# SAN DIEGO
## Convention Center

***GENERAL POLICIES, RULES, AND REGULATIONS***

# WE ARE COMMITTED TO MAKING YOUR EVENT A SUCCESS.

*A knowledgeable Event Manager is assigned to assist you throughout the planning process. Policies may occasionally change, so please consult your Event Manager for the most up-to-date information or visit www.visitsandiego.com. (References to show management throughout this booklet may also be defined as the licensee or licensee's designee.)*

## AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Convention Center is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner. In accordance with the ADA, we are responsible for permanent premises access accommodations, such as, but not limited to, wheelchair lifts, elevator standards, door width standards and restroom accessibility. It is the licensee's responsibility to provide non-permanent accessibility requirements, such as, but not limited to, hearing-assisted or visually-assisted devices, and temporary seating accessibility and/or interpreters.

## AFFIXING OF DECORATIVE MATERIALS

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows. Please inform all show management staff and speakers, as well as exhibitors. Check with your Event Manager for further information on appropriate displaying methods in the Convention Center. Damages resulting from the improper use of these materials will be charged directly to show management.

## AIR CONDITIONING AND HEATING

Air conditioning and/or heating are provided during published event hours. Requests for air conditioning and/or heating during non-event periods will be charged at the prevailing rate.

## ANIMALS

With the exception of guide, signal or service animals, animals are not allowed in the facility without prior written approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring the use of animals. If allowed, show management is ultimately responsible for the liability and sanitary needs associated with the animals.

## CARPETS & WALL COVERINGS

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Show management is responsible for all damage during an event. Show management will be responsible for cleaning costs associated with the removal of stains. If carpet/wall coverings cannot be sufficiently cleaned or if the damage is severe (cuts, rips or tears), show management will be responsible for the replacement cost of the carpet or wall covering.

### EXHIBIT DISPLAYS

Exhibitors are responsible for providing or arranging for their own carpeting in the booth area. Tabletop displays may be allowed in a carpeted area without additional treatments. However, any carpeted area used for commercial exhibits or substantial displays must have additional protective carpet laid over the Center's carpet to protect it from inordinate wear and tear or damage. For further clarification, see your Event Manager.

## CONVENTION STAFFING SERVICES

The Convention Center offers preferred convention services including registration staffing, room monitoring, show office support, cashiering, bag stuffing, welcome desk service and lead retrieval. Staff is professionally uniformed and bonded. Please contact your Convention Staffing Manager for a detailed proposal or call (619) 525-5258.

## COPYRIGHTS AND PROPRIETARY MATERIAL

ASCAP, BMI, dramatist fees, copyright license fees, patent fees, or any other fee or royalty attached to copyrighted or proprietary material are show management's responsibility. Please ensure that the appropriate reporting and payment of fees cover all presentations associated with an event. The Corporation is not responsible for any violation for infringement rights of any owner or presented material.

## CRATE STORAGE

Exhibit floor crate storage is allowed on the exhibit floors under the following conditions and with Fire Marshal approval:

- In areas no larger than ten (10) feet by fifty (50) feet and no higher than eight (8) feet.
- Ten (10) feet of clear aisle space must separate adjacent storage areas.
- Areas must be within licensed space.
- Provide paths of travel to common exits.
- Marked exitways.
- Separated from exhibit space by pipe and drape, or other traditional service contractor supplied materials.
- Kept neat, clean and orderly throughout the course of your time in the facility.
- Predefined on your floor plans.

## DESTINATION MANAGEMENT SERVICES

The San Diego Convention Center Corporation no longer maintains a preferred list of authorized destination management company (DMC) service providers, providing greater flexibility for our clients. If you would like additional information, please contact Ron King, 619.525-5605.

## LOADING DOCK

Limited storage of empties is available on the dock. All dock storage must be in compliance with the Convention Center's ability to contain flame spread. Please check with your Event Manager for details. All rampways and entrances must be kept clear at all times. The Convention Center reserves the right to define the number of docks available for storage of event equipment and empties.

