

BJCC FACILITIES GUIDE

Last Updated March 2025



TABLE OF CONTENTS

Click on header to jump to page.

INTRO TO BJCC EVENTS	5	SAFETY & SECURITY	14
1.1 GENERAL POLICIES	5	4.1 MINIMUM STAFFING LEVELS	14
1.2 SCHEDULING	5	4.2 SECURITY	15
1.3 DEPOSITS	5	4.3 EMERGENCY, LIFE SAFETY, & MEDICAL ASSISTANCE	15
1.4 ADVERTISING	6	4.4 FIRE REGULATIONS	16
1.5 MARKETING & DIGITAL MARQUEE	6	4.5 GUIDELINES FOR FIRST AID SERVICES	16
1.6 EXCLUSIVE PARTNERS	7	4.6 KEY & LOCKS	17
1.7 MERCHANDISE	8	4.7 HOMELAND SECURITY	17
1.8 SMOKING, VAPING, & E-CIGARETTES	8	4.8 SEVERE WEATHER	17
INSURANCE & PERMITS	9	TICKETING	18
2.1 INSURANCE	9	5.1 TICKETMASTER	18
2.2 LICENSES/PERMITS/TAXES	9	5.2 PRIVATE & PUBLIC EVENTS	18
2.3 TAX EXEMPTION	9	5.3 TICKET FEES	18
2.4 DAMAGE	10	5.4 EVENT DAY SALES	18
DECOR, DISPLAYS, & SIGNAGE	11	LOGISTICS	19
3.1 BANNERS/SIGNAGE	11	6.1 ELEVATORS	19
3.2 EQUIPMENT	11	6.2 LOADING DOCKS	19
3.3 CARPET/TAPE	11	6.3 SHIPPING & RECEIVING	19
3.4 ANIMALS & GARDEN DISPLAYS	12	6.4 MACHINERY	20
3.5 HANGING ITEMS	12	6.5 MOTORIZED VEHICLES	20
3.6 MOTOR VEHICLE DISPLAYS	12	6.6 PARKING	20
3.7 CONFETTI/SPECIAL EFFECTS	13	6.7 NOISE LEVELS	21
3.8 PAINTING	13	6.8 ACCESSIBILITY SERVICES	21
3.9 DISPLAYING/SELLING GUNS	13		

TABLE OF CONTENTS **cont'd**

Click on header to jump to page.

EVENT SERVICES 22

7.1 EXHIBITS	22
7.2 FLOOR PLANS	22
7.3 TRADE & CONS. SHOWS SERVICES	22
7.4 DANCES	22

FOOD & BEVERAGE 23

8.1 GENERAL POLICIES	23
8.2 ALCOHOL SERVICES	23
8.3 FOOD IN PUBLIC SHOWS	24
8.4 FOOD COURT/MOBILE CARTS	24
8.5 SAMPLING	24

COMMUNICATIONS & TECH 25

9.1 COMMUNICATIONS & TECHNOLOGY	25
9.2 VIDEO PRODUCTION	25
9.3 AERIAL DRONES	25

ADDITIONAL VENUES 26

10.1 ARENA, CONCERT HALL, THEATRE	26
10.2 DRESSING ROOMS	26
10.3 EVENT STAFF	26
10.4 UPTOWN ENTERTAINMENT DISTRICT	26
10.5 OUTDOOR EVENTS	27

MEETING ROOM & EXHIBIT HALL 28 DIAGRAMS

WELCOME TO THE BJCC

Located in the heart of the Uptown Entertainment District in downtown Birmingham, Alabama, the Birmingham-Jefferson Convention Complex is more than just a venue for conventions and trade shows; it is a magnet for the local community. As one of the city's premier gathering places, it is where world-class sporting events, concerts, Broadway shows, local meetings, conventions, galas, educational seminars, cultural, religious, and social events take place on a daily basis.

On the BJCC campus, you will find everything you need for your event, starting with an array of top-notch facilities, 682 guest rooms in our Westin Birmingham and Sheraton Birmingham Hotels, convenient dining and entertainment, as well as helpful event staff and a host of specialized services. The complex offers over 420,000 sq. ft. of flexible meeting space, 88 breakouts and 18 unique venues all in one walkable location.

It's nice
TO HAVE YOU IN
BIRMINGHAM

1.1

GENERAL POLICIES

To ensure your event goes smoothly, here are some general rules to be aware of:

- The BJCC is a multi-purpose facility that often hosts concurrent events. Therefore, lobbies, hallways and entrances are considered shared common space. The BJCC will work with groups for planned activities to ensure all groups' needs are met.
- Daily use of BJCC facilities is considered to be a continuous 14-hour period which begins no earlier than 7am and ends no later than 11:59pm the same day. Please make note that additional charges will be incurred for events exceeding the contracted rental period and between 12am and 7am.
- All BJCC facility rentals include venue space, lighting, ventilation, heat and/or air conditioning on event days, excluding move-in or move-out. Air conditioning and heating for all space on event day is automatically programmed based on times listed on the event document. It will turn on prior to a function and remain on approximately 30-60 minutes after the function ends. If air conditioning and heating is required prior to or after these times, please consult the Event Manager.
- Registration space may be provided on an as-available basis.
- Standard housekeeping services are provided with some exclusions. Cleaning during exhibit events within booth space is provided by the event's service contractor. The BJCC provides cleaning services for BJCC space around exhibit space, including uncarpeted aisles, lobby and restrooms.
- The Lessee can add additional services, but please be aware additional services may result in additional charges. Charges may be made for tables, chairs, staging setups and electrical/utility services and additions or arrangements of the building's sound systems.
- Televising, broadcasting, recording, and livestreaming are permitted with prior written approval, and additional charges may be applicable.

1.2

SCHEDULING

To ensure you receive the desired facility space, it is best to schedule commitments requiring 100,000 square feet or more of exhibit space 18-24 months in advance for first-priority consideration. This includes events held on an annual basis. If set as a second-priority event, the booking may be subject to change to accommodate a first-priority designated event. Second-priority events may be set with 12-months advance notice. If a contracted event is cancelled within 12 months of an event, the Lessee may be subject to the loss of their deposit. All calendar inquiries and event bookings should be directed to the BJCC Sales Team.

It is the responsibility of the BJCC Executive Director/CEO to operate the BJCC in a sound business manner in an effort to maximize both economic benefit and the financial stability of the BJCC. Consequently, the BJCC Executive Director/CEO reserves the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the BJCC objective and to qualify all activities requesting utilization of the BJCC. Date protection for similar events will not be given.

1.3

DEPOSITS

The BJCC requires credit terms be established prior to the event or convention as outlined in each contract. A minimum deposit is required. For events requiring full pre-payment, payment must be received 14 days prior to the event to cover any additional charges that may occur during a function unless specified in the contract. This payment can be made in the form credit card, ACH/wire transfer, or corporate check.

1.4

ADVERTISING

Print, broadcast, social media or other advertising or publicity for events to be held at the BJCC must have prior approval of the Marketing Department. Logos for use in material may be obtained from the Marketing Department. All collateral utilizing the BJCC name or any venue's logo must be approved in writing by the BJCC Marketing Department:

Nicole Klein

Director of Sales & Marketing
nicole.klein@bjcc.org
(205) 458-8441

Katy Knauss

Marketing Manager
katy.knauss@bjcc.org
(205) 458-8428

1.5

MARKETING & DIGITAL MARQUEE

The BJCC owns and operates a digital marquee where event advertising may be displayed. The marquee is across from Protective Stadium on Richard Arrington Jr. Blvd. at 23rd Street North, facing Interstate 20/59, U.S. 31 and Carraway Blvd.

For Ticketmaster events, contact the BJCC Marketing Department for access to our Media Guide. This document outlines all guidelines, specifications, and scheduling for all complimentary advertising opportunities on campus.

For non-Ticketmaster events, contact the BJCC Marketing Department for information on our Marketing Packages. This document outlines all paid opportunities for advertising with the BJCC.

EXCLUSIVE PARTNERS

The BJCC team will work closely with you to ensure your event is a success. Your Event Manager can connect you with our Exclusive Partners for all staffing, technology, and food & beverage needs.

BEST Garda World

BEST provides all the staffing you may need during your event (badge checkers, ticket takers, door guards, crowd control, overnight guard, etc.)

Edlen Electrical

Edlen provides all electrical and plumbing needs for your event.

Sodexo Live!

Sodexo Live! provides all the catering needs for your event.

BJCC Information Technology

BJCC IT Services provides Wi-Fi access and Telephones for your event.

UTILITY SERVICES

Edlen is the exclusive contractor for all utility services. The following services are available: electricity, compressed air, natural gas, water/drain.

Any booth requiring a gas connection must be located next to a column where gas connections are available. Please note that all gas connections require a Gas Permit and Inspection and must be ordered a minimum of 30 days in advance. The Lessee and/or Lessee's exhibitors are financially responsible for all utility services ordered.

Services will be provided only in the location specified in the request for services.

ELECTRICITY

Fees for electrical services provided by EDLEN Electrical are payable to the BJCC. Advise the Event Manager at least 10 days prior to the arrival of any additional electrical requirements needed during the event. Please be aware that electricity not requested in advance cannot be guaranteed on the day of the event. Note that if the band, decorator or lighting designer requires additional electricity for the event, that cost will be passed on to the Lessee or Lessee's organization. Based on availability, the BJCC will supply extension cords at the prevailing rental rates. For exhibits, all electrical requests received ten days prior to the show will be installed before or during exhibitor set-up. All requests received on-site are not guaranteed and will be installed on a first come, first served basis. Full payment must be received to access services.

Service can be ordered by contacting Edlen Electrical at birmingham@edlen.com and (205) 458-8898.

AUDIO VISUAL EQUIPMENT

The BJCC provides audio visual equipment through a preferred vendor. Lessees may, with prior approval, bring audio visual equipment for a show or meeting. Setup/ installation plans must be approved by authorized BJCC personnel. (Additional electrical and or patch fees may apply.)

Preferred Vendor:

ENCORE GLOBAL

Email: encore.bjcccomplex@encoreglobal.com

Phone: (256) 400-5840

Contact: Jeff Crumpton
Director of Event Technology
Email: jeff.crumpton@encoreglobal.com

Contact: Molly Ratliff
Sales Manager
Email: molly.ratliff@encoreglobal.com

1.8

MERCHANDISE

The BJCC reserves the right to be the exclusive agent for any event novelty sales. A novelty is defined as any item sold at a public or private event. This includes but is not limited to entertainment merchandise, books, CDs, etc. See your specific contract for rates.

1.9

SMOKING, VAPING, & E-CIGARETTES

The BJCC is a smoke-free facility. This includes smoking of all tobacco products in vaporizers or electronic cigarettes. Smoking is allowed in designated smoking areas outside the facility. Birmingham City Ordinance No. 12-52 requires all smokers, including those using electronic cigarettes or vaporizers, to be at least 7 feet from any door or covered area.

BJCC Staff can assist guests with locating designated smoking areas. If the guest continues to smoke after repeated reminders, BJCC Security may be contacted.

2.1

INSURANCE

Insurance is required for rental of BJCC facilities. A minimum of 10 business days prior to entering the leased facility, the Lessee must give the BJCC a Policy or Certificate of Insurance of Commercial (or Comprehensive) General Liability coverage, including Products and Completed Operations and Personal Injury coverage issued by a company authorized to engage in the insurance business in the state of Alabama with an A.M. Best rating of A-, VII or better. Said policy or Certificate of Insurance will name the Lessee and his or her officers and employees as the insured. The policy will provide for limits of liability which shall not be less than \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate; \$300,000 damage to premises rented to you; \$1,000,000 personal and advertising injury. Certificate will also provide evidence of automobile insurance with Combined Single Limits (CSL) of \$1,000,000 for owned, hired and non-owned vehicles and Workers' Compensation Insurance with statutory limits and Employer's Liability limits of \$1,000,000 / \$1,000,000 / \$1,000,000. All insurance will be primary and non-contributory and provide waiver of subrogation. The BJCC, the Birmingham Jefferson Civic Center Authority and its officers and employees are included as Additional Insured on the GL and Auto policies. The policy will require that the insurance company give the Licensor's Executive Director at least 30 days advance written notice of any reduction or cancellation of the coverage during the term of this lease. Written notice shall be sent to P.O. Box 13347, Birmingham, Alabama 35202-3347. The cancellation clause of the insurance certificate must read as follows: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days' written notice to the certificate holder (Birmingham-Jefferson Convention Complex)." If the certificate does not comply with the above, it will not be accepted by the BJCC. The certificate cannot be accepted if it does not comply with the requirement outlined in section 3.1. Alternative insurance is available.

