

PLANNER'S GUIDE



SPOKANE
CONVENTION
CENTER

EVENT PLANNER'S GUIDE

Rev.20200506

Welcome to the Spokane Convention Center. We take our vision seriously - to create event experiences that make our guests say "WOW!" The success of your event is as important to us as it is to you. Our commitment to you is to make it easy to plan and execute an unforgettable event and we are prepared to do that by providing the following resources:

- A Flexible, state of the art facility that can accommodate any size and type of event
- An experienced team of Event Experts that will guide you each step of the way
- Excellence in guest service from every point of contact
- Services and equipment necessary for your event. No need to shop around, we can provide most everything you need (and what we don't have we can help find!)

This Guide contains information that will help you plan and execute. It is made part of your Use Agreement by contractual reference. As you review the information be sure to contact your Sales Manager or Event Manager with any questions.

Let the Planning Begin!

IMPORTANT DOCUMENTS TO READ AND UNDERSTAND

- Use Agreement
- Planning Guide
- Contractor/Decorator Guide
- Fire Department Regulations/Guidelines (if applicable)
- Exhibitor Guide
- No Surprises List

IMPORTANT DOCUMENTS TO RETURN IN A TIMELY MANNER

These documents will help us make sure we have the labor and resources necessary to ensure success for your event.

- Use Agreement
- Certificate of Insurance
- Event Agenda and Specification
- Special Event/Inspections Application (to Spokane Fire Dept.)(if applicable)
- Catering Requirements and Menu Selections
- Catering Guarantee

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MEET THE EVENT TEAM

The Spokane Convention Center team will partner with you to ensure the success of your event. Whether your event is for 10 people or 5,000 people we have the knowledge and experience that will impress your guests.

SALES AND MARKETING

The Sales and Marketing Department is your first point of contact. Your Sales Manager will work with you to find the space that is perfect for your event needs and will provide information on Convention Center features and services, including site visits. They also prepare proposal requests and will create a Use Agreement based on your event needs which clearly outlines your event activity. Once the Use Agreement is signed and executed, planning for your event can begin.

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Matt Meyer	- <i>Director of Entertainment</i> - All entertainment at the Arena and FICA	mmeyer@spokanepfd.org 509.279.7046
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EVENT MANAGEMENT

Upon execution of the Use Agreement an Event Manager will be assigned to work directly with you. As your primary contact, your Event Manager will become your greatest ally and resource in planning and execution of your event. During the planning process they will answer your questions, make recommendations to ensure success and communicate your needs to all departments. When the big day arrives, your Event Manager will be on site to make sure everything runs smoothly from beginning to end. Sharing complete information in a timely manner will enable your Event Manager to better service your event.

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Matt Auclair	- <i>Event Manager</i>	mauclair@spokanepfd.org 509.279.7052
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PLANNING CHECKLIST AND TIME LINE

Every event is unique and we understand some special attention is needed. Your Sales Manager and Event Manager will work with you to develop a time line that fits your needs. Some events start the planning years before the event while others may book within a short window. Below is a general guideline for a typical event that includes each step along the way. Your time line may be longer or shorter, but the steps remain the same.

Book your event: Call the Sales Department at **509.279.7007**

- Sign and return Use Agreement
- Review the Planners Packet which includes terms and conditions as well as rules/regulations
- Submit deposit with signed Use Agreement
- An Event Manager is assigned upon contract execution – add them to your mailing list
- Familiarize yourself with the necessary City and State permits and requirements:
 - City Business License
 - City Admissions Tax
 - State UBI number and sales tax
 - County Health Department
 - City Fire Code Regulations

12 months out (for exhibits and large events)

- Provide a copy of the convention resume or event agenda to your Event Manager
- Submit your floor plan to your Event Manager for approval *before* selling booths
- Include your Event Manager on all attendee and exhibitor mailing lists
- Introduce Event Manager to decorator

9 months out

- Schedule a site visit / planning meeting with your Event Manager
- Review your event requirements with your Event Manager and Catering Director
- Provide electrical and IT requirements to our Exhibitor Services Coordinator
- Note any contract service providers you will require (ticketing, decorator, etc.)

6 months prior to your event

- Provide any revised floor plans
- Provide Preliminary event and exhibit schedule and set up to your Event Manager to receive an estimate of costs.
- Contact TicketsWest regarding ticket sales

3 months prior to event

- Submit revised agenda and set-up requirements for review

- Submit rigging plans for consideration
- Submit revised A/V, telecommunications and equipment rental needs
- Submit a list of all your show service contractors
- Submit any rigging requirements
- Submit digital signage information

30 days before event

- Submit Certificate of Insurance
- Submit final agenda, setup and event requirements and exhibit show diagram
- Review estimated catering, labor and equipment charges with your Event Manager

One week prior: Hold a pre-convention meeting

- Discuss any changes to event requirements, setup or time line
- Submit guarantee numbers to Catering Director
- Make sure all scheduled payments have been submitted

On site during event

- Pre-convention meeting and meeting space walk-through
- Move-out inspection
- Post-Convention Meeting
- Preliminary invoice review

Within one week after the event

- Invoicing will prepare your invoice and send it to you.
- You will receive a customer response form via email that we hope you will take a few minutes to fill out and return to us so we can assess our service and work on any areas that need attention. Our goal is to provide excellent service to you and your attendees and to continually improve in all areas. We appreciate your input.

SERVICES

EXCLUSIVE IN-HOUSE SERVICES

The Spokane Public Facilities District provides exclusive In-House Services as noted below. By utilizing these services you will be using staff that are trained in our facilities and are knowledgeable about how we can help you make your event work best. Below you will find a description of each service to help you determine which services you will need. Ask your Sales Manager or Event Manager for the current ancillary services rate card for your event.

Electrical and Utilities Services: The Spokane Convention Center provides all exhibitor and show management electrical needs, including power for registration, show management offices, exhibit displays and presentations. Our licensed electrician will work directly with the Exhibition Services Coordinator to ensure that your event needs are met in a timely and efficient manner.

Telecommunications, IT and Wi-Fi: Our in-house Telecommunications Department is both your Telephone Company and Internet Service Provider while you are on site. Single and multiple line phones, wireless or high-speed data lines, Internet capabilities and local networks are some of the services provided. The Spokane Convention Center operates a closed wireless network. No outside access points are allowed without prior written approval. We thank you in advance for your cooperation.

Audio Visual and Technical Services: Our in-house Audio Visual Department can provide you with the equipment and services to make your presentations a success. An on-site technician is available during your event to trouble shoot problems as they arise, upon request. Our technicians set equipment according to your presentation requirements and operate equipment as needed including production lighting, equipment and staffing.

NOTE: Should your event use an outside audio visual supplier, the Group must notify the District in advance and final payment will default to the Group should the outside vendor default payment. Please note that any equipment that is utilized or will be otherwise connected to our house audio or video systems shall be assessed a patch fee (or a technician will be required to be on-site at our published hourly rate).

Engineering: Our Engineering Department ensures that heating, cooling, ventilation and other critical building systems work correctly for the comfort and safety of your staff attendees and exhibitors. Additionally, our engineers take care of all facility lighting requests, and providing water and air drops for clients and exhibitors. The Engineering Department relies on your Event Manager for information as to event hours and HVAC needs. Providing our engineers with the information they need is just another important way in which your Event Manager is working for you!

Room Setup: The Operations staff sets movable walls, tables, chairs, stages and other equipment. Finalize your set up needs with the Event Manager in order to allow time to schedule equipment and staff. An estimate of any charges will be provided prior to your event. Your Sales Manager will work with you to create a package that includes all the items needed for your particular event. If you should require special items that are not in our inventory, please contact your Event Manager and they will be happy to provide you with a list of local vendors that may be able to assist you. Should you handle your own rentals, be sure to advise your Event Manager of the delivery/pick up schedule and location of where these items should be placed upon delivery.

Marketing: The Marketing staff sets the outside and inside electronic signage for your event. We provide the use of interior monitors (select monitors are reserved for directional use only) and the exterior marquee. They will setup graphic files that are provided by you (the event planner or planning staff) in the format detailed by the Marquee/Monitor Guidelines (available in our important documents section at spokanecenter.com). Additional marketing services may be available upon request.

