



ADDENDUM #1  
OPERATING POLICY OF  
ERIE COUNTY CONVENTION CENTER AUTHORITY  
FOR THE  
BAYFRONT CONVENTION CENTER  
Erie, Pennsylvania

THIS ADDENDUM IS MADE A PART OF THE MAIN LEASE AGREEMENT

NOTE: \$1.00 SERVICE CHARGE COLLECTED ON EACH PAID ADMISSION OVER \$10.00  
\$.50 SERVICE CHARGE COLLECTED ON EACH PAID ADMISSION \$10.00 AND UNDER

These policies and procedures are intended to insure the highest level of quality services, and to assist you from the initial planning stages of your event through to its successful completion. We thank you for planning your event at the Bayfront Convention Center. Please contact your Event Coordinator with any questions regarding these policies.

**AIR CONDITIONING AND/OR HEATING:** As full time practitioners of energy conservation, and to keep our fees low, we provide air conditioning and/or heating during show hours only. Air conditioning and/or heating is not provided on move-in or move-out days. Additional charges will be assessed for air conditioning and/or heating requested during non-show periods.

**ALCOHOL:** Alcoholic beverages must be purchased through our exclusive in-house caterer. Additional security may be required for events where alcohol is served.

**AMERICANS WITH DISABILITIES ACT (ADA):** The Bayfront Convention Center (BCC), complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued thereunder. We also require Licensee to comply with all provisions of the ADA.

**ANIMALS:** For the safety and comfort of visitors to the BCC, animals are not permitted in the BCC except in conjunction with an exhibit, display or performance approved by the BCC. Licensee is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by law) are allowed in the BCC. All sanitary needs for animals are the responsibility of the Licensee.

**AUDIO SYSTEM:** The BCC staff or their designees are responsible for the in-house audio system and must supervise any connection to this system. If an outside vendor requires additional connections to the house sound, a per room fee will be assessed.

**BANNERS/SIGNAGE:** Banners, signs, pictures, notices or advertisements may only be placed in locations, and by methods, approved in advance by the BCC.

**BEVERAGE SERVICE:** The BCC's catering operation offers a complete selection of beverages to compliment your function. Please note that alcoholic beverage sales and services are regulated by the Commonwealth of Pennsylvania. The Erie County Convention Center Authority, the Bayfront Convention Center, is a Licensor and responsible for the administration of these regulations. No liquor, beer or wine may be brought into or carried

out of the BCC. All food and beverage service is based on a minimum of two hundred dollars (\$200.) for a four (4) hour period. If the charges fall below the minimum, an additional service charge will be incurred.

**BILLING:** For your convenience and clarification, an Event Settlement Sheet summarizing rent, additional charges and credits is available after each event. Final payment is due upon receipt of invoice. Note: Licensee is required to pay one hundred percent (100%) of anticipated event expenses prior to the beginning of the event. Billing only occurs when actual expenses exceed anticipated expenses.

Included in Licensing Fee:

- General room lighting, heat and air conditioning on show days
- One (1) standard meeting room set-up per day, including theater, classroom or banquet style
- Cleaning of public areas (lobbies, restrooms, parking lots, etc.)

Not Included in Licensing Fee:

- Electrical service
- Telecommunications service
- Audio-visual equipment and dedicated labor
- Compressed air, natural gas, water and drainage service
- Janitorial and cleaning services in exhibit booths or non-BCC equipment
- Trash haul fees
- Insurance
- Security or police officer services (required for some events at Licensee expense)
- First aid attendant (required for some events at Licensee expense)
- Damages to the BCC facility and/or equipment
- Additional equipment rental
- Key and lock services
- Water service for attendees
- Table linens
- Coat check services

**BULK TRASH:** The Lessor is responsible for the removal of bulk trash, crates, lumber, pallets, packing materials, oil and tape prior to show opening and following move-out. If you need assistance, BCC will provide a estimate of costs.

**CAPACITIES:** Public Safety is top priority. All meeting rooms and exhibit halls have a maximum occupancy stated on placard in every room, and must not be exceeded. The BCC reserves the right to deny further entry into these spaces to protect public safety.

**CLEANING AND MAINTENANCE/REFUSE REMOVAL:** The BCC provides janitorial services during the event hours in corridors, lobbies, concession areas and restrooms. The BCC provides refuse removal during show hours and immediately after daily show closing in exhibit hall aisles.