2.2

LICENSES/PERMITS/TAXES

Licenses, permits and taxes are applicable for many events to be held at the BJCC. The Lessee needs to acquire and pay for all applicable licenses, permits and taxes at least 20 days prior to the first move-in or event day. If the BJCC pays for the permits on behalf of the Lessee, the BJCC must be fully reimbursed.

For more information:

City of Birmingham

Tax and License Administration
City Hall, Room TL-100
710 North 20th St. Birmingham, AL 35203
(205) 254-2198

Jefferson County Revenue Department

A-100 Jefferson County Courthouse,
Birmingham, AL 35203
(205) 325-5197

Alabama Department of Revenue

Sales and Use Tax Division
2024 3rd Ave. N, Birmingham, AL 35203
(205) 323-0012

2.3

TAX EXEMPTION

To comply with state law, tax exemption status must provide to the BJCC with a Sales and Use Tax Exemption Certificate from the state of Alabama which applies to sales tax when the Lessee is the purchaser. Please be aware, in the instance of ticket sales, when the Lessee is considered the seller, tax exemption certificate does not apply. To be exempt from sales tax and/or fee in lieu of taxes as a seller, the Lessee must be listed on the **ALABAMA DEPARTMENT OF REVENUE SALES, USE & BUSINESS TAX DIVISION SALES & USE TAX RULE 810-6-3-.07.05 Charitable Organizations and Institutions list.**

DAMAGE

In the event of damage/injury to persons or property, the BJCC will not be responsible for any damage or injury that the Lessee or its agents, servants, employees or property sustain from any cause prior to, during or subsequent to the period covered by the Lease/License Agreement. The Lessee shall expressly release the BJCC from any and all claims for such loss, damage or injury. The Lessee will indemnify, save and hold harmless the BJCC from all actions or proceedings to recover damages for injuries to persons or property arising from the Lessee's occupancy of the leased premises or the Lessee's activities thereon.

The Lessee agrees to pay for any damages to the leased premises resulting from the Lessee's use or occupancy thereof; or resulting from any acts or omissions, intentional, negligent or accidental. This is regardless of whether said acts or omissions are those of the Lessee, its agents or employees, or persons participating in or attending the function stated in the License Agreement. The BJCC shall not be liable to the Lessee for any damage, loss, theft or expense of any kind sustained by the Lessee as a result of vandalism or malicious mischief.

3.1

BANNERS/SIGNAGE

Banners and signs are welcome in our facilities, but the Lessee must receive approval from the Event Manager in advance. Signs are required to be placed on easels and not taped, tacked or adhered to the walls, elevators, escalators or other surfaces. Any type of glue or tape is not allowed. Banners/signs in the public areas of the BJCC must be professionally printed or computer generated. Permanent facility signs and directional graphics may not be blocked. Directional and event signs may be installed at the ground level of exterior plazas and entrances with approval from BJCC management. Signs must be coordinated with other events. Exterior signs are not allowed on city streets or rights of way.

For safety, the BJCC does not allow extension ladders or stacked items to be used to hang banners from the ceiling, mechanical pipes, ducts and ceiling guides. The BJCC Operations Department must receive hanging and rigging plans with detailed sketches of the items to be hung, their location, weight, method of installation and other relevant information at least four weeks in advance of an event. Operations will also approve proposed location(s) of signs. All outside banners and signage must have prior approval from City of Birmingham Design and Review Committee and be coordinated by BJCC Management.

After an event, all posted signage must be removed or removal charges may be incurred. Any damage by double-faced or marking tape on floors, walls or any BJCC property may incur charges.

For installations that weigh more than 500 pounds, a registered structural engineer may be needed to review and approve installation plans. Special liability and property damage insurance may be required for these installations at Lessee's cost.

3.2

EQUIPMENT

If the Lessee has hired an outside firm to provide decorations, please inform the Event Manager. The Event Manager can arrange loading of outside decorations through the loading dock.

The BJCC has much of the equipment needed for events, such as chairs, tables, lecterns, staging with skirting, dance floor, and more. The Lessee must notify the Event Manager of specific equipment needs at least 60 days prior to the event. If equipment needed is not in BJCC inventory, this equipment may be leased. BJCC staff will set meeting rooms for the event, but if a reset is required within the same day, an additional labor charge will be applied. For large staging needs, consult with the Event Manager. The BJCC does not provide booth furnishing such as tables, chairs, and waste baskets. These services are generally provided by the Lessee's convention services contractor.

All classroom tables are bare, and an additional cost will be assessed for clothing. At scheduled meal functions, tables will be clothed by the BJCC's food and beverage department. Please consult with your Event Manager for equipment pricing.

3.3

CARPET/TAPE

The BJCC prohibits stick-on badges, labels, bumper stickers or any adhesive slogan materials. The use of double-faced tape on floors, walls or BJCC furniture is prohibited. No tape of any kind may be used on any painted surface.

Many events bring carpet and/or use marking tape as a part of the event. The Lessee is responsible for removing all tape from the floors during the final move-out of the event.

Should the BJCC be required to remove tape or other adhesives, a labor fee will be assessed. If adhesive removal causes damage that requires floor stripping and refinishing, the charges to return the floor to its original finish will also be charged to the Lessee.

3.4

ANIMALS & GARDEN DISPLAYS

To protect the venue floor, materials such as plastic sheeting or Visqueen must be used when an exhibit includes soil, humus, similar materials, or live animals. Curbing must be used to keep loose materials within gardens or pens, and watering must be controlled to prevent leakage or seepage. Animals must be properly contained to prevent injury to patrons or guests. With the exception of ADA service animals, animal acts or animals used in displays, no pets are allowed in the facility.

3.5

HANGING ITEMS

The BJCC doesn't allow decorative or structural items to be hung from overhead beams, columns, handrails, utility pipes, exterior walls or fences without prior approval of the Event Manager or authorized BJCC staff and must use labor coordinated with International Alliance of Theatrical Stage Employees by your Event Manager. Items hung without approval will be removed at expense of Lessee.

Drapes, decorations, buntings and other decorative materials must be made of fire-retardant materials and properly treated to meet all flame proofing requirements. Proof must be available upon request.

3.6

MOTOR VEHICLE DISPLAYS

- Gasoline permitted to remain in fuel tank is limited to one-fourth (1/4) tank.
- Gasoline tank caps must be locked, taped or sealed and approved by the Fire Marshal.
- All positive battery connections must be removed from the battery upon completion of the move-in and may not be reattached until commencement of the move-out. Positive cable ends must be taped to avoid the risk of sparks.
- Fueling and de-fueling of vehicles must occur outside of the BJCC. Appropriate safety equipment should be used to remove fuel. Fuel may never be dumped on BJCC property.
- All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP. No LP tanks, empty or full, are allowed in the building unless used in an event-specific capacity and approved by facility management and the Fire Marshal.
- Any display or exhibit involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a show is prohibited without prior written approval of the Fire Marshal.
- When vehicle is displayed on carpeted area, plastic sheeting must be used with prior approval from the BJCC.

3.7

CONFETTI/SPECIAL EFFECTS

No confetti is allowed in the venue; furthermore, if balloons or glitter are used for decorating, the BJCC may apply a service charge for cleaning. Sparklers are not permitted in the BJCC. Fog machines or other special effects are allowed, and may require permitting and associated fees. Please contact your Event Manager if these effects are planned to ensure all permits and precautions are handled.

Helium balloons are not allowed to be sold or distributed as a prize or a premium in our halls. Balloons are allowed in low-ceilinged meeting rooms or as a display within an exhibitor's booth, but only if properly secured. There is a \$50 charge per balloon for removal of any balloon that floats to the ceiling of any BJCC facility.

3.8

PAINTING

Spray painting is prohibited in any BJCC facility. Painting is allowed on the loading dock but requires a protective coating, such as Visqueen, to protect all BJCC property.

3.7

DISPLAYING/SELLING GUNS

The BJCC has a no-weapons policy. For policies regarding shows with guns on display:

- Every firearm (i.e., a gun brought into the facility for any reason - display, sale, or trade) entering the room via a vendor or patron must be physically and personally inspected by an off-duty police officer (approved by BJCC Management and paid by the promoter) or assisted by the promoter or his representative under the off duty officer's supervision to ensure every weapon is unloaded and disabled to discharge. Promoter must provide a discharge barrel.
- Every firearm entering the room, via a vendor or patron, must have either a locked trigger guard in place at all times or a cable strap or plastic tie that when attached properly will absolutely prevent the weapon from being loaded and discharged. Violation by any vendor or patron will result in immediate expulsion of that individual or company from the show. Upon a second violation occurring at a show or upon the first discharge of a weapon at a show, the show will immediately be terminated and the room vacated, with no refund to promoter, patrons or vendors by the BJCC.
- Limited sale of live ammunition is allowed inside the building. Only the sale of ammunition packaged in sealed containers will be allowed to be sold or displayed in the BJCC. The possession, sale or display of loose or unsealed ammunition is strictly prohibited. This does not apply to ammo components sold separately. Immediate expulsion will result for anyone discovered in possession of loose or unsealed ammunition. Violation by any vendor or patron will result in immediate expulsion of that individual or company from the BJCC.

4.1

MINIMUM STAFFING LEVELS

Crowd Control (Minimum of 4 hours):

- One (1) crowd control person for every 250 people
- Must have crowd control if event is open to the public and for any private event of 500+ people
- EMTs are not part of the Crowd Control in the event space, but will count as part of Crowd Control head count

BEST Garda Staffing (Minimum of 4 hours):

- All staffing services to be provided at prevailing rates. There must be a minimum of one supervisor if there is more than one staff member on duty. Your Event Manager can confirm staffing rates upon request and will produce an event estimate once all details of the event are known.
- Supervisor
- Security Guard
- Overnight Security

Police (Minimum of 4 hours):

- **Police are required if event:**
 - Is 18 years of age and over only
 - Alcohol is served, with or without a seated dinner
 - Is a dance event
- Minimum of 2 police per 250 people with the above criteria

EMT Team (Minimum of 4 hours):

- The BJCC reserves the right to determine if EMTs are required for shows below 1000 attendees
- Any private event over 500 people must have EMTs

Prevailing rates and pricing subject to change. Event Manager can confirm current rates for staffing by request.

4.2

SECURITY

BJCC Security Personnel monitor the area for the safety and security of the BJCC campus. At the expense of the Lessee, event security for individual events may be required to control move-in and move-out operations and vehicular traffic.

The BJCC provides 24-hour security at building access points. These security precautions do not constitute a guarantee to the Lessee's personal property or the personal property of exhibitors or other parties. If valuable items need to be secured, additional 24-hour security coverage should be requested, at the Lessee's expense, at prevailing rates. All arrangements for additional security must be requested a minimum of 14 days in advance.

Specialized security arrangements for conventions, exhibitions, equipment, registrations, traffic and parking control, V.I.P. protection and other special assignments can be arranged on behalf of the Lessee's group by the Event Manager. Additional security is highly recommended for any meeting rooms which house valuable equipment or merchandise overnight, as the BJCC is not liable for any loss or damage incurred.

4.3

EMERGENCY, LIFE SAFETY, & MEDICAL ASSISTANCE

In case of an emergency in the BJCC, please contact the BJCC Security Department directly at (205) 458-8420. All BJCC Security Personnel are first responders in the case of medical emergencies. All Security Personnel receive yearly training in basic CPR, first aid, and blood borne pathogens. BJCC Security Personnel and First Responders are not trained in sports medicine. For sporting events, Lessees are responsible for providing athletic trainers or sports medicine professionals to attend to participants. Contact the Event Manager to discuss medical services for the event. A list of nearby hospitals is available upon request.

Security Personnel are located in the Security Control Room and available 24 hours a day. Strobe lights and audible alarms for situations where appropriate are located in most public spaces. These devices are monitored 24 hours a day in the BJCC emergency command station.

4.4

FIRE REGULATIONS

The City of Birmingham Fire Marshal's Office reserves the right to inspect any BJCC event or space at any time, delay openings, halt operations, and modify layouts or vendor booths as needed to ensure compliance with fire and safety codes.