EXCLUSIVE SERVICE CONTRACT PROVIDERS

The Spokane Center contracts with several nationally recognized companies in support of your event activities. These companies work hand-in-hand to provide a seamless operation. The company contracted for each service has proven expertise in their field and will provide you the quality that will ensure the success of your event. Your Event Manager will help coordinate these services.

FOOD AND BEVERAGE SERVICE - CENTERPLATE

Harold Froweiss	- <i>General Manager</i>	hfroweiss@spokanepfd.org 509.279.7401
Megan Kasper	- <i>Catering Director</i>	mkasper@spokanepfd.org 509.279.7397
Wendy Black	- <i>Catering Manager</i>	wblack@spokanepfd.org 509.279.7374
Sable Edwards	- <i>Catering Coordinator</i>	sedwards@spokanepfd.org 509.279.7403

Centerplate, a nationally acclaimed full-service catering and concessions company, operates all kitchen facilities in the Spokane Convention Center. Centerplate provide all catered meals and also operate the concession areas. Centerplate has earned an excellent reputation for the quality of their menus and service. Their experienced staff is always willing to design customized menus to meet your needs. Vegetarian options are standard on all catered banquets with gluten free options and other dietary specialties available with advance request.

Centerplate offers a full list of exhibitor booth food and beverage services. Everything from pastries and coffee to candy, sandwiches, and hors d'oeuvres are available. They can provide exhibitor meals either in the designated break room or directly to their booths. These services can be a great advantage to exhibitors. Please note that exhibitors planning to provide food or product sampling must comply with the guidelines listed in the Exhibitor Guidelines document. Only bite-size samples or less than 2 ounces of liquid may be given away.

NOTE: Centerplate is responsible for the administration, sale and service of alcoholic beverages in accordance with the Washington State Liquor Commission's regulations. In compliance with State law, **all** liquor, beer and wine must be supplied by Centerplate.

The Catering Manager will work closely with you to create a food and beverage program that will make your event stand out for your staff, exhibitors, and attendees; and will attend your site tours and pre-planning meetings with your Event Manager. Due to the exclusive nature of this contract, no food or beverage service can be provided at the Spokane Convention Center by any other caterer. Exhibitors and attendees are not permitted to bring food and beverage onto the Spokane Convention Center property. A full menu is available upon request and the catering department would be pleased to describe the details to you. For more information, please see spokanecenter.com/catering

SECURITY - CSC

Andrew Young	- <i>Branch Manager</i>	ayoung@csc-usa.com 509.279.7443
Jonathon Hotchkin	- <i>Event Manager</i>	jhotchkin@csc-usa.com 509.279.7443

CSC is the exclusive contract service provider for security and ushering services and is nationally recognized for their knowledge and expertise. They have co-developed our security plan with your safety and comfort in mind.

CSC provides all ushers, ticket takers, and security personnel. The type and number of staff required for your event will be determined by your Event Manager and will be based on the information you provide. For most events, ushers normally are called to work one-half hour before event time to open up the Spokane Convention Center perimeter and public areas. For exhibit shows, uniformed security is required 24 hours per day during your event to assist with traffic control and security in the loading dock area beginning at the scheduled time of move-in and ending after the scheduled move-out. No Convention Center exterior doors can be unlocked during non-show hours unless staffed by security personnel. Please contact your Event Manager for information on which door will be available for access during non-event hours. Only the Spokane Convention Center's contracted ushers and security personnel may serve as security in the Convention Center.

Note: If your event has high-risk security concerns, please advise your Event Manager as soon as possible.

TICKETING - TICKETSWEST

Denys Hammonds	- <i>Box Office Manager</i>	denys.hammonds@ticketswest.com 509.593.8413
Tena Schofield	- <i>Assistant Box Office Manager</i>	tena.schofield@ticketswest.com 509.593.8416

TicketsWest provides all ticket services for the Spokane Convention Center. TicketsWest is a full service ticket agency offering state-of-the-art computerized outlet and box office distribution system. All public ticketed events will be required to use TicketsWest. Tickets are available for purchase by phone, on the Internet and at box office locations.

CUSTODIAL - ISS

Jon Branford	- <i>Custodial Manager</i>	509.279.7245
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The Spokane Convention Center custodial staff works hard to maintain the facility's appearance and condition for all of our guests. Our facilities are known for their exceptional condition and cleanliness (Maintaining that reputation is the responsibility of our custodial contractor, ISS.). They keep the public areas clean and presentable during your event hours. They also refresh your meeting rooms between sessions. Please inform you Event Manager about special cleaning schedules or restricted areas. Any convention, trade show or exhibitor that produces a large amount of refuse (over twenty yards) will incur additional disposal charges. Shows anticipating large amounts of trash should advise the Event Manager in advance so that additional dumpsters may be ordered and set in place.

Any clean up caused by bringing in vehicles or exhibits into the facility will be charged to show management. This includes custodial time to remove snow, ice, slush, water, etc., or any spill or leaks from equipment or exhibits. If you have an exhibit show, you are responsible through your official service contractor/decorator to arrange the following: cleaning of carpeted areas (including trade show aisles), registration areas, exhibit booths, removal of trash, crates, pallets and packing material. The authorized areas are turned over to the event under a 'clean hall' to 'clean hall' policy. Excessive clean up required by the Spokane Convention Center staff will be charged to the show management. It is our policy to recycle those items that can be recycled.

PARKING – DIAMOND PARKING

Tom Malone	- Parking Manager	Tom.malone@diamondparking.com	509.723.7652
Haley Bauman		haley.bauman@diamondparking.com	509.723.8448

There are 400 parking spaces on the two levels of parking underneath the Exhibit Hall. The Parking Lot Entrance has an 8.6ft clearance. The parking area has elevator access from the garage to the exhibit halls. There is a charge for parking at the facility and rates are subject to change. Diamond Parking operates the parking facilities owned by the Spokane Public Facilities District. Parking spaces are available for District events at the Davenport Grand Hotel in addition to several public parking lots to the south of Spokane Center with adequate stalls for large events. If you wish to provide parking for your event, arrangements can be made through your Event Manager.

OUTSIDE SERVICE CONTRACTORS

Please notify the Event Manager a list of service companies providing a service to the exhibitors or to any other area of the event. **All contractors are required to register with the facility** before work can be performed on site. Registration materials include a valid business license, certificate of insurance listing the Spokane Public Facilities District and the City of Spokane as additional insured and other supporting documents if necessary. Upon registration, the facility will provide all rules and regulations needed to work within the facility. Failure to register will result in an interruption of work in progress until such time as the proper paperwork is filed with the facility. Call 509-279-7000 and ask for the Facility Services Department for a registration packet.

FACILITY OPERATIONS

Below is an alphabetical listing that briefly describes our operational service and policies. More detailed information is found elsewhere in this document as noted.

ADA Compliance: All public areas within the Center are ADA accessible. See more details in the Terms and Conditions section of this guide. Advise your Event Manager of any special considerations at least thirty days prior to your event.

Advertising: *Outdoor Advertising and Way finding:* Spokane Convention Center's outdoor electronic marquee is located on the North side of the Exhibit Hall on Division Street. Freestanding electronic kiosks are located in the Pedestrian link and along Spokane Falls Blvd. between Spokane Falls Ct and Washington Street. Scheduled events will be displayed on the marquee and kiosks during facility occupancy. The number and duration of announcements will be subject to the availability of time and space based on the overall schedule of events and other commitments regarding use of the outdoor marquee. Please refer to the Marquee Guidelines for accepted file types.

Indoor LCD Monitors: Over fifty LCD monitors are located throughout the campus. Your event will be displayed on the monitor located above the door to the space you have contracted. Depending on availability, information about your event may be displayed elsewhere in the facility. Information displayed on the LCD Monitors is subject to approval by your Event Manager. Content must be received at least two business days prior to event. Files must be submitted in the correct file format. Please ask your Event Manager for the Marquee Guidelines for accepted file types.

Alteration, Defacement, or Damage of Premises: Each licensee shall accept the premises in the condition they find them and shall return the premises in the same condition at the conclusion of the period of the Use Agreement. Not alterations or changes to the property shall be made without the prior approval of Management. Alterations included in this policy include but are not limited to movement of interior plants, movement of equipment or relocation of furniture.

