



PASADENA
CONVENTION CENTER

Event Planning Guide and Facility Rules & Regulations

(July 1st, 2011—June 30th, 2012)





Dear Valued Client:

Welcome to the Pasadena Convention Center! We are so pleased you have selected our LEED® Gold certified facility for your event.

To assist with your planning efforts, we have created this *Event Planning Guide*. Answers to many of the questions you have concerning your event and our facility can be found in the following pages. Reviewing the *Event Planning Guide* will help alleviate the guesswork on your part, and more importantly, eliminate unwanted surprises.

The Pasadena Convention Center's management philosophy is based on service. From your initial contact with our office to post-event reviews, our goal is to provide you with the highest level of service and personal attention. The resources of our Event Management department will be available to you throughout the event planning and implementation stages. Furthermore, our commitment to service will be extended to your exhibitors and attendees, which will ultimately reflect on the success of your event.

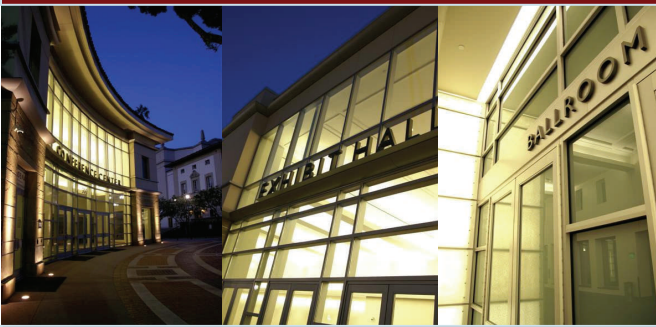
Our experienced event management staff will provide additional information and lend guidance as you work through your event details. We encourage you to communicate with your event manager directly and as often as necessary. Keeping the doors of communication open will help ensure the success of your event.

Thank you again for choosing the Pasadena Convention Center. We look forward to working with you!

Sincerely,

Naz Sabripour
Director of Convention Services

General Information



Administration Phone.....626-793-2122
 Administration Fax.....626-793-8014
 Website.....pasadenacenter.com
 E-mail.....info@pasadenacenter.com
 Address.....300 East Green Street
 Pasadena, CA 91101

Directions

210 Fwy. Eastbound:

Take the 210 Freeway east and exit at Colorado off-ramp; continue south, turning left onto Green St. Head east on Green St then turn right onto Euclid Ave. The parking entrance will be on the right hand side of the street.

210 Fwy. Westbound:

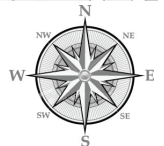
Take the 210 Freeway west and exit at the Marengo/Fair Oaks off-ramp; turn left on Marengo Ave and continue south towards Green St. Turn left on Green St., proceed past the Convention Center & Civic Auditorium and turn right onto Euclid Ave. The parking entrance will be on the right hand side of the street.

134 Fwy. Eastbound:

Take the 134 Freeway east to the 210 Freeway east and exit at Fair Oaks/Marengo off-ramp; turn right on Marengo and continue south towards Green St. Turn left on Green St., proceed past the Convention Center & Civic Auditorium and turn right onto Euclid Ave. The parking entrance will be on the right hand side of the street.

110 Fwy. Northbound:

Take the 110 Freeway north until it ends and becomes Arroyo Parkway. Continue north on Arroyo Parkway to Green Street. Turn right onto Green St., proceed past the Convention Center & Civic Auditorium and turn right onto Euclid Ave. The parking entrance will be on the right hand side of the street.



N 34° 8' 36"
 W 118° 8' 39"

Facility Operations Guidelines

Following the execution of the license agreement of the event, the Pasadena Convention Center will assign an Event Manager to work with the client during event planning and implementation. The Event Manager will be in contact and remain as the primary Convention Center liaison through the conclusion of the event.

The major function of the Event Manager is to gather all event information and disseminate that information to the Convention Center operating departments. These departments include engineering, event services, audio-visual, electrical/utilities, telecommunications, food & beverage, event security, show staff and other technical services.