**COAT CHECK:** Coat room facilities are available upon request in advance of your event. Coat Check Attendant will be charged at the prevailing rate. Ask your Event Coordinator for details.

**CONCESSION SERVICE:** The BCC offers a variety of concession style services and will tailor menus to complement your exhibition, meeting or convention. The availability of concession services can greatly enhance your event. Special Concessions are available for set up and move out days. Please contact your event coordinator for details. All Concessions are based on a minimum of two hundred dollars (\$200.) in sales for a four (4) hour period. If Concession revenues fall below the minimum, an additional charge will be incurred.

**CONTRACTOR'S SERVICE EQUIPMENT AND MOTORIZED VEHICLES:** For the safety of our exhibitors and employees, all carts, forklifts, bicycles, etc. are restricted to exhibit hall use. No liquid fuel powered vehicles

should be operated outside the exhibit halls due to noise, air pollution and fire hazard. Forklifts are not allowed in the pre-function, ballrooms or meeting rooms. Only rubber wheel, non-motorized freight carts are allowed in these areas.

**COOKING (DEMONSTRATIONS) AND COMMERCIAL COOKING:** For the safety of our exhibitors and employees, all cooking appliances must be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City of Erie Building and Fire Codes. At a minimum, cooking equipment must be placed on a noncombustible surface, such as metal, hardwood board or glass, and be separated from each other by a minimum horizontal distance of two (2) feet. Countertop fryers, not exceeding two hundred and eighty eight (288) square inches and single well, may be used without the necessary ventilating hood and surface protection requirement provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances must be listed by a NATIONAL TESTING AGENCY, i.e. Underwriters Laboratory or Factory Mutual. All cooking equipment must have shut off(s), regulator(s) at appliance and/or gas cylinder(s). All supply lines (tubing or hoses) must be tight and in good repair. Hoses must be listed for the type of product it supplies.

**CRATE STORAGE/BOOTH STORAGE:** All cartons, crates, containers and packing materials that are necessary for repacking must be removed from the floor show. The BCC inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials are not permitted in the BCC. Items within the booth such as brochures, literature, giveaways, etc. are limited to a one (1) day supply.

**DAMAGES:** Licensee is responsible for all damages, except normal wear and tear. For accuracy in billing, BCC representatives and show management will inspect all leased space prior to move-in and during move-out to determine existing conditions. If any damages occur, you will be notified with a written report and photographs. A final walk-through will take place at the conclusion of your event.

**DECORATIONS:** The method and location of special installations must be approved in advance by BCC Management. Final approval will be determined after consideration of other building tenants occupying the space at the same time.

**Decoration Guidelines:**

- Decorations are not permitted to be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns, walls or windows of any kind
- Decorations must not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems
- Permanent installations in common spaces, such as telephone banks, information kiosks and ATM machines must not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the City of Erie Fire Marshal
- Distribution of adhesive backed decals or stickers are not permitted on premises.
- Glitter or confetti may not be used in carpeted areas of the building.
- Only BCC personnel may move planters, lobby furniture and other BCC equipment in the public areas
- All pools, decorative fountains, etc. must be waterproofed and may be tested by BCC Engineering prior to installation.
- Show management will be responsible for removal and clean up of any dirt, bark, mulch or similar materials used for decorating purposes.

**DEPOSITS:** Advance deposits are required. Deposits are based percentages of your anticipated expenses and payable according to the following schedule:

- 25-PERCENT OF ESTIMATED EXPENSES RETURNED WITH SIGNED LEASE AGREEMENT
- 50-PERCENT 30-DAYS PRIOR TO EVENT

- BALANCE DUE AT SETTLEMENT CONFERENCE OR 10-DAYS AFTER RECEIPT OF INVOICE, WHICHEVER IS FIRST.

ELEVATORS: The BCC has two (2) public elevators for passengers only, and may not be used to transport freight, hand trucks, floats, equipment dollies or any other items that may cause cosmetic or other damage.

EXHIBIT BOOTH CLEANING: The BCC will provide booth cleaning for a fee at a square foot rate. This service includes trash pickup and vacuuming the carpet.

EQUIPMENT INVENTORY: For your convenience, BCC equipment, such as tables, chairs, staging, etc., is available on a first-call basis. Rates and conditions are subject to change.

