

Exhibit

A

Reno-Sparks Convention Center



Building Rules & Regulations

Revised 12/01/08

Building Rules & Regulations

DEFINITIONS:

Reno-Sparks Convention & Visitors Authority (RSCVA): herein known as RSCVA.

Reno-Sparks Convention Center (RSCC): herein known as RSCC, Facility or the Center.

Licensee or Show Management: The organization or individual contracting the use of the RSCC.

General Services Contractor (GSC): The primary contractor designated to provide overall freight, drayage, signage, production, theatrical, and other event related services by the Licensee.

Service Provider(s): Any company, business entity or individual providing event related services directly to exhibitors or show management in addition to those provided by the GSC.

Contractor(s): Consolidation of terms referring to all general service contractors and service providers.

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SECTION 1 AMERICANS WITH DISABILITIES ACT (ADA)

- A. Concerning the Americans with Disabilities Act and all the regulations there under (“ADA”), the RSCC is responsible for the permanent building access requirements: such as, but not limited to, wheelchair ramps, elevator standards, restroom standards, and internal hallways and doors. The Licensee is responsible for the non-permanent accessibility requirements, such as, but not limited to, seating accessibility, assistive listening devices, sign language interpreters, signage and other auxiliary aids.
- B. One week prior to occupancy of the RSCVA managed property, Licensee shall provide the RSCC with the number of disabled persons that have registered for the event and an outline of the accessibility services that will be provided to the disabled attendees.

SECTION 2 ANIMALS

- A. With the exception of assistance animals and animals participating in contracted events such as dog, cat or cattle shows, animals are not allowed in the Center without prior written approval from the assigned Event Coordinator to the specific event. 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 Facilities equipment.
 - Some type of absorbent (i.e. saw dust or fire retardant wood shavings) must be placed within the pens.
 - Curbing, fencing or bike rack must be provided to contain animals.
 - Animals must be supervised at all times.
 - Provide clean up and proper disposal of absorbents and waste.
- B. Additionally, in accordance with state and local Health Department guidelines, animals are not permitted within 50 feet of any food service preparation or service area. The only exception to this is the use of assistance animals.

SECTION 3 AUDIO/VISUAL

- A. The RSCC offers a full service audio/visual department. For information and pricing, please contact the RSCC Audio/Visual department at (775) 827-7679.
- B. One microphone and table top or standing lectern is provided at no charge per meeting room. Combined rooms are considered one room for the purpose of no charge audio visual setup. Should outside service providers connect to the house sound system, a patch fee will be charged at the prevailing rate. Please contact your Event Coordinator for additional information.
- C. The RSCC operates exclusive downlink satellite/television services. For information and to arrange for television programming signals, please contact the Audio/Visual department at (775) 827-7679.

SECTION 4 EMERGENCY & PUBLIC SAFETY REQUIREMENTS

- A. Predicated on the type of event and number of attendees, the RSCC may require the Licensee to provide certified first aid personnel for the entire term of occupancy (move-in, and move-out operation hours and one half hour before, during, and one half hour after event day show hours). Licensee may also be required to provide such first aid equipment and supplies as the RSCC deems necessary, but at least a minimum of equipment/supplies to handle cuts and scrapes and other minor injuries, headaches and minor pains, during occupancy at the Licensee’s cost. The quantity and work schedule of first aid personnel are to be submitted in writing to the RSCC Event Coordinator thirty (30) days prior to the first day of occupancy. Licensee assumes total responsibility for the qualification and actions of these first aid personnel.
- B. Any accidents occurring or first aid rendered to a convention or show attendee, staff or employee must be reported to the Facility Security office or the Event Coordinator immediately. The incident must be recorded on a form provided by the RSCC Department of Public Safety, by the first aid contractor and a copy provided to the Event Coordinator before the close of the event.
- C. The Licensee may also wish to consider providing wheelchairs or scooters through the first aid contractor for their attendees as the Center does not provide this equipment.
- D. 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 RSCC. Access to public concession stand areas, utilities, fire suppression equipment, heating and air conditioning vents shall not be

covered or obstructed at any time by Licensee or its agents. Exit doors must have a minimum 10' clearance on both sides (ingress and egress) with no physical obstruction.