Birmingham Fire and Rescue Service requires the following regulations be observed at all times throughout the BJCC:

- All exits are to be cleared of obstruction ("obstructions" including but not limited to; vendor booths, trash, equipment, pipe & drape, etc.).
- If exits are difficult to view, BJCC staff will provide additional signage guiding individuals to fire exits.
- Propane tanks / compressed gas cylinders are to be disposed of properly and may not be left throughout the BJCC complex or on BJCC loading docks.
- There is to be a minimum of 5 ft. between BJCC walls and all moveable items pertaining to active events ("moveable items" including but not limited to; staging, tables, chairs, pipe & drape, etc.).
- There are to be aisles of 5 ft minimum between all vendor booth rows.
- Electric scooters and other electrical motorized vehicles that are singularly operated are NOT permitted inside the BJCC.
- There is to be a 10 ft. minimum between all vehicles inside the BJCC at any given time.

Birmingham Fire Marshal's office employees must inspect & approve all events containing or potentially containing:

- Excessive Pipe & Drape (i.e. covering Exits & Exit signage)
- Food Trucks
- Motorized Vehicles
- Electric Vehicles*
- Vendor Booths
- Propane
- Haze
- Fog
- Open Flames (ex. Candles)

*Electric Vehicles are required to be parked at the nearest loading dock with nothing obstructing an exit path, and will be approved on an event-by-event basis

Please reach out to your Event Manager should you have any questions or concerns regarding achieving Birmingham Fire and Fire Code compliance.

Note: Floor plans for Consumer Shows, Trade Shows, etc. must be approved by BJCC Personnel and the Fire Marshal PRIOR to selling of booth space. BJCC will not be responsible for loss or adjustments of vendors due to unapproved floor plans.

4.5

GUIDELINES FOR FIRST AID SERVICES

Events open to the general public in the Exhibit Hall, Arena or Concert Hall, or any event that is not a public event that has more than 1,000 attendees, will be required to have a minimum of two Emergency Medical Technicians (EMTs) on duty. These EMTs will be stationed at a location determined by BJCC management and in coordination with the show's promoter. EMTs will arrive one half-hour before the show and remain until after the site is cleared of patrons.

Sponsors of private events with fewer than 1,000 people are encouraged to provide proper medical staffing for their events. Consideration should be given for age and physical condition of individuals attending each event.

- Emergency medical personnel will be licensed by the State of Alabama.
- Requests for emergency assistance need to be directed to BJCC Security (205) 458-8420.
- BJCC Security should be informed immediately of any and all accidents that occur on property.
- All requests for ambulance or other outside services must be coordinated with BJCC Security. BJCC's security control and/or its officers will supervise the dispatch of EMT personnel to the location of patient, guiding of the ambulance to the proper location for coordination with emergency medical personnel and possible transfer of patient to the hospital.
- BJCC's first aid will complete all accident or incident reports on all occurrences and provide a listing of all services rendered during the event to show's promoter. These reports will be forwarded to BJCC risk management and insurance agencies as needed.

4.6

KEY & LOCKS

If access to event space is needed, please contact your Event Manager. If keys and locks are not returned to Event Staff at close of the event, the Lessee will be charged \$100 per key.

4.7

HOMELAND SECURITY

Following federal guidelines, the BJCC may put in place additional facility protection measures should a change occur within the Threat Condition level of the Homeland Security Advisory System.

4.8

SEVERE WEATHER

In the event the BJCC is subject to severe weather conditions, such as heavy thunderstorms, tornadoes and winter weather, the BJCC has a detailed response plan that is available upon request, which provides extensive planning information regarding facility preparations for such conditions. Please consult the Event Manager for additional information.

5.1

TICKETMASTER

Lessee acknowledges that Ticketmaster is the exclusive ticketing company for the BJCC. No other ticketing company or third party can be used to sell tickets on behalf of the Lessee through outlets, internet, phone or otherwise unless written permission is obtained from the BJCC Sales Office. All ticket sales shall be subject to service fees, convenience fees and/or facility fees. BJCC does not permit consignment tickets.

No money shall be advanced to the Lessee until completion of the scheduled event. At the completion of the event, BJCC management will make necessary payment to the Lessee from funds received from sales of tickets, less expenses incurred.

The BJCC has a knowledgeable and customer-friendly ticketing staff that operates the box office for all events in the facility.

5.2

PRIVATE & PUBLIC EVENTS

For private events and events that do not meet requirements to use Ticketmaster, a show may request to operate its own box office, and in that case, the BJCC may require full payment of rent and estimated expenses in advance.

For public events, Ticketmaster is used and tickets are sold in advance. The fee for this service is 3% of the gross income after fee in lieu of tax plus ticket printing costs, 3% of credit card charges at the BJCC Box Office and a one-time set-up fee. See your sales agreement for rates or charges. The expenses associated with normal box office staffing, both advance and day of show, are included in the box office fee.

5.3

TICKET FEES

There is a facility fee of \$4.00 on each ticket sold in the Arena, Concert Hall, Theatre and Forum Theater (in some cases this may apply also to Exhibit Hall events). This fee is charged to the ticket purchaser and retained in whole by the BJCC. All applicable fees in lieu of sales taxes (currently 10%) are included in the price of the ticket. Fee in lieu of tax is calculated using the divisor method. If two weeks prior to the event the box office receipts do not cover building expenses, an additional deposit to cover expenses will be required.

5.4

EVENT DAY SALES

Day of show sales will be the sole responsibility of the show promoter. Promoter must provide own form of tickets, ticket sellers for day of event, be responsible for safe keeping of the money and/or any taxes required/owed to the city, county or state for all tickets not sold on Ticketmaster. Promoter will not have access to the BJCC Ticket Windows.

6.1

ELEVATORS

The BJCC has adequate passenger and freight elevators, which provide accessibility to all areas of the facility. Under no circumstances shall freight be moved in a passenger elevator. No posters and/or signs may be posted in any BJCC elevator.

6.2

LOADING DOCKS

Docks are available throughout the BJCC.

- DOCK 1:** North Exhibition Hall, South Exhibition Hall, South Meeting Rooms
- DOCK 2:** North Exhibition Hall, North Meeting Rooms
- DOCK 3:** Kitchens, East Meeting Rooms, East Ballroom
- DOCK 4:** East Exhibition Hall
- DOCK 5:** BJCC Concert Hall
- DOCK 6:** BJCC Theatre
- DOCK 7:** Legacy Arena
- DOCK 8:** Forum Building

The BJCC loading docks are available for loading/unloading exhibition materials, displays and other show-related materials. When you have completed loading or unloading, promptly remove all vehicles from the docks.

Parking of vehicles on the loading docks is not allowed under any circumstances. Unattended vehicles left in the loading docks are subject to be towed at the owners' expense without notice.

Loading docks are not considered part of the licensed areas of the BJCC. At all times they are considered the property of and under the control of the BJCC.

Dumpsters and open stalls should remain accessible at all times. Blocking access is prohibited under any circumstances.

Exhibitors requiring access to the loading docks for refrigerated trailers or material storage must have prior approval.

6.3

SHIPPING & RECEIVING

The BJCC will not accept uncoordinated freight shipments arriving at the complex.

Due to limited storage space, the BJCC cannot accept advance freight deliveries. All freight must be shipped to the assigned Service Contractor or Drayage Company; they will deliver the shipment(s) to the BJCC during the contracted move-in period. Any freight scheduled for delivery to the BJCC during move-in must be to the attention of the service contractor or drayage representative. The BJCC will not accept C.O.D. shipments nor responsibility for costs associated with freight delivery/pick-up. The BJCC will not be liable for the security of freight left following the conclusion of the move-out date(s), nor responsibility for the shipping of such freight. Freight left on the show floor will be disposed of at Lessee's expense unless prior arrangements have been made with BJCC management. Lessee will assume responsibility for costs incurred in connection with labor and/or equipment utilized to dispose of freight.

Exhibitor freight arriving prior to the contracted move-in date will be refused and the freight company will be asked to deliver to the assigned Service Contractor or Drayage Company, or re-deliver during the contracted move-in period. Re-delivery will be at the discretion of the freight company.

For further information or for assistance in arranging for local freight handling, please contact your Event Manager.

6.4

MACHINERY

Drip pans and scrap buckets must be used for any operating machinery or materials being displayed, demonstrated or sampled to protect the floors and keep the area safe.

6.5

MOTORIZED VEHICLES

- Written approval from facility management is required before any motorized vehicle may be brought into the BJCC.
- Only authorized facility personnel may operate BJCC motorized equipment.
- Drivers of motorized vehicles, including golf carts, must be at least 18 years of age and possess a current, valid driver's license and proof of insurance.
- Any equipment that produces fumes or exhaust must have prior written approval from facility management, and Fire Marshal.
- All motorized equipment, including golf carts and other electric-only vehicles, must be equipped with wall-saver rubber bumpers, as well as clean, resilient-tread wheels or tires that will not mark surfaces within the BJCC.
- Any damage to BJCC property or equipment, including but not limited to carpet, doors and door frames, is the responsibility of the Lessee. This includes any damage by the Lessee's employees, service contractors, exhibitors or attendees during Lessee's event, move-in or move-out periods. Charges to repair or replace damage to the facility or its property will be assessed at prevailing rates.
- An inspection of leased areas and equipment should be arranged prior to move-in and following move-out. For further information, contact the Event Manager.
- The BJCC assumes no responsibility for losses suffered by the Lessee or its agents.

6.6

PARKING

Self-parking is available for a large number of vehicles throughout the BJCC on a first come, first served basis. Accessible parking is located throughout the BJCC parking garages and lots. To be admitted into the accessible parking area, vehicles must display a current Disability Access parking credentials or license plate. If additional over-sized parking is necessary, please contact your Event Manager for availability and current pricing. Based on group history, please notify your Event Manager if heavy drive-in traffic is expected so that adequate preparations can be made. R.V.s, mobile homes and trailers are not allowed to park in loading docks or dock areas or in the exhibition halls. If special parking arrangements are required, please contact the Event Manager. No sewage, water or electricity hook-ups are available on the BJCC campus. All vehicles must pay applicable parking fees.

6.7

NOISE LEVELS

The BJCC may have to regulate noise to ensure concurrent events do not experience disruption. The BJCC reserves the right to regulate the volume of sound equipment that may interfere with other contracted space.

6.8

ACCESSIBILITY SERVICES

The BJCC welcomes visitors with disabilities and provides the following services and amenities to accommodate visitor needs:

The BJCC is compliant with the American with Disabilities Act (ADA) and is responsible for permanent building access, including but not limited to wheelchair ramps, elevator standards, door-width standards and restroom accessibility.

Lessee is responsible for non-permanent accessibility requirements such as, but not limited to, seating accessibility, performance area accessibility and auxiliary aids for the visually and/or mobility impaired.

Lessee is responsible for compliance of temporary architectural event features such as registration, information booths and any other services/programs available to exhibitors, attendees or general public.

Hearing Assistance devices are available in the Arena, Concert Hall, and Theatre on a first-come, first-serve basis through Guest Services.

Should your event require American Sign Language interpretation, please connect with your Event Manager. A minimum of 30 days notice is required to contract ASL interpreters, and this expense is the responsibility of the Lessee.

Accessible parking is available to individuals with valid permits in surrounding parking areas on a first-come, first served basis.

7.1

EXHIBITS

The BJCC is accustomed to hosting large exhibits and has several rules for the ease of operation and adherence to safety regulations.

- Event promoters must secure all appropriate City, County and State Licenses and pay applicable taxes.
- Exhibits using the lobby need prior building management approval. The lobby areas are available only for information and materials associated with the event.
- Exhibitors must have a minimum 10-foot aisle; all fire cabinets, fire extinguishers, fire exits and pull stations visible and not blocked. Storage behind booths is permitted with access available.
- Additional security is necessary during the load-in and load-out of exhibits.
- BJCC exhibitor services forms and online ordering instructions should be given to the outside decorator and individual exhibitors. Notify Event Managers of the decorator so guidelines may be shared regarding set up and teardown.

7.2

FLOOR PLANS

Floor plans can be arranged with the Event Manager and should be submitted at least 90 days prior to the event date. If approved, the plans will be sent to the Fire Marshal. If changes need to be made to the approved plan, a final plan must be resubmitted at least one month prior to move-in.

Floor plans should include:

- Name and date of event
- Area to be used
- Name of decorator and date of initial draft and revisions
- Clearly indicated exits
- Total number of booths
- Floor plans drawn to scale with scale indicated

7.3

TRADE & CONSUMER SHOWS SERVICES

For trade and consumer shows with show decorating and drayage needs, such as pallet jacks, forklifts, dollies, etc., a service contractor will be needed. Arrangements need to be made with the Event Manager for pre-shipments. The BJCC will not accept uncoordinated freight shipments arriving at the complex.