**Tables and Chairs**

Unskirted Table (all sizes)	\$	7.00
24" x 72" Table	\$	20.00
24" x 96" Table	\$	20.00
30" x 48" Table	\$	20.00
30" x 72" Table	\$	20.00
30" x 96" Table	\$	20.00
60" Round	\$	30.00
72" Round	\$	30.00
Table Height Extensions (per table)	\$	10.00
Folding Chair	\$	2.00
Bar Stool	\$	10.00
Banquet Chair	\$	2.50

**Technology**

Wireless Internet	\$	75.00
Wired Internet	\$	125.00
Analog Line	\$	125.00
Conference Phone	\$	75.00
Screen	\$	25.00
LCD Projector	\$	25.00
Multi-Screen Distribution	\$	50.00
Wired Microphone	\$	10.00
Wireless Microphone	\$	25.00
Portable Speaker	\$	25.00
Mixing Board	\$	25.00
DVD Player	\$	25.00

**Miscellaneous Event Services**

Lectern	\$	25.00
Stage (by 4' x 8' section)	\$	20.00
Risers (by 4' x 8' section)	\$	16.00
Dance Floor (per 3' by 3' section)	\$	2.00

**Meeting Services**

Flipchart (with one pad of paper and markers)	\$	15.00
Lightweight Easel	\$	5.00
Dry-Erase/Tack Board	\$	15.00
Photo Copies (per page)	\$	0.15
Fax - Outgoing (per page)	\$	1.50

**Expo Decorating Equipment**

Pipe and Drape (per linear foot)	\$	1.75
Piping (per linear foot)	\$	1.25
Exhibit Booth (10' x 10', includes pipe and drape)	\$	20.00
Exhibit Booth Carpet (10-foot by 10-foot section)	\$	100.00
Aisle Carpeting (9' width, per linear foot)	\$	1.00
Stanchions (each base, includes rope)	\$	10.00

**EVENT ESTIMATES & RESUMES:** For your clarification, our Event Coordinator will provide an estimate and detailed event profile which you will be asked to sign.

**EVENT FLOOR PLAN APPROVAL PROCESS:** To provide the highest quality of customer service, the BCC has developed a system that is easy, efficient and accurate to obtain approval of your floor plan. Floor plans must be signed by BCC management and must not be published before approval. All floor plans must comply with Fire Marshal regulations. If the final floor plan is different from the initially approved floor plan, it must be resubmitted to the BCC and approved before the first day of move-in.

All Floor Plans Should Clearly Show the Following:

- Name and date of the event
- Name of the area in use (e.g., Great Hall South)
- Date of initial drawing and all revisions
- Labeled location of all exits
- Dimensions of all aisle widths
- Lobby and other public access layouts
- All contractor storage areas that will be maintained as on-site storage during exhibition hours.

**EVENT PERSONNEL:** The BCC is committed to providing exceptional customer service, maximum safety and effective cost controls. Show managers, exhibitors and service contractors are responsible for the conduct of their employees, subcontractors and subcontractors' employees. Persons not in compliance with BCC policy may be removed permanently and barred from re-entry to the BCC. This includes the following:

- Some areas of the BCC are off limits to all personnel, except authorized BCC personnel, and are marked as such. Unauthorized personnel found in restricted areas will be reported to the proper employer and may be subject to permanent dismissal from the BCC.
- Profane language and disorderly conduct are not permitted at any time
- The use of alcoholic beverages in the workplace is strictly prohibited. The use of illegal drugs is strictly prohibited.
- Licensee is responsible for the cost of any repairs for damages to the BCC's equipment that may be caused by event personnel.
- The BCC is a smoke-free environment. Outdoor designated smoking areas are provided.
- To maintain security, all event personnel including show and service contractor staff, exhibitor appointed contract staff, temporary help, exhibitors and other workers affiliated with an event must enter and leave the BCC through the entrances and exits designated by BCC Management and show appropriate identification.

The BCC provides trained staff to assist the customer with their event. The BCC requires the use of its employees to be reimbursed by the Licensee. Determination of the number of personnel and the hours worked are at the discretion of BCC Management after consultation with the Licensee. All other persons employed by the Licensee or affiliated with any event are the responsibility of the Licensee. Event personnel rates are outlined on a separate rate schedule.

<b>Event Personnel Hourly Rates (4-Hour Minimum):</b>	<b>Per Hour</b>
Coat Check	\$ 9.75
EMT/RN	\$ 37.50
Event Staff	\$ 12.50
Runner	\$ 15.00
Security	\$ 25.50
Supervisor	\$ 20.00
Ticket Seller	\$ 12.50
Ticket Taker	\$ 9.75
Head Usher	\$ 12.50
Usher	\$ 9.75

RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

**EVENT-RELATED EQUIPMENT:** As a courtesy to those holding the next event, each Licensee is responsible for the removal of any of its property, equipment, signs and props from the building at the end of the licensed period. The BCC will discard any items not removed.