**SECTION 5
EVENT PERSONNEL**

- A. All show, service contractor, temporary help and other workers affiliated with an event utilizing the RSCC, must wear an identification badge provided by their respective employer while working in an official capacity on RSCC property.
- B. Show managers and service contractors are responsible for the conduct of their personnel. Employees under their supervision, who do not comply with Building Rules & Regulations, will be subject to dismissal from the building and may be restricted from the building or premises as deemed appropriate by RSCC management.
- C. Restricted areas of the building labeled “Authorized Personnel Only” are off limits to all personnel except employees of the RSCC.
- D. Normal working hours are 6:00 a.m. until 11:59 p.m. For all show personnel, service contractors, exhibitors and stagehand personnel working past normal business hours, the supervisor overseeing such personnel shall notify RSCC management of the approximate working hours of his/her crew.
- E. Service contractors, stagehands and other contracted employees are responsible for keeping all work areas clean at all times during their occupancy of the RSCC. Areas include, but are not limited to, crew check-in/out areas, break areas, loading docks, marshalling lots, and all storage areas.
- F. All electrical/plumbing service contractors shall ensure that all catwalks and areas where electrical/plumbing connections are completed are left clean and free of debris once the event has concluded. RSCC management reserves the right to apply cleaning charges to those areas not returned to a clean condition.

**SECTION 6
EVENT PLAN CHECKLIST**

The checklist below outlines the recommended lead time for the application and submission of event requirements. Failure to complete the guidelines by the dates noted may subject your event to penalty fees and delay the approval process.

Checklist	Submit To	Minimum Time Before Event
Initial Site Inspection	Event Coordinator (EC)	9 months
Preliminary Floor Plan	Fire Marshall/Service Contractor/EC	6 months
Hazardous Materials Notification	Event Coordinator	4 months
Attendee Transportation	Event Coordinator	4 months
General Schedule	Event Coordinator	90 days
Basic Event Plan	Event Coordinator	90 days
Food & Beverage Sample Request	Food & Beverage Manager	90 days
Final Floor Plan	Fire Marshall/Service Contractor/EC	90 days
Certificate of Insurance	Event Coordinator	30 days
Welcome Messages	Event Coordinator	30 days
Final Floor Plan	Event Coordinator	30 days
Hazardous Materials Removal Plan	Event Coordinator	30 days
Banners and Signage Approval	Event Coordinator	30 days
Rigging/Hanging Approval	Event Coordinator	30 days
Lock Change Request	Event Coordinator	30 days
Key Request	Event Coordinator	30 days
Catering Order and Concession Plan	Food & Beverage Manager	30 days
First Aid Personnel Qty & Schedule	Event Coordinator	30 days
Final Event Plan	Event Coordinator	21 days
Security Plan	Security Manager/Event Coordinator	21 days
Sample Security Badges	Event Coordinator	14 days
Pre-Convention Meeting	Event Coordinator	14 days
List of Disabled Attendees	Event Coordinator	7 days
Food & Beverage Guarantee	Food & Beverage Manager	72 Business Hours
Move-in Inspection	Security/Event Coordinator	On-Site
Move-out Inspection	Security/Event Coordinator	On-Site
Post-Convention Meeting	Event Coordinator	Within One Week of Show

SECTION 7 EXCLUSIVE SERVICES

- A. The Facility maintains exclusive services in the following areas:
 - 1. Satellite/Television (Section 3)
 - 2. Food & Beverage (Section 9)
 - 3. Telecommunications & Data Services (Section 24)

SECTION 8 FIRE DEPARTMENT REGULATIONS

Detailed exhibit construction and cooking guidelines are available upon request from your Event Coordinator.

