



## RULES AND REGULATIONS

### PROMULGATION

Fredericksburg Expo & Conference Center, LLC, the exclusive manager and operator ("Licensor") of the Fredericksburg Expo & Conference Center ("Facilities") has promulgated these Fredericksburg Expo & Conference Center Rules and Regulations (Rules and Regulations), pursuant to Section 9.3 of the Fredericksburg Expo & Conference Center License Agreement ("Agreement") under which the Licensor has agreed to allow the Licensee to use certain areas ("Authorized Area") in the Facilities during those times ("License Period") and for those purposes set forth in the Agreement. If there is at any time a conflict between the provisions of these Rules and Regulations and the provisions of the Agreement, the provisions of the Agreement shall control.

### SECTION 1 – EXCLUSIVE SERVICES

The facility will provide on an exclusive basis of the following services:

#### TELECOMMUNICATIONS:

All required telephone services in all areas of the facility are available exclusively through the Operations Department. Telecommunications service order forms will be made available for inclusion in exhibitor service kits.

#### UTILITY CONNECTIONS

All services for electrical, water, plumbing, compressed air and connections of any other utility services will be provided exclusively by the Fredericksburg Expo & Conference Center. Order forms and rate sheets are available on request for exhibitor kits.

- (A) It is the responsibility of the Licensee to identify all locations, including but not limited to Show Offices, Registration areas and Show Management's booths/displays for the various utility services to be provided during occupancy of the Facility. ALL UTILITY ORDERS FOR SHOW MANGEMENT MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE THE START OF THE LICENSEE'S OCCUPANCY.
- (B) All internal electrical connections within the booth are subject to regulations identified on the electrical order form. The work performed will be inspected by a licensed staff electrician to ensure the installation is in compliance with the National Electrical Code.
- (C) The Facility is not responsible for any malfunctions of inferior exhibit equipment and will be held responsible only for acts of its staff's sole negligence. The Facility reserves the right of refusal in making connections where such connections are deemed to be hazardous.

#### SECURITY

All services for security will be provided exclusively by the Fredericksburg Expo & Conference Center. Schedule times will be coordinated with the Facility Director of Operations. Show Security will enforce the rules and regulations of the Facility.

#### CLEANING

All services for cleaning are provided by the Fredericksburg Expo & Conference Center and billed directly to the corresponding show producer. All schedules are originated by the Director of Operations and discussed with each show producer.

- (A) Fluids, chemicals, petroleum-based products, medical wastes, hazardous wastes, or contaminated materials must be disposed of in the manner prescribed by the facility.
- (B) Waste accumulation in aisles during move-in and move-out must be kept to a minimum.

#### FOOD AND BEVERAGE

Ballantine Management Group, LLC is the exclusive provider of food and beverage in the Facility.

- (A) Written permission must be obtained from Fredericksburg Expo & Conference Center Management for sampling of any food and beverages to event attendees: no exhibitors are allowed to sell food and beverage under any circumstances.
- (B) No food or beverage may be carried into the Facility. Outside food and beverage deliveries will be denied access to the Facility by building security personnel.
- (C) Use of permanent food and beverage service areas is reserved for the Facility except upon written consent of the Licensor. These stands may not be blocked.
- (D) It is a violation of the liquor license to bring alcoholic beverages into or out of the Facility; Fredericksburg Expo & Conference Center reserves the right to inspect coolers, vehicles, R.V.'s, boats, etc. at any time, including during move-in and move-out of show.

#### DECORATING/DRAYAGE

Fredericksburg Expo & Conference Center is the exclusive provider of all decorating and drayage in the Facility. Shipments may be sent directly to the Fredericksburg Expo & Conference Center with prior notice, documentation and payment.

### SECTION 2 – CONTROL OF PREMISES

- (A) The Facility retains the right to make public address announcements, as necessary, to ensure public safety, crowd control, proper operation of the building and compliance with Facility Rules and Regulations. Licensee will be consulted prior to such announcements.
- (B) During move-in and move-out periods all show personnel, including exhibitors, contractors, sub-contractors, etc., must use only those entrances designated by the Facility for each event. All articles, exhibits, fixtures, displays, and property of any kind and description shall be brought into and out of the designated entrances and exits as the Licensor designates.
- (C) Only Facility personnel and designated individuals are permitted to operate freight doors.
- (D) Loading dock areas and truck marshalling are under the control of the Facility's drayage company to ensure the smooth and orderly operation of these areas.
- (E) The Facility reserves the right to remove any objectionable, disorderly, or disruptive person(s) from the Facility and/or leased premises.
- (F) The Licensee may not use or operate any equipment, furnishings, or other property of the Licensor without prior written consent of the Licensor. Under no circumstances may the Licensee remove said equipment, furnishing, or the property from the Facility.
- (G) Restricted areas of the Facility are labeled "Authorized Personnel Only" and only the Licensor shall have access to those areas.
- (H) All persons acting for or on behalf of the Licensee must wear an identification badge provided by the Licensee.
- (I) Decorations, signs, banners, or any other material may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, painted surfaces, columns, furniture or floors.
- (J) Children age 12 and under are not permitted on Fredericksburg Expo & Conference Center property during all move-in and move-out periods.

