




SANDIEGO
convention center
CORPORATION

GENERAL POLICIES, RULES & REGULATIONS

[VISITSANDIEGO.COM](https://visitsandiego.com)

We are committed to making your event a success.

Policies may occasionally change so please consult the Event Manager assigned to you throughout the planning process for the most up-to-date information or go to 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 GRAPHIC & DECORATIVE MATERIALS

Graphic wall, door and window clings are allowed with prior approval by the Event Manager. All locations must be approved and plotted on a diagram prior to installation. No clings of any sort are permitted on our carpeted areas.

Nothing may be taped, nailed, stapled, tacked or affixed to ceilings, walls, painted surfaces, fire sprinklers or fabric walls/air walls. It is the responsibility of Show Management to inform your vendors, exhibitors, speakers and staff of the policy.

Check with your Event Manager for further information on appropriate displaying methods. Damages resulting from the improper use of these materials will be charged directly to show management.

AIR CONDITIONING & 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 & EXHIBIT DISPLAYS

CARPETS & WALL COVERINGS

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 convention center's carpet to protect it from inordinate wear and tear or damage. For further clarification, see your Event Manager.

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 10 feet by 50 feet and no higher than eight feet.
- 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.

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, 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.

DAANGEROUS WEAPONS

A "dangerous weapon" is any object or device designed or intended to be used to inflict serious injury upon persons or property.

The possession of a dangerous weapon is prohibited in the convention center. All concealed weapons are strictly prohibited in the convention center.

Dangerous weapons include, but are not limited to: firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc. Guests found in possession of the above mentioned items will be asked to remove the item from the convention center or dispose of it. Guests who refuse to comply will be removed from the convention center and may be subject to arrest.

FIREARMS

Only active on-duty police officers may carry firearms within the convention center in accordance with their duties. All others are strictly prohibited regardless of license or status.

If firearms are an integral part of an event, an exhibitor may

display a firearm as part of its exhibit during an event subject to the following:

- Prior approval from the San Diego Convention Center Corporation (SDCCC).
- The exhibitor must comply with all federal, state and local laws governing the possession and/or sale of firearms.
- Firearms must be deactivated by removal of the firing pin, the bolt, or otherwise altered so that they are incapable of being fired.
- Firearms may not be loaded or fired in the convention center.
- Exceptions may be granted, at the SDCCC's sole discretion, for particularly rare antique firearms displayed in a locked case or otherwise made inaccessible.
- Powder or primers and ammunition are prohibited in the convention center.

Any violation of this policy may result in immediate removal from the building.

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.

DRONES

SDCCC does not allow drones of any kind inside the convention center or around the perimeter. For additional information, contact your Event Manager.

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 convention 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.

SDCCC provides no event electrical service. Contact your Event Manager for a list of approved contractors.

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 convention center.

The convention center delivers a "broom clean" floor. Show management is expected 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.

COMMON AREAS

The convention center cleans all common areas (i.e., restrooms, lobbies, pre-function spaces, etc.).

FIRE MARSHAL & SPECIAL EVENT PERMITS

Special event permits are required for exhibits, tents, lasers, open flame, pyrotechnics or special requests.

For the permit application process and general information, please refer to the City of San Diego's Special Event Guidelines, sandiego.gov/fire/pdf/specialevents.pdf

For a single event permit application only, please refer to sandiego.gov/fire/pdf/singleapp.pdf

Or contact the City directly:

City of San Diego
Fire Rescue Department
1010 Second Ave., Ste. 300
San Diego, CA 92101
Phone: 619-533-4400
Fax: 619-533-3322
Email: sdfdevents@sandiego.gov

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.

FOOD AND BEVERAGE SAMPLES

Food and beverage product exhibitors who are germane to events and are lawful manu-

facturers 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 ounces by weight of a solid product, and four 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 & MATERIALS SHIPPING

The convention center will not accept delivery of show materials or freight. Freight or shipping carriers must deliver freight to the attention of Show Management's official service contractor or Show Management.