- A. All show managers, service contractors and exhibitors must comply with the Federal, State of Nevada, City of Reno, Washoe County, Uniform Fire Code and National Fire Prevention Association Fire Codes which apply to places of public assembly.
- B. All floor plans must be submitted to the City of Reno Fire Department for approval. All floor plans submitted shall be completely representative of the halls, rooms, lobby and hallways and/or other areas in which the events are held and include the location of fire hose standpipe closet, exits, aisles and man doors in air walls, etc. A copy of the approved floor plan must be on file with the Event Coordinator at the Convention Center 90 days prior to event. The Licensee is responsible for all fees that are imposed by the City of Reno Fire Department.
- C. All curtains, drapes and decorations must be constructed of flame retardant material or treated with a Fire Department approved flame retardant solution. Treatment shall be renewed as often as may be necessary to maintain the flame retardant effect. Documentation of such treatment must be made available to the Event Coordinator prior to setup. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. All decorations are subject to inspection by the City of Reno Fire Department.
- D. All hay, straw, sawdust and shavings shall be thoroughly treated with a Fire Department approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshall.
- E. No exit door shall be locked, bolted or otherwise fastened or obstructed in any area of the contracted space. All exits, hallways and aisles are to be kept clear and unobstructed at all times. There shall be no obstruction blocking exit doors from the outside of the RSCC, such as vehicles parked in front of doorways or barricades across sidewalks, etc.
- F. All fire fighting equipment inside the building shall not be blocked or obstructed under any circumstances. This includes all fire hose cabinets, fire extinguishers and all fire alarm pull boxes.
- G. All 110 volt extension cords shall be a minimum three (3) wire, #14 gauge wire when used in booths. Extension cords must be terminated with a fused end or power strip. All electrical wiring shall be installed in a manner approved by RSCC management and Reno Fire Department.
- H. At no time will power be left energized to exhibits in the RSCC without an authorized licensed electrician on the premises. All power to exhibits shall be turned off during non-show hours to ensure against potential fire hazards. Exhibitors requiring 24 hour power must be arranged through your service contractor and RSCC management.
- I. No person shall cause or permit any open flame to be used in or for any exhibit, except when used in conjunction with a Fire Department approved heating or cooking appliance. For deviations from this policy, exhibitor must have a special permit issued by the City of Reno Fire Department and follow all rules and regulations of the Fire Code (G.O. 107.08.03) and (UFC 25.116)
- J. All vehicles, boats, tractors, recreational vehicles and other fuel operated equipment stored or on exhibit within the RSCC must be secured as follows:
 - 1. Disconnect battery cables
 - 2. Gas caps are to be locked or taped
 - 3. Fuel tanks must be no more than ¼ tank full
 - 4. Liquid Propane Gas tanks must be empty
 - 5. Ignition keys for vehicles on display shall be kept at a designated location determined in conjunction with RSCC management for removal of such vehicles in the event of an emergency
- K. Flammable liquids and gases, including gasoline, are strictly prohibited inside the RSCC during events. Storage of these liquids must be in a sealed cabinet/trailer in an area off premises from the RSCC, away from the exterior loading dock area and as approved by the City of Reno Fire Inspector.

- L. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for repacking shall be labeled “EMPTY” and removed from the show floor.
- M. Crates, packing materials, wooden boxes, cardboard and other highly combustible materials may not be stored in the RSCC.
- N. Whenever, in the opinion of the Reno Fire Department, it is deemed necessary to have a Fire Prevention Officer work an event, the cost involved will be the responsibility of the Licensee. The Fire Prevention Officer shall be subject to the Fire Marshall’s orders at all times when so employed, and shall be in uniform and remain on duty during the required times of an event.

**SECTION 9
FOOD & BEVERAGE**

- A. All arrangements for the service of food and beverages on the RSCC property must be made through the official food and beverage provider at the facility at (775) 825-7795.
- B. **Well Bread™** is the exclusive operator of the RSCC Food & Beverage department, and it is the responsibility of show management to ensure that all exhibitors in their event comply with this exclusive arrangement. Exhibitors and attendees ARE NOT PERMITTED to bring food and beverage onto RSCC property during contracted dates. No vendor, other than **Well Bread™**, shall have the authority to sell food and/or beverage in the RSCC unless vendor is a third party subcontractor to **Well Bread™**. This includes all alcoholic beverages which are regulated by the Nevada state liquor commission. Any deviation from this policy will constitute a breach of contract with the RSCC.
- C. Exhibitors wishing to distribute or dispense, without charge, samples of food, beverage and sundries related to the show or their exhibit, must obtain written permission from **Well Bread™** prior to the event. RSCC management and **Well Bread™** have the right to regulate the size of samples that are offered. For complete sampling guidelines and other food and beverage information, please contact **Well Bread™** at (775) 827-7795.

**SECTION 10
FREIGHT/SHIPMENT OF MATERIALS**

- A. The RSCC will not accept advance shipment of freight and materials. All shipments should be to the attention and are the responsibility of the Licensee and/or its designated show service contractor.
- B. All rental equipment, freight or materials of any kind shall be picked up on the last contracted move-out day. Failure to comply with this policy will result in the removal by RSCC staff of the materials/equipment left on RSCC property. The RSCC shall not be responsible for any materials/equipment left after the contracted move-out day.
- C. It is the responsibility of the Licensee to make arrangements for storage of all crates and packing material. Crate storage is not permitted on RSCC grounds. Promptly following unpacking of crated items, crates shall be removed from convention center exhibit halls, loading docks and parking lots. Crates and/or storage vessels may be returned to RSCC site upon close of trade show.