**EXHIBITOR LIST AND KITS:** An exhibitor list and sample kit should be supplied to your Event Coordinator sixty (60) days prior to the event. The BCC Service Order Forms (electrical, water, drain, compressed air and telecommunications, etc.) are available and may be included in the exhibitor kit.

**FIRST AID:** The BCC recognizes that the safety, health and well-being of our guests are top priority. To deal effectively with emergency situations and protect public safety, First Aid services may be required. The BCC reserves the right to provide all necessary First Aid personnel. First Aid will be billed on your final settlement at prevailing rates.

**DRILLING:** Floor, wall and ceiling drilling is prohibited.

**FOG/SMOKE MACHINES:** For public safety, fog/smoke machine usage is restricted to water-based chemicals. Advance approval must be obtained from the BCC.

**FOOD AND BEVERAGE:** All food and beverage services, including breakfasts, lunches and dinners, must be provided by the BCC's exclusive In-House Catering operation. The BCC catering operation can provide banquet service, snacks, luncheons, beverage service and concessions. No outside food/beverage is allowed in the BCC.

**FOOD AND BEVERAGE PRICING:** Quoted prices are subject to proportionate increases to meet increased costs of food, beverage and labor to within sixty (60) days of the event.

**FOOD AND BEVERAGE SERVICE GUARANTEES:** To insure the highest level of quality in your food and beverage services, final guarantees (number of billable servings) for food and beverage functions must be received five (5) business days prior to your function. This final count is not subject to reduction. For functions of five hundred (500) people or more, the final guarantee will be required seven (7) days prior to your function. All guarantees must be in writing. Additional charges may be applied for any increases made after the final guarantee due dates.

**FOOD AND BEVERAGE SAMPLES:** Food and beverage samples must not be greater than three (3) ounces and must be manufactured, processed or distributed by the exhibiting firm, and must be related to the event theme.

- For public health reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas.
- Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Licensee.
- Exhibitors are responsible for securing all required permits and licenses.
- Exhibitors must comply with all Erie County Health regulations.

**FOOD SHOWS:** The Licensee must make arrangements to provide exhibitors with food waste containers. The containers must be accessible for daily use.

- All food waste products should be contained in plastic bags, tied and disposed in the appropriate waste container. Food waste will be dumped on a regular basis.
- A cooking oil waste service is available from the BCC with prior notice. The cost for this service will be charged to the Lessee.

**SIGNS:** Fire safety laws require that all electrical and neon signs must conform to prevailing electrical codes. BCC graphics, signs or advertising displays must not be blocked in any manner. During move-out, all materials used to hang signs must be removed. (See also Banners/Signage).

**HAZARDOUS MATERIALS LABELING:** For the safety of the public and all employees, OSHA requires all hazardous material containers be properly labeled with its contents and warnings. Exhibitors displaying or using hazardous chemicals must submit Material Data Sheets (MSDS) and manifests to the BCC no less than thirty (30) days prior to move-in.

**HELIUM BALLOONS:** Distribution of helium balloons in the BCC is not allowed. Helium balloons must be securely attached to all displays. Licensee will be charged for any balloon retrieval. For safety reasons, compressed gas cylinders used must be properly secured and must be removed before guest entry.

**INSURANCE:** Licensee is required to provide a certificate of Public Liability Insurance in an amount of not less than two million dollars (\$2,000,000) per person nor less than two million dollars (\$2,000,000) per catastrophe and must name the Licensor, the Commonwealth of Pennsylvania, the City of Erie and Erie County, Pennsylvania as additional insured. The BCC reserves the right to cancel the event for failure to provide management with the required certificate of insurance within the specified period.

**KEY AND LOCK SERVICES:** The BCC provides all locks for securing leased space. The BCC can also provide the added security of custom locks for leased space for the rate of \$75.00 per lock change and \$200 per lost key. Contact your Event Coordinator for all special door lock requests.

**LASERS:** For public safety reasons, only Class I lasers are permitted.

**LEAVING THE FACILITY CLEAN:** Please help us maintain our beautiful facility. Licensee is responsible for leaving the BCC in its original condition. The BCC offers clean up services, so please consult your Event Coordinator for details.

