

# EVENT PLANNING GUIDE

BAYFRONT CONVENTION CENTER  
ERIE, PENNSYLVANIA



BAYFRONT  
CONVENTION  
CENTER

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WELCOME TO THE

BAYFRONT CONVENTION CENTER

On behalf of the entire team at Erie Events and the Bayfront Landing complex, thank you for considering Erie, PA for your event. Whether you're planning a small, intimate wedding or a convention with attendees from around the country, Erie is excited to welcome you!

Our team at Bayfront Landing understands the challenges of planning and executing events. Rest assured; we will be with you every step of the way.

This document can be a valuable tool as we work together to create a memorable experience for your guests and attendees. The Event Planning Guide is designed to be a reference document and your event manager will work with you by taking you through items that will apply specifically to your type of event.

A good starting point is always to review the event planning checklist with your coordinator. This list will ensure that we are in lock-step on the many items that must happen to make your event a success.

Our state-of-the-art facilities at the Bayfront Convention Center are complemented with superb cuisine prepared by our Executive Chef. The attached Sheraton Erie Bayfront Hotel and Courtyard Erie Bayfront Hotel, give your event access to nearly 400 hotel rooms. Our team of talented meeting planners will not only ensure your meeting's success, but also exceed your expectations.

The entire Bayfront Landing team looks forward to making your event one to remember!

**ED SNYDER**

*General Manager*

Bayfront Convention Center

## ACCESSIBILITY

The Bayfront Convention Center (BCC) is committed to accommodating the needs of individuals with disabilities. The BCC complies with all federal ADA laws. Should you or your attendees require special assistance and/or services such as listening devices, wheelchairs, or stage ramps, please contact your event coordinator. We welcome any suggestions you may have to make your experience more enjoyable.

## Telecommunication Device for the Deaf (TDD)

Assisted listening devices are available.

## Food and Beverage

The Bayfront Convention Center's culinary team has pleased a wide variety of palates with its cuisine. If your attendees have special dietary needs, please share them with your event coordinator prior to your event so we can make appropriate menu modifications.

## Seating

All table and seating placement in the BCC is temporary and therefore can be arranged for special accommodation with advance notice.

## Sight Impaired Information

Braille instructions can be found on the elevators, restrooms, meeting room signs, and emergency exit signs throughout the building.

## Parking

There are twelve (12) ADA-accessible parking spots located within our on-site parking lot.

## Wheelchairs

Automated doors for wheelchair accessibility are located at our main entrance.

## AIR CONDITIONING/ HEATING

As full-time practitioners of energy conservation, and to keep our fees low, we provide air conditioning and/or heating during event and show hours only. Air conditioning and/or heating is not provided for move-in or move-out days. Additional charges are assessed for requests for air conditioning and/or heating provided during non-show periods or on move-in and move-out days.

## ALCOHOL POLICY

Alcoholic beverages must be purchased through the Bayfront Convention Center. The BCC offers a complete selection of beverages to complement your event. Please note that the Commonwealth of Pennsylvania regulates the sale and service of alcoholic beverages. Erie Events and the Bayfront Convention Center are licensees and responsible for the administration of these regulations. No liquor, beer or wine may be brought into or carried out of the BCC. Additional security may be required, at customer's expense, for events where alcohol is served.

## ANIMALS/ PETS

Animals or pets are not permitted in the building, except as an approved exhibit, activity or preapproved presentation legitimately requiring the use of animals, or as a service animal as defined by law.

## AUDIO SYSTEM /HOUSE SOUND

The BCC staff or their designees are responsible for the in-house audio system and must approve and supervise connections to this system. If a connection to the house system is necessary, a per-connection fee will be assessed.

## AUDIO VISUAL

The Bayfront Convention Center can provide technology services to enhance your meeting experience. LCD projectors, screens, multiscreen distribution, wireless and wired microphones, and wireless and wired internet service are all part of our in-house inventory. *For a full list of what we have to offer, please refer to the attached budget sheet.*

Any outside equipment and service providers must be approved by BCC management. Please allow your event coordinator to assist you with this request.