**SECTION 11
LOADING DOCKS & RAMPS**

- A. Appropriate dock/ramp locations for vehicles to unload or load during move-in and move-out periods shall be arranged through RSCC management. Vehicles left unattended at the loading dock/ramp for an excessive period of time, or not in the actual process of loading or unloading, are subject to being towed at the expense of the Licensee.
- B. Licensee and/or contractors are responsible for cleaning loading dock areas of all excessive trash, debris, skids and equipment. Failure to do so may result in additional charges to the Licensee and/or contractors for the costs of cleaning the dock area.
- C. RSCC reserves the right to require security on the loading dock during the event move-in and move-out.
- D. No parking is allowed on the dock/ramp. Vehicles are allowed on the dock/ramp to load or unload only. Unauthorized vehicles will be towed at the owner’s expense.

**SECTION 12
MOTORIZED VEHICLES**

- A. No motorized vehicles may be operated on carpeted areas of the building. Exceptions may be authorized by RSCC management only. When motorized vehicles are approved for use on carpeted areas, a protective sheet of visqueen, tarpaulin or comparable material as designated by the Event Coordinator is to be used to eliminate damages to the carpet. Any damages resulting from motorized vehicles will be charged to the Licensee/contractor.

- B. A certified operator must operate all forklifts or other heavy equipment operated within the building. All operators must be in compliance with OSHA standards (sub part F 1910.66-1910.70/sub part N 1910.178). Service contractors shall provide RSCC with copies of operator's certificates. Building damage due to the operation of equipment will be charged to Licensee/contractor. Any operator utilizing equipment in an unsafe manner as determined by RSCC management shall be subject to removal from the RSCC premises.

SECTION 13

MOVE-IN/MOVE-OUT

- A. Licensee is responsible for coordinating the move-in and move-out dates, procedures, schedules and logistics of the event with their Event Coordinator. (See Section Five)
- B. All labor requirements for move-in and move-out and set-up of exhibit display areas shall be the sole responsibility of the Licensee at the Licensee's expense.
- C. All move-in and move-out of exhibits must be through designated loading docks and freight doors. The main lobbies and side doors are not to be used for this purpose. Exhibitors should verify, with show management, all show security arrangements and times for move-in and move-out to avoid problems with unattended equipment and materials.
- D. The Facility may require a "pre and post" event inspection of the licensed space. The inspection, examining the physical condition of the space, will be conducted by a designated RSCC Public Safety Officer and/or Event Coordinator.
- E. RSCC management may require the Licensee, at the Licensee's expense, to provide a sufficient number of security personnel to solely monitor traffic and marshalling during move-in/move-out on the ramp area. The number shall be as deemed necessary by RSCC management, but must be a minimum of one per Exhibit Hall. A schedule and location of security must be submitted to the assigned Event Coordinator no later than three (3) weeks prior to the first day of occupancy.
- F. No forklifts, truck trailers, etc., are to be stored or left before or after the Licensed Period for any events without written authorization from RSCC management. Failure to comply with this policy may result in the removal by RSCC staff of the equipment left on RSCC property. The RSCC shall not be responsible for any equipment left after the contracted move-out day.
- G. Space permitting, truck marshalling is restricted to the offsite parking lot – Lot C and must be coordinated in advance with the Event Coordinator.
- H. Licensee, contractor and Licensee's exhibitors are subject to parking guidelines as outlined in Section 15 (Parking).

SECTION 14

OPERABLE WALL PANELS (AIR WALLS)

- A. The configuration of the acoustical operable wall panels at the RSCC is complex and alterations may be time consuming. Any proposed changes should be planned in advance with your Event Coordinator. Last minute changes may negatively impact other room set-ups in progress at the time. Your Event Coordinator will assist you in determining if changes, planned or unplanned, are possible and any costs involved in changing the wall panels.
- B. All air walls are to be moved by RSCC authorized personnel only.

SECTION 15

PARKING

- A. The RSCC operates and controls all parking facilities on site. The RSCC has approximately 1,800 parking spaces. A paid parking system is operated at the prevailing rate for all events. Exhibitor parking permits (allowing unlimited in/out privileges) are available at the prevailing rate through RSCC Security. Parking is allowed only in designated parking spaces. ADA parking is available at no charge.
- B. Recreational vehicles may use RSCC for event parking purposes only. Overnight parking on RSCC property is prohibited. There is a daily charge for each parking space. Oversize vehicles will be charged according to the number of spaces they require.
- C. The Event Coordinator may provide show management with a limited number of parking permits for vehicles parked on RSCC property. These permits are approved for the licensed event only. The permits are transferable during the event, but are not transferable to other events. Vehicles without approved parking permits or those who have not paid a daily parking fee that are parked on RSCC property are subject to towing at owner's expense.
- D. Parking is prohibited in the following areas, but not limited to, fire lanes, service throughways; vacant exhibit halls, meeting rooms and other areas posted "No Parking." Unauthorized vehicles will be removed at owner's expense.

