

SECTION I - INTRODUCTION

About the Arthur R. Outlaw-Mobile Convention Center

The Arthur R. Outlaw Mobile Convention Center, the "Center," is a multi-purpose facility owned by the City of Mobile, Alabama, and operated by SMG. The primary objective of the Center is to promote and facilitate events and activities which generate substantial economic benefits to Mobile County including national, regional, and state conventions, trade shows, meetings, and consumer shows.

The Center has a secondary objective of providing services and facilities which respond to the needs of the greater Mobile area, and local activities which promote business and generally enhance the quality of life for the community the Center serves.

Visit the website at www.mobileconventions.com.

About SMG

SMG, based in Philadelphia, Pennsylvania, is the world's largest private management company for public assembly facilities with management contracts throughout the United States, Europe and more. Our management philosophy is based on "**SERVICE.**" From your initial contact with our office, to post-event reviews, our goal is to provide you with the highest levels of service and personal attention. The resources of our Event Services department will be available to you throughout your event planning and implementation stages. Furthermore, our commitment to service will be extended to your exhibitors and attendees and will ultimately reflect in the success of your event.

Visit the website at www.smgworld.com.

SECTION II - EVENT PLANNING

1. EVENT MANAGEMENT

Following the execution of the license agreement for your event, the Center will assign an Event Coordinator to work with you on event planning and implementation. The Event Coordinator will contact you as soon as assigned and will remain as your primary Center liaison through the conclusion of your event.

A major function of the Event Coordinator is to gather all event information, and disseminate that information to our operating departments. These departments include engineering, security, housekeeping, set-up, audio-visual, electrical and other utilities, telecommunications and other technical services.

Additionally, your Event Coordinator will introduce you to a representative of SAVOR, our food services department. Your SAVOR representative will coordinate all food and beverage requirements.

As the title indicates, the Event Coordinator is also responsible for coordinating the activities of your service contractor, party decorators and other show-related personnel as they interact with the Center. Integral to the success of your event is your commitment to provide the Event Coordinator with up-to-date information relative to your event's specific needs. You will find it beneficial to include your Event Coordinator in meetings with service contractors, and to send copies of pertinent communications, printed programs and exhibitor kits.

We recommend you call on your Event Coordinator with any questions, large or small, that may arise during the planning or implementation of the event. Furthermore, your Event Coordinator is committed to providing you with pertinent information regarding the Center's operating rules and regulations.

It is important to remember that the Center is a multi-purpose facility and it is normal to have more than one event in the building at a given time. Your Event Coordinator relies on the information you provide in coordinating multiple show requirements and usage of public areas. By receiving information as early as possible, your Event Coordinator can assist you in avoiding unnecessary charges, alert you to potential problems, and in turn, enhance the smooth operation of your event.

2. EVENT MANAGEMENT CHECKLIST

A. **Important documents to submit to your Event Coordinator:**

- Certificate of Insurance
- Signed contract
- Floor plans
- Detailed event specifications including show schedule, set-up requirements, equipment needs, storage requests, etc.
- Service Contractor's name, address, contact, etc.
- Audio/visual requirements
- Electric and utility requirements
- Telecommunications requirements
- Proposed security schedules
- Special and event cleaning requirements

B. Documents available from Event Coordinator:

- Security and event personnel schedules
- Function set-up diagrams
- Expense estimates
- Facility logo
- Area map and directional information
- Order Forms- Electric, Telecommunication, Broadband Internet Service, Event/Booth Cleaning, Labor

C. Documents available on-line at www.mobileconventions.com:

- On-Line Planner
- Order forms- Electric, Telecommunication, and Broadband Internet Service
- Directional Map
- Virtual Tour
- Staff Directory

SECTION III - FACILITY EVENT SERVICES

1. AUDIO - VISUAL

Projection Technology Presentation is the preferred in-house audio-visual provider. They offer a full range of audio-visual services including slide and video projection, sound reinforcement, video production, teleconferencing, etc. Trained technicians will assist you in the design of room layouts, equipment selection and development of budgets. Sample presentations and equipment tests will be arranged upon request.

The design of the Center provides many standard audio-visual services that will enhance the effectiveness of all meetings. Each of the 16 meeting rooms are equipped with individual PA systems with in-room controls. All meeting rooms provide dimmer controlled lighting systems.

Further details regarding audio-visual support and in-room features are available through Projection Technology Presentation. They may be reached directly at 251. 208.2410.

2. BOX OFFICE

The Center provides an exclusive in-house box office for ticket sales to public events. The box office operation is designed to offer patrons the highest levels of buying convenience. Furthermore, the box office will assist you in realizing maximum returns from ticket sales while maintaining box office security, crowd safety and the accuracy of the ticketing operation. Your Event Coordinator will schedule a meeting for you with box office personnel to review show hours, hall capacities, ticket prices, ticket ordering, box office charges, etc. and other items that are the licensee's responsibility. See the Appendix for a listing of box office charges.

All tickets approved by the Center will be ordered from a bonded ticket printing company. The box office will check all tickets against the show manifest to ensure accuracy prior to opening the sale of tickets to the public. The Center's box office will maintain control of ticket distribution, box office operation, ticket sales personnel and ticket sales revenue through the completion of final settlement.

Licensee may request additional agencies, subject to Center approval, for ticket sales and licensee will be held responsible for collection of funds from any of the requested and approved agencies.