## BANNERS, SIGNS, AND DECORATIONS

To maintain the beauty of our facility, banners, signs, pictures, notices, advertisements, and decorations may only be placed in locations and by methods approved in advance by BCC. Our event coordination team is here to assist you and your event partners with any of your signage and decoration needs.

### Banners

Exterior banners are not permitted. Advance approval is required for all interior banners and décor in our common areas. Banners must not obscure any of the facility's permanent signage, unless an exception is granted. Discuss these locations with your event coordinator for approval. All proposed banners and signs in the common area should be included in the common area plan you submit to your event coordinator. Please obtain written approval before you direct your outside service provider to begin production of these items. Banners and signs must be installed and removed in a manner approved by the Center.



### Signs

For safety and aesthetics, all signs, banners and decorations must receive prior approval by our event coordination team.

Our team will assist you with properly affixing items to our building surfaces that will ensure a damage-free display. You may utilize easels, which can be provided upon request for your signage.

#### The following items must be avoided:

- Decorations and signage may not be taped, nailed, tacked, or otherwise attached to facility surfaces or fixtures (i.e., ceilings, glass, doors, columns, walls etc.).
- Adhesive-backed decals or stickers may not be affixed to any facility surface and they may not be distributed anywhere on the premises.
- Tape of any type is prohibited in all areas of the building. Tape should not be placed on tables, chairs, walls, etc. The customer will be billed for any damages resulting from the removal of taped items (i.e., repainting walls and doors due to peeled paint, damaged wallpaper, etc.).
- For aesthetic and readability reasons, handwritten signs or signs that are significantly smaller than the size for which the easel displaying the sign was intended.
- Paper signs that are of insufficient thickness for placement on an easel without additional methods of attachment, for reasons of aesthetics and sign loss prevention.



## Location of Signage and Decorations

- Only Center personnel may move planters, furniture, and other BCC equipment.
- Decorations, signage, or freestanding items may not block doors, fire extinguishers, sprinklers, emergency equipment signage, fire alarm pull boxes, emergency exits, or lighting systems and they must not obstruct traffic flow in the building. Your event coordinator will assist you in the proper and safe placement of these items.
- No rigging (overhead suspension of signage or decorations) is allowed in the ballrooms or meeting rooms. Suspension points for rigged décor and signage do not include light fixtures, sprinkler heads, cable trays, conduit, HVAC ducts, etc.

*For more on our rigging policies, please see the Rigging section.*

- The use of surface decals, not coordinated by the Bayfront Convention Center, is subject to approval based on other events in the building and the protection of the floor surfaces. A written plan should be submitted before going into production, and it should include proposed locations, decal quantity, desired date for installation of the decals, and submission of a full-size sample of the decal that we can test for several days. If approved, floor decal installation should be included on the banquet event order.



## Decorations

BCC management must approve the method and location of special installations in advance. Final approval will be determined after consideration of other building tenants occupying the space at the same time. It's just our way of making sure everybody has a successful, safe and cost-effective event.

Items such as glitter, confetti, rice, birdseed, sand, dirt, moss, and mulch are not permitted on any carpeted areas without special approval from your event coordinator. Clean up fees may apply.





## BOX OFFICE EVENTS

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### Ticketing

The Lessor (BCC) shall, at all times, maintain control of all tickets, ticket personnel, and ticket sales revenue until event settlement. Advance ticket sales must be administered by the Lessor and the participation by other agents/parties in ticket sales and distribution is strictly prohibited. The Lessee will be provided a statement showing the number of tickets printed, and under no circumstances will more tickets than the capacity of the facility for any particular event be printed or sold. All tickets will contain the proper information relative to the activity, date, time, place, price, and location of seat. All persons entering the facility must have a ticket except those working employees of the Center, the presenter, the Lessee and those otherwise personally connected with the performance and the activity as well as those mutually agreed upon having business therein. Lessor will provide stage passes or other credentials for entrance to stage or dressing room areas for the artists, technicians and other authorized personnel. These passes must be held to a reasonable number to avoid undue confusion in these areas.