- E. RSCC employee parking areas are for the exclusive use of RSCVA employees. All unauthorized vehicles are subject to removal at the owner's expense.
- F. Exhibitors/vendors shall park in Lot C or D unless otherwise designated by the Event Coordinator.
- G. Loading/unloading or parking is prohibited on the Center's plazas, sidewalks or public entrances of the building.

**SECTION 16
PERMITS-LICENSES**

- A. The Licensee, contractors, sub-licensee's and their exhibitors shall be required to comply with and acquire any and all applicable Federal, State and/or Municipal permits or licenses for doing business within the State of Nevada and the City of Reno. Below is a listing of the related permits and licenses provided for reference only.

PERMIT/LICENSE	NOTES	AUTHORITY
Special Events Business License	This license must be applied for and paid for at least thirty (30) business days prior to the opening day of your event. <i>The Business License Division has the power, by ordinance, to close a show for non compliance.</i>	City of Reno Business License Division P.O. Box 1900 Reno, NV 89505 (775) 334-2090
<ul style="list-style-type: none"> 1. Floor Plan Check 2. Inspection Fee 3. Per Vendor Inspection Fee 4. Cooking Exhibits Fee 	In most cases, your service contractor will submit all fees and required floor plans to the RFD. However, some event planners may elect to complete the application process on their own.	City of Reno Fire Prevention 1001 E. 9 th St., Suite A-115 Reno, NV 89512 Ph: (775) 328-2650 Fx: (775) 328-3655
Temporary Sellers Permit	Nevada Administrative Code (NAC) 372.180 states the promoter or organizer of an event has the responsibility to collect and remit the taxes for their respective events. The promoter or organizer is allowed to issue one-time returns to participants (exhibitors) after securing the Nevada Department of Taxation approval.	Nevada Department of Taxation Reno Office 4600 Kietzke Lane Building O, Suite 263 Reno, NV 89502 (775) 688-1295

- B. The Licensee is responsible for compliance and fees of all permits/licenses and any other requirements deemed necessary prior to the event.

**SECTION 17
PREVENTION OF FACILITY DAMAGE AND DISFIGUREMENT**

- A. All Convention Center equipment shall be set-up and/or operated only by RSCC personnel or contractors as authorized by RSCC management.
- B. Only RSCC personnel are authorized to operate portable walls and freight doors, turn on or off lights or lock or unlock doors.
- C. Forklifts, battery/gas powered cars and personnel lifts are prohibited on any permanently carpeted areas of the RSCC. If equipment is necessary to complete the requirements of show management, their use must receive advance approval from the Event Coordinator, which will only be granted when an approved covering (i.e. plywood, polyethylene, or other approved covering) is used to protect the carpeting in these areas.
- D. All platform trucks, dollies and carts to be used in permanently carpeted areas must have tires and wheels of a type approved by the Facility and must meet the following requirements:
 - 1. Wheels are to be at least 6" minimum diameter.
 - 2. Thread width is to be a minimum of 2½".
 - 3. Semi-Pneumatic or Pneumatic tires required.
 - 4. Wheels must be in good operating condition and properly lubricated.

- E. No locks and/or chains will be placed on any door of the Facility for any reason.
- F. 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.
- G. RSCC will require all tape and/or tape residue marks, chalk and booth number stickers on exhibit hall floors to be removed by the Licensee at the completion of the move-out.
 - 1. Only the following tapes, or an advanced approved tape by the Event Coordinator, may be used on the exhibit hall floors of the Facility:
 - Bron tape-BT-100
 - Bron tape-BT-105
 - Bron tape-BT-279 AV Cord Tape
 - Shur tape-PC 618 Cloth Tape (2" or 3" width)
 - Shur tape-DF-642 Double Face Cloth Tape (2" or 3" width)
- H. No adhesive-backed decals are permitted to be distributed or used inside or outside the Facility. Failure to comply with this policy may result in additional charges being assessed to Licensee to remove these items.
- I. No signs may be attached to any Convention Center podium or lectern without the prior written consent of the Event Coordinator.
- J. No holes may be drilled, cored or punched in the building or building equipment.
- K. No painting of signs, displays or other objects will be permitted inside or outside the Facility on RSCC property.
- L. Drip pans and scrap buckets are required for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard. Licensee shall be responsible for any costs associated with any special clean up, damages or proper environmental disposal.
- M. For any display where soil, humus or other landscaping type materials or pens containing live animals are being used, a protective coating must be used on the floor such as plastic or a similar strength material and must be approved in advance, in writing by the Event Coordinator. (See Section 2)
- N. Licensee is responsible for the repair of any damage or disfigurement to RSCC property resulting from actions of the Licensee or any of its exhibitors, agents, employees, sub-contractors, etc. Licensee and the Event Coordinator will inspect the Licensed premises prior to and after the occupancy so as to identify any damage occurring during occupancy.