The issuing of complimentary tickets to events will be limited to five (5) percent of capacity or as dictated by prudent business practice. Additionally, the Center will retain a minimum of thirty (30) tickets for each show day/performance for its own use.

3. CATERING AND CONCESSION SERVICES

The Center provides all food and beverage services and products on an exclusive in-house basis through our on-site concessionaire. Your Event Coordinator will introduce you to a representative of SAVOR who will coordinate all catered functions and ensure that you benefit from their inventory of products, services and ideas.

SAVOR is prepared to offer the finest quality products and service for all functions, whether it is a meal for 1 or 10,000. Their catering personnel stand ready to tailor comprehensive food and beverage packages for all events including international coffee breaks, receptions, banquets, theme parties, hospitality suites, and riverfront receptions.

For exhibitors, the Center offers custom designed catering plans including: Booth Sales Incentives and Giveaways, Theme Coffee and Beverage Service, Meal Delivery Service, Sponsored Receptions and Banquets, and Catered Meetings.

Concession operations will adapt to the wants and desires of attendees and exhibitors alike. Permanent stands and theme portable carts will enhance any event's program by featuring a variety of specialty food and beverage items. The Center will work with show management to ensure that food and beverage service is readily available for Center patron convenience. Restaurants and lounges will be placed in locations that will maximize activity on the show floor.

5. COAT AND LUGGAGE CHECK

An exclusive in-house based, comprehensive coat and luggage checking services is available for all types of functions. These services can be designed to best meet your event's needs as we offer two general options:

- (a) **Per item charge - usually requires a minimum guarantee by licensee with users paying a nominal per item fee.**
- (b) **Hosted service - free to users; licensee or sponsor responsible for set-up and personnel charges.**

Further details for this service, including estimates of hours of operation, space needs and associated costs, are available from your Event Coordinator.

6. DECORATOR SERVICES

The Center offers complete decorating services for shows up to 200 booths. Our inventory features standard pipe and drape and includes exhibitor packets, service desk, CAD drawings/floor plans, customized signage, booth cleaning, banner rigging and booth furnishings.

Our staff will work directly with your Show Manager to determine entrance and exit patterns, theme decorating, directional signage, carpet needs, drayage, move-in and move-out procedures, marshaling yard and floor communication.

7. ELECTRIC/UTILITIES

The Center offers on an exclusive in-house basis event electrical and utility services. Our on-site personnel provide show management and exhibitors the finest service and equipment available.

Your Event Coordinator will supply copies of electrical and utility services order forms. These forms should be included in your exhibitor kits. Floor orders, changes and problems will be addressed at the Center's service desk that will be open during move-in hours. Prior to licensee move-in exhibitors and licensee can access order forms at www.mobileconventions.com.

The main exhibit hall provides electric and telecommunications services in floor ports located on 30' x 30' centers. Additional electric service is available from ceiling mounts. Detailed technical specifications can be found in Section V. Water service is conveniently available through access points located in the exhibit hall column supports and conduit is available for sub-floor routing. Conduit is in place providing access to all floor ports for compressed air lines. Electrical service is available, upon request, in all meeting rooms and the Grand Ballroom. Utilization of permanent wall or column electrical outlets requires prior written approval of Center management.

8. EQUIPMENT INVENTORY AND RENTAL

A listing of the Center's standard equipment inventory can be found in the Appendix. Equipment is available as inventory permits. The Center will make its best effort to accommodate the needs of all events, but reserves the right to determine specific inventory allotments. If rental equipment is required to supplement the house inventory, the cost of such equipment is the responsibility of licensee.

Rental rates for equipment not included in your space rental can be solicited from your Event Coordinator. A listing of current equipment rental rates can be found in the Appendix.

9. EVENT CLEANING

The in-house Event Cleaning Department provides comprehensive cleaning services that can be tailored to any event's needs. Your Event Coordinator can provide information outlining the competitive packages available through our in-house operation.

Services available include removal of bulk trash, crate, pallet and packing material, etc. Licensee is responsible for the costs associated with the removal of bulk trash and other materials and pre and post show cleaning. Bulk trash is defined as any material that cannot be readily removed by a standard push broom.

Individual booth cleaning services and cleaning of carpeted areas including show aisles and registration areas are also available from our event cleaning department. Booth Cleaning Order Forms for inclusion in exhibitor kits are available.

The Center will charge licensee for costs associated with abnormal trash hauls resulting from the show. Licensee is encouraged to notify the Center of any situations that may generate large quantities of trash.

All outside cleaning services utilized by licensees must be pre-approved by the Center, and will be required to abide by the Center's rules and regulations, including insurance documents.

Cleaning of show offices or other secured areas may take place following the arrival of show management or at a pre-designated time. The Center may request a representative of show management to be present at such times to ensure the security and safety of the show office.

10. FIRST-AID/EMERGENCY MEDICAL SERVICES

The Center requires that public safety be considered in the planning stages of all events. In order to maintain consistent levels of first-aid coverage, emergency medical personnel will, in most cases, be required during the show hours of your event.

Please instruct your personnel as to the location of the First-Aid Station. In the event of an emergency, personnel should contact the Center's security office, or nearest security officer, and relay the location and extent of the emergency. Center Security will notify your contracted nurse and/or paramedic. In the event that a nurse or paramedic is not on duty, Security will call an ambulance or emergency medical service. The Center assumes no responsibility for the costs associated with the transportation and treatment of personnel related to or attending any event.