Animals: With the exception of service animals and animals participating in contracted events, animals are not allowed in the Spokane Convention Center without prior approval from the Event Manager.

When any display includes pens or enclosures containing live animals, the following minimal provisions must be made:

- A protective coating such as plastic or Visqueen must be used to protect floors and any Convention Center equipment.
- Some type of absorbent material (i.e.: sawdust or fire retardant wood shavings) must be placed within the pens and cleaned daily. Curbing, fencing or bike rack must be supplied to contain animals.
- Animals must be supervised at all times.
- Licensee will provide clean up and proper disposal of absorbent material and waste.
- Licensee will accept liability for the action of the animals

ATMs: There is one ATM machine on site located in the Breezeway between the First Interstate Center for the Arts.

Audiovisual Services: Our expert in-house Audiovisual Department can provide your presentation and/or production requirements at a standard you expect, but at a cost savings that will surprise and delight you. See the 'Services' section in the document for more details.

Buses/Shuttles: Three drop off points can accommodate buses and shuttles: The pullout on Spokane Falls Blvd. in front of the First Interstate Center for the Arts and West Entrance to the Convention Center; The pullout in front of the East Entrance to the Point Lobby; and the Turnabout at the entrance to the Centennial Ballroom (300ABCD).

Catering: Food is the most memorable element in any event. Chosen for excellence in quality and service we have an exclusive contract with Centerplate to provide all food and beverage service in the Center. Outside food and beverage is not permitted on site. Find out more details how Centerplate can make you event successful in the Services section of this document.

Coat Check: Portable self-service coat racks can be located near your event space during inclement weather. If you prefer, your Event Manager will arrange for a staffed coat check area for an additional cost.

Common Areas: All lobbies and circulation areas are considered common areas and generally not under Licensee control. All activities using common areas are subject to prior written approval and must take into consideration the requirement of all licensees simultaneously utilizing the building. Submit detailed floor plans with specifications to your Event Manager who will work to coordinate spaces with events. Comfortable lounge furniture located in lobbies and public space is intended for the enjoyment of you and your event attendees. This furniture is not to be moved from the assigned areas or used as temporary stage props or event decor. Special consideration may be given in certain circumstances if furniture needs to be moved (labor fees may be applied). Stage furniture is available through your Event Manager.

Compressed Gas: Compressed gas containers such as helium must be secured in such a manner that they cannot fall over when being used. They can be stored on the ground in a vertical position. Helium tanks require storage in a proper storage receptacle approved in advance by the Spokane Fire Department.

Concession Stands: Permanent concessions stands are located in the Ballroom (100ABC) lobby and in Riverside Lobby (Hall D). Portable concession stands will be placed to serve other areas of the building. Concession stands will open when appropriate. Centerplate will work with you to provide menu items that appeal to your guests.

Damage: Any damage that occurs to the facility must be immediately reported to your Event Manager. You are responsible for all damage to the building by attendees, contractors and exhibitors. A pre and post-inspection should be arranged with your Event Manager. For more information refer to Terms and Conditions located in this document. A general outline of the basics in caring for the building is below:

- Make sure your staff, exhibitors, speakers and all sub-contractors know the rules and regulations that apply to them.
- Should any damage occur while you are on site report the incident immediately to your Event Manager.
- Only Spokane Center employees are authorized to set up and/or operate equipment owned by the Center (this includes operable walls and freight elevators).
- Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to ceilings, painted surfaces,

fire sprinklers, columns, fabric, decorative walls or podiums without Convention Center management approval. This includes adhesive-backed decals and stickers. Check with your Event Manager for approved adhesives.

- Use of Glitter, gum and confetti will result in extra cleaning charges.
- Paint or wax spraying is not permitted on the exhibit floor. Touch-up painting with brushes is allowed if the floor and wall areas are sufficiently protected to catch any drips. No painting at all is allowed on any carpeted surface .
- Helium balloons are allowed only when they are anchored to exhibits and approved in advance by your Event Manager. Absolutely no helium balloons shall be permitted for giveaway or sale. Should a helium balloon rise to the ceiling, the cost of retrieving the balloon will be passed on to the Licensee. The Spokane Convention Center requires that all helium tanks be stored on a proper storage receptacle approved in advance by the Spokane Fire Marshall.
- Landscaping exhibits must adhere to the procedures listed in the Exhibitor Information Guide listed on the Website.
- No tracked or studded-tire vehicles may be driven across the exhibit hall(s) floor.
- Vehicles inside the center must adhere to the procedures listed in the Exhibitor Information packet listed on the website and the Fire Code regulations.
- No locks and/or chains will be placed on any door of the facility for any reason. Under no circumstances will any exterior door be propped open or any automatic closing device, panic hardware or mullion be removed from any door of the facility.

Data and Telecom Services: Data and Telecom Services are provided exclusively by our in-house IT department. Complimentary Wi-Fi is provided campus wide. For activities needing more bandwidth, dedicated connections are available at the current rate. More details can be found in the *Services* section of this document.

Decorations: All decorations, drapes, signs, banners, table coverings, skirts, carpeting or similar decorative materials used in exhibits shall be flame retardant to the satisfaction of the Spokane Fire Marshal.

Electrical and Utilities Services: Electrical services are exclusively provided by Spokane Convention Center Staff. See details in the *Services* section of this document.

Elevators and Escalators: Several escalators as well as passenger, service and freight elevators are located within the facility. Passenger elevators and escalators are not to be used for the movement of heavy freight or equipment. Your Event Manager will help you determine the best elevator to use based on the space your event is located in and what you are moving around. Misuse of conveyances that result in damage may be your responsibility.

Emergency Procedures: A 24/7 Security Control office monitors life safety equipment in the facility. Should an emergency happen during your event, contact your Event Manager who will work with our security team to determine the appropriate response. Please do not call 911 directly as the response time could be delayed. Be sure to read the complete Emergency Procedure section of this document.

Equipment Rental: The center owns a large inventory of event equipment such as chairs, tables, podiums, dance floor, pianos, stage/risers, flip chart holders/paper, audio visual equipment, etc. for rent. Your

Event Manager can provide a cost estimate based on your event requirements

Event/Show Personnel: All show personnel, service contractors, temporary help and other workers affiliated with your event must wear an identification badge provided by their respective employer while working in an official capacity on the Spokane Convention Center property. Show managers and service contractors are responsible for the conduct of their personnel. An employee under their supervision who does not comply with Building Rules and Regulations will be subject to dismissal from the building and may be restricted from the building or premises as deemed appropriate by the Spokane Convention Center management. Restricted areas of the building are off limits to all personnel except employees of the Spokane Convention Center.

Service contractors, stagehands and other contracted employees are responsible for keeping work areas clean at all times during their occupancy of the Spokane Convention Center.

Fire Code: To ensure the safety of our guest, all events held in the facility must comply with the fire code rules established by the Spokane Fire Marshall's Office. For further explanation and information please refer to the *Fire Dept. Rules and Guidelines* section in this document.

Fire Protection System: The Spokane Convention Center is fully protected by an automatic fire sprinkler system. In addition, fire hose cabinets and fire extinguishers are located throughout the facility. Exit doors, exit lights, fire alarm sending stations, fire hose cabinets, fire extinguishers, and strobe lights are prohibited from being concealed, obstructed or tampered with in any way.

Freight Deliveries: The Spokane Convention Center does not have a warehousing facility. Therefore all freight or materials, including those received by overnight delivery services must be sent to your official General Services Contractor, decorator or freight carrier. All shipments delivered to our facility during your move-in must be sent to your service contractor.

Freight (Hand-Carried): A dedicated area for privately owned vehicle short-term loading and unloading is located within the facility parking garage. This space can be reserved by show management to allow access for locally based exhibitors to transport materials to and from their exhibit areas. Use of the area is scheduled by your Event Manager and staffed by our security department.

Health Department Regulations: Any event that serves food and/or drinks not using Centerplate is required to comply with all Health Department regulations. The types of activities where this applies would be food shows or exhibitors offering samples of their products. Please see the 'Health Dept. Regulations' section in this document for more detailed information. Additional information is also available in the 'Important Documents' section on our webpage (spokanecenter.com).