SECTION 18 RESIDUAL MATTERS

- A. Licensee shall, and shall cause its servants, agents, employees and Licensee, to abide by the General Manager's Rules & Regulations and such other responsible rules and regulations as may from time to time be adopted by the RSCC/General Manager for the use, occupancy and operation of the Premises and Facility. Licensee shall notify their exhibitors, contractor and agents of these Rules & Regulations and shall be responsible for their enforcement. Licensee shall also be responsible for payment of all applicable fees and charges should their exhibitors or contractors default or fail to meet their obligations, with respect to the Rules & Regulations.
- B. All matters, rules, regulations or deviations therefrom, not expressly provided for herein, shall be decided upon by the General Manager at his/her sole discretion. The General Manager has the right to alter and/or amend these Rules & Regulations at any time.
- C. For every event, the RSCC has final determination on whether the Facility is properly prepared, as defined in these Rules & Regulations, for the doors to be opened or closed to the public and/or to the event's attendees.

SECTION 19 SECURITY

- A. Security-Public Safety
 - 1. The RSCC Department of Public Safety (DPS) maintains twenty-four (24) hour building security; monitoring the building perimeter, parking areas, and pedestrian traffic in interior public space for the protection of the Facility.
 - 2. Licensee shall be responsible for their own event security during occupancy on the premises, including exhibit halls, registration, meeting rooms, loading dock areas and exits. In addition, the Licensee's security may be required to provide traffic control in driveways. In cases of emergency, the Licensee's security shall take direction from the RSCC Public Safety Department. A schedule of the number and locations of guards must be submitted in writing to and approved by

the RSCC Public Safety Manager and Event Coordinator twenty-one (21) days prior to the first day of occupancy. Licensee will use only Nevada licensed security firms.

3. In the event of a conflict between the RSCC DPS and the Licensee's security contractor, the Event Coordinator shall be notified and shall resolve all issues.
4. RSCC Public Safety Department staff serves as a central radio control unit for all RSCC staff. A copy of RSCC emergency procedures is available upon request from your Event Coordinator.
5. Safety of all occupants of the RSCC is of primary concern. Any unsafe condition or activity should be immediately reported to RSCC DPS and supervisory personnel of the responsible party for corrective measures.

B. Locks & Keys

A limited number of keys to interior doors and support spaces are available for your use. Key requests should be made thirty (30) days in advance to your Event Coordinator. RSCC DPS will issue requested keys on the first move-in day of your event. Any keys issued to you must be returned to RSCC DPS prior to leaving the Facilities on the last event day. There is a charge of \$25 per lost or unreturned key. Lock changes will be charged at the prevailing rate.

**SECTION 20
SERVICES**

A. Janitorial

1. RSCC's services personnel will clean show management's common use public areas including uncarpeted registration area, restrooms, meeting rooms (except when utilized as exhibit area), and association offices.
2. Trash containers will be placed at strategic locations in exhibit areas by RSCC staff.
 - a. Containers will be serviced by Licensee's designated service contractor for conventions and tradeshow. All janitorial and cleaning service (except as described in item 1. above) beginning with the opening day of move-in, during show days, and through the final day of move-out shall be the responsibility of Licensee.
 - b. Containers will be serviced by RSCC staff for Public Shows.
3. All janitorial and cleaning service (except as described in item above) beginning with the opening day of move-in, during show days, and through the final day of move-out shall be the responsibility of Licensee.
4. The RSCC provides a complimentary twenty-four (24) yard trash compactor per show and each exhibit hall rented receives a complimentary thirty (30) yard open top dumpster. Additional compactors and dumpsters required for trash removal will be billed to Licensee.
 - a. Licensee or designated service contractor are strongly encouraged to utilize the RSCC's compactors. Keys to facility compactors may be arranged through the Event Coordinator.
 - b. No wood, plastic sheeting, metal, carpet, or oversized objects shall be discarded in compactors.
 - c. All cardboard boxes must be flattened before placing in compactors and/or dumpsters.
 - d. RSCC staff will monitor and arrange for emptying of compactors/dumpsters.
5. In the event aisle carpet is not used in exhibit areas, the RSCC will clean the aisles once a day before each show day opening at no cost to Licensee. Requests by Licensee for additional cleaning will be charged accordingly.
6. Additional services within the RSCC's capabilities will be provided if requested, and charges for labor and equipment will be invoiced at current rates. Under no condition will the RSCC provide services in violation of the contract with show management's service contractor.