11. HOUSEKEEPING DEPARTMENT

The Housekeeping Department provides continuous cleaning of all public areas, restrooms, offices and meeting rooms. The department is responsible for cleaning the facility prior to your arrival/set-up. During show hours, Housekeeping maintains all public areas, restrooms and show aisles (vacuuming not included). Please notify your Event Coordinator at least twenty-one (21) days prior to the start of your show of the location of any carpeted areas. Failure to provide this information will result in additional charges.

At the conclusion of each show day, Housekeeping will refresh all public areas, restrooms and meeting rooms. Please note that meeting rooms and Ballroom space utilized as exhibit space will be serviced under the same guidelines as exhibit hall cleaning (see Event Cleaning).

12. KEYS-ROOM SECURITY

The Center has the capability to change door locks to designated rooms. Your Event Coordinator can review the policies and costs associated with this service.

It is important to note that no doors may be locked, chained, etc. by show management without prior written approval of Center management. The Center, at all times, reserves the right to access any area if necessary.

13. RECEPTIONIST

At licensee's expense, the Center will staff the facility's main switchboard during show hours. Licensee may request additional coverage during move-in and move-out periods at its own expense. At no time shall licensee advertise the Center's main telephone line as the show office, information number, etc. Your Event Coordinator will assist you in ordering necessary show office communication lines.

14. **SECURITY**

- (A) **BUILDING SECURITY:** The Center is monitored by a full service Security Department. Our trained building security personnel maintain 24-hour security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Building security will also open and secure exterior and interior access doors and monitor internal traffic flow, including escalator direction.

The Central Security office is the Center's designated communications base. The office is located at the northern most point of the exhibit level, with access at the entrance to the loading dock service drive.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Central Security office immediately at 251.208.2165. Following notification of any incidents, security officers will initiate appropriate reports and investigations.

- (B) **EVENT PERSONNEL:** The Center provides event personnel services on an exclusive in-house basis. Services available include show security, overnight security, badge checkers, ticket takers, and related personnel. Your Event Coordinator will be your initial contact in developing comprehensive, cost-effective event personnel plans. Any special security services, i. e. armed guards and K-9 provided by outside contractors require the prior written approval of the Center.

Your Event Coordinator will review proposed event personnel plans, which are due twenty-one (21) days prior to your event. The Center may, at its discretion, mandate alterations to the proposed plan. In any case, the Center's goal is to provide you with the highest quality of event personnel services.

15. **TELECOMMUNICATIONS**

The Center provides on an in-house exclusive basis a full range of telecommunications services that can be tailored to meet show management and exhibitor specific needs.

Our state of the art system offers comprehensive services ranging from single-line connections to the most sophisticated data/voice communications options. Collateral materials and telecommunication order forms are available for inclusion in your exhibitor kits.

As a service for exhibitors and show management, our Telecommunications Department will staff a service desk during most events. Exhibitors may pick up sets, place new orders, receive dialing assistance, and other services as available. Show management telephones are installed and billed per order specifications. For information on internet connection, please see information under Broadband Internet Service.

16. **INTERNET**

You may order internet on a per need basis through JMF Solutions. They can tailor your internet needs to fit your event and your budget. **To order internet, simply log on to our website www.mobileconventions.com, select "Facility & Services" and follow the instructions on the screen.**

SECTION IV - FACILITY OPERATING GUIDELINES

1. BUSINESS LICENSES/HEALTH PERMITS/TAXES

It is licensee's responsibility to procure all necessary licenses and/or permits. The Center cannot secure such licenses/permits on behalf of licensee. For information call:

Michele Mayberry
Alabama Department of Revenue
251-344-4737 ext. 545

David Smith
City of Mobile Revenue Department
251-208-7865

Licensee is responsible for any and all ASCAP, BMI, SESAC, or other copyright fees applicable to an event.

2. CONTRACTOR EMPLOYEES

All employees of service contractors and any sub-contractors are required to enter/exit the Center via the designated employee entrance. For access to authorized areas, all employees must have proper identification badges, with employee name, company name and current event title visible at all times.

3. CRATE STORAGE

Due to the limited storage space available in the Center, on-site crate storage is not permitted without the written authorization of Center management.

The storage of crates inside of any occupied exhibit hall is prohibited. Following the request for crate storage space, your Event Coordinator will inform you of any available storage options, rental costs and the necessary storage plan regulations.

4. DAMAGES

Prior to your first move-in day, your Event Coordinator will schedule a facility inspection to verify the condition of the Center. At the conclusion of the event move-out, a final inspection will be scheduled to identify and specify any damages resulting from your event.

The Center will make its best efforts to inform you of any damages as soon as discovered and will provide copies of damage reports and photographs when applicable.

The cost of repair of any damages is the licensee's responsibility, but the Center must pre-authorize any repairs by outside contractors. The Center will provide repair services and cost estimates upon request.

5. DISABLED ASSISTANCE SERVICES

The Center's design, equipment, and staff offer a variety of disabled person assistance services. These include elevator access to all levels of the facility, wheelchair accessible restrooms, electric wheelchair lift, TDD telephones, hearing assistance systems, stage access ramps, and related items. The Center encourages licensees, their exhibitors and other patrons to contact their Event Coordinator to review services available and special programs as necessary.

6. EVENT SERVICES EXPENSE ESTIMATE

Throughout the event planning process, your Event Coordinator can provide detailed expense estimates for Center-provided services. The expense estimates are intended to provide licensees with accurate estimates of charges generated by the requirements of their event, and in turn, assist in maintaining positive communication with your Event Coordinator.

7. EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the City of Mobile Fire Department. All floor plans must be approved by the Fire Department prior to the sale or lease of any exhibit space.

Your Event Coordinator can provide guidelines for floor plan layout. Three (3) copies of your proposed floor plan, drawn to scale, should be submitted to your Event Coordinator. The Center will then submit a copy of the proposed floor plan to the Fire Department for approval. An approval stamp or seal will be imprinted on approved floor plans and sent back to licensee. Non-approved floor plans will be returned to licensee with explanations. Licensee must submit three (3) copies of amended floor plans for approval as they become available.

Please remember that all NFPA Life Safety Code guidelines are observed by the Center as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the City of Mobile Fire Department will be considered final.

The Fire Department may request a Fire Detail be in attendance during the term of your event. Costs for such provisions will be billed to licensee by the Center.

All licensees will be required to submit comprehensive exhibitor lists to the Center and such lists should be updated from time to time. We recommend that any exhibit that may be considered out of the ordinary (i.e. height specifications, flammable materials, hazardous materials or processes, etc.) be brought to the attention of your Event Coordinator. This will allow the Center and local Fire Department authorities to review such plans and designate, if any, special provisions.

The Center's rules and regulations outline the exhibit and registration floor plan approval process and set guidelines for exhibit booth layout.

8. FREIGHT DELIVERIES

Due to limited storage space, the Center will not accept advance freight deliveries. We recommend that all freight be shipped to your service contractor and delivered to the Center during the designated move-in period. Any freight scheduled for delivery to the Center during move-in periods must be to the attention of the service contractor. The Center will not accept C.O.D. shipments under any circumstances, nor will the Center accept responsibility for costs associated with freight delivery/pick-up during non-assigned periods.

The Center is a multi-purpose facility, and in turn, we must make every effort to ensure a smooth transition to and from your event. The Center will not be liable for the security of freight left in the facility following the conclusion of your move-out date(s), nor can we assume responsibility for the shipping of such freight. Freight left on the show floor will be disposed of at licensee's expense. Please notify all exhibitors of our freight management policy so that advance plans can be made and to avoid any potential charges that will be billed to licensee.

9. FRONT DRIVEWAY/SHUTTLE DROP-OFF/PICK-UP

The primary drop-off/pick-up location for shuttle buses, taxis, physically challenged patrons, etc. is directly in front of the Center's west side canopy entrances. Primary access to this area can be attained via the northbound lanes of Water Street.

At no times will exhibitors or other patrons be allowed to unload freight and related materials from the Center's front driveway.

10. HOURS OF OPERATION

The Center's administrative offices are open Monday - Friday, 8:00 a.m. to 5:00 p.m. Normal hours of operation for all rented space are from 7:30 a.m. to 6:00 p.m. Normal show hours are from 7:30 a.m. to 11:00 p.m.

11. GRAND BALLROOM

The Center's Grand Ballroom may be used for simultaneous events; therefore, use of part or all of the space must coincide with the use specified in the license agreement.

In order to limit potential damages, licensee must provide the Center with a comprehensive set-up plan, including all signs, posters, decorations, freight, and related materials that will be placed in the Grand Ballroom. This plan is due at least twenty-one (21) days prior to the first day of use, and is subject to Center approval. The affixing and hanging of any materials is prohibited without the Center's prior written approval, as is the utilization of tape, forklifts, and other equipment.

12. GRATUITIES

It is against the Center's personnel policy for any employee to accept gratuities or gifts of significant value from licensee, exhibitors or other Center patrons. Please direct any questions regarding this policy to the Center's General Manager.

13. INSURANCE

The specific requirements for licensee Certificate of Insurance are referenced in the license agreement. Such certificate must be furnished to the Center thirty (30) days prior to the first move-in day of your event. A sample copy of an acceptable insurance certificate is located in the Appendix. A Certificate of Insurance must be received by the Center prior to any set-up of an event.

14. LIGHTING/AIR CONDITIONING

The Center will provide minimal lighting, custodial service, and ventilation during normal move-in/move-out periods. Full lighting, HVAC, and custodial service (see Section II, #11, Housekeeping) will be provided during normal show hours. Charges for additional services, or those provided outside of normal operating periods, can be found in the Appendix/Special Services.

15. LOST AND FOUND

The Center's lost and found is located in the Central Security office. All items turned in to Center personnel will be forwarded to that office, and in turn, all inquiries regarding lost items should be referenced to security personnel or your Event Coordinator. Mobile Convention Center's Security Office may be contacted at 251.208.2165.

16. MARSHALING YARD

The Center's design provides for limited on-site marshaling space. Additional marshaling needs will most likely be accommodated at the Mobile Civic Center or adjacent property. These areas provide easy access to I-10, I-65, and the new I-165 spur. Your Event Coordinator will work with you to reserve marshaling space, schedule staff, and can supply collateral materials for distribution to your exhibitors. Licensee is responsible for all associated labor and space costs.

17. MEETING ROOM SET-UPS

Again, all proposed set-ups must be submitted to your Event Coordinator at least twenty-one (21) days prior to the first day of use. Set-up charges will be provided by your Event Coordinator and equipment availability is subject to the Center's inventory. Your Event Coordinator will provide scaled, computer generated drawings of all scheduled functions for licensee review and approval. These drawings will ultimately be forwarded to our set-up personnel to ensure that your exact meeting requirements are fulfilled.