The Convention Center's storage program is defined by the availability of dock space and the capacity of its fire suppression system and response time of our nearby fire stations.

If a fire watch is required, any costs associated would be the responsibility of the licensee.

## DOCK AND FRONT DRIVE

The Security Division has responsibility for and control of the dock area, as well as the front drive. Base level services are provided at these locations. Services beyond the base level may be accommodated at additional

cost to show management. Please inform your Event Manager of your needs.

## ELECTRICAL SERVICES

The Convention Center requires that all electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards, and other electrical equipment controlled by the Center, be performed by Convention Center Electrical Staff or approved utility services contractors only.

Please contact your electrical service contractor regarding the provision of and fees associated with 24-hour electrical service for event exhibit/trade show areas.

## EQUIPMENT RENTAL

The Convention Center's equipment inventory is usually adequate to accommodate several simultaneous events and current prices can be found in our General Pricing Information booklet. Please let your Event Manager know what your needs are as soon as possible. When the inventory is exhausted, show management must make arrangements for additional equipment at its own expense.

## EXCLUSIVE SERVICES

Please see your license agreement for a list of those services. In addition, your Event Manager can provide a list of vendors for other services.

## FACILITY CLEANING

### EXHIBIT FLOOR

In an effort to enhance security and maintain high standards of cleanliness, only SDCCC employees are permitted to provide event cleaning within the center.

The Convention Center delivers a "broom clean" floor. We expect show management to deliver it back in the same condition. There will be an additional charge assessed for cleaning tape residue on the floor and for bulk trash removal at the conclusion of your event. Please see your Event Manager for more details.

The Convention Center provides a midday and overnight refresh for general session areas located in exhibit halls. Any additional cleaning service needs resulting from production or session activities shall be provided by the Convention Center and are billable at the prevailing rates.

### MEETING ROOMS

Meeting rooms designated as "no access" are not cleaned nor are deliveries made until show management staff is in the room. Meeting rooms designated as "general access" are cleaned on our schedule and deliveries are made per show management requests.

### PUBLIC SPACES

The Convention Center cleans all public spaces (i.e., restrooms, lobbies, pre-function spaces, etc).

## FIRE MARSHAL

Exhibitors, service contractors and show management must comply with all federal, state and local fire and building codes that apply to public assembly facilities.

Depending on the type of event, show schedule, the number of attendees or use of pyrotechnics, some events may be required to have additional standby fire personnel on duty during show hours at show management expense.

Special event permits for exhibits, tents, lasers, open flame, pyro or special requests are required and will be reviewed by the Fire Marshal. See your Event Manager for these permit applications.

## FIRST AID

It is show management's responsibility to make arrangements for first aid services for events at the Convention Center. However, should event demographics or numbers demonstrate the need for such coverage, the Convention Center reserves the right to require show management to engage first aid services for an event. You may contact your Event Manager for a list of providers.

## FLOOR PLANS

All floor plans must be approved by the Fire Marshal and the Convention Center prior to move-in.

Floor plans shall be submitted with a Special Event Permit Application available from your Event Manager.
Digital copies on PDF format and/or Auto CAD compatible (dwg or dxf file extension) or six (6) hard copies of the exhibit floor plans for your event should be submitted to the Convention Center at least six (6) months prior to your official move-in date. It is recommended that the general service contractor generate the floor plans and send them to us directly. "No freight aisles" must be identified on exhibit hall floor plans.

Please note these basic rules:

- Aisles between display areas are ten (10) feet.
- Nothing may intrude into the aisle space.
- One hundred (100) linear feet of contiguous display space are allowable before a cross aisle must be present.
- Aisles must be configured to provide clear access to exit ways.
- There must be twenty (20) feet of clearance in front of all exits.
- The travel distance within any booth or exhibit enclosure to an exit access may not be greater than fifty (50) feet.
- Booths greater than 100 gross square feet may require additional Fire Marshal review and approval.