The Center will furnish **all tickets** for Lessee's activity in the facility and the cost of providing same will be borne by the Lessee in addition to the costs of selling

the tickets (as defined under the *Box Office Procedures* section). The Lessee will be provided a manifest showing number of tickets printed. No pass-outs will be permitted during a scheduled event. Patrons desiring to leave the facility will be advised that re-entrance will require purchase of another ticket. Half tickets will not be honored. Legitimate emergency situations will be decided upon at Center management's discretion and judgment.

### Box Office Procedures

A fee of three (3.0) percent of the adjusted gross ticket sales sold at the box office will be charged Lessee for the handling, procuring, selling, and reconciliation of all ticket sales and reports. A minimum charge of \$300 will be assessed for a single engagement or performance. A fee of ten

(10) cents per ticket will be charged the Lessee for those tickets "pre-pulled" for promotion or trade consideration. Final audit and reconciliation of Lessee's engagement is performed on the last day of the event at the time of box office closing and before the first intermission or at such other time as is mutually agreed upon between Center and Lessee.

The service charge amount per admission will be automatically applied to the base ticket price.

The total of **paid** admissions multiplied will be deducted from the gross ticket sales and shall be retained by the Center and shall not be included in the final settlement as rent or used for determination of the figure for percentage rental. The advertised ticket price shall include the "service charge" and 3% City of Erie amusement tax.

The box office will accept purchases of tickets on **MasterCard, Visa, American Express, and Discover** cardholder accounts via mail, by telephone or in person at the Erie Insurance Arena Box Office. A fee of 3.75% is charged to the Lessee on the gross amount of credit card sales for in-person box office sales only. An additional charge is passed on to the consumer for credit card sales purchased via the internet and phone. Any and all fees or other charges for handling and/or administrative purposes, for phone and internet purchases will remain the property of the Bayfront Convention Center. The Lessee assumes full risk for any loss of any and all uncollectible monies as a result of the use of the card for ticket purchase, whether by fraudulent or invalid cards or any disputed purchase or cardholder dispute. The box office will use every reasonable means to collect and protect the Lessee for loss of any receipt of money from credit card purchases.

## BOX OFFICE EVENT PERSONNEL

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### Ushers

Ushers are scheduled for public shows as needed, at the discretion of the Center management. A minimum of four (4) ushers are required for any performance event unless approved by center. .

### Floor Manager

It is required, with no exceptions, that a floor manager be present for **all** performance events or activities. The floor manager, acting on behalf of the Center, supervises, instructs and otherwise directs all floor personnel (Center's and/or Lessee's) with respect to safety, code, comfort, and convenience of patrons.

### Ticket Takers

Ticket takers are called for as needed, which is determined by the rate of ticket sales for the event or activity. A **minimum** of one (1) ticket taker is required and this person shall be employed by the Center, but reimbursed for by the Lessee. Additional ticket takers may be required depending on the number of tickets sold for the activity. This is solely for admission control and enforcement policies.

## Security

Security officer(s) are always required for public events. Certain events or activities mandate additional officers and are called for as needed by Center management. Some artist(s)/performers require security at the stage area. Center arranges for all security in the facility, and all costs for such security will be reimbursed by the Lessee.

*For rates, see attached budget sheet.*

## BILLING

Final payment is due upon receipt of invoice. Licensee is required to pay one hundred percent (100%) of anticipated expenses prior to the beginning of the event. Billing only occurs when actual expenses exceed anticipated expenses.

### Services included in our lease agreement

- General room lighting, heat/air conditioning on show days
- One (1) standard meeting room set-up per day
- Cleaning of public areas: lobbies, restrooms, parking lots, etc.