**MAIL:** Exhibitor or Show Management mail should be addressed in care of the event and, when applicable, booth number. Mail will be held until the first event day or move-in, and then it will be delivered to the show office. Packages/shipments delivered to the BCC prior to an event move-in time will be refused.

**MOTORIZED VEHICLE OPERATION:** For the safety of employees and exhibitors, only authorized, trained, certified and insured personnel are permitted to operate forklifts and material handling devices. Operating vehicles and engines must not be left unattended or idling. Show Management is responsible for all damages from the use of vehicle on premises. Vehicles which drip oil, or tires sprayed with solutions, must employ

methods to prevent substances from staining, or causing a slippery surface on the floor. Vehicles dripping substances will not be permitted in carpeted areas of the building without permission from BCC management.

**MOVE-IN & MOVE-OUT:** During move-in and move-out, the exhibition hall lighting level is set at fifty percent (50%). Heating or air conditioning is not provided during move-in or move-out. Additional lights, heat or air conditioning are available at the prevailing rate. The BCC reserves the right to maintain sole control of the dock area during load-in and load-out. Security staff may be required for everyone's safety and security at the prevailing rate.

**MOVEABLE WALLS:** Moveable walls in the Great Hall, Grand Ballroom and meeting rooms must be installed and removed by BCC personnel only.

**NOVELTIES:** The BCC retains all rights and permissions for the sale of merchandise and novelty items sold within the facility and facility premises. Merchandise and novelty products include, but are not limited to, T-shirts, programs, pictures, records, tapes and miscellaneous show promotional items. A fifteen percent (20%) facility merchandise fee is applicable for all novelty sales. Novelty sales are only permitted with proper notice (thirty (30) days). All negotiations for event sales and compensation procedures are to be directed to the Event Coordinator. Proof of payment of all applicable sales tax is required.

**BCC STAFF:** BCC employees on BCC business have the right of access, as needed, to all BCC space at all times.

**PACKAGE INSPECTION:** For your safety and security, cartons, packages or other containers brought in or removed from the BCC by show personnel, exhibitors or service contractors are subject to inspection.

**PARKING:** The BCC has four hundred seventy one (471) parking spaces on Sassafras Pier. Motor home vehicles (RVs) may use the parking area for parking only. Overnight parking on BCC property is prohibited. Contact your Event Coordinator for parking lot rental options.

**PAYMENT:** As a service to our customers, cash, check Visa, MasterCard, American Express and Discover are accepted for payments.

- All exhibitors must pay in full at time of orders.
- Payment for onsite exhibitor orders must be in cash or credit card only.
- All clients must pay their rental deposit according to the BCC Deposit Schedule.

**PYROTECHNICS:** The rules governing the use of pyrotechnics are very specific. Contractors that intend to use pyrotechnics in the facility must be licensed Pyrotechnicians. A copy of their license must be provided to the Event Management Department at least one (1) month prior to the event date. The use of pyrotechnics within the licensed area must be approved by the Licensee who remains responsible to the BCC for all activities as described in the License Agreement. A complete description of the pyrotechnic activity must be submitted to the facility thirty (30) days in advance of the event and include the following information:

**Permit Requirements and Operator Qualifications:**

- Permit from the City of Erie Fire Department
- The plan for the use of pyrotechnics must be made in writing and approved by the City of Erie Fire Department.

**The Plan Must Provide the Following:**

- Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects and a definition of the general responsibilities of assistants.

- Diagram of the grounds or facilities where the production is to be held. This diagram must show the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device, and the lines behind where the audience is restrained.
- Certification that the set, scenery and rigging materials are inherently flame-retardant or have been treated for flame retarding.
- Certification that all materials worn by performers in the fallout area during the use of pyrotechnics are inherently flame-retardant or have been treated for flame retarding.
- Protective materials and equipment for activity
- Location and number of fire extinguishers for activity (Do not include facility's extinguishers in this plan.)
- Schedule of activities, number of certified pyrotechnic operators and their locations
- Schedule for pre-show pyrotechnic test to be conducted in the presence of City of Erie Fire Inspector
- Pyrotechnic contractor must provide a certificate of insurance to BCC Management naming Erie County, City of Erie, Commonwealth of Pennsylvania and the Erie County Convention Center Authority and its employees and agents as additional insured.
- In addition to the above requirements, the contractor must be licensed by the State of Pennsylvania.
- Licensee and Pyrotechnicians are responsible for obtaining all required licenses and permits.