7.4

DANCES

The BJCC is well equipped to host dance events. Three facility references are required for dances scheduled at the BJCC. A deposit is due upon execution of the event agreement. If applicable, the balance of rent, insurance certificate, bartender charge, dance floor charge (required on carpeted floors), and food charges are due two weeks prior to the event date. BJCC staff is committed to safety and will work with the Lessee to ensure proper setup of the dance event so that it is safe and secure for attendees and property. Additional guidelines associated with dance events include:

1. The BJCC requires that contests, public youth dances, probate shows or private youth dances be sponsored by a High School or University.
2. Wooden dance floors are required if the dance is chosen to be held in a carpeted area of the BJCC. Dance floors are an additional charge. The BJCC does not provide dance floors for areas of the complex with concrete floors.
3. Events with no seated food function and serving alcoholic beverages will be subject to review for applicable security requirements.
4. No alcohol is allowed at high school dances/proms and dances must comply with the City of Birmingham curfew ordinance and other applicable laws.
5. The Lessee will be required to utilize a lobby manager, door guards, ticket takers, and additional security, including metal detectors, at prevailing rates.

8.1

GENERAL POLICIES

All food and beverage items to be consumed within the facility must be purchased through the BJCC's exclusive catering partner, Sodexo Live! The Sodexo Live! culinary team is highly-skilled in accommodating special requests and dietary restrictions.

No tobacco products may be sold or sampled. The BJCC has established essential pre-planning timelines to ensure ample time for planning and preparing food and beverages. For more information, please contact your Event Manager.

- CATERING - Sodexo Live! must be used for all food and beverage catering services per BJCC policy. No outside catering is allowed. Wedding/ Birthday cakes (only) may be purchased from an outside cake decorator. A service and equipment charge may apply.
- CONCESSION STANDS - The BJCC reserves the right to utilize reasonable space for the sale of concession items. Concession services are provided at all shows open to the public. Concession services can be provided upon request at non-public events with a minimum guarantee of sales.
- ALCOHOLIC BEVERAGES – The BJCC provides all alcoholic beverages for events in the BJCC. When alcohol is to be served, including at food shows, the BJCC shall provide bartender personnel at the Lessee's expense. Neither Lessee nor guests may bring or distribute alcoholic beverages on the BJCC campus. **Under no circumstances are alcoholic beverages to be served to minors.**

The following policies are designed to promote public safety and ensure enforcement of all laws, codes and policies of the City of Birmingham, Jefferson County and the Alabama Alcoholic Beverage Control Board.

8.2

ALCOHOL SERVICE

Sodexo Live! must enforce all applicable laws and codes in association with the sale and consumption of alcoholic beverages as the alcoholic beverage license holder.

Birmingham Police Officers/Jefferson County Sheriffs' Deputies will be retained during any activity serving alcoholic beverages on premises. These services will be arranged by the BJCC and billed to the Lessee. The number of officers required for coverage is determined by:

- Number of attendees
- Event type (concert, social function, etc.)
- Facility utilized (Concert Hall, Legacy Arena, etc.)

Under Alabama State law, only facility personnel may dispense alcoholic beverages at facility events; Lessee and attendees may NOT dispense alcoholic beverages. Please see Event Manager for additional details.

Alcoholic beverages may not be served on Sundays between 1am - 12pm. Last call for all alcoholic beverages must occur 30 minutes prior to the end of the event or by 1:30am Monday - Saturday and 12:30am on Sundays. Functions must end by 2am.

8.3

FOOD IN PUBLIC SHOWS

- **FOOD IN PUBLIC SHOWS** - The BJCC exclusively coordinates all food and beverage services. Outside food vendors are not permitted. The BJCC reserves the right to determine if attendance and event type would benefit by providing food and beverage service. No public vending of any type of on-site consumable food or beverage is allowed in any public or trade show (except “food shows”). Only prepackaged, sealed container-type foods intended for off-premise consumption or as gift items are allowed. BJCC Management reserves the right to make a determination should discrepancies arise.
- **FOOD SHOWS** - All food exhibitors must meet the operating codes of the Jefferson County Department of Health. Compliance with the Jefferson County Department of Health regulations must be confirmed prior to the opening of the show. All food must be provided in “sample sizes.”
- **COOKING OILS** - Lessee is responsible for making arrangements to provide exhibitors with waste facilities for cooking oils. (See Fire Code for Guidelines)

8.4

FOOD COURT/MOBILE CARTS

- **FOOD COURT** - The BJCC may provide a food court, depending on anticipated attendance, type of show and space availability. If a Lessee requests a food court for an event, a fee will be assessed if minimum revenue is not achieved. Variety of food and beverages offered will be customized for each event.
- **MOBILE CART PROGRAM** - The BJCC owns and operates mobile food carts for additional sales locations at public shows. Cart locations must be jointly agreed upon by the Lessee and BJCC Staff.

8.5

SAMPLING

- **SAMPLING** - Permission to distribute or dispense samples of food/drink related to the trade show shall be arranged in advance and clearly stated and identified as “further terms and conditions” to the Lease Agreement. The BJCC reserves the right to regulate the type and size of samples (3.5oz. or less) and to collect a fee. Charges for storage will be assessed to the Lessee. Table wines and brewery products (2oz. or less) may be sampled and liquor (.5oz. or less) distributed by the Lessee’s designated bartender. Lessee is responsible for ensuring all food/beverage vendors meet Jefferson County Department of Health standards.

9.1

COMMUNICATIONS & TECHNOLOGY

The BJCC provides exclusive technology services. The BJCC's infrastructure supports connection speeds up to one gigabyte. Services can be accessed via CAT6 UTP and wireless connectivity throughout the meeting rooms and exhibit halls of the Complex.

Internet Access

- Multiple high-speed, gigabyte internet connections
- Dedicated & shared internet access
- Point-to-Point networking
- Private VLAN configurations
- Wireless Networking 802.11 a/b/g/n
- Wireless buyout and Marketing opportunities

Voice Support

- Analog voice service
- Digital voice service
- Voice Mail service
- Long Distance Service
- Hunt/Roll over programming Capabilities Network Support

Network Support

- On-site network engineers can assist with design and configuration needs during events

Other Services

- 24/7 Network monitoring
- Call accounting system
- Conference speakerphones
- ISDN Service
- Digital Signage

For network equipment rental and computer rental please call the on-site office at (205) 458-8415. Services will be provided only in the location specified in the request. Any change during the event will incur a cost at the prevailing rate.

All orders and payments must be received 10 days prior to exhibitor move-in to receive early order discounts. Any orders for services from exhibitors on the day of the event will be charged at day-of-show prices.

9.2

VIDEO PRODUCTION

The BJCC operates studios and full-service production facilities serving both events within the BJCC as well as clients throughout the United States. The production office can accommodate live and post production services as well as internet, satellite and fiber optic distribution of live broadcasts. The BJCC frequently works with national news agencies, television networks and independent producers on both in-studio work as well as supporting events within the convention complex.

The Complex features a 3,800 sq. ft. professional broadcast studio with insert stage connected the LTN Global Network for on-demand worldwide distribution. The studio is equipped with lighting grid, lighting package, 96-channel dimmer system, 24' x 34' two wall hard cyclorama, extensive grip package, large green room and studio pedestals.

The studios also serve as a video feed point for the greater Birmingham area with playout capability in HD SDI, HDMI and SD SDI format.

9.3

AERIAL DRONES

Aerial drones are allowed at events held within the BJCC. This technology is limited within the "four walls" of the complex. Use and operation of aerial drones in the complex are subject to advance review and approval of the BJCC. Consult the Event Manager for terms and conditions for approval.

10.1

ARENA, CONCERT HALL, THEATRE

Examples of typical floor plans for Legacy Arena events are available from the Event Manager, and custom floor plans can be created.

For general admission events, the number of people allowed access to floor seats must comply with the [Life Safety Code](#). The size of the stage and sound mixing area could affect the number that can be accommodated on the floor. Admission to the floor area will be limited to a prearranged number of people and will be monitored by stickers, wristbands or other method of identification.

10.2

DRESSING ROOMS

Dressing room facilities are available in the Arena, Concert Hall and Theatre. For the Arena, the Lessee or contractor can request permission to provide portable dressing areas if needed in other areas of the Arena. The Lessee may order furniture based on event needs.

10.3

EVENT STAFF

The BJCC strives to maintain a friendly and safe environment for its guests. To achieve this level of service, minimum staffing levels are required. Ushers, security, police and ticket-taker requirements are determined by evaluating event attendance, nature of event, and building history. Ushers and security staff are required for both ticketed and non-ticketed events and are contracted for and supervised by the BJCC. Fees for staffing are to be considered an event expense and the responsibility of the Lessee. Lessee, working in coordination and direction of the BJCC, must use labor provided by International Alliance of Theatrical Stage Employees (IATSE) Local 78 for show-related rigging and production needs.

Basic rental fees do not include:

- Stagehand labor
- Event security
- Musicians
- Off-duty policemen
- Ticket takers
- First aid
- Box Office
- Door guards
- Ushers
- All other personnel required for the presentation of the event

10.4

UPTOWN ENTERTAINMENT DISTRICT

The BJCC is located in the heart of Birmingham's Uptown Entertainment District. Here you will find everything you need for whatever your event requires: an array of modern facilities, luxurious guest rooms in our Westin Birmingham and Sheraton Birmingham hotels, ten blocks of outdoor space at City Walk BHAM, and an array of dining, shops, and activities for all.

10.5

OUTDOOR EVENTS

The BJCC has several locations to host outdoor special events. Outdoor events have special requirements based on crowd control. The BJCC will arrange all crowd management and event staffing services for police, security managers, door security guards, and ticket takers.

For outside events where staffing is not arranged through the BJCC, staffing plans must be submitted to BJCC Management and jointly coordinated with the City of Birmingham Fire Marshal a minimum of 14 days before the event for approval. The Lessee is required to execute the approved staffing plan throughout the duration of the event. If staffing levels are not met, the BJCC has the right to close the event until the appropriate staff requirements are in place. The staffing requirements below will be calculated using the anticipated peak attendance of the event on each day.

Police:

- Two (2) officers per 250 attendees

Security Manager:

- One (1) per 500 attendees

Door Security Guards:

- One (1) guard per entry door
- If more than three (3) entry doors, one (1) supervisor will be required
- Space, attendance, and event type could require additional staffing to be determined by the BJCC

Ticket Takers:

- One (1) per 800 attendees
- May be a requirement of increased staffing to accommodate specific event needs

Medical Technicians:

- Two (2) required for duration of event when open to the general public and for private events with 1,000 or more attendees

Event Staffing Supervisor

- One (1) required for every six (6) event staff personnel (does not include door security guards or ticket staffing)

Crowd Control Manager:

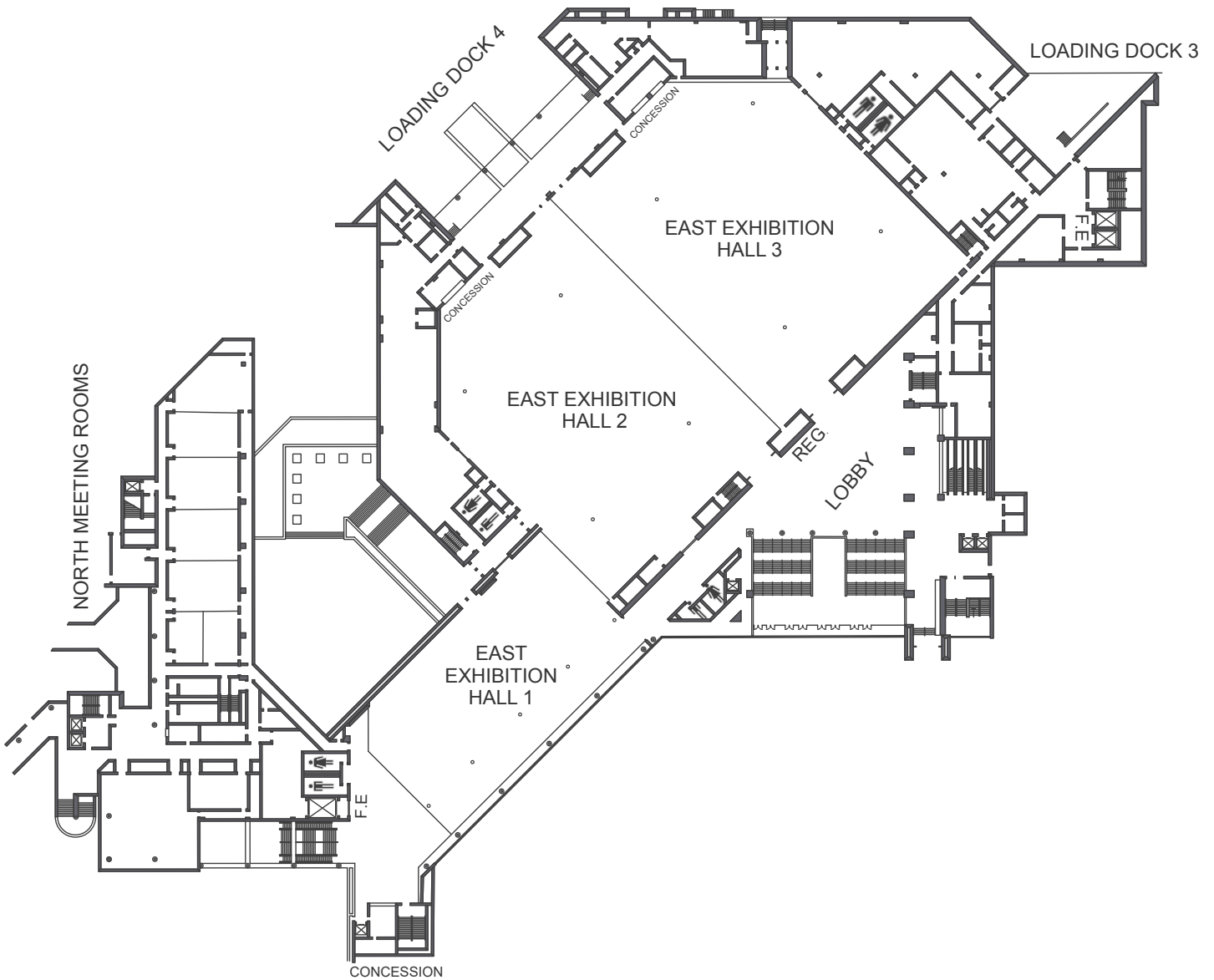
- One (1) required per 250 attendees

- **FOOD VENDORS** - All food vendors must meet local health department requirements and obtain appropriate licenses and permits.
- **ALCOHOL** - All alcohol distribution/sales will go through Sodexo Live! or may be purchased from Uptown Entertainment District restaurants by the drink in approved cups. The drink must be consumed within the Uptown District-marked boundaries during established open container hours.
- **SET UP/TEAR DOWN COSTS** - The Lessee shall be responsible for all costs associated with setting up, tearing down, installing or replacing fencing, preparing the property for the event, and/or returning the property to its original state at the end of the event. All structures, including tents, must be secured by means other than stakes. Tent permits may be required by the City of Birmingham.
- **STREET CLOSURES** - Any street closures must be coordinated with the BJCC and is dependent on the overall event schedule. Street closures must be approved by the BJCC and the City of Birmingham.
- **CUSTODIAL SERVICES** - A fee is required for BJCC custodial services.
- **ATTENDANCE** - General Liability insurance may be required according to the number of attendees and type of event. The Lessee will not admit more persons than can safely and freely move about in the licensed premises. The decision of the maximum number of persons admitted by Executive Director of the Licensor shall be final. The Lessee shall have the right to eject from licensor premises any person objectionable to the Lessee within its reasonable discretion.
- **OPEN FLAME** - No open flames or fireworks are allowed without clearing through the BJCC in coordination with the local and State Fire Marshal. Proper pyrotechnics permitting is required in accordance of State of Alabama regulations.
- **NOISE CURFEW** - Noise curfew must be obeyed. See Event Manager for details.
- **WATER, POWER, LIGHTING** - Access to water, power and lighting is limited. Based on the electrical and lighting requirements of the event, it is the Lessee's responsibility to provide generators and all electrical connections. All equipment is to be properly grounded in accordance of the current electrical code.
- **SANITATION** - The Lessee is responsible for providing all necessary port-o-let and hand washing locations for event. Please see Event Manager for needed facilities based on anticipated attendance.

MEETING ROOM & EXHIBIT HALL DIAGRAMS

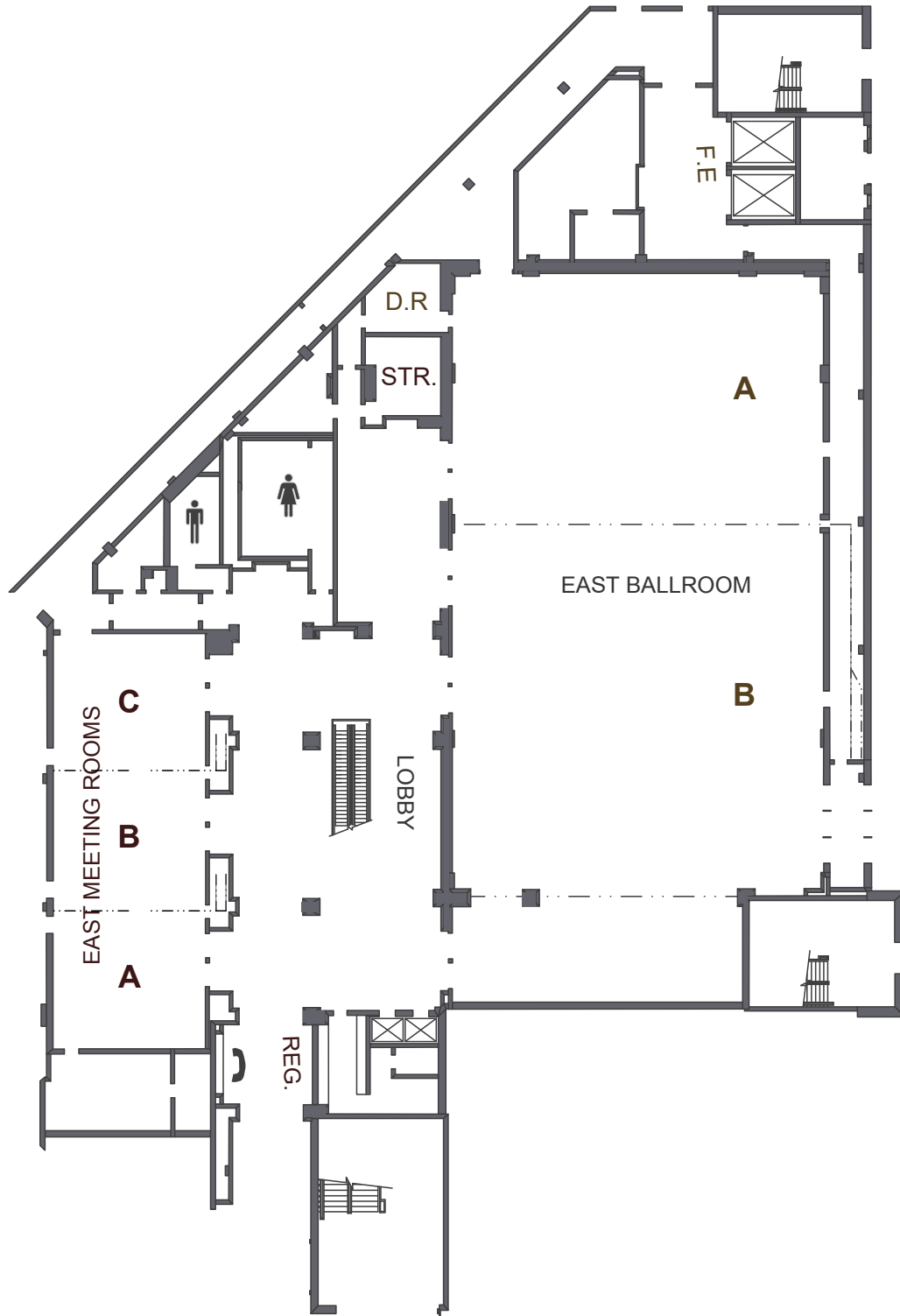
EAST EXHIBITION HALLS

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	10'X10' BOOTHS	CLASSROOM	THEATRE
East 1, 2, 3	92,234	-	30'	-	473	-	-
East 1	20,440	260' x 205'	30'	824	85	610	1,301
East 2	32,843	209' x 158'	30'	1,432	174	688	2,763
East 3	35,950	209' x 168'	30'	1,648	205	928	2,850
East 2-3	68,793	328' x 209'	30'	2,992	379	2,538	5,710
Lobby	21,200	-	15'4"	-	-	-	-



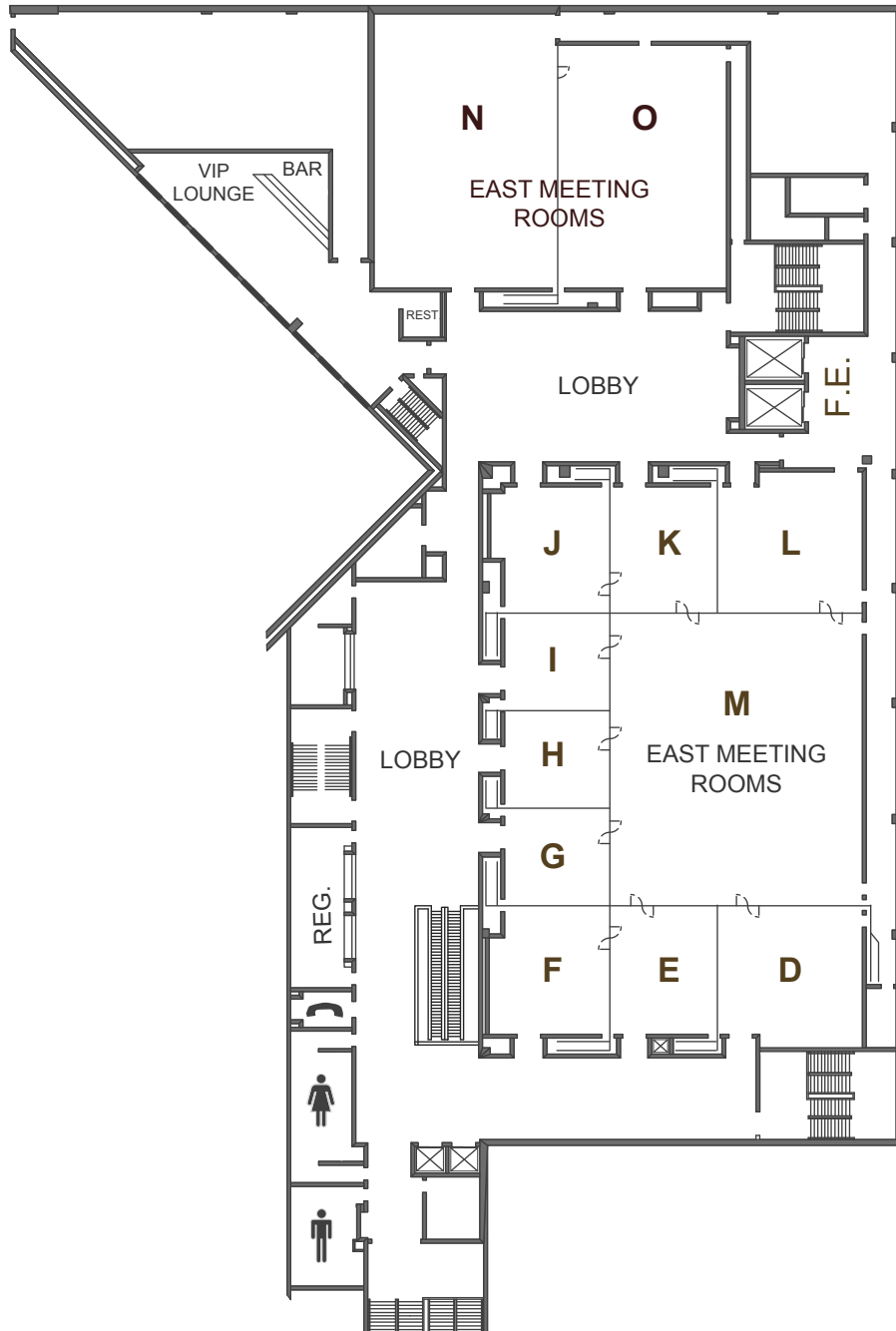
EAST MEETING ROOMS (1ST FLOOR)

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	10'X10' BOOTHS	CLASSROOM	THEATRE	U-SHAPE
Ballroom A-B	14,045	152' x 91'	21'	624	69	468	1260	-
Ballroom A	5,535	91' x 61'	21'	192	24	120	414	-
Ballroom B	8,509	91' x 91'	21'	336	42	180	702	-
East A-C	3,825	101' x 36'	12'	112	8'X8' - 29	180	360	-
East A	1,275	34' x 36'	12'	48	-	60	98	32
East B	1,275	34' x 36'	12'	48	-	60	98	32
East C	1,275	34' x 36'	12'	48	-	60	98	32