### Not included in our lease agreement

- Electrical service
- Telecommunications service
- Audiovisual equipment and technicians
- Compressed air, natural gas, water, and drain service
- Janitorial and cleaning services in exhibit booths or non-BCC equipment
- Excess trash haul fees
- Client 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, campus or equipment
- Additional equipment rental
- Key and lock services
- Food and beverage services

## CAPACITIES

Public safety is top priority. All meeting rooms and exhibit halls have a maximum occupancy stated on a placard in every room. The stated maximum occupancy 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 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. 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 an estimate of costs.

## COAT CHECK

Coat room facilities are available upon request in advance of your event. Use of a coat check attendant will be charged at the prevailing rate. Ask your event coordinator for details.

## COMPLIMENTARY TICKETS

The BCC management reserves the right to monitor the use, number and distribution of all complimentary tickets by the Lessee in relation to shows open for sale to the public. Further, the Lessee/presenter will provide forty (40) complimentary tickets to the BCC for all public ticketed events, performances or activities scheduled. Use and distribution of same will be at the sole discretion of BCC management.

## CONCESSIONS SERVICE

The BCC offers a variety of concession-style services and will tailor menus to complement your exhibition, meeting or convention. The availability of concessions service 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 concessions 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 hall due to noise, air pollution and fire hazard. Forklifts are not allowed in the concourse, ballrooms or meeting rooms. Only rubber-wheel, nonmotorized freight carts are allowed in these areas. Any variation from these guidelines must be approved by BCC management and your event coordinator.

## **COOKING DEMONSTRATIONS AND COMMERCIAL COOKING**

For the safety of our guests and employees, all event-related cooking appliances must be equipped with ventilating hoods or equipment as deemed necessary by the Erie County Health Department 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 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 Laboratories 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/BOOTH STORAGE**

All cartons, crates, containers, and packing materials that are necessary for repacking must be removed from the show floor prior to event start time. The BCC inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes, and other highly combustible materials are not permitted to remain on the show floor. 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.

## **DEPOSITS**

Advance deposits are required. Deposits are based on a percentage of your anticipated expenses and payable according to the following schedule:

- Twenty-five percent (25%) of estimated expenses returned with signed lease agreement.
- Fifty percent (50%) due fourteen (14) days prior to event start date.
- Balance due prior to room set-up/move-in. In the case of ticketed events, at the time of settlement conference.

## ELEVATORS

The BCC has five (5) 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. Deliveries are accepted via the loading dock area. Please make arrangements with your event coordinator.

## EQUIPMENT

The Bayfront Convention Center maintains a vast inventory of items to furnish basic sets. Equipment is subject to inventory and availability. Your event coordinator can discuss availability of equipment with you. All BCC equipment will be set up and operated by authorized building personnel only. Rooms will be set up on a one-time basis per day. Costs for any additional room changes, during any given day, will be paid by Licensee at the prevailing rates. Licensee is responsible for any BCC equipment used. BCC equipment should be left in the same condition as it was before Licensee's usage.

*For rates, see attached budget sheet.*

## EVENT ESTIMATES

To assist you in your planning process, cost estimates will be provided to you during the contract phase. Please be sure to sign a copy of your estimate so we know it's been received.



## 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. It is critical that floor plans are submitted timely to avoid delays.

#### 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- 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.

## EVENT REQUIREMENTS

All event requirements and details must be communicated to your event coordinator, and approved by the BCC management 14 days prior to the event taking place.

## EVENT STAFFING

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, except for 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, vape-free environment. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs, and e-cigars. 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 that may 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.

*For event personnel rates, see attached budget sheet.*

## EXHIBITOR LIST AND KITS

An exhibitor list and sample of your exhibitor sales 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. Services ordered after event move-in will require a late charge.

## EXTRAORDINARY CLEANUP

Removal of excess material, debris, such as cases, cartons, earth, decorations and the like is considered "extraordinary." If Lessee does not remove and clean up to satisfaction of Center management, Center will use Center personnel to perform this work at the rate of \$17.50 per hour, per person, and this fee will be charged to Lessee.