Heating, Ventilation, and Air condition (HVAC): All meeting rooms, ballrooms, exhibit halls and lobbies are provided with appropriate levels of heating and cooling while in use. No conditioned air is provided in the exhibit areas during move-in unless arranged for through your Event Manager. Operation of HVAC during non-standard hours may incur usage fees.

Hours of Operation: The standard hours of operation for the Spokane Convention Center Administrative Offices are 8:00am to 5:00pm Monday through Friday; however, the facilities will be open for the duration of your event.

Housekeeping: The cleaning of public areas, restrooms and meeting rooms is included in your basic room rental fee when the areas are utilized for standard purposes. Based on your decorating needs and

the activities during your events, you may need extraordinary housekeeping during or after your event. Fees to accommodate extra cleaning are assessed at prevailing labor rates.

Gratuities and Tipping: We are here to serve you! No tips or gratuities should be offered to employees. If an employee has exceeded your expectations please let your Event Manager know so we can recognize them with a Standing Ovation award. After your event, you will receive a survey where you can provide us with feedback.

Green Meetings: We operate under an extensive sustainability policy that includes recycling, composting and energy savings techniques. Our buildings have been LEED Certified and the new expansion was built to LEED specifications. Every meeting we do is 'green', but if you have specific sustainability requirements, work directly with your Event Manager.

Keys and Locks: Most rooms can be re-keyed for extra security when needed. Coordination of cleaning for secure spaces can be made.

Lost and Found: Found items are logged in at the 24 Hour Security Office. Inquiries regarding lost items can be made by calling the office at 509-279-7428 or the Administration Office at 509-279-7000. More details can be found in the Terms and Conditions listed elsewhere in this document.

Lighting Services: Show lighting services begin one hour prior to each show-day and end one hour after the scheduled closing. Adequate lighting is provided through all move-in and move-out days. All additional lighting services will be billed at the prevailing rates.

Medical Services: Most events do not require on-site medical services but if it is required our exclusive provider is AMR. Contact your Event Manager for the prevailing hourly rates and to order coverage for your event.

Operable Wall Panels: The Spokane Convention Center has operable wall panels in several areas of the campus that allow flexibility to provide the size of space necessary for your event. The configuration of the acoustical operable wall panels is complex and alterations may be time consuming. Only Spokane Convention Center employees are authorized to move the wall panels. The initial configuration of the space is provided at no cost. Any proposed changes during your event should be planned in advance with your Event Manager as walls cannot be moved while guests are in the room. Your Event Manager will assist you in determining if changes, planned or unplanned, are possible and any costs involved in changing the wall panels.

Rigging: All rigging and hanging of signs must comply with the Rigging Rules and Regulations as listed in the General Contractors Guide. IATSE Local 93 meets our rigging requirements and is the preferred provider for rigging in the Spokane Convention Center.

Room Sets: Rooms will be set according to the information you provide to your Event Manager. Changes made to the roomset/requirements within two weeks prior to the event start date will incur additional charges. The Room set changes required during the event will be charged at the current rate.

Safes: Safes with the ability to reset the code are available in some of the Show Offices. Check with your Event Manager for specifications and availability.

Service Corridor: The Spokane Convention Center's service corridors are designated loading/ unloading/ service areas. They are not equipped for exhibits, displays, or storage of exhibit materials (See Fire Safety

Requirements). Please do not plan to use this area for anything other than loading/unloading /cleaning / servicing of exhibits or displays. All storage must meet the requirements of the Spokane Fire Department and the approval of the Event Manager. (Floor plan layouts submitted to the Event Manager and the Spokane Fire Department must include requests for storage as well as details of the types of materials to be stored. See Fire Department Regulation.)

Show opening: For safety reasons we cannot allow a show to be opened to the public if there are carts, packing crates or exhibits being assembled in the aisles. No vehicles of any kind can be moved in the Spokane Convention Center during the hours when the show is open to the public.

Smoking: The 2005 Clean Indoor Air Act of the State of Washington governs the Spokane Convention Center and prohibits smoking in the facilities or within 25 feet of any door or air intake system. This includes vapor/electronic cigarettes.

Signs and Posters: Licensee shall not post or exhibit, or allow to be posted or exhibited any signs, advertisements, show bills, lithographs, posters or cards of any description on any part of the Spokane Convention Center, unless relating to the event and without the written permission of the Event Manager. Tape is prohibited as it leaves behind a residue that can damage the surfaces. We recommend "UHU tac" removable adhesive putty. The licensee will be responsible for any cleaning or repair necessary due to the use of unapproved tape, pins, tacks, hooks, etc. Check with your Event manager should you have any questions about the surfaces or approved products.

Simultaneous Translation/Assisted Listening Devices: The Spokane Convention Center is equipped with simultaneous translation equipment that may be used in any room on campus. Consult your Event Manager if you require the use of these services.

Show Contractors and General Service Contractor Guidelines: Established policies for your General Services Contractor and other appointed service contractors are located under the Exhibitor sections on the website. Please refer to the *Terms and Conditions* section of this Guide paragraph #3 and also submit a list of all show sub-contractors to your Event Manager prior to your event.

Storage of Show and Exhibit Materials: Limited storage of packing materials, show manager supplies and event contractor equipment may be permitted within the facility if the area is identified on the floor plan, has adequate fire suppression systems and has been approved by the Event Manager and the Fire Marshal. Airwall pockets, facility storerooms, hallways, emergency exits, concession stands and meeting rooms are not available for storage at any time. All emergency exits must be completely free from storage and debris. Contact your Event Manager to initiate approvals.

Tax information: Washington state sales tax will apply to all taxable items (i.e. rented equipment, food and beverage, etc.). Clients, contractors and exhibitors are required to comply with all Washington state sale tax codes. Certain events may be subject to City of Spokane Admissions Tax and/or trade show license requirements. More information can be found in the 'Rules and Regulations' section.

Ticketed Events: The Spokane Convention Center's exclusive ticketing service is TicketsWest. If your function is ticketed, your Sales Manager will connect you with TicketsWest during the booking process. For more details refer to the 'Terms and Conditions' section in this document.

Unloading/Loading: The Spokane Convention Center Event Managers will work with show management to designate appropriate dock or locations for vehicles to unload or load during move-in and move-out periods. All door sills must be protected. All vehicles must be attended during this process. Vehicles may

not drive into the exhibit halls without prior approval (no track vehicles may be driven on exhibit hall floor). Confer with your Event Manager as early as possible to determine if vehicle access will be feasible for your event. Security may be required at the licensees' expense.

Video, Sound, Recording, and Broadcast: If you plan to broadcast by radio, televise or record all or parts of your program by any means please refer to the 'Terms and Conditions' document paragraph #10.

Water Service: Our standard meeting set up includes water service for the head table and podium. Water stations maybe set up at strategic locations at an additional cost. Please order through Centerplate.

Wayfinding: The Center has a number of LCD monitors located around the campus that are used to direct attendees/contractors to specific areas. These monitors are also used (when appropriate) for certain marketing functions defined by the Center. To the best of our ability, wayfinding will be available to direct traffic to the location of your event. For questions please consult your Event Manager.

Wheelchairs: The Center does not provide wheelchairs or other mobility devices for attendees or guests. Your EM can provide a list of local companies that have wheelchairs for rent. A wheelchair lift is available to access stages. The wheelchair lift will not be installed unless requested. There is no charge to install the lift.

RULES AND REGULATIONS

The Spokane Convention Center has the capability to service a wide variety of activities ranging from large trade shows and exhibitions to small business meetings and conferences. The requirements for the production of an event vary and the following rules and regulations may not apply to your event. Please contact your Event Manager for further clarification regarding this section. These rules and regulations are subject to change.