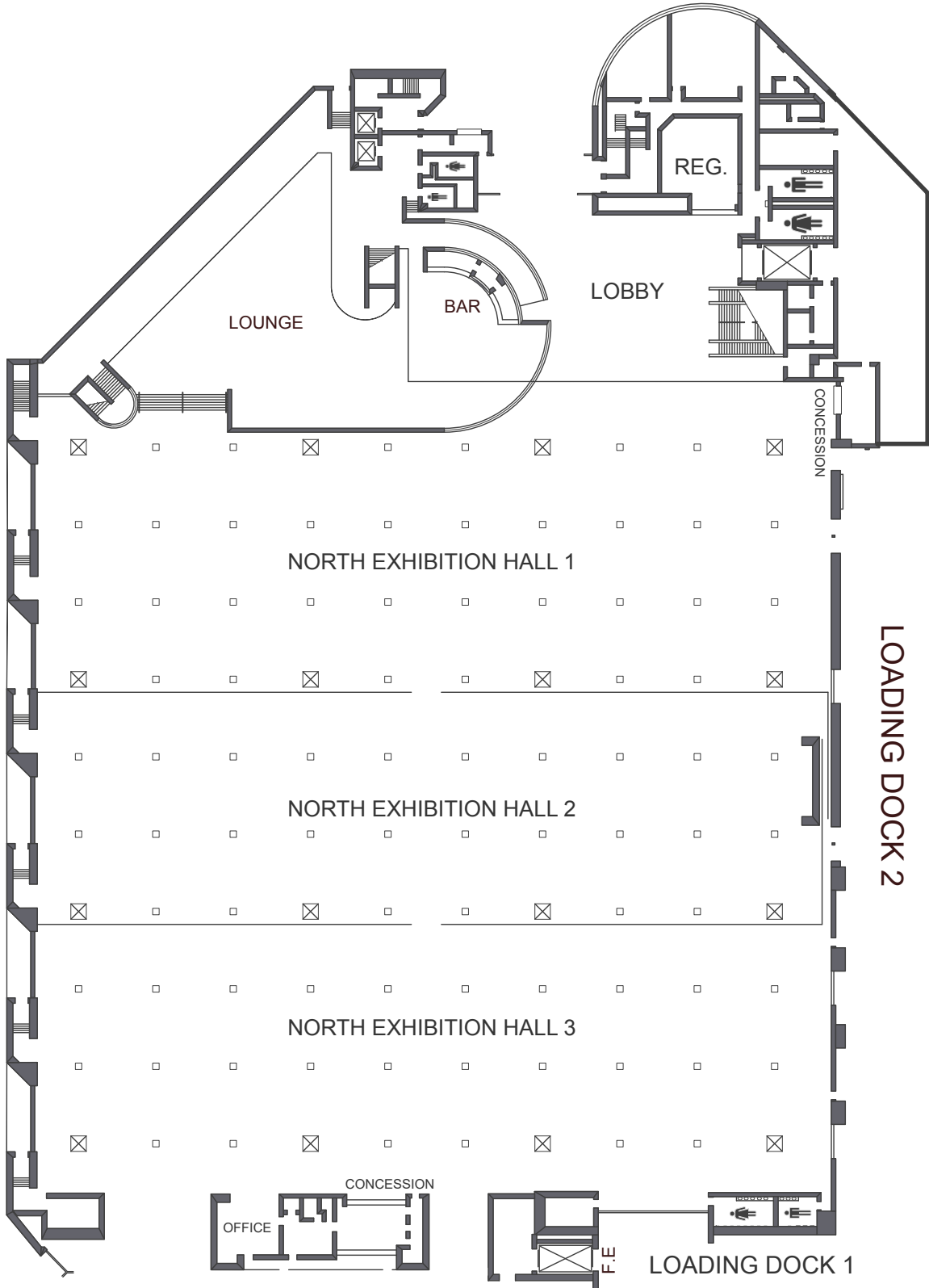
EAST MEETING ROOMS (3RD FLOOR)

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	10'X10' BOOTHS	CLASSROOM	CONFERENCE	THEATRE	U-SHAPE
East D-M	14,193	146' x 95'	-	624	72	374	-	1,407	-
East D	1,444	39' x 38'	14'8"	64	-	34	22	98	32
East E	972	33' x 29'	14'8"	48	-	24	16	60	24
East F	1,028	33' x 32'	14'8"	48	-	20	16	66	28
East G	715	28' x 25'	14'8"	24	-	16	16	54	20
East H	717	28' x 25'	14'8"	32	-	16	16	48	20
East I	717	28' x 25'	14'8"	24	-	16	16	54	20
East J	1,030	33' x 32'	14'8"	48	-	20	16	66	28
East K	980	33' x 29'	14'8"	48	-	24	16	60	24
East L	1,363	39' x 38'	14'8"	64	-	34	22	98	32
East M	5,289	77' x 67'	16'	192	-	112	-	396	-
East N-O	6,428	93' x 73'	14'8"	240	-	178	-	495	-
East N	3,529	73' x 48'	14'8"	160	-	106	-	330	-
East O	2,892	64' x 44'	14'8"	112	-	64	-	260	-
VIP Lounge	2,790	86' x 34'	9'4"	72	-	-	-	-	-



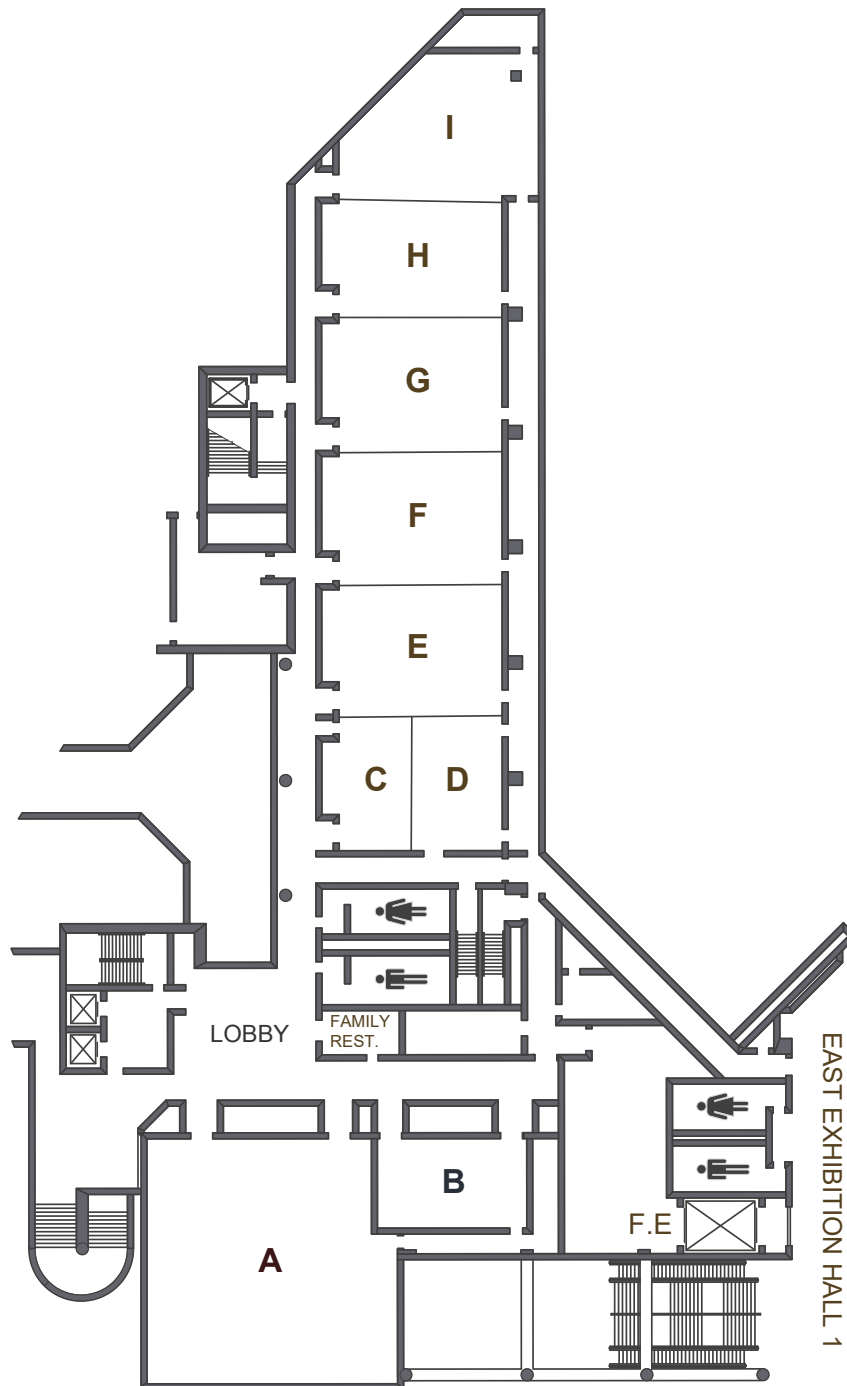
NORTH EXHIBITION HALLS

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	10'X10' BOOTHS	CLASSROOM	THEATRE
North 1, 2, 3	90,000	296' x 308'	25' 10"	4,440	452	3,338	8,998
North 1	30,000	192' x 308'	25' 10"	1,080	131	836	2,520
North 1-2	60,000	281' x 308'	25' 10"	2,312	289	1,438	5,535



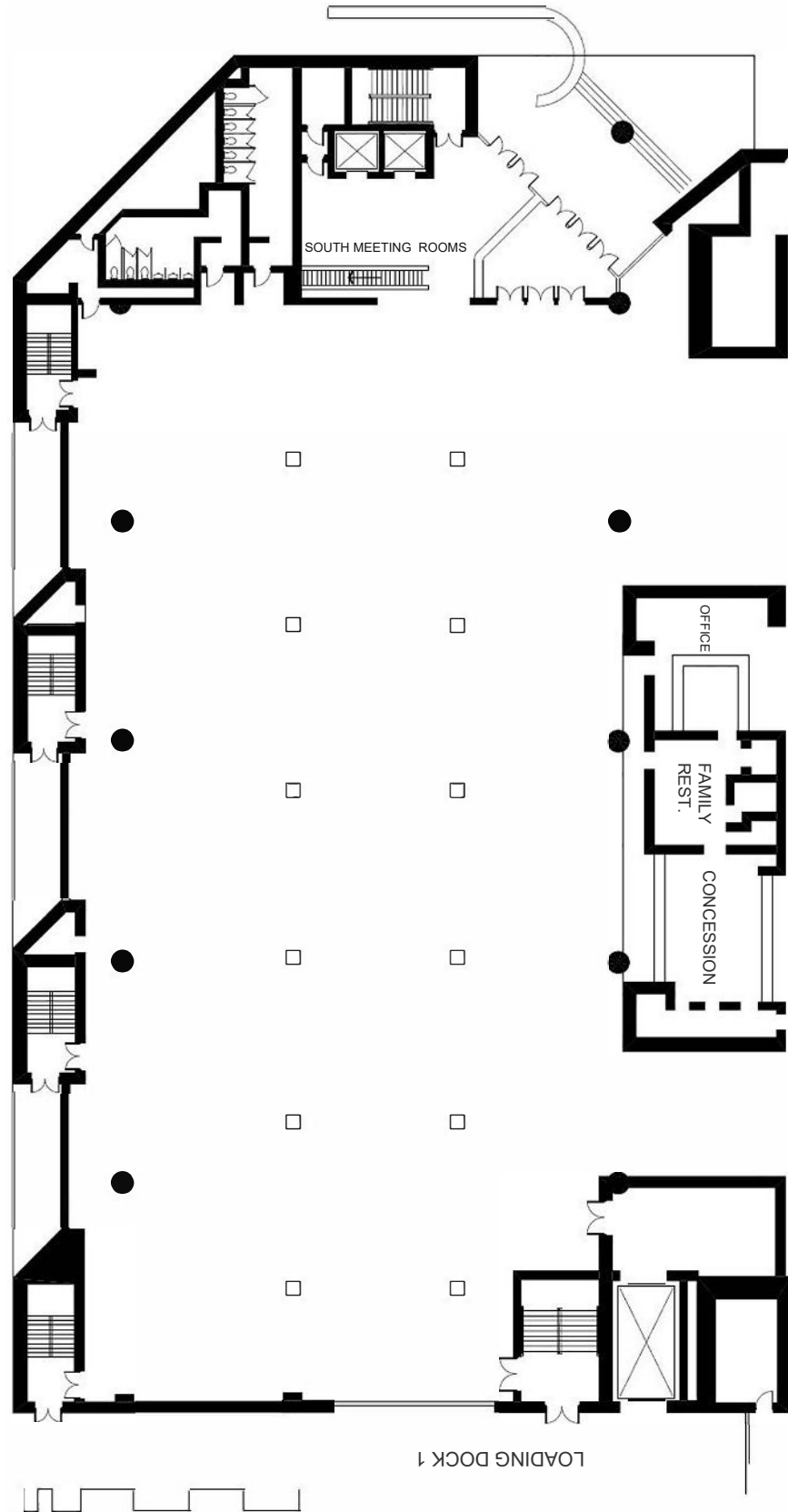
NORTH MEETING ROOMS

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	CLASSROOM	CONFERENCE	THEATRE	U-SHAPE
North A	3848	63' x 63'	12'	112	72	40	253	42
North B	904	38' x 23'	11'3"	48	30	22	72	21
North C-I	9574	205' x 47'	12'	448	232	-	850	-
North C	703	35' x 26'	12'	32	16	16	54	12
North D	905	35' x 21'	12'	16	8	16	42	9
North C-D	1608	35' x 46'	12'	80	56	28	140	30
North E	1667	35' x 46'	12'	72	48	22	135	24
North F	1653	35' x 46'	12'	72	48	22	135	24
North G	1655	35' x 46'	12'	72	48	22	135	24
North H	1275	35' x 46'	12'	48	30	22	100	24
North I	1726	38' x 53'	12'	72	44	22	128	24