For applicable events, meeting room space assigned by the Center will include one (1) set-up for the term of the license agreement. Set-up plans must be submitted to your Event Coordinator at least twenty-one (21) days prior to the first day of use, and are subject to the Center's available inventory.

As a service to licensee, all meeting rooms will be cleaned at the conclusion of each day's activities. Any costs for changes to initial set-up, not provided for in rent, or special room "refreshing", will be billed to licensee.

18. MOVE-IN/MOVE-OUT AND LOADING DOCK

The safe and efficient operation of all move-in/move-out activities, including dock areas, is a priority for the Center. Licensee will be required to supply a detailed agenda covering all move-in/move-out activities, including anticipated freight deliveries, service contractor materials and exhibitor access times. The Center may mandate changes in said agenda to maintain the smooth operation of your event and any other events operating concurrently in the facility.

The Center will assist show management in the design and implementation of assigned move-in/move-out periods for exhibitors. We recommend that this policy be adopted whenever possible. The Center's Rules and Regulations further detail important items relative to move-in/move-out dock activities.

Dock offices are available, and should be scheduled through your Event Coordinator.

19. PARKING

The Center is connected via a covered skywalk to the 1,550 space Municipal Parking Garage. Parking policies, rates, etc. are designated by the garage's private operator on behalf of the garage owner, the City of Mobile.

The Center also offers a 286 space, on-site parking lot located below the exhibit hall which has a 7' ceiling height. The lot operates on a space available basis. Rates for event days are \$5.00 per vehicle. Packages can be developed for reserving the parking lot on an event basis by contacting your Event Coordinator.

20. PLAZAS

The use of exterior terrace and plaza space adjacent to the Center must be approved of in writing by the Center's General Manager. All facility rules and regulations apply to terrace and plaza space.

21. RIGGING

All ceiling or wall suspended signs, speakers, lights and related items must be approved of in writing by the Center. Licensee should provide detailed rigging proposals for Center review. The Center can provide, upon request, standard rigging guidelines, including approved locations and capacities. All rigging must be done by IATSE employees.

22. SIGNAGE AND HELIUM BALLOONS

To ensure the proper hanging of all interior and exterior signage, licensee must submit a listing of all temporary signage, including size, location and estimated weight, at least twenty-one (21) days prior to the first day of occupancy. We encourage licensees and service contractors to contact the Center as early as possible to determine feasibility, hanging procedure and costs associated with the hanging of any signs/banners. The Center prohibits the hanging or affixing of any signage on the facility's glass facade or of any sign inhibiting the view of any permanent facility signage, in particular, emergency and directional signage. Your Event Coordinator can assist in locating appropriate placement of all event related signage.

The utilization of helium balloons, for fixed display only, or other similar material within the facility requires prior written approval of Center management. Helium balloons and similar materials may not be distributed at any time. Licensee is responsible for removal of all balloons, and will be charged a removal fee of \$25.00 per hour with a minimum of two (2) hours for removal by Center staff.

When using helium tanks, use must be confined to service corridor areas for meeting rooms and the service drive for the Exhibit Hall. All helium tanks must be securely stored in Room 111 until pick-up can be arranged.

23. SMOKING POLICY

In accordance with the City of Mobile Smoking Ordinance #26-059, the Center's smoking policy restricts smoking to exterior terrace areas. Smoking is prohibited at all times in the exhibition hall, restrooms, meeting rooms, and administrative offices. Your Event Coordinator can assist in developing supplemental signage and related materials to inform patrons of this policy. Licensee will be responsible for enforcing the smoking policy to event exhibitors and patrons.

24. TRAFFIC CONTROL/UNIFORMED POLICE SECURITY

For certain events, it may be necessary to utilize City of Mobile police officers for traffic control in the vicinity of the Center. Costs associated with these services are the responsibility of the licensee. A Mobile Police Officer is required for all public/consumer shows and designated social functions. Your Event Coordinator will schedule police officers as necessary.

25. WORK RULES

The State of Alabama is a right-to-work state. The Arthur R. Outlaw Mobile Convention Center is under contract with the International Alliance of Theatrical Stage Employees (IATSE), Local 142 to provide technical services in the Exhibit Hall. These services include, but are not limited to, riggers, forklift drivers, spotlight operators, hands, carpenters, sound and lighting technicians, electricians and car loaders.

A Service Contractor may use workers who are permanent employees of the company. Any additional labor must be contracted through the local IATSE.

Your Event Coordinator can provide complete details regarding rates and performance regulations of IATSE.

SECTION VI - APPENDICES

1. Room Capacities/Technical Specifications
 - Exhibit Hall Room Capacities
 - Exhibit Hall Technical Specifications
 - Concourse Level Room Capacities
2. Frequently Called Numbers
3. General Rules and Regulations
4. Rates - Special Services
 - Equipment Rental
 - In-House Decorating Services

**EXHIBIT HALL LEVEL
ROOM CAPACITIES**

The specifications listed below reflect the absolute maximum capacity allowed in each room. Actual numbers may vary depending on the set-up requirements. Please reference this chart with the diagrams on the following pages.