AIR WALLS

The moveable air walls in the meeting rooms of the Conference Building, Ballroom and Exhibit Halls are to be closed / opened by Convention Center personnel only.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

In accordance with ADA, the Convention Center is responsible for permanent premises access accommodations, such as, but not limited to, ramp access, restroom accessibility, elevator standards, and door width standards. It is the licensee's responsibility to provide non-permanent accessibility requirements, such as, but not limited to, hearing-assisted or visually-assisted devices, and temporary seating accessibility and/or interpreters.

ANIMALS

With the exception of service animals, animals are not permitted in the convention center, unless they are in conjunction with an approved exhibit, display, event, etc. Approval by the Convention Center is needed for all animals that are in conjunction with an approved exhibit, display, event, etc. If allowed, show management is responsible for the liability and sanitary needs associated with the animals.

AUDIO-VISUAL

Presentation Services Audio Visual (PSAV) is the in-house preferred provider of AV equipment and services in the convention center. Certified PSAV riggers are the exclusive provider of all structural rigging services within the Convention Center, excluding the Civic Auditorium (see page 8 for further details).

PSAV is the only authorized operator of our house sound system. They will provide all necessary sound equipment including microphones, mixers, etc. for connection to the system.

If you intend to use an outside AV supplier, please notify your Event Manager. Additional charges for use of

house sound, electricity, etc. may be incurred.

BANNERS

City Ordinance prohibits any signage or posters to be hung outside of the Convention Center or within the city of Pasadena and cities throughout the greater Pasadena area. Any violation of the city ordinance will result in a fine/penalty to the Licensee.

Banners are allowed inside the Convention Center, although there are restrictions as to what, where, when and how the banners may be hung. No banner can be hung in the facility without prior written approval. No wires, ropes, etc. should be left behind. All items must be completely removed before the end of the License Period. Convention Center staff may be required to hang banners for a fee. Certain exterior banners are allowed in specific areas with prior facility approval. Please contact your Event Manager for approval and specific requirements of every banner to be hung.

BOX OFFICE

The Convention Center provides a box office for ticket sales to all public events (contact Event Manager for box office charges).

All tickets must be ordered through the box office. The Convention Center's box office will maintain control of ticket distribution, box office operation, ticketing personnel and ticket sales revenue through the completion of final settlement.

The Convention Center will retain a minimum of thirty (30) complimentary tickets for each show day/performance.

BUSINESS / HEALTH PERMITS / TAXES

It is the Licensee's responsibility to procure all necessary permits. The Convention Center will assist in providing Convention Center related information necessary for submission; however the Convention Center will not secure such permits on behalf of Licensee. The City of Pasadena Planning and Permitting Department is located at 175 North Garfield Avenue -

Administration (626) 744-4155.

CLEANING

The Convention Center provides the Licensee with a "vacuum/broom clean" contracted space. It is the responsibility of the Licensee to leave the facility in the same "vacuum/broom clean" condition, making sure that all trash, including tape residue, be removed from the floor. The Convention Center cleans all public spaces, such as lobbies, restrooms, etc.

The Convention Center can provide services relating to bulk trash removal, aisle carpet vacuuming and pre/post-event cleaning for a fee. Please contact your Event Manager for prevailing rates. Excess pre or post event cleaning done by the Convention Center, and any additional trash hauls necessary, due to event operations, will be billed to the Licensee.

DAMAGES

Prior to the first move-in day, the Event Manager will schedule a facility inspection to verify the condition of the walls, doors and carpet of the Convention Center. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.

Any alteration or activity that could leave lasting effects or damage in the Convention Center are not allowed. Equipment and materials should not be leaned or placed against walls or any painted surface. Reasonable distance and care should be maintained at all times. For any display where soil, humus or other landscaping type materials are being used, a protective coating must be used on the floor such as plastic or a similar strength material. Notify the Event Manager of any damage that occurs throughout the course of the show. Show management will be informed of any damages with a damage report and a photograph when applicable. The cost of repair of damages is the Licensee's responsibility. Convention Center staff will make all repairs.

ELECTRIC AND UTILITIES

Edlen Electrical Exhibition Services is the

Facility Operations Guidelines

exclusive in-house provider of electrical, plumbing, compressed air and other utility services. Contact Edlen at (714) 985-1480 for prices and service information. Additional charges for power usage will be incurred.