#### Use of Pyrotechnics:

- To allow support personnel to take appropriate action, the use of warning signal lights are permitted to indicate the impending firing of a pyrotechnic effect, where necessary.
- Each pyrotechnic device fired during a performance must be separated from the audience by at least fifteen (15) feet (4.6 m), but not less than twice the fallout radius of the device. Exception: Where otherwise approved by the authority having jurisdiction.
- Concussion mortars must be separated from the audience by a minimum of twenty-five (25) feet (7.6 m).
- No glowing or flaming particles are permitted within ten (10) feet (3 m) of the audience
- No part, projectile or debris from the pyrotechnic material or device can be propelled so that it damages overhead properties, overhead equipment or the ceiling, curtains and walls of the performance site.

#### RIGGING: For public safety reasons, BCC management must approve all rigging.

- The BCC reserves the right to retain consultants at the Licensee's expense to review or verify rigging specifications.
- Nothing can be attached to any BCC electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles or sprinkler pipes.
- Rigging can only be attached to structural members.
- All rigging must be in accordance with all national, state and local safety codes including, but not limited to, OSHA, BOCA and BCC policy.
- No rigging is allowed in the meeting rooms. (100, 110, 120, 130, 140, 150, 160, 170)

ROOM CHANGEOVERS: As one of our services, rooms will be set up one (1) time. Resets or planned/unplanned changes to the original set are subject to a fee.

SAFETY/FIRE CODE REQUIREMENTS: Safety is our primary concern. Any unsafe condition or activity should be immediately reported to BCC management and supervisory personnel for corrective measures.

- All curtains, drapes and decorations must be constructed of flameproof material or treated with an approved flame proofing solution. (Treatment shall be renewed as often as necessary to maintain the flame proofing compliance.)
- All exits, hallways and aisles are to be kept clear and unobstructed.
- A twenty (20) foot roadway must be maintained for fire equipment access to all parts of the building.
- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit can be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.

- Storage of any kind is prohibited behind the back drapes, display walls or inside display areas. All cartons, crates, containers and packing materials necessary for re-packing must be removed from the show floor. The BCC maintains the right to inspect all exhibits to ensure compliance.
- Crates, packing materials, wooden boxes and other highly combustible materials cannot be stored in the BCC. Items such as brochures, literature, giveaways, etc. within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside of the facility.
- All outside displays that are under cover of the building roof or extension of the roof or porch area must be governed by the same rules of an inside display.
- No exit door is to be locked, bolted or otherwise fastened or obstructed at any time the BCC is open to the public, and it is unlawful to obstruct or reduce passageway or other means of egress.
- All sawdust and shavings must be thoroughly treated with an approved flame-retardant product and stored and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the BCC.
- Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, and are displayed inside the BCC, must not have more than ¼ tank and not to exceed five (5) gallons of fuel in the tank. All fuel tanks must be locked or effectively sealed and at least one (1) battery cable disconnected from the ignition system. Ignition keys for displayed vehicles will be kept at a secure location with the BCC to allow for their removal in the event of an emergency. Carpeting or visqueen must be placed underneath vehicles for any possible leakage.
- The use of liquefied petroleum gases inside the building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the BCC and the City of Erie Fire Marshal. Maximum LPG allowed for exhibition purposes is a sixteen (16) ounce non-refillable cylinder. A maximum of twenty-four (24) containers can be stored in any one location.
- All trash and refuse must be removed daily from the BCC.
- Licensee must provide and maintain approved fire extinguishing equipment in all areas as designated by the BCC and the City of Erie Fire Marshal.
- All standpipe and hose cabinets must be kept clear and unobstructed.
- All hydrants and fire department connections must be unobstructed.
- All electrical connections must be in accordance with the Electrical Code.
- All electrical cords, sound cables or other trip hazards must be safeguarded.
- All appliances fired by natural gas must be approved by BCC management and the City of Erie Fire Marshal and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
- The BCC must approve the use of welding and cutting equipment for demonstration purposes.
- Cylinders of compressed gases are prohibited unless approved by the Fire Marshal and secured according to requirements outlined in the 2000 International Fire Code. The BCC and/or the City of Erie Fire Marshal will check egress of the facilities before it is occupied. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building will not be permitted until necessary corrective action has been completed.
- There must be no obstruction blocking exit doors from the outside of the BCC, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
- No curtains, drapes or decorations are permitted to cover any exit signs.
- No vehicles in fire lanes outside the BCC.
- No flammable liquid or material can be used or admitted inside the BCC except with approval by the BCC and/or the City of Erie Fire Marshal. Prohibited materials include, but are not limited to, kerosene, motor fuel, explosives, cryogenic gases, etc..
- No open flames, candles or torches, etc. can be used in any place of the assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases, located away from combustible materials. The candle flame must be protected.
- All cooking appliances must be equipped with ventilating hoods and equipment as required by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment must be placed on noncombustible surface, such as metal, hardwood board or glass, and be

