GENERAL POLICIES, RULES & REGULATIONS

VISITSDIEGO.COM
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.

For carpet cling requests, please contact your Event Manager. Only certain materials are approved for usage.

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.

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. The front drive has multiple ADA accessible drop-off ramps from Lobbies A-H.

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.

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.

BALLOONS

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.

Mylar Balloons

Mylar balloons are prohibited.

NEW: BOX OFFICES

The SDCCC box offices may be available for limited use by clients. Please contact your Event Manager for more information.

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 & 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

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’ by 50’ and no higher than eight feet
• 10’ 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.
DANGEROUS 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
For additional information, contact your Event Manager. For event demographics or numbers should event demographics or numbers

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 & FRONT DRIVE SECURITY
The SDCCC 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 allows for limited drone usage inside the Convention Center. Drones are not permitted to fly on the outside perimeter of the building without prior FAA authorization. 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.

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

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 typically adequate to accommodate several simultaneous events. 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
SDCCC is the exclusive in-house cleaning service for all events. An SDCCC employee will be available to take on-site booth cleaning orders and provide customer service to exhibitors.

Exhibit Floor
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.

General Session, Sails Pavilion, Halls & Ballrooms
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 that are rekeyed by request of the client 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.

One midday and overnight room refresh is provided for each meeting room in use. The refresh includes trash disposal, replacement of the speaker’s water and replacing replacement of bulk water in the room. Overnight refresh also includes straightening of tables and chairs. Additional changes 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.

Common Areas
The Convention Center provides a complimentary cleaning of all common areas not used for registration purposes.

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 information page: sandiego.gov/fire/services/permits/events

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: sdfdevevents@sandiego.gov

Pyrotechnics, Lasers & Hazing
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.

NEW: Sails Pavilion
Clients are no longer able to use hazing, mist or fog-producing machines or elements in the Sails Pavilion. With our LED lights and fire system, no particle components are used in the intake system.

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 & 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 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 during licensee’s contracted days.

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.

**NEW: Coat & Luggage Check**

Guest Services are provided exclusively by the SDCCC for door persons, ticket takers and coat and luggage check attendants. All set-up equipment, bank and tags are provided by SDCCC. Coat and luggage check charge to guests is $5 per item (no in/out privileges).

The total amount collected is to offset the labor cost to the billable labor hours of coat and luggage check. There is a four-hour minimum for all Guest Services Staff. The overall hourly estimate will include one-hour of staff briefing time (30 minutes before and after). Please note: we will not accept purses or wallets at the coat check.

**IN-HOUSE SOUND**

The in-house sound system is managed exclusively by ON Site, 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.

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**

**NEW: Rekeying**

SDCCC Security Services will rekey up to 10 set up and additional room sets or change easel in the room. Changes to the one-time move-in and luggage check. There is a four-hour minimum for all Guest Services Staff. The overall hourly estimate will include one-hour of staff briefing time (30 minutes before and after). Please note: we will not accept purses or wallets at the coat check.

**LOAD LIMITS**

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

**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. 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.
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 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. Please note: Halls B2 and G cannot stand alone.

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.

Docks & Front Drive
On-site parking permits are restricted for personal vehicles. Please see your Event Manager for additional assistance with parking requirements or for special arrangements.

PASSENGER DROP-OFF ZONE
The SDCCC provides a drop-off zone on the front drive for rideshare and cabs at Lobby A.

PUBLIC SAFETY & EVENT SECURITY SERVICES
Facility Public Safety
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.

PYROTECHNICS, Lasers & Hazing
See Fire Marshal & Special Event Permits section for more information.

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 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 Technician Certification Program (ETCP). The SDCCC Rigging Policy can be provided upon request.

NEW: Limits
Production drape: When stage or back drape is not being hung from a truss, anything over 14’ high or over 10’ wide in continuous drape line must be tied off per seismic safety regulations.
Deco-provided drape or booth design elements: Tying off may be required depending on height, width and base. Please see your Event Manager for more detailed information.
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” high, 1/4” 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 aislesways 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. Fire Marshal approval is required.
• In the event that an alarm goes off, please know that SDCCC staff does not deacti-
vate 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 Conven-
tion 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, adhesives, cement
and/or anchors are 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.

NEW: Move-In and Move-Out
During move-in and move-out, the following
will be strictly observed:
• No children under 18 years of age will be
allowed on the show floor.
• Closed toe shoes need to be worn at all
times in the exhibit halls and docks. No
access will be granted to the exhibit halls
or docks if the shoe policy is not followed.
No open-toed footwear, sandals or flip
flops allowed.

SALES AND USE TAXES & LICENSES
Please see your License Agreement.

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
commom 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 and other
lobby specialty services, including amenities,
can not be obstructed.
Options for registration and other common
area uses should be explored with your
Event Manager. Once space has been deter-
mained 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 & Exterior Signage
Package materials for new sponsorship and
signage opportunities are now available.
This includes new opportunities for signage
inside and outside of the facility. The outside
areas, which were previously unavailable,
are now offered with SDCCC’s advanced
approval for use for a fee.

NEW: Fire Beams
The San Diego Convention Center has
installed a new fire beam fire alarm system
in Lobbies A, B and C as well as the Upper
Level West Cityside and Upper Level East
Cityside. The new system uses a beam
emitter technology. Please contact your
Event Manager for more information on the
new requirements as they relate to hanging
of signage or banners for your event.

SMOKING & VAPING
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
and vaping are permitted.

TICKETING SERVICES
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 SDCCC.
Please contact your Event Manager to
communicate your ticketing vendor and
arrange for ticket taking staff (an exclusive
service offered by SDCCC).

TRUCK MARSHALLING
Truck marshalling is not available at the
Convention Center site. Show Manage-
ment’s official service contractor makes all
provisions for truck marshalling. Ask your
Event Manager for additional information.

UNION REGULATIONS
The SDCCC has a jurisdictional agreement
with its union labor partners; Painters &
Aliened Trades, International Alliance of
Theatrical Stage Employees, International
Brotherhood of Electrical Workers and the
International Brotherhood of Teamsters
to perform specific work at the Conven-
tion 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 respect:
tive payroll who are specifically engaged to
perform this work on a continuing basis for
their organization. Please contact your Event
Manager for more details.

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)
• Vehicles shall not be moved during show
hours
• Refueling is prohibited in the facility, on
the docks and outside premises
• 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, biohazard and
e-waste 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, bio-hazardous
and/or e-waste 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.