Utilization of permanent wall or column electrical outlets requires prior written approval by Convention Center management. Permanent building utility outlets, including restroom plumbing fixtures, are **NOT** to be used for booth operations or disposal purposes. Exhibitors requiring water, drain, air, or gas, should contact the Event Manager.

EQUIPMENT INVENTORY AND RENTAL

Please contact your Event Manager for prevailing rates and inventory. All Convention Center equipment will be set up and operated by authorized Convention Center personnel. Equipment is available as inventory permits. Any additional equipment rented from outside vendors to supplement our existing inventory is subject to a thirty percent (30%) administrative fee and associated set-up labor costs.

The use and movement of Convention Center equipment, supplies and other materials is limited to Convention Center personnel, unless approved in writing by the Convention Center.

EVENT ESTIMATE OF CHARGES

An event estimate of charges for ancillary services not included in the rental will be issued to the Licensee prior to the event. One hundred percent (100%) of the event services fees are due and payable at least seven (7) days prior to the use of the facility.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

The Convention Center's exhibit and registration floor plan approval process incorporates policies mandated by the city of Pasadena Fire Department. The Convention Center and the Pasadena Fire Department must approve all floor plans prior to the sale or lease of any exhibit space.

Six (6) copies of the proposed floor plan, drawn to scale, with a Special Event Questionnaire Form available from your Event Manager must be submitted to the Event Manager. Copies of the proposed floor plan will be submitted to the Fire Department for approval. Non-approved floor plans will be returned to Licensee with

explanations. Licensee must re-submit six (6) copies of floor plans for approval. (Contact Event Manager for the floor plan approval fee)

Note: All National Fire Prevention Association Life Safety Code guidelines are observed by the Convention Center as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the City of Pasadena Fire Department will be considered final.

FIRST AID

The Convention Center reserves the right to require the Licensee to engage first aid services should event demographics or numbers demonstrate the need for such coverage.

FLOOR LOAD CAPACITIES

All floor load capacities should be strictly observed. Any variations should be approved in writing by the Convention Center. Please contact your Event Manager for weight limits.

FOOD AND BEVERAGE SERVICE

Distinctive Gourmet Services/Centerplate is the exclusive in-house food and beverage catering and concessions retail service provider. Permanent concession stands in the Exhibit Halls may not be blocked during exhibit show hours. Complimentary round table seating is also available in these areas for your dining guest's convenience. Please contact your Catering Sales Director for menu options and any minimum charges.

Sampling

Sampling of products is allowed as follows: Non-alcoholic beverages are limited to a maximum two (2) ounce container and no more than one (1) ounce of product; and food items are limited to "bite size". The catering department must be notified if products are to be sampled. All products sampled must be commercially manufactured and FDA approved. Approval for distribution of samples must be obtained prior to an event. Please contact your Catering Sales Director prior to the event for additional information as well as the sampling request forms. Licensee and its exhibitors granted permission to sample food and/or beverages may be required to obtain a City of Pasadena health permit, depending on the extent of cooking, warming and recipe ingredients. A copy of the health permit must be submitted to DGS no less than seven (7) days prior to the first day of the License Period.

Water Service

DGS/Centerplate offers a limited amount of complimentary water service for head tables, as well as water cooler stations in public areas. For an additional charge, DGS/Centerplate can provide water service for attendees within the meeting rooms.

FREIGHT DELIVERIES

The Convention Center will not accept delivery of show materials or freight. Freight carriers should deliver freight to the attention of show management's official service contractor or show management during the designated move-in period. Delivery address should reference the name of the event, location of the event (i.e. exhibit hall, ballroom, or meeting room), booth number, and show contact name.

The Convention Center **WILL NOT** accept C.O.D. shipments or be responsible for costs associated with freight delivery pick-up during non-assigned move-in/move-out periods. The Convention Center **WILL NOT** be liable for the security of freight left following the conclusion of the move-out date(s), nor responsible for the shipping of such freight. Freight left on the show floor will be disposed of at Licensee's expense, unless prior arrangements have been made with Convention Center management. Licensee will assume responsibility for costs incurred in connection with labor and/or equipment utilized to dispose of freight.

HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the Convention Center. Helium balloons distributed outside of the facility shall not be permitted inside the facility. If helium balloons are brought inside the building, without approval, and released for any reason within the facility, all labor costs associated with the removal of the balloons will be charged to Licensee.

INSURANCE

All Licensees and their sub-contractors are required to provide a Certificate of Insurance. Specific requirements are referenced in the license agreement, as well as Appendix B. Certificate(s) must be furnished to the PCC thirty (30) days prior to the first move-in day of your event.

General and excess liability coverage may be available to Licensees through the Convention Center for some events. The Event Manager needs to be notified when utilizing this plan.

Facility Operations Guidelines

INTERNET and WIRELESS SERVICES

PSAV is the exclusive in-house provider of all high-speed data transmission services at the Convention Center. The Convention Center has a dedicated high speed internet access (HSIA) permanently hard wired for the exclusive use of our meeting and exhibition hall customers. The circuit is supported by a fiber optic backbone and a switched Ethernet network and supports all operating platforms that use the TCP/IP Protocol standards.

KEYS - ROOM SECURITY

The Convention Center has the capability to change door locks to designated rooms for a fee (contact your Event Manager for associated fees). Request for keys should be made through the Event Manager and all keys must be returned on the last day of the event. There will be a \$50 per key fee assessed for any keys not returned. In compliance with NFPA Life Safety Code, doors cannot be blocked, chained, or altered in any way. The PCC reserves the right to access any area.

LIGHTING & AIR CONDITIONING/ HEATING

Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move-in/out.

Fifty percent (50%) lighting "work lights" will be provided at no charge in all contracted spaces during move-in and move-out. One hundred percent (100%) lighting "show lights" will be provided one (1) hour prior to show opening. Lighting requests outside these parameters will be charged at the prevailing hourly rate.

Air conditioning/heating are provided during published event hours, one (1) hour prior to event start time. Air conditioning is not provided during move-in and move-out hours/days. Licensee requesting air conditioning during non-show periods will be charged at an hourly fee (contact Event Manager for prevailing rates).

LOADING DOCKS

To maintain safe and efficient operations, the Convention Center will retain complete control over all loading area activities. Licensee is responsible for all associated labor costs. All staff utilized for loading-area monitoring will be scheduled through the Event Manager. Loading dock monitoring will consist of the following minimum: two (2) loading dock attendants and one (1) loading dock manager/freight elevator attendant.

All move-in and move-out activities must be through designated loading docks, freight doors and freight elevators. The main lobbies, side doors, and passenger elevators are not be used for this purpose. Move-in and move-out periods must be approved in writing by the Convention Center.

MERCHANDISE FEE

The sale or distribution of novelty merchandise is prohibited without prior written approval of the Convention Center. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Convention Center and are subject to a novelty fee.

MOTORIZED EQUIPMENT

Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted in any lobby, pre-function or meeting rooms without prior approval of the Convention Center. If a man lift and/or dolly is necessary to complete the requirements of show management, their use must receive advance approval from the Event Manager, which will only be granted when the approved covering (i.e. plywood, polyethylene) is used to protect the carpeting in these areas.

PARKING

The Convention Center manages a 690-space parking garage. Validated parking and exhibitor parking is available and can be arranged by contacting your Event Manager. Parking policies and rates are designated by the Convention Center. Modern Parking Inc. manages the Parking structure and will coordinate with surrounding parking facilities for required over-flow parking (on an as needed and availability basis only).

RIGGING

PSAV is the exclusive provider of all structural rigging services within the Convention Center, excluding the Pasadena Civic Auditorium. PSAV will be responsible for supplying all labor and hardware including but not limited to attachment hardware, chain hoists and truss for all rigging within the facility. Banners, aisle signs, and booth signage under 250 lbs, may be provided by the event general service contractor. Aisle signs in the Exhibit Halls can be hung from the lighting tracks.

ROOM SET-UPS

Suggested capacities for meeting facilities are provided on page 11. The chart

reflects maximum amount of seating allowed in each room. Capacities will vary with the addition of staging, dance floors, or audio-visual requirements. Contact the Event Manager to confirm room capacities prior to preparing room specifications.

Meeting Rooms/Ballrooms

One standard set-up is included in the rental of all meeting rooms:

- theater, classroom, or banquet style (does not include linens)
- one skirted head table (6'x30")
- one skirted registration table (6'x30") outside the room.