The following items must be designated on your floor plans:

- Booth spaces and what is in the booths (i.e., exhibit booths).
- Bulk spaces.
- Enclosed areas in a booth or bulk space (Enclosed areas, i.e., closets, offices, etc., need to be equipped with a UL approved battery-operated smoke detector and a 2A10BC fire extinguisher).
- Proposed crate storage areas.
- Multi-level booths.

All multi-level booths must be designated on your floor plan. Please note the following rules that apply to multi-level booths:

- A drawing from a U.S. licensed structural engineer of a multi-level booth must be submitted to the Fire Marshal at least ninety (90) days in advance of the first move-in day to allow sufficient time for any needed corrections.
- One 2A10BC-type fire extinguisher must be on each level of the display, easily available and unobstructed from view.
- All areas under multi-level booths must be equipped with a UL approved battery operated smoke detector attached to the ceiling or understructure.
- No ceilings are allowed on the top most level.

- If any deck is designed to hold over 10 people, a second staircase is required for emergency evacuations.
- All stairways must be at least three (3) feet in width and must be equipped with a handrail on at least one side.

## FOOD AND BEVERAGE SAMPLES

Food and beverage product exhibitors who are germane to events and are lawful manufacturers or distributors of food and/or beverage products may distribute samples. Samples must be distributed from those specific exhibitor booth locations only. Samples may not exceed two (2) ounces by weight of a solid product, and four (4) ounces by volume of a non-alcoholic beverage product. All alcoholic beverage sampling must be serviced by the Convention Center's Food and Beverage Department. Approval for distribution of samples must be obtained prior to an event. Please contact the Catering Department at 619-525-5800, or your Event Manager for additional information prior to the event.

## FREIGHT DELIVERIES

The Convention Center will not accept delivery of show materials or freight. Freight carriers should deliver freight to the attention of show management's official service contractor or show management. Delivery address should reference the name of the event location (i.e., hall or meeting room) and show contact name.

## GAS CYLINDERS

All gas cylinders must be securely fastened to a carriage or to a fixed location at all times, and may be subject to Fire Marshal review.

## GENERAL PRICING INFORMATION

The General Pricing Information booklet is provided to assist with the preparation of your event. Pricing and information regarding ancillary services are included. Pricing is subject to change.

## GUEST SERVICES

We provide a complimentary number of Guest Services staff for your event. Uniformed Guest Services staff serve as greeters at the front door and as information and direction specialists in the lobbies. Guest Services staff beyond the complimentary level are available at billable rates. Please contact your Event Manager for additional information.

## HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Event Manager, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged to show management at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the Convention Center.

## IN-HOUSE SOUND

The in-house sound system is managed exclusively by our preferred in-house audio visual contractor. Any use of the house sound system should be arranged through them in conjunction with your Event Manager. We do not allow outside equipment to be connected to, or operated from the house sound system.

There are several incentives when utilizing our preferred in-house audio visual contractor as your provider. They can arrange for a complete variety of audio visual services, staging, production and sophisticated multimedia services. Their offices are in the Center and they also maintain a local warehouse with an extensive inventory to provide for any A/V needs. Please contact your Event Manager for more information.

There is an additional fee for use of facility equipment or audio lines for broadcasts and recording. Please ask our preferred in-house audio visual contractor for the details and appropriate fees.

## KEYS

To avoid unanticipated delays, please contact your Event Manager with your needs. If security locks are required, room locks will be recored at an additional charge. There will be a $25 per key fee assessed for any keys not returned.

## LICENSE AGREEMENT

The San Diego Convention Center Corporation's License Agreement is the governing document for an event.

## LIGHTING

A 50% level of lighting is provided in all licensed spaces during move-in and move-out. One (1) hour prior to the opening of an event, 100% lighting will be provided. At the close of an event day, 50% lighting level will be restored. If 100% necessary before or after show hours, please contact your Event Manager to make arrangements and to inquire about the prevailing fees.

## LOAD LIMITS

The main exhibit floor load limit is 350 pounds per square foot distributed load; the lower lobbies are 100 pounds per square foot; the upper level lobbies, mezzanine and ballrooms are 150 pounds per square foot; and the Sails Pavilion is 150 pounds per square foot.