<u>EXHIBIT HALL</u>	<u>DIMENSIONS</u>	<u>CEILING HEIGHT</u>	<u>SQ.FT.</u>	<u>THEATER</u>	<u>CLASSROOM</u>	<u>BANQUET</u>
North	234' x 208'	30'	50,000	5555	4448	4140
South	234' x 208'	30'	50,000	5555	4448	4140
Combined	234' x 416'	30'	100,000	11,110	8,896	8,280

MEETING ROOMS

105A	27' x 24'	12'	700	60	36	40
105B	27' x 24'	12'	700	60	36	40
Combined	27' x 48'	12'	1,400	150	81	80
106A	58' x 27'	12'	1,600	156	90	130
106B	58' x 27'	12'	1,600	156	90	130
Combined	58' x 55'	12'	3,200	312	210	260
107A	58' x 26'	12'	1,500	156	90	130
107B	58' x 27'	12'	1,600	156	90	130
Combined	58' x 53'	12'	3,100	312	210	270

PREFUNCTION 13,000

OUTDOOR/RIVER TERRACES 20,000

* All room dimensions and capacities are approximations only.

EXHIBIT HALL TECHNICAL SPECIFICATION

Exhibit Halls	Dimensions	Ceiling Height	Sq. Ft.	Floor Load	Loading Docks	Ramps	Loading Doors	Lighting Level
North Hall	234'x 208'	30'	50,000	350 lbs*		1	(1) 16' H x 20' W	
South Hall	234'x 208'	30'	50,000	350lbs*	7 bays	1	(2) 16' H x 20' W	80' candles
Combined	234'x 416'	30'	100,000	350lbs*	7 bays	2	3 doors	80' candles

* Freight elevator capacity loading is 7,000 lbs.

* Exhibit Hall rollup doors are : 13' x 6"H and 19' x 6"W

Electrical Services: 120 volt, 1 phase, 20 amps; 120/208 volt, 3 phase, 4 wire with ground, 1 receptacle, 60 amps, quick connects in floor boxes on 30'x 30' centers. 277/480 volt, 3 phase, 100 amps available.

Telephone Service: Full range of telecommunications service at 30"x 30" centers.

Water/Compressed Air: Conduit available in exhibit hall at utility boxes on 30'x 30' centers. Water connects at columns.

CONCOURSE LEVEL ROOM CAPACITIES

The specifications listed below reflect the maximum capacity allowed in each room. Actual numbers may vary depending on the set-up requirements. Please reference this chart with the diagrams on the following pages.

<u>GRAND BALLROOM</u>	<u>DIMENSIONS</u>	<u>CEILING HEIGHT</u>	<u>SQ.FT.</u>	<u>THEATER</u>	<u>CLASSROOM</u>	<u>BANQUET</u>
East	105' x 60'	20'	7,000	777	483	576
West	105' x 60'	20'	7,000	777	483	576
Combined	105' x 120'	20'	**15,508	1,554	966	1,152

MEETING ROOMS

201A	54' x 30'	17'	1,700	156	105	110
201B	54' x 30'	17'	1,700	156	105	110
201C	54' x 30'	17'	1,700	156	105	110

201D	54' x 30'	17'	1,700	156	105	110
201 Combined	54' x 120'	17'	6,834	716	540	520
202A	54' x 32'	17'	1,800	156	105	130
202B	54' x 30'	17'	1,700	156	105	80
202 Combined	54' x 62'	17'	3,536	358	231	230
203A	54' x 30'	17'	1,700	153	105	120
203B	54' x 32'	17'	1,800	153	105	120
203 Combined	54' x 62'	17'	3,536	358	231	220
204A	54' x 43'	17'	2,500	242	168	170
204B	54' x 30'	17'	1,700	181	105	110
204 Combined	54' x 73'	17'	4,252	458	309	280

MEETING PLANNER/REGISTRATION AND STORAGE OFFICES

209	9' x 12'	9'	108	-	-	-
210-214	15' x 12'	9'	180	-	-	-

SHOW MANAGERS OFFICES

243	20' x 22'	9'	440	-	-	-
248	20' x 22'	9'	440	-	-	-
VIP Lounge	24' x 58'	9'	1500			

PREFUNCTION 39,000

OUTDOOR/RIVER TERRACES 25,000

* All room dimensions and capacities are approximations only.

** Includes 45' x 18' stage and two (2) 12' x 22' dressing rooms.

**ARTHUR R. OUTLAW MOBILE CONVENTION CENTER
FREQUENTLY CALLED NUMBERS**

Downtown Hotels

Renaissance Riverview Plaza Hotel.....	251-438-4000
Battle House Hotel.....	800-236-2427
Holiday Inn Downtown.....	251-694-0100
Hampton Inn & Suites.....	251-436-8787
Malaga Inn.....	251-438-4701
Radisson Admiral Semmes.....	251-432-8000

Arts

City of Mobile, Special Events..... 251-434-5858
Mobile Arts Council..... 251-432-9796

General

Mobile Bay Convention & Visitors Bureau..... 251-208-2000
Mobile Area Chamber of Commerce..... 251-433-6951

Transportation

Mobile Regional Airport..... 251-633-0313
Mobile Bay Transportation..... 251-633-5693
AMTRAK..... 800-872-7245
Gray Line of Mobile..... 251-432-2229
Taxi/Yellow Cab..... 251-476-7711

ARTHUR R. OUTLAW MOBILE CONVENTION CENTER

GENERAL RULES AND REGULATIONS

1. The use of double face tape and cloth tape is permitted on concrete floor surfaces only. The Center requires the use of residue resistant carpet tape. The removal, and associated costs thereof, of tape and tape residue is the responsibility of Licensee.
2. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics or decorative walls in the Center.
3. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.
4. No banner larger than 3' x 6' can be hung in the Center without prior written approval of Operator.
5. Under no conditions will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall.