Any additional equipment such as audio-visual, skirting, tablecloths for classroom tables and/or roundtables, staging, chairs, or tables can be provided at an additional charge. Any change/additions in the set-up during your event (during or overnight) will result in an additional charge, unless it is used for a meal function. Please contact your Event Manager for equipment rental rates and changeover fees.

Exhibit Halls

All non-exhibit uses of the Exhibit Hall will be subject to equipment rental or set-up labor charges (contact Event Manager). Additional costs may also be incurred for changes/additions.

SECURITY (PUBLIC SAFETY)

The Convention Center's public safety staff maintains twenty-four (24) hour security coverage for the Convention Center's perimeter areas and internal corridors. The public safety staff will also secure exterior access doors as well as monitor internal traffic flow.

All incidents of injury, vandalism, fire, theft, etc. needs to be reported to the public safety office immediately. Following notification of any incidents, the public safety staff will initiate appropriate reports and investigations.

Event Security

The Convention Center's Guest Services Department is the exclusive in-house event security supplier. The Convention Center requires every event to maintain a minimal security staffing level as deemed appropriate after careful consideration of the nature and character of the event. Please contact the Event Manager to establish a schedule of required personnel. All proposed event staff arrangements are subject to the Convention Center approval and must be submitted to the PCC at least thirty (30) days prior to the event.

Facility Operations Guidelines

Overnight Security

Overnight security is required on all events that leave materials/supplies in the Convention Center after business hours. Guest Services personnel will provide access control but cannot assume liability for items not specifically inventoried.

Police

Uniformed Pasadena Police Officers (PPD) are the **ONLY ARMED** security permitted in the facility. Any special security services regarding police must be arranged through the Event Manager.

SHUTTLE DROP-OFF / PICK-UP

Parking of vehicles on Green Street, in front of the Civic Auditorium is strictly prohibited. The front of the Civic Auditorium on Green Street is the primary drop-off/pick-up location for shuttle busses, taxis, valet and special needs patrons. A licensee utilizing shuttle busses or valet is required to hire a minimum of one Pasadena Police Department police officer (contact Event Manager for prevailing rates). The officers must be posted in the front of the Civic Auditorium on Green Street, and it shall be the Licensee's responsibility to ensure that these officers assist in vehicular and pedestrian traffic control.

SIGNAGE AND DECORATIONS

Signs, decorations and related materials may not be taped, tacked, stapled, nailed or otherwise affixed to painted surfaces, columns, fabrics, windows, ceiling or decorative walls in the Convention Center. Please inform all show management staff and speakers, as well as exhibitors. Convention Center permanent signs or banners may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Convention Center signage.

Adhesive backed decals and stickers may not be distributed in the Convention Center. Any costs incurred by the Convention Center for the removal of these items will be billed to Licensee.

Use of glitter and confetti is not permitted in the Convention Center without the prior written approval of the facility. Costs associated with the clean up of glitter, confetti and related materials are the Licensee's responsibility. Please contact your Event Manager for fees.

SMOKING POLICY

In accordance with the City of Pasadena

Municipal Code, smoking is prohibited at all times in all Convention Center buildings. There are designated areas outside the buildings where smoking is permitted.

SUB-CONTRACTORS / SUB-CONTRACTOR EMPLOYEES (Insurance Requirements)

All sub-contractors are required to provide a Certificate of Insurance evidencing minimum one million dollar general liability insurance as well as workers' compensation coverage. The certificate must name the Pasadena Center Operating Company (PCOC), the city of Pasadena, their Officers, Agents and Employees as additional insured. The Certificate must also include a thirty (30) day cancellation notice.

All sub-contractors and their employees must maintain generally accepted safe operating practices and follow all OSHA/Cal-OSHA guidelines to ensure a safe workplace. All sub-contractor employees must use the designated employee entrances/exits and must have proper identification badges for access to authorized areas.

Safe Operating Practices

The PCOC has a zero tolerance policy for workplace violence, drug and alcohol abuse, unprofessional and discourteous conduct, and sexual harassment. These policies extend to any employee, vendor, and subcontractor affiliated with an event. The Company will take prompt action to investigate any situation and take corrective steps where necessary. The cooperation of everyone is appreciated so that our workplace is safe, friendly, and professional.