Admissions Tax: In accordance with the Spokane Municipal Code 8.03.010, promoters of events at the Spokane Public Facilities District selling tickets for admission must pay an admission tax of 5% of the admission charge. The entire Code can be found on the City of Spokane website at www.spokanecity.org. If you have any questions, please call your Event Manager. For nonprofit organizations furnishing evidence of tax-exempt status under the Internal Revenue Code Section 501(c) (3), the first twenty thousand dollars of gross ticket sales generated from its event within each calendar year is exempt from City Admissions Tax. Please provide a copy of your organization's IRS 501(c) (3) tax exempt status to your Event Manager or Sales Manager. Proof of gross tickets sales and other information requested shall be provided within three business days following your event (please complete and return the Admissions Tax Reporting Form to your Event Manager).

Americans with Disabilities Act (ADA): The Spokane Convention Center offers many features that make our facility friendly to guests with disabilities. These features include accessible parking, automatic entrance doors, wheelchair accessible elevators, and accessible restrooms. The Spokane Convention Center has wheelchairs, a wheelchair lift and assistive listening devices available. For more details refer to the Terms and Conditions paragraph #4.

Background Music and Other Copyrighted Material: If you wish to use background music for your exhibit area, trade show or reception, please refer to the clause in the Spokane Convention Center Terms and Conditions paragraph #12.

For further information you may wish to contact ASCAP or BMI (The *Spokane Convention Center does not have a contract with either of these organizations*).

City Licenses: It is the responsibility of the event promoter and exhibitors to secure the proper licenses and to pay the appropriate taxes for events in the Spokane Convention Center. Spokane Municipal Code Chapter 8.01, Business License, states that no person may engage in business in the City or with the City without first having obtained and being the holder of a valid business license as provided in this chapter or a peddler's license as provided in Chapter 10.40, whichever is applicable. Consumer Show organizers must possess a valid City of Spokane Business License, however exhibitors are exempt from the City Business License if they are not conducting business in the City of Spokane outside of the Consumer show event. For further information and an application packet, contact the City of Spokane Taxes and Licenses Department at (509) 625-6070.

State Tax Registration: Per Engrossed House Bill (EHB) 2269 (Chapter 18, Laws of 2003, 1st Special Session), promoters of special events in Washington State must now verify that vendors participating in such events are registered to do business with the Department of Revenue before the event begins. Special event promoters that do not comply with the new law face several new penalties. For specific information contact the Tax Discovery Central Unit at 1-866-248-1287 or P.O. Box 1619, Bothell, Washington 98041.

The application for a UBI number can be accessed at:

<http://www.dol.wa.gov/forms/700028.htm>.

Copyright Fees: No copyrighted material shall be presented in any manner in connection with the use of the Convention Center unless arrangements for all royalties and fees for such presentation shall first have been made with satisfactory evidence of such arrangements presented to Management prior to such a program.

Smoking: The 2005 Clean Indoor Air Act of the State of Washington governs the Spokane Convention Center and prohibits smoking in the facilities or within 25 feet of any door or air intake system. This includes vapor cigarettes. Ashtrays are provided in strategic locations.

Weapons and Concealed Handguns: The Spokane Convention Center and First Interstate Center for the Arts are weapons free campus/venues in accordance with the Spokane Municipal Code 10.10.050. Staff also reserves the right to make a determination on what constitutes a weapon.

Event Insurance Requirements: Licensee shall provide a Certificate of Insurance and any necessary endorsements to the Spokane Convention Center Manager concurrent with the signed Use Agreement, as evidence of the following minimum coverages/limits:

1. Workers Compensation including Employer's Liability or Washington Employer's Stop-Gap Liability for a limit of not less than \$1,000,000.00 per occurrence (including disease).
2. Commercial or Comprehensive General Liability for a limit of no less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the annual Aggregate for Bodily Injury, Property Damage and Personal Injury, including:
 - Premises and Operations (including XC&U)
 - Products and Completed Operations
 - Personal Injury with Employment Exclusion deleted
 - Contractual Liability which specifically applies to the obligations within the Use Agreement
 - Broad Form Property Damage, including Completed Operations
 - Non-Owned and Hired Automobile Liability, unless provided under (3), below
 - Additional Insured to include: Spokane Public Facilities District and City of Spokane
 - Endorsements are required

If the form of coverage so certified is written on a Commercial General Liability Form, the General Policy Aggregate must be for limits of no less than \$2,000,000.00, Combined Bodily Injury/ Property Damage, and including Products and Completed Operations.

If the General Liability coverage is provided in a Claims-made Form, the Retroactive Date shall predate this Use Agreement and the date of the event, or applicable Extended Reporting Period shall be no less than twelve (12) consecutive months from the event the date.

3. Commercial Auto Liability for limits of no less than \$1,000,000.00 Bodily Injury and Property Damage Combined per Occurrence.

- Spokane Public Facilities District and the City of Spokane shall be named as Additional Insureds
 - Coverage to apply to Owned, Non-Owned and Hired Vehicles
4. Coverages are to be certified on an Acord Form Certificate of Insurance or other acceptable proof of coverage and properly signed by the executing Agent or Broker.
 5. Such coverage shall be primary and the Insurance maintained by the Additional Insureds shall be excess and non-contributory (subject to Indemnification in Section #25).

Contact Betsy Hammond at 509-279-7117 with questions or for assistance. Be sure to include the Spokane Public Facilities District and City of Spokane as additional insured.

Use of the Grounds: In the interests of protecting public safety, alleviating congestion, maintaining crowd control, and ensuring safe and orderly access to and from its facilities, while at the same time respecting the rights of free speech and assembly on public property, the District has imposed reasonable restrictions on the use of its grounds.

1. Persons and organizations not affiliated with the event(s) being held in the facilities may not engage in any activity (“Non-event Activity”) in an Unauthorized Area if such Non-event Activity will:
 - Block access to patrons to or from the facilities.
 - Obstruct or interfere with the flow of pedestrian traffic.
 - Create a safety hazard of any kind to patrons or to the public in general.
 - Violate existing laws or city ordinances.
 - Substantially disrupt the events being held in the facilities.
 - Negatively and substantially impact the welfare of others in any other way.
2. Authorized Areas for Non-event Activities include:
 - The public walkway at the Spokane Convention Center, defined as the area south of the trees and plantings along the south side of the Convention Center and the First Interstate Center for the Arts and the sidewalk on the south side of Spokane Falls Blvd.
 - The public sidewalk adjacent to Spokane Falls Blvd from the east curb of Spokane Falls Court east to the west side of the loading dock exit drive.
 - The public walkway at the Arena, defined as the sidewalk bordering the Arena property on all sides, adjacent to the City streets.
3. Unauthorized Areas for Non-event Activities include:
 - The ‘island’ between Spokane Falls Blvd. and the drop-off area at the Spokane Convention Center.
 - The Breezeway between the First Interstate Center for the Arts and the Convention Center.
 - The entry plaza west of the exhibit hall east entrance and interior walkways, the exhibit hall garage, the fire lanes and interior roadways, the sidewalk adjacent to the loading dock along Division Street and the sidewalk approach areas to all loading docks and truck gates.
 - The Plaza at the southeast corner of the Arena.

Non-event Activities occurring in Authorized areas shall be subject to such reasonable time, place, and manner restrictions as may be imposed by the District and by the City of Spokane.

Public Safety Requirements: The safety of our guests is our number one priority. Licensee must, at all times, conduct its activities with full regard for public safety and observe and abide by all applicable regulations and requests of Licensor or duly authorized governmental agencies responsible for public safety. The licensee will familiarize themselves, their agents and employees with the safety procedures and regulations governing all parts of the Convention Center used by the Licensee. Licensee shall instruct their agents and employees about the Convention Center's evacuation plan in the event of fire or other disaster, and formulate a specific plan to evacuate any disabled persons among them.

Licensee is responsible for the character, acts and conduct of all persons admitted to the premises or any portion of a licensed area. Licensee agrees to have on hand, at all times, sufficient security and medical personnel to maintain order and protect all persons and property.