6. The use of helium balloons must be approved in writing by Operator. Helium balloons will only be permitted for display purposes or in centerpieces and the distribution of helium balloons to the general public or other invitees is prohibited.
7. Costs associated with helium balloon removal are the responsibility of Licensee. Helium tanks must be properly stored.
8. Adhesive backed decals and stickers may not be distributed in the Center.
9. Movement of portable walls in the Center must be performed by Center personnel only.
10. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Operator.
11. The movement of Center furniture, fixtures and equipment must be performed by Center personnel only.
12. House lighting, ventilation, heat or air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during move-in/out.
13. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
14. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted in any lobby, prefunction, meeting room or ballroom space without the prior written approval of Center.
15. Use of glitter and confetti is not permitted in the Center without the prior written approval of Center. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
16. All floor load capacities should be strictly observed. Any variations should be approved in writing by Center.
17. The sale or distribution of novelty merchandise is prohibited without prior written approval of Center.
18. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Center.
19. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
20. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
21. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Seeing eye dogs are permitted.
22. All arrangements for food and beverage should be made directly with the Center's exclusive in-house caterer.
23. Damages to the Center are the responsibility of Licensee. Incidents of damages should be reported to Security immediately.
24. Licensee is responsible for procuring all necessary licenses and/or permits. The Center will not secure such licenses/permits on behalf of Licensee.
25. Licensee is responsible for removal of bulk trash prior to opening of show and at conclusion of move-out. Center will charge Licensee for any additional trash hauls necessary due to event operations.
26. Licensee must abide by any and all Center labor rules and jurisdictions.
27. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Center. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
28. All working personnel will take breaks in Center designated area and will be provided specific facilities for restrooms and lunch rooms (when available).
29. No soliciting is permitted in the Center or on Center premises.
30. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
31. The Center provides on an exclusive in-house basis all electrical, utility, security, telecommunications and food and beverage services.

GENERAL FIRE CODE REGULATIONS

1. Licensees, show management, exhibitors and all other parties must comply with all Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities. The Center includes sections of the NFPA Life Safety Code which apply to public assembly facilities as part of the License Agreement.
2. The decision of the Fire Marshal of the City of Mobile is final.
3. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.

4. Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
5. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshal.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.
7. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; vehicles; welding, cutting or brazing equipment; ammunition; radioactive devices; flammable liquids pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents or explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment; other equipment, materials and operations that increase risk to fire and life safety.
8. The display of any and all vehicles that are powered by a combustion engine require fuel tanks be less than 1/4 full. The cap for the fuel tank must be locked or taped closed and at no time is the removal or addition of fuel allowed in or around the Center. Vehicle electrical systems must be disconnected by either removing battery, battery cables or disconnecting battery cables and taping contact with non-conductive electrical tape.
9. At no time during public hours are display vehicles to be moved.
10. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.
11. Exit signage, fire extinguishers, fire alarms, pull stations and related fire fighting equipment may not be hidden, obstructed or blocked.
12. The Center may request, in writing, specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
13. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

1. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas.
2. Prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit five (5) copies of proposed floor plan, drawn to scale, to Center for City of Mobile Fire Department review and approval.
3. The Center will submit proposed floor plans to the Fire Department, and upon approval, will forward approved copy to Licensee.
4. Any necessary changes in proposed floor plan will be forwarded to Licensee by Center and Licensee must submit revised floor plan.
5. The proposed floor plan submitted for approval must include the following:
 - (a) Show title, contracted dates, draftsman's company name and address, service contractor name and address.
 - (b) Booth configurations drawn to scale, including base dimensions, heights and locations.
 - (c) Aisle locations and dimensions.
 - (d) Location and dimensions of all fixtures, including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - (e) Location of all exits.
 - (f) Location of all permanent and temporary concession and novelty stands.
 - (g) Location of all fire safety devices, including extinguisher and alarm stations.
 - (h) Location of all primary entrances.
 - (i) Locations and dimensions of all service desks, including space allocations for service desks operated by Center.
 - (j) Location and dimensions of service contractor storage areas or "bone yards."
 - (k) Distinction between pipe and drape and hardwall.
6. A copy of the final approved floor plan, with appropriate seals and signatures is to be displayed in the Service Contractors service area or office.
7. The decisions of the Fire Marshal of the City of Mobile are final.

LAYOUT AND SET-UP OF EXHIBITS

1. Aisle dimensions and locations are subject to Fire Marshal approval. Aisles must be a minimum of 8' wide.
2. No exhibit booth, registration table or related material may be placed within 20' of main entrance/exit.

3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures.
4. Exhibitor service desks can not be located in lobbies or pre-function areas without Center approval.
5. Literature and other items can not be stored in booth beyond what could be reasonably used in one (1) day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. All drapes and other covering must be certified as non-flammable and proof of such rating must be produced when requested.
7. Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, etc.)
8. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center.
9. Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguisher's location. All obstructive materials must be easily moved in case of emergency.