## FIRST AID

The BCC recognizes that the safety, health and well-being of our guests are top priorities. To deal effectively with emergency situations and to protect public safety, first aid services may be required for your event. The BCC reserves the right to provide all necessary first aid personnel at Lessee's expense.

## FOG/S MOKE 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, 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. Exceptions to this rule are rare and standard merchandising fees will apply. Please see your event coordinator for details.

**No outside food/beverage is allowed in the BCC.**

## FOOD AND BEVERAGE PRICING

Quoted or estimated 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 SAMPLES

The BCC allows food and beverage product sampling during trade and public shows. 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. Your event coordinator will assist with the scheduling of health inspections.

## FOOD SHOW CLEANUP

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 of 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 for a cost of \$25.

## 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 (MDSs) and manifests to the BCC no less than thirty (30) days prior to move-in.





## HELIUM BALLOONS

No helium-filled or lighter-than-air balloons are permitted in the facility without the express written permission of BCC management.

## INSURANCE

When required, the following insurance guidelines are to be followed. Please contact your event coordinator regarding your specific event.

### Commercial General Liability

Such insurance must be on the Occurrence Form (Claims-Made Form is not acceptable to the Center), and the insurance is to cover the indemnification wording stated under Clause #10 in the main lease agreement (Use of Premises).

#### Minimum limits of liability:

\$ 1,000,000	General Aggregate
\$ 500,000	Products-Comp/Ops Aggregate
\$ 500,000	Personal and Advertising Injury
\$ 500,000	Each Occurrence
\$ 50,000	Fire Damage (any one fire)

### Automobile Liability

Such coverage shall be on the Comprehensive form covering all owned, non-owned and hired vehicles of the Lessee.

#### Minimum limits of liability:

\$ 500,000	Bodily Injury (per person)
\$ 500,000	Bodily Injury (each accident)
\$ 500,000	Property Damage (each accident)
	OR
\$ 500,000	Combined Single Limit (CSL) Bodily Injury and Property Damage

#### Additional insured:

The following must be endorsed onto the policies as "Additional Insured":

- The Commonwealth of Pennsylvania
- The County of Erie
- The City of Erie
- The Erie County Convention Center Authority

## Workers' Compensation and Employers Liability

### Statutory Workers' Compensation — minimum limits of liability:

\$ 100,000	Each Accident
\$ 500,000	Disease (policy limit)
\$ 100,000	Disease (each employee)

The insurance certificate issued must be amended to read — "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will, by registered mail, sent thirty (30) days' notice to the named certificate holder."

## KEY AND LOCK SERVICES

The BCC provides all locks for securing leased space. The BCC can provide the added security of custom locks for leased space at the current rate of \$50 per lock change. Additional keys will be provided at \$5 per key. Contact your event coordinator for all special door lock requests. Please note that a \$200 charge will be assessed per lost key.

## MOTORIZED VEHICLE OPERATION

For the safety of employees and exhibitors, only authorized, trained, certified, and insured personnel are permitted to operate forklifts, scissor lifts and similar operation equipment. Vehicles (cars, trucks, vans, etc.) are not permitted in the exhibit hall for loading/unloading without the authorization of BCC management. All equipment and freight will be loaded/unloaded in the designated loading dock area. Any vehicle that remains in the BCC for display purposes must conform with all regulations as described in the *Vehicles on Display* section.



## **MOVE- IN/ MOVE- OUT AND MARSHALLING**

During move-in and move-out, the exhibition hall lighting level is set at fifty percent (50%). To conserve energy, 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. Large events held in the Grand Ballroom will also require move-in and move-out through the covered loading dock area. The BCC reserves the right to maintain sole control of the dock area during load-in and load-out. Generally, security team members will be required, at BCC discretion, billed at the prevailing rate.



## **MOVABLE WALLS**

Movable walls in the Great Hall, Grand Ballroom and meeting rooms must be installed and removed by BCC personnel only.