### SECTION 3 – EMERGENCY PROCEDURES/SAFETY

- (A) Licensee may not admit or allow to be admitted to any area a larger number of persons than the capacity thereof can accommodate or than can safely move about in the area. Occupancy levels are posted.
- (B) All public access areas, entrances, exits, corridors, driveways, or other doorways shall not be impeded or obstructed by Licensee. Licensee's agents, members, or guests.
- (C) The Facility's Director of Operations in conjunction with the Fredericksburg Fire Marshal's Office will review and approve exhibit booth floor plans, registration set-ups, and requests for the modification to normal public traffic flow through and around the Facility requested by the Licensee. All exhibit booth floor plans are to be submitted a minimum of 30 days prior to Licensee's show dates. Exhibit Halls during move-in and move-out, loading docks, and service areas are considered Hazardous Work Areas. No horseplay, practical jokes, or games are allowed. Nothing may be thrown in these areas. Loud music or noise that may limit the audibility of back-up signals, fire alarms, or emergency messages is prohibited. No speeding or reckless use of vehicles or equipment is allowed.
- (E) In accordance with Section 2.2 of the Agreement the Licensee shall not bring, or allow to be brought, into the Facility any material, substances, equipment or object which may endanger the life of, or cause bodily injury to, any person in the Facility or which is likely to constitute a hazard to any other property therein.
- (F) No flammable materials, such as bunting, tissue paper, crepe paper, etc., shall be used for decorations or advertising in the Facility. All such materials too be used for decorative or advertising purposes must be first treated with all applicable federal, state, and municipal fire and safety rules and regulations.
- (G) Firefighting and emergency equipment shall not be blocked or obstructed under any circumstances. This includes fire hoses, fire extinguisher cabinets, fire pull and alarm boxes, and all entrances and exits to first aid facilities within the Facility.
- (H) Please advise Fredericksburg Expo & Conference Center of any specific ADA (Americans with Disabilities Act) needs.

### SECTION 4 – FLAMMABLE LIQUIDS AND GASES

The licensee shall not without prior written consent of the Licensor put up or operate any engine or motor machinery in the Facility or use oils, burning fluids, camphene, liquid oxygen, ethylene, propane, kerosene, naphtha, gasoline or other flammable gases for either mechanical or other purposes or any other agent other than gas or electric for illuminating the Facility. Said prohibition against the use of oils, gases and gasoline will not apply to the use of fork lifts, motor drive vehicles, cranes, etc., necessary for the installation and removal of exhibits in the facility, but shall apply to the operation of any exhibit in the Authorized Area. Where any automobiles, trucks, gasoline engines or fuel powered engines are to remain in the Facility during any portion of the License Period, the Licensee shall take the following precautions:

- (A) One battery cable is to be disconnected and taped to avoid any possibility of emission of sparks therefrom
- (B) All fuel tanks are to contain no more than 1/4 of their capacity or 5 gallons, whichever is less.

- (C) All draining of fuel tanks and re-fueling must be completed outside the buildings. Fuel is to be removed and dispensed only with safety equipment approved by Licensor
- (D) All fuel tanks must be sealed with a locking type fuel cap. If such cap is not available, the tank must be sealed in accordance with all federal, state, and municipal fire and safety codes.
- (E) All liquid propane tanks are to be removed from the Facility during any portion of the License period.

**SECTION 5 – DEFACEMENT OF FACILITY**

- (A) Licensee is responsible for all damages occurring as the result of the negligence or action of Licensee’s exhibitors, subcontractors, representatives, agents, etc., during the occupancy period.
- (B) It will be the responsibility of the Licensee to notify Licensee’s exhibitors, subcontractors, agents, members, or agents of any requirements, restrictions, or policy(s) regarding work to be performed, signage placement, operating policies of the Facility, etc. Licensee is also required to distribute Rules and Regulations to all exhibitors and to enforce exhibitors’ compliance. Copies will be included with the Facility’s utility forms.
- (C) At Licensee’s request, Facility-designated personnel and Licensee can examine the condition of the contracted areas to be utilized by Licensee prior to occupancy and immediately after Licensee’s removal of all property, equipment, and personnel to determine the extent of damage, if any.

**SECTION 6 – FLOOR PLANS**

- (A) All events having exhibits must submit for review and approval a scaled exhibit layout for the occupied space, the floor plan must take into consideration utility service needs and proper clearance for entrances, exits, concession areas, emergency telephone locations and any other requirements identified by the Facility. In addition to the layout of exhibit and exhibitor service areas, floor plans must indicate the layout of registration, other used for display(s), and signage/banners, etc.
- (B) The Facility will forward all floor plans to appropriate local Fire and Safety officials for approval. The Facility is to be the sole liaison between Licensee and fire authorities having jurisdiction.
- (C) The Licensee shall have valid, properly executed and compatible written contracts with all performers and exhibitors who are to use the Authorized Area under the Licensee’s right of such use, and the Licensee shall submit the same upon demand to the Licensor.
- (D) The Licensor retains the final right to approve every performance and exhibit offered in the Facility and in no event shall any such performance or exhibit take place if the Licensor objects to such.