B. Marquee

The RSCC's electronic marquee is located in front of the RSCC on South Virginia Street. Scheduled events will be displayed on the marquee during registration and show dates only. Move-in days are not included as display dates. The number and duration of such announcements will be subject to the availability of time and space based on the RSCC's overall schedule of events and other commitments regarding use of the outdoor marquee. RSCC reserves the right to determine content.

C. Message Services

Telephone message routing for attendees of Licensee's event is the responsibility of the Licensee. RSCC's telephone operator will provide a phone number to callers if the Licensee provides a number for that purpose. It is not the responsibility of the RSCC or its staff to forward any message. The Licensee should notify all event attendees, exhibitors, and staff of this policy.

D. Telephones

1. The RSCC has "white" courtesy phones located throughout the facility. By dialing "2" from a white courtesy phone, you can contact any in-house personnel needed for your event. These phones are for internal communication only. You may also dial the direct extension of any RSCVA personnel. The RSCC system is not equipped to provide outside telephone service on the white phones.

2. RSCC telephones are reserved exclusively for convention center business and RSCC numbers may not be published as an official show or convention number.

E. Set-Up Changes

1. The final event plan must be provided to your Event Coordinator twenty-one (21) days prior to your first move-in day. Set-up changes made one to twenty-one days prior to the first date of your event are subject to additional late charges for staff time at the discretion of your Event Coordinator. Requests for adjustments after set-up will be handled as expeditiously as possible and you will be advised of the approximate cost of those changes. RSCC reserves the right to charge for excessive, unplanned changes or numerous changes per day.
2. Room rental for banquet and meeting rooms includes an initial one-time (1), basic set-up per day including: chairs, undraped tables and riser, lights, heat, air, custodial, sound service-one microphone per room, and/or lectern and/or mic stand. Conversions or adjustments to initial set-up will be charged a re-set fee at the prevailing labor rate.

F. Utilities

RSCC provides a level of heat, air conditioning and lighting as normally available during actual show hours in the Center. Up to one-half (1/2) normal electric illumination will be allowed for move-in and move-out hours. Additional lighting, heating and air conditioning requested by Licensee will be assessed at the scheduled rates based on the full daily rental rate.

SECTION 21

SIGNAGE/DECORATIONS/FOG/DISPLAYS

A. Guidelines for Sign Hanging and Ceiling Rigging are subject to the following: all Licensees are allowed to have promotional signs, aisle signs, directional signs, etc. hung or attached to designated structures of the RSCC. Approval for any hanging or attaching to the RSCC structure will be based upon the stipulation and guidelines stated below and must be included in the final event plan submitted to your Event Coordinator:

1. The Licensee of the Facility is ultimately responsible for any damage, injury, etc. occurring out of or because of the hanging or attachment to the Facility by any exhibitor, contractor, subcontractor, representative, agent, etc. during the Licensee period.
2. A written request or a plan from the service contractor for any hanging or attaching (including, but not limited to, drawings, weights, attachment *hanging /production points, etc.) must be submitted to your Event Coordinator at least thirty (30) days prior to the first day of the License period.
3. The RSCC Event Coordinator will confirm whether or not the requirements fall within the RSCC's approved guidelines. RSCC management may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned for safety reasons or for damage to the building. The Event Coordinator's decision will be final in all cases.
4. At no time will any item be attached to walls, fabric surfaces, ceiling grid, ceiling tile or a false ceiling of the Facility.
5. At no time will any item be attached to exterior walls, surfaces, permanent facility signage, landscaping or fencing. Exterior signage is not permitted on the city streets or right-of-way.
6. At no time will Licensee or its agents be allowed on the roofs of the RSCC.
7. The RSCC provides locations for banners and signage at designated areas throughout the facility (interior and exterior). Please contact your Event Coordinator for availability, exact locations and dimensions.
8. All approved beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached to ensure no damage occurs to painted surfaces.
9. At no time will electrical lighting conduits, utility pipes or sprinkler systems be used as supports or as a source for attachment.
10. Whatever goes up must come down. No wires, ropes, etc. should be left behind. All items must be completely removed before the end of the License period. Failure to comply with this policy may result in additional charges being assessed to Licensee to remove these items.
11. Small directional and show promotional signs may be placed in the interior entrances subject to approval in advance by your Event Coordinator. Signage requests will be coordinated with other events utilizing the facilities and must conform to line 5.
12. All sign material used must be flame retardant to the satisfaction of the City of Reno Fire Marshall.
13. Please refer to the following table for guidelines on who can perform installation of any materials:

TYPES OF MATERIALS FOR HANGING AND RIGGING

TYPE OF MATERIAL	DEFINITION	WHO CAN HANG OR ATTACH
Banner, Drape, Screen Masking	Soft material articles with no framing and no rigid support system. Total weight is 500 lbs. or less. Materials used must meet fire code regulations.	Licensee's decorating service contractor or RSCC.
Sign a. 500 lbs. or less b. 501 lbs. or more	Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc. NOT to include projected images.	a. Licensee's decorating service contractor or other Licensee designated or RSCC. b. A Licensee designated company but with approval location and weight by RSCC staff only. Certificate of workers compensation and liability must be on file with RSCC.
Equipment Support System	Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.	Handled by Licensee's designated company, but all locations, weight, etc. must be approved by the Event Coordinator. Certificate of workers compensation and liability must be on file with RSCC.
Exhibit Support System	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting.	Handled by Licensee's designated company but all locations, weight, etc. must be approved by the Event Coordinator. Certificate of workers compensation and liability must be on file with RSCC.

*Definition of Hanging Point: The RSCC will consider "point" to be the steel cabling and/or chain used to wrap or to be affixed around the structural beams of the Facility. Licensee's designated contractor shall have the right to supply the steel cabling, in addition to the right to supply the labor to wrap the cables around structural beams and connect those cables.

B. Decorations

1. Helium balloons (no smaller than 36 inches in diameter) are allowed only when they are anchored to exhibits and approved in advance by your Event Coordinator. Absolutely no helium balloons shall be permitted for giveaway or sale.
2. Glitter, gum, confetti adhesive-backed decals and stickers may not be used or distributed or affixed inside or outside the center.

C. Fog/Smoke/Laser Lights

No fog or smoke effects or laser light shows shall be permitted without the express prior written approval by the Event Coordinator. Use of special effects is not limited to the aforementioned items.

D. Garden Displays or Other Landscaping

Displays containing soil, humus, or similar materials must use a minimum of 1/4" plywood or similar type of approved sheathing and a protective coating of plastic or visqueen to protect the floor and all RSCC equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage.

**SECTION 22
SMOKING**

The RSCC is a public facility and as such, smoking is NOT permitted in the RSCC in any areas inside the Facility.

**SECTION 23
STAGING OF TRAILERS**

- A. The RSCC operates and controls all parking facilities on site. A paid parking system is operated for all events. Exhibitor parking permits (allowing unlimited in/out privileges) are available at the prevailing rate through the RSCC Security Department.
- B. Trailer storage is prohibited in Lots A & B. Space permitting, all trailers (empty or full) shall be confined to Lots D & E (east parking lot). RSCC management reserves the right to prohibit the storage of trailers on site. Trailers are to be parked within designated space markings.
- C. All vehicles/trailers shall park in designated parking areas while on RSCC property. All fire lanes shall remain clear and unobstructed at all times. Vehicles/trailers are not permitted on any concrete patio areas of the RSCC. Any vehicles/trailers parked in prohibited areas or other areas designated as RSCVA employee parking shall be removed at owner's expense. All trailers must have wood blocks under their landing gear when being staged on the grounds of the RSCC.

**SECTION 24
TELECOMMUNICATIONS & DATA SERVICES**

- A. The RSCC's telecommunications/data services are exclusively provided by Smart City. To arrange for telecommunications/data services, please contact a technical services representative at (775) 827-7676 or (888) 446-6911.

**SECTION 25
WEAPONS & CONCEALED HANDGUNS**

- A. In accordance with provisions of the Nevada Revised Statutes and Washoe County Codes, it is the policy of the RSCVA that handguns and other weapons are strictly prohibited in the RSCC. Individuals who fail to comply with this prohibition, or otherwise violate penal laws with respect to carrying a handgun or other weapon, are subject to immediate arrest and prosecution under NRS Chapter 202.3673.
- B. This prohibition applies to all persons including concealed handgun Licensees, but does not apply to licensed law enforcement officers.