separated from each other by a minimum horizontal distance of two (2) feet. Countertop fryers, not exceeding two hundred and eighty-eight (288) square inches and single well, may be used without the necessary ventilating hood and surface protection requirement provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances must be listed by a NATIONAL TESTING AGENCY, i.e. Underwriters Laboratory or Factory Mutual.

- All cooking equipment using gas cylinders must have regulator(s) at appliance. All supply lines (tubing or hoses) must be lead-tight and in good repair. Hoses must be listed with the type of product it supplies.
- All aisles in the exhibit areas must be maintained at a minimum of eight (8) feet clearance.
- All covered structures in excess of one hundred (100) square feet in area must be protected by an automatic smoke detection system approved by the Fire Marshal.
- All floor plans submitted must be a total representation of the halls, rooms, lobby, hallways and/or areas where the event is held and must include the location of manual pull stations, fire hose standpipe closet, exits, aisles, etc. Ask your Event Coordinator to provide diagrams of your event room showing the location of the fixed fire apparatus.

**SALES TAX:** Licensee is required to adhere to all Commonwealth of Pennsylvania Laws regarding sales tax issues.

**SECURITY:** The BCC may require minimum levels of security coverage in any leased space or other areas (i.e. loading docks, box office, parking lots, etc.).

- The BCC requires security during move-in and move-out to monitor traffic flow in the truck marshalling area/loading dock.
- No doors can be obstructed or locked when the area is occupied.
- Event security requirements are subject to BCC approval and must be submitted thirty (30) days prior to your event. The BCC will hire appropriate Security Personnel/Safety Personnel to work the event at the Licensee's expense if security requirements are not submitted.
- BCC Security reserves all rights to admit access of any personnel to any BCC space.
- For better customer service, Security personnel checks in thirty (30) minutes before the start of a detail for assignment/briefing.
- The prevailing rate per hour will be charged for each Security Personnel with a two (2) hour minimum.
- The BCC is not responsible for any items left in the building after an event has moved out.

**SET UP INFORMATION:** To manage your event efficiently, we require the Licensee to provide for the BCC's approval, a copy of a full and complete floor plan and, if requested, furnish a description of all electrical, communications systems and plumbing work no later than sixty (60) days prior to the first day of License Agreement. The Licensee must also provide the BCC with all other information required by the BCC concerning the event, such as room or hall set-ups, staging and food and beverage requirements no later than thirty (30) days before the first day of the event.

**SHIPMENTS TO THE BCC:** For the security of your freight, we ask that deliveries of your products and equipment to our facility must not occur prior to the commencement of the License Agreement. The BCC will not accept any deliveries or freight shipments prior to your event move-in.

- The Licensee's on-site representative is the only responsible person for receipt of all deliveries.

**SIGNS AND POSTERS:** We require posters to be mounted on easels and/or individual holders.

- No posters, playbills or any other signage can be taped, stapled or affixed to any surface in the building.
- All signage must be printed and meet with the approval of BCC management.
- Handwritten signs are prohibited.
- At move-out, all posted signage must be removed by the service contractor and/or Licensee.
- If materials are left in or on the building, Licensee will be billed at the prevailing labor rates for removal and disposal.

**SMOKING:** As designated under the Commonwealth of Pennsylvania law, the BCC is a non-smoking facility.

**SOUND LEVELS:** Please be considerate when it comes to your event's sound levels.

- Maintaining appropriate sound levels ensures that other events are not interrupted.
- BCC Management reserves the right to control sound levels.

**STAPLES, TACKS AND STICKERS:** Staples and tacks are prohibited and are not permitted on any building surface or equipment. Distribution of adhesive stickers is prohibited.