## LOST, LEFT BEHIND, OR ABANDONED ARTICLES

A lost and found location may be operated at show management's discretion. Our Guest Services operates a hotline for inquiries regarding lost and found items, which is also available for your use. Every effort shall be made by our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Please note that because we do not store show materials, unclaimed items may be disposed of at the conclusion of the move out.

## MEETING ROOMS

### LIGHTING

Lighting presets and changes should be discussed with your Event Manager.

### OCCUPANCY

Maximum occupancies are assigned for each of the meeting rooms by fire code. Please adhere to set limits.

### ROOM REFRESH

One midday and overnight room refresh is provided for each meeting room in use. The refresh includes straightening of tables and chairs, trash disposal, replacement of the speaker's water and checking replacement of bulk water in the room. Additional charges may be assessed for excessive trash. If you have a dedicated refresh schedule requirements beyond our usual mid-day refresh, appropriate labor charges will apply in relation to the scope of the work to be done. Your Event Manager can assist you with a room refresh schedule.

### SET UP

To the extent of our inventory, a one-time set up within each of your licensed meeting

rooms is provided. This includes a riser, head table, lecturn, tables, chairs, and one easel in the room. Changes to the one-time set up and additional room sets or changeovers will be charged to show management accordingly.

### WATER SERVICE

Water service is provided at the speaker's location and a reasonable number of places at the head table in the meeting rooms. A five-gallon water cooler is provided in the back of the room. Another five gallons of water is provided for the water cooler at the midday room refresh. For additional water service, contact the Food & Beverage Department.

## MERCHANDISE FEE (NOVELTIES)

Except as otherwise stipulated in the applicable License Agreement, the Convention Center retains the exclusive right to approve, sell and/or collect a commission from any event-related novelty or merchandise item. For those events of a nature that meets the potential criteria for any exemption, a request for such exemption of specific items must be submitted to the Convention Center. The Convention Center will issue written approval to exempt these sales from exclusive rights after review and concurrence that the items are specifically germane to the nature or purpose of the licensee or its event. Please note that the proposed sale of any items competing with those regularly offered at our concession stands or specialty carts will not be allowed.

## MOTORIZED CARTS

For safety reasons, motorized carts, including Segways, are not allowed in any public areas including the lobby. Wheel coverings are required on the tires when traveling in carpeted areas. To reduce the risk of accidents, please exercise due caution when operating motorized carts in approved areas. ADA needs will be accommodated.

## PARKING

### PUBLIC

On-site, private vehicle parking at the Convention Center is available in the underground 1,900-space garage through an outside parking management company, not controlled by the Convention Center. Daily rates apply. Note there is no overnight or 24-hour parking. Off-site, private vehicle parking is also available at numerous parking lots located nearby. Visit www.visitsandiego.com for more information.

### DOCK

Only on a limited and most restricted basis are any on-site parking permits issued for the loading docks or front drive. Any parking permits issued for the dock or front drive are under the condition that the holder of the permit assumes all liability. Please see your Event Manager for additional assistance with parking requirements or for special arrangements.

## PRODUCTION SERVICES

The SDCCC requires all companies providing Production Services to be approved prior to doing any business within the Center. A production service company is any company who provides any combination of the following services:

- Entertainment
- Event scenic and graphic design
- Event lighting, audio, video and graphic design
- Stage design and décor
- Event décor

The Convention Center's preferred in-house audio visual services provider can assist any production company in arranging for lighting, audio, video, stage design, and other related services. There are incentives for a production company to utilize the services of our preferred A/V services provider. Please contact your Event Manager for more details.

## PYROTECHNICS & LASERS

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by your Event Manager and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. Standby Fire Personnel may be required. Licensee will be charged by the Convention Center for the cost of standby personnel.

## RECYCLING

Recycling is part of the Convention Center's operating philosophy. The Center recycles paper, cardboard, plastic, wood pallets and more! Please contact your Event Manager, or visit www.visitsandiego.com, for more details.