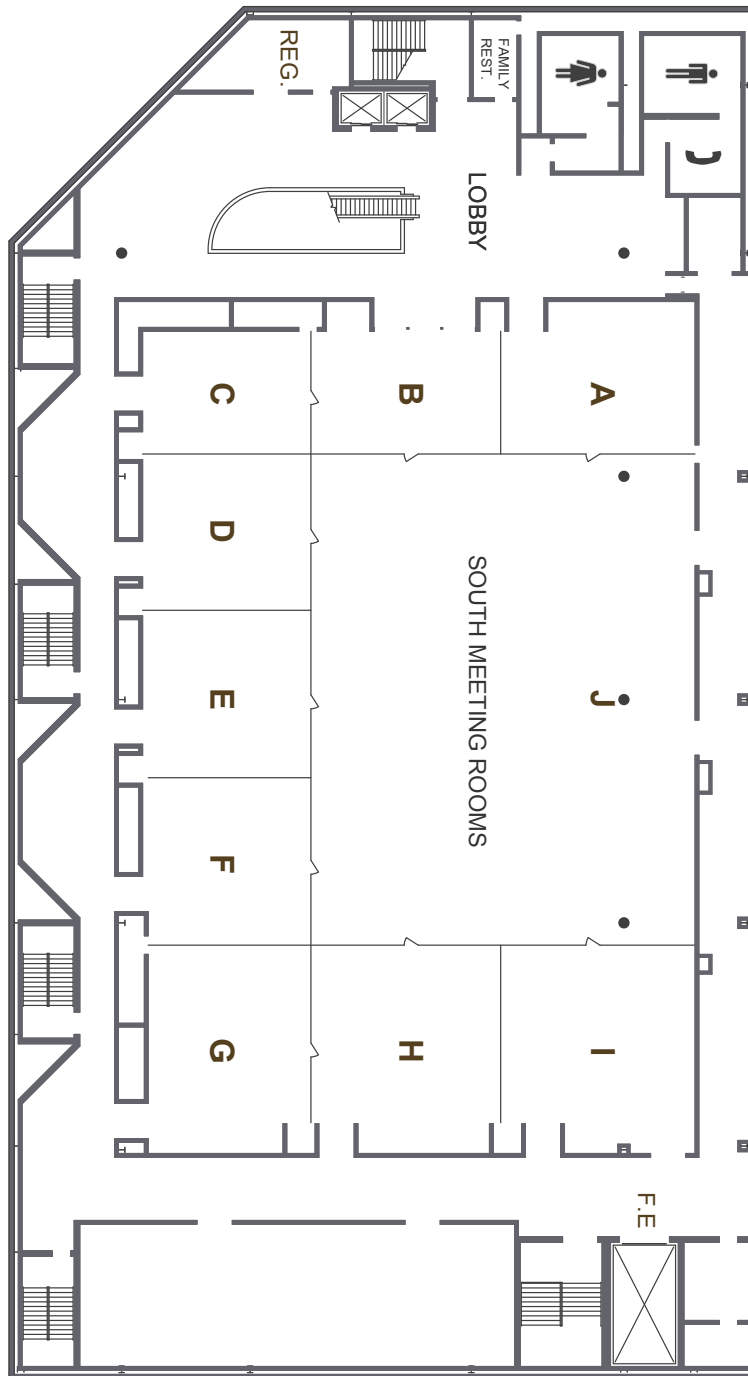
SOUTH EXHIBITION HALLS

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	10'X10' BOOTHS	CLASSROOM	THEATRE
South	21,182	199' x 128'	20'	768	69	526	1,532



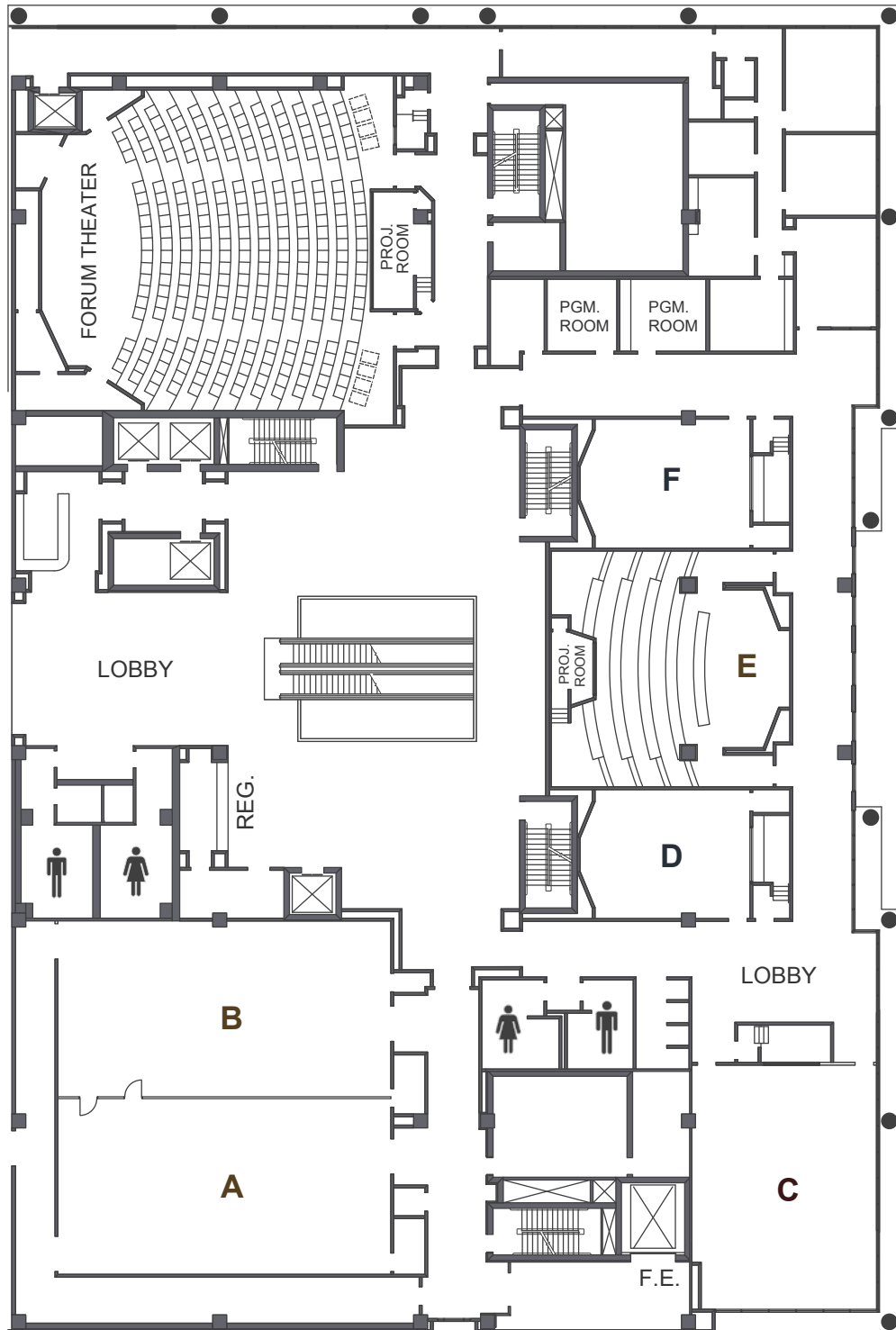
SOUTH MEETING ROOMS

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	CLASSROOM	CONFERENCE	THEATRE	U-SHAPE
South A-J	14,530	152' x 97'	13'11"	560	368		1,500	
South A	919	34' x 27'	13'11"	40	22	22	45	15
South B	771	31' x 27'	13'11"	40	16	22	39	15
South C	655	30' x 21'	13'11"	32	12	16	30	14
South D	840	30' x 29'	13'11"	32	22	16	50	15
South E	900	30' x 29'	13'11"	32	22	16	50	15
South F	900	30' x 24'	13'11"	32	22	16	50	15
South G	1,011	42' x 30'	13'11"	48	24	22	54	18
South H	1,224	42' x 33'	13'11"	64	28	22	72	18
South I	1,240	42' x 35'	13'11"	56	28	22	72	18
South J	6,127	83' x 67'	13'11"	200	152	-	474	-



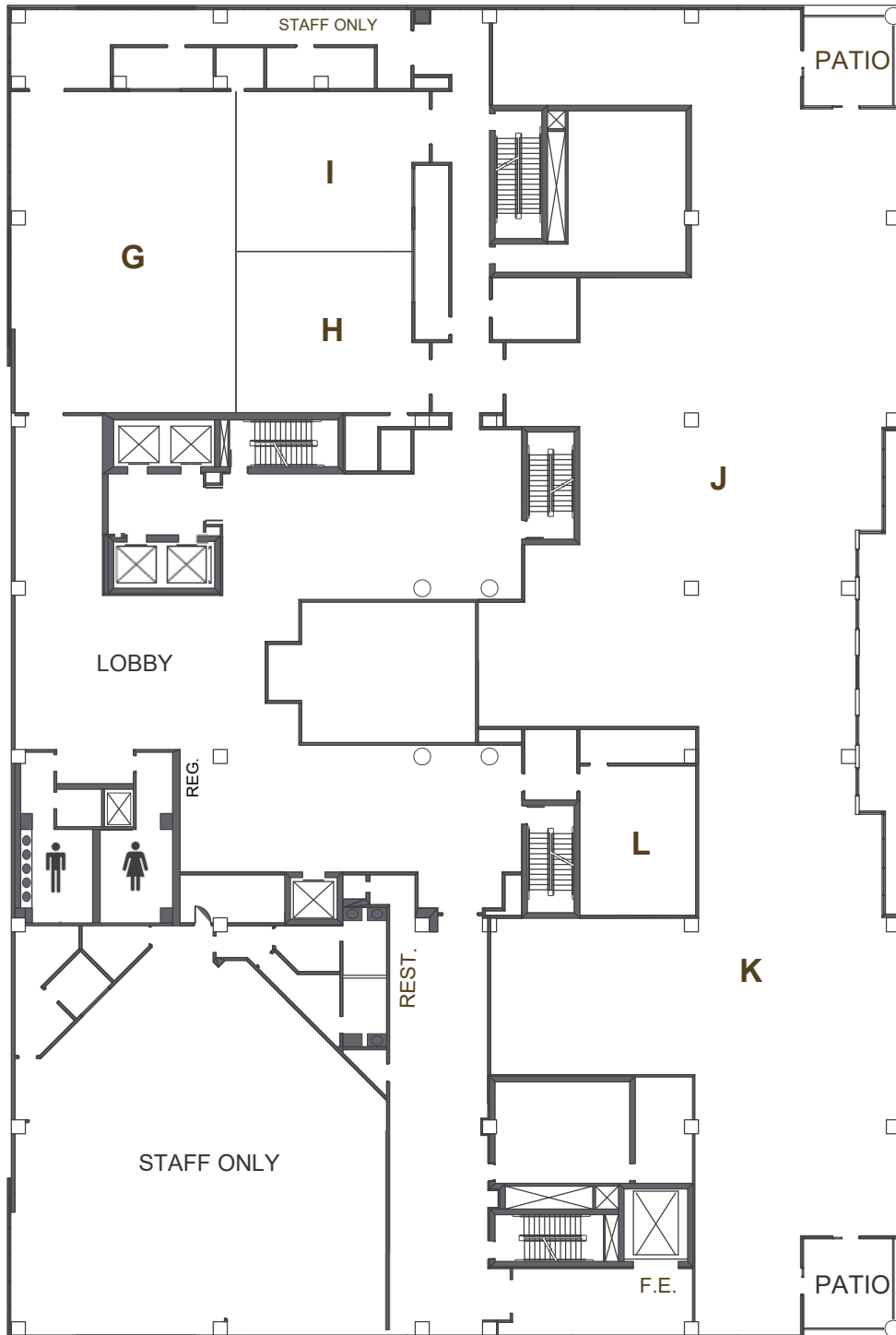
FORUM SECOND FLOOR

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	CLASSROOM	CONFERENCE	THEATRE	U-SHAPE
Theater	3,750	-	-	-	-	-	275	-
A	1,862	60' x 32'	12'	64	48	40	168	36
B	1,900	60' x 32'	12'	64	64	40	169	36
A-B	3,762	60' x 60'	-	160	68	-	211	45
C	1,400	43' x 32'	12'4"	48	40	28	96	24
D	639	27' x 23'	10'	16	16	16	35	15
E	1,720	-	12"	-	-	-	51	-
F	632	27' x 23'	10"	16	12	16	40	15



