at law or in equity, Smart City may terminate the cable services. All charges will apply and no refunds will be given. Additional charges may apply for problem resolution of any restriction violation.

Customer acknowledges and agrees that the Cable Company has the right at any time to preempt, without prior notice, specific programs and to determine what substitute programming, if any, shall be made available.

LIMITATION OF LIABILITY

Limited Warranty. SMART CITY warrants that: (a) it has the right to provide all CTV and Cable TV services (the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform SMART CITY of such fact, by written notice prior to close of the Show / Event, and, as your sole and exclusive remedy, SMART CITY will either: (a) repair or replace the Services to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SMART CITY for the Services hereunder with respect to such calendar year.

LIMITATION OF LIABILITY. EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS SMART CITY LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF SMART CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO SMART CITY WITH RESPECT TO THOSE DEFICIENT SERVICES. THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP SMART CITY MAY HAVE WITH YOU.

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- | | |
|---|--|
| <p>12. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</p> <p>13. Smart City accepts payments in US dollars. Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City</p> <p>14. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</p> | <p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p>SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001</p> |
|---|--|

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Production Presentation Technology: Using the Assistive Listening System (ALS) Headsets

The Washington Convention Center maintains ALS Headsets for use in its meeting rooms and ballrooms. Induction Loops are available for use with t-coil equipped hearing aids.

When utilizing the system, please keep in mind the following:

- The headsets receive their audio signal from an infrared transmitter located in each room. Your headset receives the audio for the room you are in as you move about the facility.
- Wear the headset below your chin, with the letters facing front.
- A small wheel on the bottom turns the headset on and controls the volume. To conserve battery life, turn volume control off when not in use.
- Effective reception depends on your headset's location in relation to the wall-mounted transmitter. The transmitter is the small black box mounted just below the ceiling on the meeting room walls, usually above the

entrance door at the rear of the room. You will hear a hissing sound if you are out of range of the transmitter. If that's the case, position yourself closer to the transmitter.

- You may wear the headset on the back of your neck instead of below your chin if it improves reception.
- If using an Induction Loop (Neck Loop), place it around your neck and plug it into the small jack on the bottom of your headset. Use the volume control to adjust level.
- It is suggested that you trade in your headset each day to insure that you have a fully charged battery.
- Finally, our Assisted Listening System will not work in areas outside of the meeting rooms, or where the presenter is not using the in-house audio system. In these instances, a separate system will be provided for your use.

Please contact your Show Manager if you have any questions or encounter any problems.



Section 24: **Index**

Section 24: Index

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The Walter E. Washington Convention Center reserves the right to impose necessary considerations and stipulations for situations not covered in the Event Planning Guide on an as-needed basis to ensure the safety of your attendees and guarantee a successful experience for all guests.



WALTER E. WASHINGTON
CONVENTION CENTER

801 Mount Vernon Place NW
Washington, DC 20001

202.249.3000

800.368.9000

www.dcconvention.com