## RESTAURANT RESERVATIONS AND VENUE SERVICES

The Convention Center is pleased to provide complimentary Restaurant Reservation Services for your attendees. In addition, ticket sales for city tours and other attractions are available for purchase. A booth, centrally located in Lobby B2, is staffed during peak event times. We will setup additional kiosks to satisfy guest demands as warranted by building activity. Additional off-site booth services may be arranged through our Restaurant and Concierge Services Manager at (619)525-5291.

## RIGGING

Only the in-house preferred audio visual services contractor, and approved general services contractors who have a contract with the SDCCC to provide rigging services, are allowed to provide rigging services from the unistrut grid, identified structural steel grid, and airwall track in the Exhibit Halls.

All rigging installations must be done under the supervision of a rigging supervisor who is certified through the Entertainment Services Technology Association's (ESTA) Entertainment Technician Certification Program (ETCP).

Other policies and procedures for rigging apply. Please contact your Event Manager for more specific details regarding the policy and weight/rigging limits.

## SAFETY

The Convention Center's goal is to provide a safe environment for you and everyone associated with your event. Please help us meet our goal by adhering to the basic safety related policies, which follow in this section:

- All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.
- Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking/warming devices and heated products need to be four (4) feet away from the front of the display, or have a shield 18 inches high, 1/4 inch thick across the front and down the sides of the demonstration area. A 2A10BC fire extinguisher must be

in the booth and readily available near the demonstration area.

- The use of welding equipment, open flames, decorative candles or smoke emitting devices or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal.
- All display materials must be flame retardant according to California fire codes. A fire retardancy certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures or for multi-level exhibit booths, or if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.
- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisleways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.
- The use of burning fluids, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline or anything else of like nature is discouraged in the facilities. If your event absolutely requires the use of hazardous materials, maximum limits and controls will be placed on use of such materials. Those maximum limits and controls include our reserved right to curtail the use of the materials.
- In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. We operate at a maximum safety level that helps us to insure life safety. In case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.
- Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards.
- No spray painting is allowed on the premises.
- No saw cutting is allowed inside the Convention Center
- The Convention Center does NOT allow any hard construction type of activities to be executed on the exhibit floor or within the building such as but not limited to material sawing, painting, welding, soldering, etc. without PRIOR written approval.

## SALES AND USE TAXES AND LICENSES

Please see your license agreement.

## PUBLIC SAFETY & EVENT SECURITY SERVICES

### FACILITY PUBLIC SAFETY

The Convention Center Security Services staff retains control of all public spaces including lobbies, docks and all perimeter areas on a 24-hour basis. Basic services are provided for security. Any additional services that you request in our controlled areas are at additional cost to show management at the current billable rates.

We reserve the right to eject disorderly persons or any person who is causing disruption to an event and/or the conduct of business.

### EVENT SECURITY SERVICES

The licensee is required to contract for event security staffing within licensed space. Only security staffing providers who are approved by the Corporation will be allowed to provide services. All security staffing and emergency response planning is subject to Corporation review and approval, and should be discussed with your Event Manager. Please contact your Event Manager for information regarding the Corporation's requirements for security contractors, staffing grid and a list of approved security contractors.

## SMOKING

The Convention Center is a non-smoking facility. By state law, and in the interest of public health, the San Diego Convention Center has adopted a non-smoking policy. There are designated areas outside the building where smoking is permitted.

## TICKETING/BOX OFFICE

Ticketing sales should be arranged for directly by the licensee. You are welcome to use a vendor of your choice. Ticket taker staff is provided exclusively by the Convention Center. Please contact your Event Manager to communicate your vendor for box office staffing and arrange for ticket taking staff.

## TRUCK MARSHALLING

Truck marshalling is not available at the Convention Center site. Show management's official service contractor makes all provisions for truck marshalling.