## **MULTIUSE FACILITY**

The Bayfront Convention Center is a multiuse, multipurpose facility, with the capability to host several different events as well as different types of events simultaneously. It is the intention of the Bayfront Convention Center to maximize the full usage of the building at all times, while maintaining the integrity of each individual event.

Please consider the needs of your event beyond just your meeting room, audiovisual and other equipment, and food and beverage requirements. If you need the sole use of the building, or a portion of the building blocked from use by others, you will need to lease that space in addition to your event space.

## **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 ample parking adjacent to the convention center. Motor home vehicles (RVs) may only park where available and must get prior approval. Overnight parking on BCC property is prohibited. Contact your event coordinator for additional parking options.

## PAYMENT

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

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

## PYROTECHNICS

The use and display of pyrotechnics within the BCC is strictly regulated by the Erie City Fire Marshall and must be approved prior to the date of the event. Facility rules and regulations are designed to ensure safety for all attendees and workers as well as protecting the interior furnishings of the building. NFPA 1126 shall be referenced as required for such activities. Please contact your event coordinator for further details.



## RIGGING

The term "rigging" as used in this document refers to the overhead suspension of objects from any portion of the physical building. All rigging in the BCC shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA, BOCA and BCC policy.

### Who Can Perform and Approve Rigging

- For public safety reasons, BCC management must approve all rigging. The BCC reserves the right to retain consultants at the customer's expense to review or verify rigging specifications.
- Qualified and trained riggers must perform all rigging and hanging. Rigging and hanging may only be performed by employees or subcontractors of the outside service provider who are familiar with the house hang points, load limits, rules, and regulations.
- Plans for installation of show banners and signs, directional signs, decorations, and any rigging must be submitted to your event coordinator for approval in advance of the show dates.

### Rigging Location and Materials

- Nothing may be attached to any electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes.
- Rigging may only be attached to structural members.
- The outside service provider(s) will appoint a person who is responsible for all hanging and rigging and must provide the name of the designated person to the event coordinator prior to move in.
- All rigging must be manufactured by an industry-recognized truss company and be done with rated, stamped and approved hardware only.
- All rigging points must be protected against damage.
- No rigging is allowed in the meeting rooms (100, 110, 120, 130, 140, 150, 160, 170).

## ROOM CHANGEOVERS

Meeting rooms will be set up one (1) time per duration of event. Resets or planned/unplanned changes to the original room set up 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 flameproofing 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 repacking 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.
- 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 nonrefillable cylinder. A maximum of twenty-four (24) containers can be stored in any one location.
- All standpipe and hose cabinets must be kept clear and unobstructed.
- All hydrants and fire department connections must be unobstructed.
- All AED boxes inside the facility 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 exitsigns.
- 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 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 fireapparatus.



## SECURITY

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We know how important safety is to you and your customers. We will evaluate each event separately according to the nature of event, areas in use, and consideration of other clients when determining requirements. BCC management will have final approval of all event security requirements.

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.
- Event security recommendations 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 four (4) hour minimum.
- Based on the event details, BCC will determine if police officers are required.
- The BCC is not responsible for any items left in the building after an event has moved out.
- The Erie County Convention Center Authority (ECCCA) prohibits the presence of all weapons at its facilities and on its premises, which includes the following: firearms, stun guns, handcuffs, sticks, clubs, knives, metal knuckles, martial arts instruments, tear gas, pepper spray, bombs or explosive devices, or any other device or object that is intended to inflict serious bodily injury. Please ask your Event Coordinator for a full copy of our weapons policy.
- Magnetometers will be required for all; but not limited to, school social events, political rallies and ticketed shows open to the public. BCC Management reserves the right to require magnetometers and other security measures for events as deemed necessary.