**TAPE REMOVAL:** Tape of any kind is prohibited in all areas of the facility including tables, chairs, walls, etc. If, during the course of a licensed event, the use of tape on the premises occurs, it is the responsibility of the Licensee to remove all tape before the end of the licensed rental period. If not done, the Licensee will be billed at the prevailing hourly rate for removal of the tape. If the tape removal requires repainting, covering or resurfacing the area, the charges to return the premises to its original appearance will be billed to the Licensee.

**TELEPHONES:** Telephones are only available through the BCC with an appropriate deposit. Long distance access is billed after the event and a deposit will be required before phone is issued. Contact your Event Coordinator for a telephone order form.

**TIPS AND GRATUITIES:** BCC employees are strictly prohibited from accepting tips or gratuities. We encourage Licensees to compliment employees in the post event evaluation survey.

**TRASH REMOVAL:** For events producing solid waste, a removal fee of two hundred dollars (\$200.) per eight cubic yard container will be charged to the Licensee. (This fee will be prorated for events partially filling the container.)

**VEHICLES ON DISPLAY:** Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels and are displayed inside the BCC must not have more than ¼ tank or five (5) gallons of fuel in the tank. All fuel tanks must be locked or sealed with at least one (1) battery cable disconnected from the ignition system. Ignition keys for vehicles will be kept at a secure location if removal is needed in the event of an emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

**UTILITIES:** For safety reasons, installation of all utility services involving electrical, air, water, water drainage or Internet/telephone connections must be performed by the BCC or approve designee.

- All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).
- The BCC electrical equipment, such as extension cords, electrical panels, spotlights and fixtures, must not be removed by exhibitors, show managers, service contractors or any other unauthorized persons.
- Violators will be assessed an appropriate charge for any removals.
- Under no circumstance are distribution panels or mechanical equipment to be blocked or have access impeded.
- Floor boxes must not be assessed by anyone other than BCC Personnel.

**Facility Services (Electrical Services Costs Based on 3-Day Use)**

110 v / 20 amp Outlet	\$	25.00
110 v / >20 amp Outlet	\$	50.00
208 v / 30 amp Outlet (1 phase)	\$	125.00
208 v / 30 amp Outlet (3 phase)	\$	150.00
208 v / 60 amp Outlet	\$	175.00
208 v / 100 amp Outlet (3 phase, plus labor)	\$	250.00
480 v / 20 amp Outlet (3 phase, plus labor)	\$	200.00

20 amp Extension Cord (10' length)	\$	10.00
Power Distribution Box		
30 amp Pin and Sleeve Connector (male end, plus labor)	\$	25.00
Custom Plugs and Electrical Wiring		
Electrician (per hour, two-hour minimum)	\$	27.00
Water/Drain (per day)	\$	50.00
Natural Gas (per day)	\$	50.00
Compressed Air Piping (per day)	\$	50.00
Solid Waste (please request quote)		
Forklift (per hour)	\$	50.00
Scissor Lift (per hour)	\$	50.00
Pallet Jack		
Drayage (0.50 per pound, delivered to booth. Does not include move-out services)	\$	0.50

**WATER SERVICE:** To ensure timely, quality service, we insist that all water service orders be placed ten (10) business days in advance of your event. Water service will be provided for head tables at no charge. There will be an applicable charge for water service for the audience and/or participants.

**WATER, WASTE DISPOSAL, WARE WASHING:** No oils, combustibles or any liquids other than water can be poured in the BCC drainage or sewer systems. No tools, machines, cookware or any other items may be emptied, washed or rinsed in BCC restrooms. Fountains, aquariums, cookware, pools, etc. cannot be filled from BCC restrooms or janitors' closets.

**WELDING:** For public safety and building protection, the use of welding equipment and cutting equipment must be approved on an individual basis by the BCC and the City of Erie Fire Marshal before any cutting or welding can be conducted.

- Cutting and welding equipment must be in good repair.
- No combustible or flammables within thirty-five (35) feet of work site
- When thirty-five (35) feet can not be obtained, protected covers, fire resistant shields or guards can be used.
- All wall and floor openings within thirty-five (35) feet of the site location should be tightly covered to prevent the passage of sparks to adjacent areas.
- Cylinders containing compressed gasses must not be charged in excess of one-half (1/2) their maximum capacity. Total gas capacity of cylinders is limited to twenty five hundred (2500) cubic feet.
- Cylinders located at the site must be connected for use. Additional cylinders may be stored at the site to furnish approximately one (1) day's consumption of each use. Other cylinders must be stored in an approved storage area.

Thank you for your consideration. We look forward to serving you and your guests.