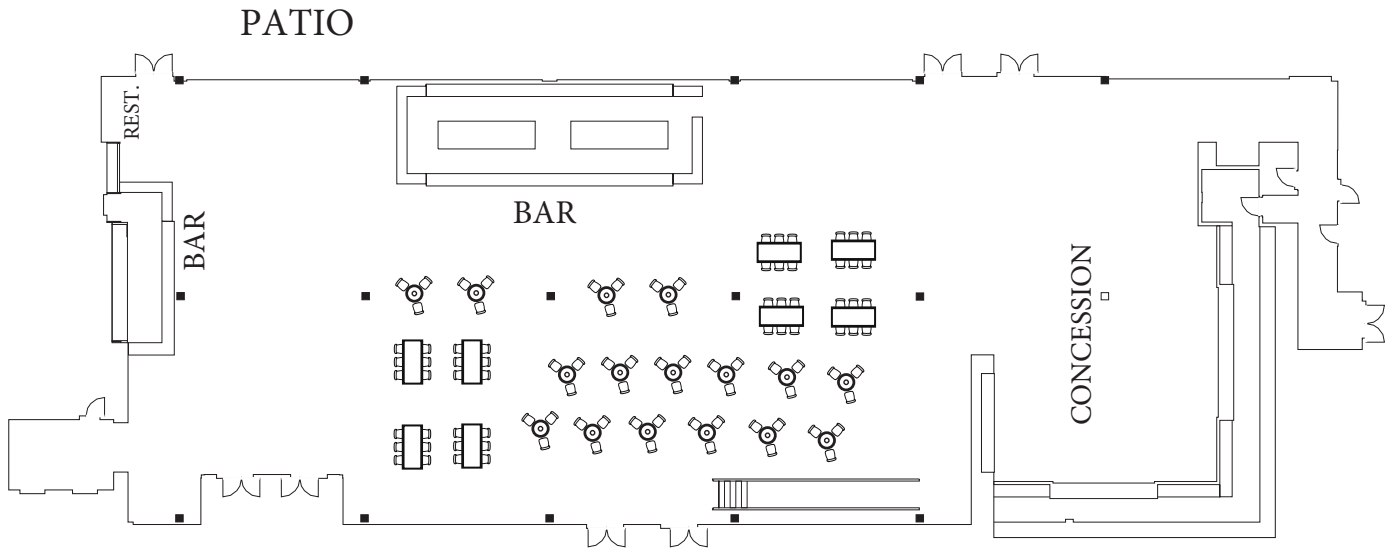
FORUM THIRD FLOOR

ROOM	APPROX SQFT	DIMENSIONS (L) x (W)	CEILING HEIGHT	BANQUET	CLASSROOM	CONFERENCE	THEATRE	U-SHAPE
G	2,270	57' x 40'	11'3"	96	64	34	196	36
H	958	29' x 35'	11'3"	32	18	16	50	15
I	965	29' x 35'	11'3"	32	18	16	50	15
G-I	4,192	74' x 57'	11'3"	144	96	-	216	-
H-I	1,923	57' x 35'	11'3"	80	72	34	132	36
J	6,300	134' x 70'	12"	96	68	-	188	-
K	4,300	100' x 72'	12"	88	66	-	165	-
JK	10,600	234' x 72'	12"	320	-	-	-	-
L	548	27' x 21'	10'1"	25	12	16	31	15



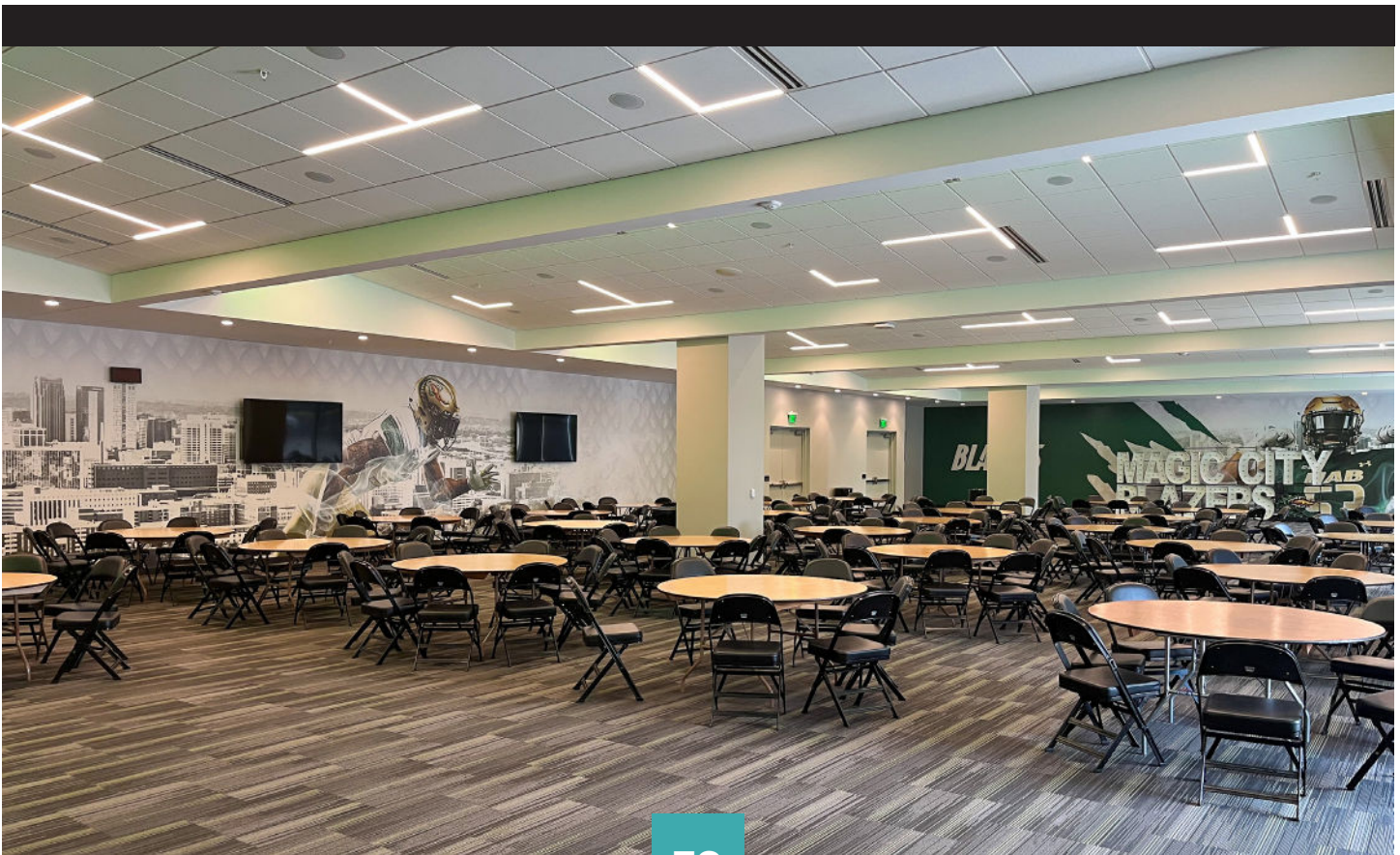
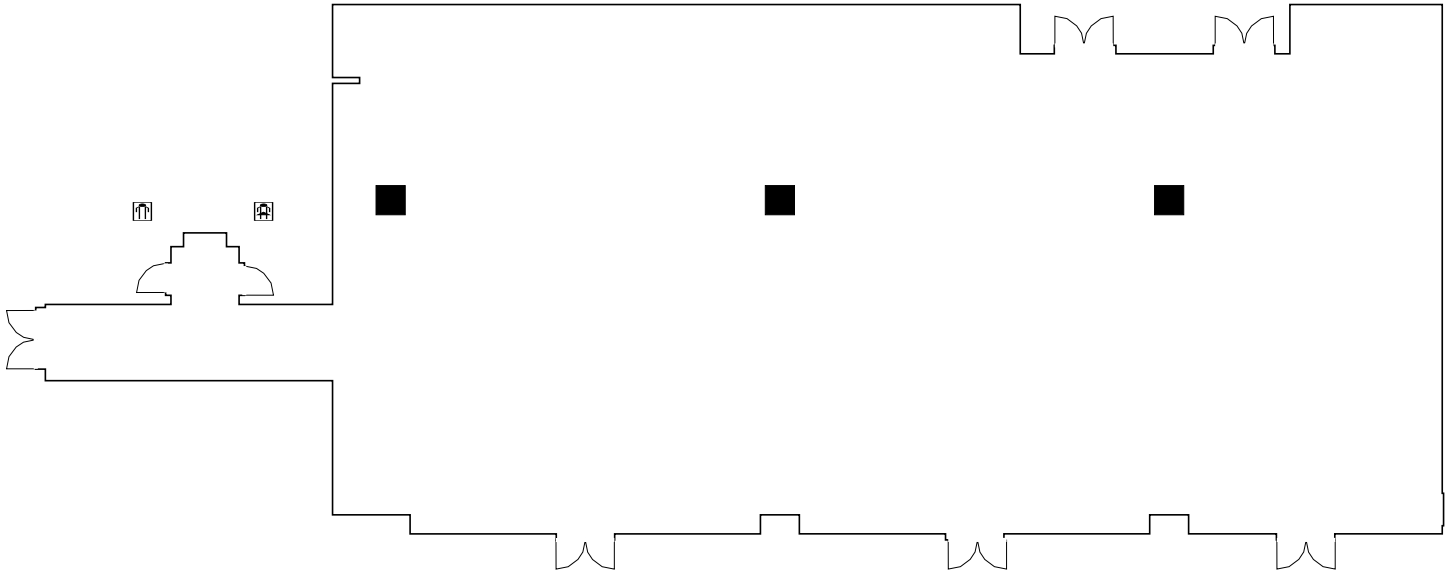
PROTECTIVE STADIUM CLUB:

The Stadium Club includes 11,569 sq. ft. of meeting and entertainment space with field view, designed best for larger reception style events. The event space includes two bars, built-in reception style furniture, and a nearly 900 sq. ft. modern buffet area for food and beverage service. The Stadium Club can be configured to meet a variety of needs including sit down dinners, press conferences, and educational workshops with unique views that break away from the traditional event space.



PROTECTIVE STADIUM RECRUITING ROOM:

The Recruiting Room is an ideal option for smaller group meetings or presentations. The room is equipped with three (3) mounted 75" TVs that can be integrated seamlessly into a presentation. The room provides 6,442 sq. ft. of meeting and entertainment space.



ARENA CLUB:

The Arena Club is comprised of 6,800 sq. ft. of event space on the floor level of Legacy Arena with direct access to our outdoor courtyard. This space is an ideal option for small-medium sized corporate meetings or social events. It includes a built-in bar, soft seating, and existing tables and chairs for roughly 100. Includes monitors throughout the event space are ideal for branding opportunities and one large monitor at the front of the room for presentation use.