TAPE

The Convention Center requires the use of Polyken type, low-density carpet tape manufactured by 3M, Tyco or Shure or approved equal. Licensee and general contractors are responsible for the removal of all tape/chalk and residue marks from the Convention Center's facilities. The use of high residue tape is prohibited on carpeted areas. Tape or residue left on any surface will be removed by the Convention Center and the cost for the removal will be billed to Licensee and the Licensee will be responsible for any carpet replacement.

TELECOMMUNICATIONS

The Convention Center's telecommunications department provides a variety of telecommunication services that can be tailored to meet specific

show management and exhibitor needs. Show management telephones are installed and billed per order specifications. The Event Manager will provide order forms for inclusion in the exhibitor kits. Telephone orders must be received fourteen (14) days prior to installation date in order to guarantee service.

TENTS

For permits to erect tents or canopies, please call the City of Pasadena Fire Department at (626) 744-6646. All canopies or tents shall be constructed of flame retardant material in accordance with C.A.C. Title 19. Appropriate documentation will be required. A copy of the California State Fire Marshal flameproof certificate must be available to the Pasadena Fire Department Fire Inspector when requested. If this certification is not available, the tents or canopies in question shall be removed immediately.

VEHICLES ON DISPLAY

Any vehicle displayed in a show must adhere to the following rules and regulations:

- All vehicles displayed within any of the convention center's buildings require a permit from the Pasadena Fire Department. All costs shall be the sole responsibility of the Licensee.
- Floor plans must indicate where vehicles are to be located.
- Vehicle displays on the plaza areas of the Convention Center must be approved by your Event Manager.
- The battery must be disconnected while any vehicle is on display (vehicles within the convention center)
- Fuel in the gas tanks shall not exceed one quarter of a tank or five gallons, whichever is less (vehicles within the convention center)
- Gas caps shall be taped or locked (vehicles within the convention center)
- Drip pans shall be placed under the vehicle's drive train to prohibit any damage to the facility.
- Duplicate keys must be provided to show management for use in the event of an emergency. Keys shall be kept on the premises during the entire contracted time/period.

Fire Code & Exhibit Guidelines

A. GENERAL FIRE CODE REGULATIONS (see Appendix A)

The Pasadena Fire Department mandates a strict adherence to the NFPA Life Safety Code. The following are key highlights, but is not intended to be a complete listing

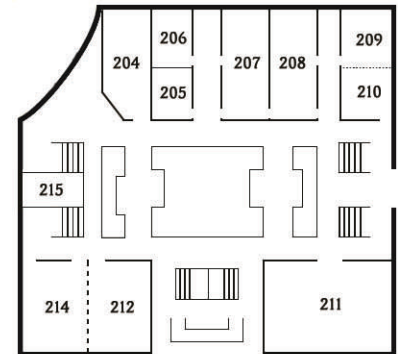
- Licensees, show management, exhibitors and all other parties must comply with all federal, state, municipal and other mandated fire codes which apply to public assembly facilities. The Pasadena Convention Center includes sections of the NFPA Life Safety Code, which apply to public assembly facilities as part of the Licensee Agreement.
- The decisions of the Fire Marshal of the City of Pasadena are final.
- Crate storage is prohibited in the Convention Center without the prior written approval of Convention Center Management. Crate storage is the responsibility of the Licensee.
- Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
- The following materials are prohibited without written consent of the Convention Center: electrical and gas cooking equipment; open flame devices; vehicles; welding, cutting or brazing equipment; ammunition; radioactive devices; flammable liquids pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents or explosives; flammable cryogenic gases; aerosol cans with flammable propellants; portable heating equipment; other equipment, materials and operations that increase risk to fire and life safety.
- Liquid propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
- At no time during show hours are vehicles to be moved.
- The Convention Center may request in writing specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, general contractor, exhibitors, etc. and reserves the right to submit such information to the Fire department for approval.
- Exterior Exhibit Hall doors and all loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
- The proposed floor plan submitted for approval must include the following:
 - ◆ Show title, contracted dates, draftsman's company name and address, general contractor name and address.
 - ◆ Booth configurations drawn to scale, including base dimensions, heights and locations.
 - ◆ Aisle locations and dimensions.
 - ◆ Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - ◆ All exits & primary entrances.
 - ◆ All permanent and temporary concession and novelty stands.
 - ◆ All fire safety devices including extinguisher and alarm stations.
 - ◆ Dimensions of all service desks including space allocations for service desks operated by the Convention Center.
 - ◆ Dimensions of general contractor storage areas or "bone yards".
 - ◆ Distinction between pipe and drape and hardwall.
- No exhibit booth, registration table or related material may be placed within 10' of main entrance and exit.
- The location of entrance units provided by the decorator must be approved by the Convention Center.
- Clear access must be maintained to all Convention Center services (i.e. restrooms, concession stands, utility rooms, etc.)
- Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor during move-in/out activities.
- Carpet runners or show carpet installed over Convention Center's permanent carpet is prohibited without the prior written approval of the Convention Center.
- Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguisher's location.