If your event does not have an official service contractor and your shipment cannot be hand carried to your space, then you must use the docks and have appropriate union labor hired to accept and deliver to your space regardless of location.

Delivery address must reference the name of the event location (i.e. hall or meeting room), show contact name and must not arrive until the first contracted show day.

Additional information will be provided by your Event Manager.

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

SDCCC provides 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 SDCCC's preferred in-house audio visual contractor. Any use of the house sound system should be arranged through them in conjunction with your Event Manager. SDCCC does 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 multi-media services. Their offices are in the convention center and they also maintain a local warehouse with an extensive inventory to provide for any audio visual 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 SDCCC's preferred in-house audio visual contractor for the details and appropriate fees.

KEYS

REKEYING

SDCCC Security Services will rekey up to 10 meeting rooms at no cost. For more than 10 rooms, hourly labor rates will apply, with a 2-hour minimum billed at the supervisor rate of \$25 per hour.

LOST KEYS

In the event of lost keys, there will be a fee of \$1,000 for each compromised set of locks that require replacement of inventory of keys and lock cores.

LICENSE AGREEMENT

The SDCCC'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 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, contact your Event Manager to make arrangements and inquire about 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. SDCCC's 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 SDCCC does 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 dedicated refresh schedule requirements beyond our usual midday 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, lectern, 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 and 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

ADA needs will be accommodated. 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. Hoverboards are not permitted.

OPERABLE 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.

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. Go to 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.

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

As a LEED-certified venue, recycling is part of the convention center's operating philosophy. The convention center recycles paper, cardboard, plastic, wood pallets and more. Please contact your Event Manager, or go to visitsandiego.com for more details.

RESTAURANT RESERVATIONS & VENUE SERVICES

The convention center is pleased to provide complimentary concierge services for meeting

attendees. Our staff can offer assistance with restaurant reservations, transportation services, tour and attraction information and the latest news on local arts and culture. Concierge desks are conveniently located in lobbies B and E where special discounts, directional maps and brochures are available. Additionally, group dining arrangements may be made through our Advertising & Concierge Services Department at 619-525-5243.

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 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 aiseways 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 SDCCC staff does not deactivate any alarm until the proper

emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. SDCCC operates at a maximum safety level that helps to ensure life safety. In case of an emergency following an alarm, staff will activate the convention center's 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 & LICENSES

Please see your License Agreement.

PUBLIC SAFETY & EVENT SECURITY SERVICES

FACILITY PUBLIC SAFETY

The convention center Security Services retains control of all common areas 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.

SDCCC reserves 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 SDCCC maintains an approved list of qualified and pre-approved event security providers. Only providers on this list are permitted to work in the building. Contact your Event Manager for the most current approved security provider list.

SMOKING

The convention center is a non-smoking facility. By state law, and in the interest of public health, the SDCCC 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 a jurisdictional agreement with its union labor partners; Painters & Allied Trades, International Alliance of Theatrical Stage Employees, International Brotherhood of Electrical Workers and the International Brotherhood of Teamsters to perform specific work at the convention center. This includes the activities of move-in, installation, dismantling and move-out of trade shows, conventions, exhibits, corporate events and theatrical

events.

Please note that this jurisdiction does not encompass work ordinarily performed by SDCCC employees or the convention center's third party contractors. It also does not apply to work performed by licensee's regular 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 COMMON AREAS & INTERIOR SIGNAGE

COMMON AREAS

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 common area 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 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

All vehicles must meet Fire Marshal approval for display and location. 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.

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 30 days prior to the first move-in day. The list assists the SDCCC with the pre-planning of services and security programs.

LASTLY...

Every event is different and the General Policies, Rules & 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. SDCCC's sole effort is to insure the success of your event and safeguard the safety and experience of all visitors.

These general policies, rules and regulations are subject to change. For the most current version, go to visitsandiego.com/sites/default/files/GenPRandR.pdf.