SECURITY

1. The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and the Center's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
2. Licensee is responsible for security services in all areas specifically licensed to licensee including exhibit halls, meeting rooms and other areas.
3. The Center may require Licensee to provide minimum levels of security coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
4. No doors may be chained or otherwise locked without the written approval of the Center. No doors can be chain locked when area is occupied.
5. All approved chains must be plastic coated and Center in-house security must be presented with keys to all locks.
6. All proposed security arrangements are subject to Center approval and must be submitted to the Center at least twenty-one (21) days prior to the event.
7. All service contractors and other event related labor must enter/exit the Center via the designated employee entrance and are to be properly badged.
8. Center in-house security reserves final rights to admit access of any event personnel to any Center space.
9. Any changing or removal of door locks must be approved in writing by the Center and work performed by Center personnel.
10. All contracted security personnel shall be uniformed and display picture identification badges. Use of armed guards is prohibited without the written consent of the Center. All police coverage must be scheduled through the Center.

EXHIBIT HALL AND LOADING DOCK REGULATIONS

1. No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
2. No parking, tow away zones and other restricted areas will be strictly enforced and vehicles will be towed at the owner's expense.
3. Move-in and move-out periods must be approved in writing by the Center.
4. Scheduling of dock offices, storage areas, etc. must be approved by the Center.
5. No alcoholic beverages are permitted on the show floor without the written approval of the Center.

6. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises.
7. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Center are to be stopped at once. Failure to adhere to Center direction will be grounds for ejection from the premises and possibly suspension of work privileges in the Center.
8. No refueling of vehicles is permitted within fifty (50) feet of the Center.
9. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash or unattended materials.
10. No glass containers are permitted on the exhibit floor, in meeting rooms or ballrooms without the prior written approval of the Center.
11. As a rule, no one under the age of sixteen (16) is allowed on the exhibit floor during load-in/out periods.
12. Dock utilization schedules must be submitted to the Center and the Center, at times, may require changes in the proposed schedules to allocate specific space to different events.
13. All freight delivered to the Center must be shipped on designated move-in/out days and must be to the attention of the service contractor. The Center will not accept freight deliveries on behalf of Licensee, service contractors, exhibitors, etc. The Center will not accept C.O.D. deliveries.
14. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-out. Freight left in the Center will be disposed of at Licensee's expense.
15. Licensee is responsible for informing all parties of Center's freight policies.

FOOD AND BEVERAGE

1. All food and beverage rights are held by the exclusive in-house caterer for the Center. All arrangements for food and beverage must be contracted directly with the in-house caterer.
2. Any and all exhibitors offering food or beverage sampling must adhere to the following:
 - (a) An exhibitor and/or association member must occupy approved booths at all times.
 - (b) Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in event.
 - (c) Food items must be limited to "bite" size.
 - (d) Beverage items must be distributed in containers no greater than six (6) ounces, and no more than five (5) ounces of product may be distributed per container.
 - (e) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service, etc.) must be purchased from the in-house caterer.
 - (f) Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
 - (g) Space utilized for storage, preparation, etc. of product must be approved of in writing by Center.
 - (h) Securing of all necessary licenses, permits, etc. is the responsibility of licensee/exhibitor.
 - (i) Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of licensee and/or exhibitor.

MISCELLANEOUS

Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by Center.

Effective April 3, 2012

Subject to change without notice.

SPECIAL SERVICES RATE SHEET

Box Office

Ticket Seller \$ 13.00/Hr.

Cleaning Services

Special Janitorial/Porter Service \$ 12.00/Hr.*
Bulk Trash Removal \$ 12.00/Hr.*
Open Bin Trash Hauling \$400.00 minimum per load
Exhibit Aisle Vacuuming \$.12 per square foot*

*Packages also available.

Security

Event Personnel
(Door guard, Overnight Security, Ticket Taker, etc.) \$ 14.00/Hr.
Police Officer \$ 25.50/Hr.
Police Supervisor \$ 31.50/Hr.

Event Services - Miscellaneous

Room Changeover \$13.00/Labor Hr.
First Aid Attendant \$ 21.50/Hr.
Genie/Forklift Operator \$ 25.00/Hr.

Terms and Conditions:

1. Certain items on this list may be provided free of charge as part of base rental. Consult with your Event Coordinator for further information.
2. Prices subject to change.

EQUIPMENT INVENTORY AND RENTAL RATE

<u>ITEM</u>	<u>INVENTORY</u>	<u>COST</u>
<u>Chairs</u>		
Padded Ballroom Chair	2,000	\$ 2.50
Padded Meeting Room Chair	4,500	\$ 2.50
<u>Dance Floor</u> - 3' x 3' Sections		
	200	\$4.00/section
<u>Tables and Skirting</u>		
18" x 72"	300	\$ 5.00
24" x 72"	50	\$ 5.00
30" x 72"	250	\$ 5.00
30" x 96"	150	\$ 5.00
72" x 60" oval	400	\$ 5.00
Linen Table Top		\$ 5.00
Linen Skirting		\$ 5.00
Table, clothed and skirted		\$ 5.00
<u>Risers</u>		
6' x 8' Section/skirted	20	\$ 15.00
<u>Staging</u>		
4' x 8' Section/skirted"	40	\$ 15.00
<u>Miscellaneous</u>		
Garment Rack	10	\$ 10.00
Easel	10	\$ 8.00
Flag Poles	2	N/C
Podium - Standing	10	\$ 15.00
Podium - Table	6	\$ 15.00

Terms and Conditions:

1. **Prices subject to change.**
2. All equipment is to be set up by Center staff, and remains the property of the Center.
3. Certain items on this list may be provided free of charge as part of the base rental. Consult with the Event Coordinator for further information.