## UNION REGULATIONS

The SDCCC has entered into a Jurisdiction agreement with its Union Labor Partners; Painters & Allied Trades, International Alliance of Theatrical Stage Employees, International Brotherhood of Electrical Workers and The Teamsters to perform specific work in certain areas of the Convention Center that are exhibit or production in nature. This includes the activities of move-in, installation, dismantling and move-out of trade shows, conventions, exhibits, corporate events and theatrical events. The current Areas of Jurisdiction are Exhibit Halls A-H, Ballrooms 6 & 20 and the Sails Pavilion.

Please note that this jurisdiction does not encompass work ordinarily performed by the San Diego Convention Center Corporation employees or the Center's third party contractors. It also does not apply to work performed by the licensee's employees under their respective payroll who are specifically engaged to perform this work on a continuing basis for their organization. Please contact your Event Manager for more details.

## USE OF PUBLIC SPACE & INTERIOR SIGNAGE

### PUBLIC SPACE

The desired use of any public, non-licensed area needs to be fully discussed with your Event Manager to determine the feasibility of the proposed use.

The areas adjacent to the escalators and common lobby/foyer/landing areas are not allocated to a particular event and are considered integral to maintaining the ingress/egress requirements necessary to facilitate overall building traffic. As a general rule, exits, restrooms, phones, box offices, and other lobby specialty services as well as amenities can not be obstructed.

Options for registration and other public space uses should be explored with your Event Manager. Once space has been determined as appropriate and available, a floor

plan outlining the proposed usage must be submitted for Fire Marshal approval at least six (6) months in advance of load-in.

### INTERIOR SIGNAGE

The desired display of association or event-related signage needs to be fully discussed with your Event Manager to determine the feasibility of the proposed signage. Because of numerous multiple facility users, your Event Manager needs to be consulted prior to any signage being produced.

Generally, the installation of signage should be in correlation to your licensed space. However, because there are often multiple events, some high traffic areas such as the upper level lobbies may be subject to additional considerations.

There are several key areas where signage opportunities are allocated to a particular licensed space. These include the escalator units at the ground and upper level, upper level landings, cityside and bayside, center section of the upper level lobbies, mezzanine foyer and bayside lobby. However, all proposed signage must be reviewed by your Event Manager for approval.

Event specific advertising opportunities may be available and we will work with associations or events to accommodate sponsorship programs. These activities require advance approval, have certain guidelines and should be discussed with your Event Manager.

## VEHICLES ON DISPLAY

Vehicles on display must adhere to the following rules:

- No more than 1/4 tank of gas or five gallons, whichever is less.
- A locking gas cap or tape over the gas cap.
- Batteries shall be disconnected in an approved manner.
- A drip pan under the vehicle's drive train (motor to differential).
- Keys delivered to event security.
- Vehicles shall not be moved during show hours.
- Refueling is prohibited in the facility.
- Floor plans must indicate where vehicles are to be located.

## WALLS

The Convention Center has operable walls in our meeting rooms, ballrooms and exhibit halls. The walls separate leased spaces into a desired configuration. Once the walls are set per show management's specifications, a charge will be incurred for any additional wall movement. Please allow sufficient time to meet your needs.

## WASTE DISPOSAL

Show management is obligated to pay the cost of all trash hauls. Show management is responsible for proper and regulated disposal of any and all toxic or biohazard goods, materials and substances, and must comply with all applicable laws. Please note that California has strict policies with regard to regulated waste disposal. If someone associated with your event ignores regulatory mandates, it becomes show management's responsibility. Please ask your Event Manager for the names of local providers who handle toxic and/or bio-hazardous substances and materials.

## YOUR CONTRACTORS

Show management must provide a list of contractors that will be used during the event at least thirty (30) days prior to the first move-in day. The list assists us with the preplanning of services and security programs.

## LASTLY...

Every event is different and the General Policies, Rules and Regulations cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this handbook, please know that the Convention Center reserves the right to determine necessary considerations or stipulations on an as-needed basis. Our sole effort is to insure the success of your event and safeguard the safety and experience of all our visitors. We know that you will appreciate our efforts.

***(These general policies, rules and regulations are subject to change. For the most current version visit our Web site at www.visitsandiego.com.)***

San Diego
Convention Center
Corporation

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