- No portion of the sidewalks, ramps, entries, doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles or driveways shall be impeded by Licensee or its agents or used for any purpose other than ingress or egress from the Spokane Convention Center. Access to public concession stand areas, utilities, fire suppression equipment, heating and air conditioning vents shall not be covered or obstructed at any time.
- Exit doors must have a minimum clearance on both sides with no physical obstruction. Please ask the Event Manager for the required clearance on specific doors.
- The Spokane Convention Center reserves the right to eject, or cause to be ejected, from the licensed area, any objectionable person or persons.
- Licensee shall not admit to the licensed area a larger number of persons than can safely and freely move about in the licensed area, as approved by the Fire Marshal. The decision of your Event Manager in this respect shall be final.
- All wires, extension cords, and cables must sufficiently taped down in a safe and secure manner. Your Event Manager can discuss appropriate methods of securing wires and cables.
- No tracked/studded vehicles may be driven across the exhibit hall(s) floor.
- No locks and/or chains will be placed on any door of the facility for any reason. Under no circumstances will any exterior door be propped open or any automatic closing device, panic hardware or mullion be removed from any door of the facility.

FIRE DEPT. REGULATIONS AND RULES

Safety, for our guests and vendors, is our number one priority here at the Spokane Convention Center. Please familiarize yourself with the regulations below regarding fire prevention and safety.

SPECIAL EVENT PERMIT

This document outlines the requirements of the Special Event permit application process as well as special instructions that must be met for all Special Event shows and exhibits. Events that must meet Special Event requirements include, but are not limited to: Home shows, auto shows, boat shows, trade shows, rummage sales, ice shows, rock and mineral displays, musical shows (i.e. rock music concerts), circuses, monster trucks, rodeos, wrestling, religious gatherings, and any other special event of public assemblage. Events with standard seating plans or floor plan arrangements that have been pre-approved by the SFD Fire Prevention Bureau with one or more of the following will require a Special Event Permit (EVAL).

Application and Permit:

- Use of Candles or Small Open Flames (Applies to single event only. Use PUBL permit for recurring usage.)
- Conduct a Fireworks Display
- Tent or Air-supported Temporary Membrane Structure over 200 square feet
- Temporary Canopy over 200 square feet
- Liquid or gas-fueled vehicles or equipment in assembly buildings
- Special Amusement (Includes Haunted Houses)

Throughout the remainder of the document the occurrence being permitted will be called “The Event”.

SPECIAL EVENT APPLICATION

Application Link: <https://static.spokanecity.org/documents/fire/prevention/forms/permit-applications/special-events.pdf>

Applications must be submitted to the Spokane Fire Department at least **30 days prior** to the event for review and approval.

The application packet submitted to the Fire Department must include payment **plus** the following:

1. Application Form/Cover Sheet
2. Floor Plans **NOTE:** The Spokane Fire Department maintains a file of pre-approved exhibit booth floor plans. Applicant must identify whether a pre-approved plan or another plan will be used. Modifications to pre-approved plans must be detailed and will require review by the Fire Department prior to utilization of the changed plan. If pre-approved plans are not used, detailed accurate floor plans shall be submitted in triplicate to the Spokane Fire Department Fire Prevention Bureau.
3. Special Conditions - Provide description and plans where necessary

Application form/cover sheet must include the following:

- Name of The Event
- Date(s) of The Event
- Set up and move-out dates.
- Estimated number of workers at any one time.
- Estimated number of persons to be in attendance at any one time.
- Event Coordinator contact information - Name, address, phone number(s)
- Note: This should include contacts for individual(s) that can provide detailed information about set-up and operation of The Event.

Floor plans must include the following:

- Detailed physical layout of the Event to include exhibit/ booth floor plans
- Floor plans must specify:
- Dimensions of aisles
- Access to Exits and Exit locations
- Booth layout (to scale) of the entire show
- Location and width of all aisles and cross-aisles - Note: Aisles shall be a minimum of 9'-6" wide with 11' wide perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in the Meeting rooms and Ballrooms.
- Size and location of stage(s) or other performing area including circus ring, etc.
- Location and accessibility of all required fire alarm "pull stations," fire extinguishers and hose cabinets or outlets.

SPECIAL CONDITIONS

If the following situations and/or conditions are desired to occur in Convention facilities, detailed plans of use must be included:

- Displays and operation/ use of any open flame, candles, lamps, torches, cooking, etc.
- Use of Liquefied Petroleum Gases (LPG)
- Use, handling or storage of any pyrotechnic materials or devices
- Temporary membrane structures, tents, canopies, or covered exhibit booths
- Use of special fuel blends for motor vehicle events indoors or use of vehicle for indoor event

FIRE DEPARTMENT APPROVAL

Fire Department approval of plans: Plans must be approved by the Fire Department prior to any event set-up unless the set-up is a standard arrangement pre-approved by the SFD Fire Prevention Bureau. See exception listed above. Copies of the approved plans will be returned to the Convention Center prior to event set-up. Approvals are subject to final inspection by an authorized SFD Fire Prevention representative. A copy of approved plans will be kept on file with SFD Fire Prevention and with the event manager. No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from SFD Fire Prevention. Inspections will be conducted according to the approved plans.

Inspection of the event: In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Spokane Fire Department (SFD). These inspections may include:

- A walk-through inspection with the property manager or the authorized representative, the Events Coordinator of the Spokane Convention Center, and members of the Fire Prevention Bureau during the move-in/set-up period.
- Any violations noted shall be corrected immediately or within the time frame agreed upon.
- Daily visits by members of the Fire Prevention Bureau (once The Event has opened), as well as on-duty members of Fire Department Companies, as necessary. Cooking and motor vehicle display and use will be spot checked by the SFD Prevention personnel and requirements will be strictly enforced.
- During the closing (move-out) and removal of materials used in The Event, members from the Fire Prevention Bureau may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.

SPECIAL INSPECTIONS

Special inspections will be required for the following:

- All motorized vehicle displays, i.e.: auto shows or sales; motorized vehicle events, monster trucks, mud bogs, motorcycles, etc. (See “Display of Motorized Vehicles” below.)
- All indoor cooking. (See “Cooking and Warming Devices” below.)
- Pyrotechnic displays. A separate Spokane Fire Department (SFD) pyrotechnic permit is required. This must be submitted at least 30 days prior to the planned event.
- Air-supported temporary membrane structures having an area in excess of 400 square feet (See “Structures and Exhibit Booths” below.)
- Any tent, canopy, and/or structure (other than air supported) inside the Convention Center that exceeds 300 square feet will not be allowed.
- LPG use. Mechanical inspection permits may be required.

STANDBY PERSONNEL

Whenever, in the opinion of the SFD code official, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more Fire Department approved persons to perform the duties of Standby Personnel. If Fire Department personnel are used, the event will be billed at the current SFD rates.

STORAGE

Storage of packing materials and surplus literature must be confined to areas away from the display locations. These locations must be coordinated with the Convention Center and approved by the SFD.

COMBUSTIBLE WASTE

Containers for combustible waste must be provided and emptied at the end of each day or at more frequent intervals if determined by SFD to cause hazardous conditions.

STOPPING EVENT

Upon finding any overcrowded condition or obstruction in aisle, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the Fire Department **SHALL** cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

STRUCTURE AND EXHIBIT BOOTH REQUIREMENTS

- All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. A single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tar paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.
- All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:
 - Three wire (ground) cords shall not be plugged into two (2) wire extension cords
 - Extension cords (zip cords) shall not run under carpets/ rugs unless designed to
 - There shall be a three (3) foot clearance from lights to any combustible materials
- All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated. The Convention Center use agreement prohibits the use of multi-plugs; i.e. twin sockets/cube taps.
- Combustible materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products.
- Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the Spokane Fire Department Prevention Bureau. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. An aggregate area exceeding 300 square feet will not be allowed.
- All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional "EXIT" signs may be required to clearly indicate the direction of egress.
- Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 9'-6" feet wide with 11' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.

- Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.
- Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A:10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use (out of the box).
- The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.
- The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.
- If there are any additional requirements, they shall be determined by the SFD Prevention Bureau for each event.
- Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.