**SECTION 7 – ADVANCE OR “CASH ON DELIVERY” SHIPMENTS**

- (A) The Licensor shall not accept any goods shipped to the Facility for the Licensee or their exhibitors prior to the beginning of the License Period or during the License Period if any sums are to be paid to the carrier of such goods upon his delivery thereof. Notwithstanding the foregoing, the Licensor shall not be obligated to accept any goods shipped to the Licensee except upon written consent to the Licensor. The Licensor shall not be liable for any damage to said property, and the Licensee shall indemnify and hold harmless the Licensor for and against any claim of loss or of damage to said property and to any damage to other person or property caused by said property.
- (B) The Licensor reserves the right to inspect all cartons, packages, and containers brought into or out of the Facility.

**SECTION 8 – DESIGNATED SMOKING AREAS**

Smoking is prohibited in the Facility at all times.

**SECTION 9 – ADVERTISING**

All advertising of the exhibition or performances to be given in the Authorized Area of which the license was set forth in the Agreement was given shall be accurate and true in all respects, and the content of such advertising must first be approved by the Licensor in writing before it is by any means published. Further, Licensor shall have the right to sell on a permanent basis, advertising signage within the Authorized as well as common areas, such signage will in no way prevent Licensee from set-up or move-in/out of its event(s). If a conflict arises whereby an advertiser by Licensor will make its best efforts to cover (but cannot guarantee) such signage appropriately for the duration of the Licensee Period

- (A) The Licensor reserves all rights and privileges for outgoing radio and television broadcasts originating from the Facility during the License Period.
- (B) No visual or audio recording or any type or kind made in the Facility without prior written approval of the Licensor. The Licensor reserves the right to charge the Licensee and additional charges to be paid in accordance with the provisions of the Agreement for that privilege.

**SECTION 10 – ATTENDANCE CAPACITY**

The Licensee shall not admit into the Facility a larger number of persons than the Facility can accommodate, as determined by federal, state, and municipal fire and safety rules and regulations. Furthermore, the Licensee shall not admit into any Authorized Area a larger number or persons than can freely and safely move about therein. The decision of the Licensor, in its sole discretion, shall be final in this respect.

**SECTION 11 – LIVE ANIMALS**

The Licensee shall not permit any live animal, reptile, fish, or bird to enter, nor suffer the same to remain in the Facility unless it is a properly muzzled “guide dog” accompanying a blind person, or is an animal, reptile, fish, or bird which the Licensor has in writing expressly consented to allow in the Facility. All such animals so admitted must be at all times on a leash, within a pen, or under similar control.

**SECTION 12 – COPYWRITING**

All ASCAP, BMI, SECAC, or other copyright fees applicable to music or entertainment used as part of an event by Licensee, their exhibitors, members, or guests are the full responsibility of the Licensee. Payment of the fees must be made by the Licensee directly to the applicable copyright agency.

**SECTION 13 – MISCELLANEOUS**

- (A) Solicitations – no collections or donations, whether for charity of otherwise, shall be made, attempted, or announced in the Facility without the prior written approval of the Licensor.
- (B) Lost Articles – The Licensor shall have the sole right to collect and have the custody of all articles left, lost, or checked in the Facility by persons attending any performance, exhibition, or entertainment given or held in the Facility, and the Licensee shall not collect nor interfere with the collection or custody of such articles.
- (C) All Facility keys required by the Licensee during its use of the authorized area under the terms of the Agreement may be obtained from the Licensor, must be returned to the Licensor at the end of the License Period, and are subject to a \$200.00 charge per lost key.
- (D) No Tents or roofed structures larger than 10’ x 10’ or with a measurement over 100 square feet are allowed inside the building without written permission from the Fredericksburg Expo & Conference Center and Fredericksburg Fire Marshal’s office.

**SECTION 14 – CLIMATE CONTROL**

The Facility will provide reasonable heat, air-conditioning, and lighting during official show days. The facility maintains ventilation and work level lighting during move-in and move-out periods. If the logistical requirements of the event demand that specific temperatures be maintained during periods other than show days and additional air-conditioning is necessary, the Facility will provide such air conditioning at the current daily rate. This service can be provided only if Licensee and service contractors limit the number of open freight entrances.

**SECTION 15 – PARKING**

Licensee, Licensee’s exhibitors, and sub-contractors shall not use or permit the use of any portion of the common areas, including the parking lot of the Fredericksburg Expo & Conference Center as described for any purpose other than pedestrian and vehicular access and the parking of automobiles of the Licensee, their exhibitors, or customers. This includes no overnight parking of oversized vehicles, i.e., recreational vehicles, campers, trucks, etc.

**SECTION 16 – IMPORTANT TELEPHONE NUMBERS**

General Information.	540-548-5555
Event Services	540-548-5555x105
Event Sales	540-548-5555x107
Food and Beverage	540-548-5555x106
Decorator Services	540-548-5555x108
Electrical Services	540-548-5555x108
Cleaning Services	540-548-5555x108
Audio Visual Services	540-548-5555x108