## SERVICE CHARGES

### Food and Beverage

All food, beverage and equipment selections are subject to a twenty-four percent (24%) service charge. Fee percentage may change without notice, please consult with your Event Coordinator

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## SHIPPING

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Exhibitor, show management and all event-related material mailed to the facility should be addressed in care of the event name and, when applicable, booth number. Packages or shipments delivered to the BCC prior to three (3) business days before an event move-in time will be billed storage fees in addition to the customary drayage charges. Your event coordinator will provide you with more specifics on shipping to and from the Bayfront Convention Center.

### Ticketing

A 10% service charge is collected on each paid admission; calculated using the ticket price. The service charge minimum is .50 cents per ticket and the maximum charged will be \$2.00 per ticket.

## **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 POLICY**

The BCC is operated as a smoke- and e-cigarette-free facility. Lessee shall abide by this policy and enforce this policy whenever necessary. Lessor shall have the right to intervene if this policy is not maintained and take whatever action necessary to preserve the smoke-free environment.

## **SOUND LEVELS**

Bayfront Convention Center has a responsibility to ensure the quiet enjoyment of the facility for all of our clients. Planners shall receive prior scheduling approval for any musical presentations, rehearsals, or loud activities in advance. BCC will make final determination on all sound location levels and duration in the facility. BCC retains the right to regulate the volume of any audio signals that interfere with any other Licensee's use of the contracted space.

## STAGEHANDS

In order to provide our clients the best possible experience and to best manage and minimize the risks associated with large production events, BBC management may call the International Alliance of Theatrical Stagehands Employees (IATSE), Local 113, and these hands must be employed when utilizing the stage or any part thereof. Arrangements for stagehands and spotlight operators and riggers must be made at least fifteen (15) days PRIOR to the event or activity. Your event coordinator will communicate the need for stagehands depending on the nature of your event. For more details, please feel free to contact your event coordinator directly.

## TAX CONSIDERATIONS

### City Of Erie Amusement Tax Requirements (Ticketed Events Only)

A tax at the rate of three percent (3%) has been imposed by the City of Erie for general revenue purposes, upon the price of admission to any amusement within the city, pursuant to Ordinance 11-2006. When the sale of tickets for any performance or event subject to the aforesaid amusement tax is conducted exclusively through Lessor's ticketing system, it is understood and agreed that Lessor shall have sole responsibility for the remittance of the amusement tax to the taxing body. If the sale of any ticket for such a performance or event is conducted outside the ECCCA ticketing system, it is understood and agreed Lessee shall have sole responsibility for the remittance of the amusement tax revenue to the taxing body. All amusement tax revenue shall be forwarded within fifteen (15) days of the performance or event to: Coordinator of Municipal Licensing, Erie City Municipal Building, 626 State Street, Room 507, Erie, PA 16501.

### Sales Tax

Licensee is required to adhere to all Commonwealth of Pennsylvania laws regarding sales tax issues.

## TICKETS AND ADMISSION

*See Box Office*

## TIPS AND GRATUITIES

BCC employees are strictly prohibited from soliciting tips or gratuities. We encourage Licensees to compliment employees in the post event evaluation survey.

## UTILITIES

To ensure safety, installation of all utility services involving electrical, air, water, water drainage, or internet/telephone connections must be performed by the BCC or its approved designee.

- All electrical equipment must meet the approval rating of UL (Underwriters Laboratories).
- 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 may not be accessed by anyone other than BCC personnel.
- Water service requests must be placed ten (10) business days in advance of your event.







## 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 one-quarter ( $\frac{1}{4}$ ) 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 an approved protective covering must be placed underneath the vehicle for any possible leakage.

## WASTE DISPOSAL AND WARE WASHING

No oils, combustibles or any solids 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. Dumping of any solids or liquids in the loading dock drains is strictly prohibited.



## A FINAL NOTE

Every event is different and our Event Planning Guide cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this guide, please know that the Bayfront Convention Center reserves the right to determine necessary considerations or stipulations on an as-needed basis. BCC's sole effort is to ensure the success of your event and safeguard the experience of all visitors.

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