DISPLAY OF MOTORIZED VEHICLES

The Fire Department must be notified in advance if motorized vehicles are to be displayed during an event. Displayed motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

- No tracked or studded tires may be driven across exhibit hall or carpeted floors. Convention Center staff and/or management reserves the right to restrict the movement of any vehicle per their discretion.
- Batteries must be disconnected.
- No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.
- All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening or where approved by the Fire Marshal, the fuel tank will be empty. Draining of the tank shall not occur in the Convention Center building.
- Adding or removing fuel on site is prohibited (must be done outdoors). Special fuel blends use inside the building is subject to advanced approval by the Spokane Fire Department.
- A vehicle key for each vehicle must be left in the Security Office or with an on-site responsible individual for emergencies.
- Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.
- Fire protection for motor vehicle events shall be approved by the Spokane Fire Department. The level of protection required shall be determined for each event.
- Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors.
- LPG/CNG tanks must meet one of these 3 requirements: 1) purge tank 2) remove tank 3) discon-

nect and cap tank. The intent of all of these choices is that the LPG/CNG appliances shall not be used while vehicle is being displayed.

COOKING/WARMING AND HEATING DEVICES

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. Containers shall not be manifolded. Sterno may be used for warming trays. Other open flame devices are prohibited. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM). Heating devices are allowed where the venting will meet indoor air quality or proper venting is provided.

- Cooking/warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
- Individual cooking/warming devices shall not exceed 288 square inches of surface area, approximately 12" x 24".
- The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
- Fire protection shall be provided with any booth utilizing cooking/warming devices with no vegetable or animal oils and fats. Each device must meet one of these two (2) requirements:
 1. A 20B:C extinguisher and a lid for smothering, or
 2. An approved automatic extinguishing system (hood system).

Note: For multiple devices, one 20B:C extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.

Any additional requirements shall be determined by the SFD Prevention Bureau for each event.

QUESTIONS?

Spokane Fire Department Fire Prevention Bureau

509.625.7000

HEALTH DEPT. REGULATIONS AND RULES

Safety, for our guests and vendors, is our number one priority here at the Spokane Convention Center. Please familiarize yourself with the regulations below regarding Health/Food safety.

TEMPORARY FOOD PERMITS

Temporary food event facilities are permitted and inspected to help ensure food safety. This includes all food vendors at events open to the public. Temporary food event permit fees vary based on the length of the event and type of food served. A valid permit must be obtained before operating a temporary food event.

TO APPLY FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT:

- Complete a Temporary Food Establishment (TFE) application form and Commissary Agreement if applicable.
- Provide details about the types of food to be prepared, how the food will be prepared and methods planned to keep foods hot and cold. Include information about how you plan to operate your booth safely and efficiently.
- Submit your completed application with payment to the Spokane Regional Health District's Environmental Health Office at least two weeks prior to the event.
- Food Program staff will review the application and work with you to make any necessary changes, well in advance of the event.

Food events offered to the public, which are sponsored by schools, private groups and others, are also permitted and inspected. Other events that are only open to members are not considered to be public events.

Public complaints and illnesses associated with Spokane County food service establishments are investigated by food program staff.

For more information on food handling, temporary food event permits or a list of foods exempt from permit, please contact the Spokane Regional Health District at 509.324.1560 ext. 2.

QUESTIONS?

Spokane Regional Health District
1101 W. College Ave
Spokane, WA 99201

509.324.1560 ext. 2
TDD: 509.324.1464

www.srhd.org

EMERGENCY RESPONSE PLAN

The Spokane Convention Center Emergency Response Plan was created in conjunction with the Spokane Police Department and the Spokane Fire Department. A summary of the plan is posted in strategic locations throughout the campus. These procedures will be implemented in case of fire or other major emergencies.

In the event of an emergency, please contact your Event Manager or notify any Spokane Convention Center staff immediately. Most Spokane Convention Center staff carry a two-way radio for quick transmission of your emergency which will greatly minimize response time of emergency professionals. The Event Manager can quickly assess the situation, and bring emergency personnel directly to the individual in need, saving precious minutes. For this reason, the Spokane Convention Center requests that our clients and guests NOT contact 911 directly. All incidents must be recorded, on a form provided by the Spokane Convention Center before the close of the event. For a complete review of the Emergency Procedures Manual, please contact your Event Manager.

Emergency response plans are created for a variety of situations including medical emergencies, fire, natural disasters, and crowd control. The most common emergency situations are listed below. For more information or a copy of our emergency response plan please talk to your Event Manager.

Medical Emergency: Depending on the type of event and number of attendees, the Spokane Convention Center may require certified medical personnel to be on site. A First Aid area can be staffed with medical professionals at the licensee's expense. The final staffing level is at the discretion of Management. Either the Medical Services Contractor or the Fire Department EMT's will be recommended for the event depending on the nature of the activities.

In the absence of on-site medical personnel, 911 will be called for medical emergencies. Our security personnel are trained in First Aid, CPR and the use of the Automatic External Defibrillator (AED).

Evacuation Plans: All Spokane Convention Center staff are trained in how to handle evacuation of the facility, especially the ushers and security staff who are an integral part in implementing the plan. In the event that emergency evacuation procedures for the Spokane Convention Center need to be implemented, facility users must be aware of the following:

- The decision for emergency evacuation of patrons and performers is to be made only by Spokane Convention Center Events Manager/Supervisor and CSC Manager/Supervisor.
- The Spokane Convention Center Event Manager or CSC phone attendant will make the emergency telephone call to fire and police agencies.
- Evacuation instructions will be issued over the intercom or sound system for all patrons and performers.
- After instructions have been stated over the intercom system, trained CSC personnel will implement the instructions and guidelines found in the Spokane Convention Center Emergency Procedures Manual (copy on file in the Administrative office).

USE AGREEMENT GENERAL CONDITIONS

The following terms and conditions are incorporated into the Use Agreement.

1. EVENT REQUIREMENTS

- a. All floor plans must be pre-approved by the Fire Marshal and the Event Manager prior to any booth space being sold. The approvals must take place a minimum of thirty (30) days prior to the first contracted event day. A late fee of five percent (5%) of the Use Fee may be imposed if Licensee does not submit all event information and requirements within thirty (30) days of the Event.
- b. Your Event Manager will provide a typical number of CAD drawings for the use of the Premises at no charge. Excessive amounts of CAD drawings may be charged an additional labor fee.

2. EXCLUSIVE SERVICES

The District exclusively provides the following services at the sole expense of the Licensee.

- a. **Ticket Selling Services:** The District has retained TicketsWest as its ticket selling agency to include computerized outlet and box office distribution systems. TicketsWest will retain the revenue from ticket sales pursuant to the Use Agreement. The fee for ticket selling services has been negotiated between TicketsWest and the District. The Licensee is responsible for acquiring ticket selling services from TicketsWest.
- b. **Catering:** All catering and concession services are provided exclusively by Centerplate. Licensee may not use any other food or beverage providers for their event requirements. Unless otherwise authorized, no outside food or beverages are permitted on the Premises.

The District and Centerplate have negotiated fees for service to include the prices of food and beverages. Fees for catering services will be set forth in Exhibit B, as appropriate.

- c. **Event Staff and Crowd Management:** Event staff, including ushers, ticket takers, peer group security, police and other services are by arrangement through the District's service provider, CSC and the City of Spokane Police Department. The District has established certain minimum staffing requirements for events. The District and CSC have negotiated the rates for their services.
- d. **Electrical Services:** Except for house, common area and room lights for regular facility operations, additional electrical services and requirements shall be paid for by Licensee.
 - (i) **Meeting & Banquet Rooms:** Normal electrical usage is included in meeting and banquet room rental. Exceptions include, but are not limited to, theatrical lighting, copiers, bands, cooking devices, computer labs, etc.
 - (ii) **Exhibits & Displays:** All expenses for electrical services for display and exhibit tables will be at the expense of the Licensee. All electrical connections must be made by a representative of the District, at the sole expense of the Licensee. Equipment and services provided by Licensee must comply with all the applicable codes, regulations, and federal, state and local statutes and ordinances.

- e. **Water:** Water shall be furnished at no cost to the Licensee by means of the appliances installed for ordinary sink, toilet or janitorial purposes, but for no other purposes, unless otherwise specifically provided for in this Agreement. Any damage to the water system or facilities caused by Licensee, its invitees and event patrons on account of misuse shall be the responsibility of Licensee.
- f. **Telephone, Internet and Similar Services:** The District exclusively provides telephone, internet, teleconferencing, and similar services.

3. LICENSEE'S RETAINED SERVICES

If Licensee intends to retain the services of individuals or entities not identified in these General Conditions, Licensee shall notify either Management or Event Manager thirty (30) days in advance of the event. By way of example only, such services may include but are not limited to destination management, audio/visual or decoration services ("Licensee's Contractor"). Prior to performing services in the Premises, Licensee's Contractor shall: (a) provide a description of services; (b) execute an indemnification/hold harmless agreement and (c) provide proof of liability insurance in amounts and upon terms that are acceptable to the District.

4. COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

The District represents that the Spokane Convention Center is in compliance with the American's with Disabilities Act (ADA) and all regulations thereunder, and that the Spokane Public Facilities District as the Convention Center owner is responsible for the permanent building access accommodations, such as, but not limited to wheelchair ramps, elevator standards, door width standards and restroom accessibility. Licensee acknowledges it is responsible for non-permanent accessibility requirements such as, but not limited to, seating accessibility and auxiliary aids for the visually impaired, hearing impaired and mobility impaired. Licensee rents the First Interstate Center for the Arts Music Room with the understanding that it is only accessible by stairs; therefore it does not meet the standards as outlined in the American's with Disabilities Act (ADA).

5. PUBLIC SAFETY

- a. Licensee shall not admit to the Premises a larger number of persons than can safely occupy the Premises according to the reasonable discretion of Management. Licensee will not permit chairs or obstacles to block passageways or fire exits in the Premises. Licensee will not obstruct for public use all sidewalks, grounds, entries, passages, vestibules, and abutting streets of the Premises. Licensee is advised the District maintains a policy that recognizes the public's right to engage in Free Speech on property made available to the public.
- b. Licensee agrees not to sell, or permit to be sold or disposed of, any tickets for any scheduled event in excess of the official seating capacity of the Premises.
- c. The District reserves the right to require the doors to the public seating area to be opened to the public a specified time before the event, as determined by Management.

6. EQUIPMENT

- a. Erection of any special apparatus, scaffolding, rigging, or other built-up structures is the responsibility of the Licensee at Licensee's sole expense, with such apparatus installed accord-

ing to the specifications and requirements of the City of Spokane Building Inspector and the Management.

- b. Use and placement of all production equipment, including but not limited to mixing consoles, lighting consoles, and other lighting or sound equipment, shall be approved by Management prior to installation.

7. CARE AND USE OF PREMISES

- a. Licensee shall not injure, mark, nor in any manner cause or permit anything to be done whereby the Premises or equipment are injured marred or defaced; and will not drive or permit to be driven nails, hooks, tacks, or screws into any part of the Premises or equipment.
- b. No signs or posters may be attached to painted or glass surfaces by any means, including duct tape or masking tape.
- c. Licensee acknowledges that there are exclusive Convention Center signage sponsors. Licensee agrees not to cover, block or otherwise obscure the signage without written approval by Management
- d. No advertising or other matter shall be placed or posted in or about the Premises without the Management's written approval.
- e. Licensee agrees to keep the Premises and facilities clean and free from damage by its employees, invitees and event patrons.
- f. In the event of damage or alteration to the Premises or equipment, Licensee agrees to pay to the District, on demand, such sums needed to fully restore the Premises or equipment, or repair the damage, or replace altered or damaged portions, at the District's option. Such damage shall include damage as a result of failure to maintain order, security and crowd control.
- g. Premises are delivered under a "clean building" policy. Licensee, its contractors and agents will be responsible for leaving the Premises in the condition they were found, reasonable use excepted. The use fee includes the cost for routine, reasonable anticipated, clean-up. Excessive clean-up required by the Spokane Convention Center staff will result in charges to the Licensee.
- h. All common areas of the Premises (including, but not limited to the sidewalks, plazas, concourses, lobbies, restrooms and concession areas) may be available to other licensees for concurrent access and use. The District will coordinate and schedule the use of common areas to accommodate all licensees. A diagram of Licensee's proposed common area layout must be submitted to the District no later than 60 days prior to the first move-in day. The plan must include banner dimensions, informational kiosks, directional signage, and all other information related to the use of the common areas. All plans will be reviewed by the District to ensure that they do not interfere with the use of the Premises or common area by other licensees to include compliance with City Ordinance, State law and code requirements. The District reserves the right to make adjustments to each plan, if necessary, to accommodate the concurrent use of common and public areas. Licensee will be contacted, not less than, 30 days prior to their move-in date if the District modifies Licensee's plan for the use of common areas. Fees for use of common space will be itemized on Exhibit B.
- i. All rigging and hanging of signs must comply with the Rigging Rules and Regulations as listed in the Planner's Packet. Rigging and hanging of signs may only be performed by employees or

subcontractors who are familiar with the house hang points, load limits, rules and regulations. IATSE Local 93 meets these requirements and is the preferred provider for rigging in the Spokane Convention Center.

8. REPAIR OR REMODEL OF PREMISES

The District shall provide written notice to Licensee of scheduled repair or remodel work in the Premises that would materially interfere with Licensee's Event. The District's notice shall include: (a) a description of the project and schedule; (b) the anticipated impact on the Premises used by Licensee; and (c) the District's commercially reasonable efforts to minimize disruption of Licensee's event. If it is reasonably determined by the Parties that the District's repair or remodel activities will interfere with Licensee's ability to use the Premises, the District shall (a) relocate the Event to a different area of the Premises; (b) reschedule the Event upon the same terms and conditions set forth in the Use Agreement; (c) or permit Licensee within ten (10) days of the District's notice, to terminate the Use Agreement and receive a refund of its deposit.

9. PERSONAL PROPERTY

- a. Lost property shall be given to Management. Reasonable attempts will be made to return the property to its owner.
- b. If Licensee's property is removed, disposed, and/or stored all costs of removal, disposal or storage shall be at the sole expense and liability of the Licensee. Licensee waives all claims for damages or destruction of its property and agrees to indemnify and hold harmless the District and its agents and employees from all losses, liability, or claims of any third parties relating thereto.

10. VIDEO, SOUND, RECORDING, BROADCAST

All television, broadcast, video or sound recording rights are reserved to the District, but said privileges may be acquired by negotiation with Management. Any arrangements made in the exercise of rights acquired by the Licensee hereunder are at its sole expense and liability. The above reservation includes the right of the District to use such picture or audio recordings in District marketing materials, website postings and other public domain without payment of fees or royalty to Licensee.

Upon request, the District will make video and/or audio recordings of the Event. Such recordings are conditioned upon: (a) Licensee holding the District harmless from all loss, liability and damages and (b) payment of fees set forth on Exhibit B.

11. SPONSORSHIP

Licensee agrees not to represent, advertise or allow others to represent or advertise that the District or Spokane Convention Center is sponsoring the event held at the Premises, without the written permission of Management and/or District Executive Director.

12. COPYRIGHT; TRADEMARK

Licensee warrants, on its own behalf and on behalf of any Artist(s)/Performer(s) or any other person authorized or permitted by the Licensee upon the premises, that all material presented, heard or shown, has been duly licensed or authorized by the owners of any copyright or trademark interests. Licensee accepts sole responsibility for licensing or royalty fees and promises to pay all such amounts or claims and to indemnify and hold harmless the District, their agents and employees, for all claims, including penalties and attorneys fees incurred by the District because of any copyright or any trademark dispute.

13. RULES, REGULATIONS AND POLICIES

Licensee shall comply with District adopted rules, regulations and policies (“Regulations”) that relate to the use of the Premises.

14. ENTIRE AGREEMENT

The Use Agreement, the General Conditions and referenced exhibits contain the entire Agreement of the parties and supersede all prior negotiations, representations and understandings. No other oral or written communications shall alter any provision of the Agreement unless both parties have consented thereto in writing.

15. SEVERABILITY AND WAIVER

The illegality or unenforceability of any provision of the Use Agreement shall not render the remainder unenforceable. Waiver by the District of any term of the Use Agreement in any specific circumstance shall not be deemed a waiver in any subsequent matter.

16. DRONE POLICY

Unmanned Aerial Vehicles (UAV) are subject to the approval of the CEO or their designee and must be approved prior to being operated on District grounds or facilities. An Unmanned Aerial Vehicle/Remotely Piloted Aircraft/Drone is defined as a “powered” aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, and can fly autonomously or be piloted remotely.

Adopted: May 5, 2020