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

Facility Specifications

Conference Building – Upper Level

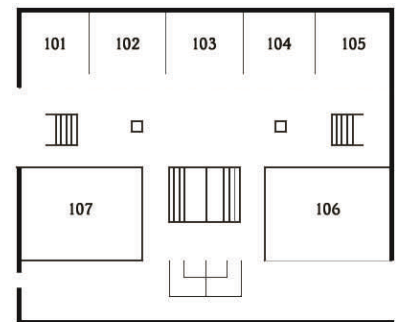
SPACE	DIMENSIONS	CEILING HEIGHT	SQUARE FEET	THEATER	CLASSROOM	BANQUET
204	24' x 32'	10'	768	100	45	50
205	24' x 17'	10'	408	52	24	20
206	24' x 19'	10'	456	48	24	30
207	24' x 37'	10'	888'	112	51	60
208	24' x 37'	10'	888'	112	51	60
209	24' x 19'	10'	456	48	27	30
209-210	24' x 33'	10'	792	100	54	60
210	24' x 14'	10'	336	30	15	24
211	54' x 33'	10'	1,782	196	120	120
212	24' x 33'	10'	792	80	54	60
214	25' x 33'	10'	825	80	54	60
212-214	33' x 53'	10'	1,815	181	96	120
215	23' x 16'	10'	368	33	18	20



Conference Building Upper Level

Conference Building – Lower Level

SPACE	DIMENSIONS	CEILING HEIGHT	SQUARE FEET	THEATER	CLASSROOM	BANQUET
101	34' x 43'	14'	1,462	154	96	110
102	38' x 43'	14'	1,634	176	120	110
103	30' x 43'	14'	1,290	132	96	80
104	38' x 43'	14'	1,634	176	120	110
105	34' x 43'	14'	1,462	154	96	110
101-105	179' x 43'	14'	7,697	882	510	490
101-105, Lobby		14'	13,920	1,100	N/A	730
Lobby	108' x 56'	-	6,088	350	N/A	230
106	65' x 43'	14'	2,795	342	195	170
107	65' x 43'	14'	2,795	316	195	170



Conference Building Lower Level

Ballroom

SPACE	DIMENSIONS	CEILING HEIGHT	SQUARE FEET	THEATER	CLASSROOM	BANQUET
A	60' x 40'	27'	2,364	250	165	150
B	60' x 40'	27'	2,468	250	165	150
C	60' x 40'	27'	2,477	250	165	150
A - C	60' x 120'	27'	7,200	750	528	450
D	42' x 120'	27'	5,040	525	324	270
E	42' x 120'	27'	5,040	525	324	270
D & E	84' x 120'	27'	10,080	1050	828	600
A - D	102' x 120'	27'	12,392	1,200	966	720
F	60' x 40'	27'	2,364	250	163	150
G	60' x 40'	27'	2,468	250	165	150
H	60' x 40'	27'	2,477	250	165	150
I	42' x 40'	27'	1,680	198	105	108
J	42' x 40'	27'	1,680	198	105	108
F - H	60' x 120'	27'	7,309	750	528	450
E - H	102' x 120'	27'	12,349	1,200	966	720
Entire Ballroom	203' x 120'	27'	24,753	2,500	1,848	1,530

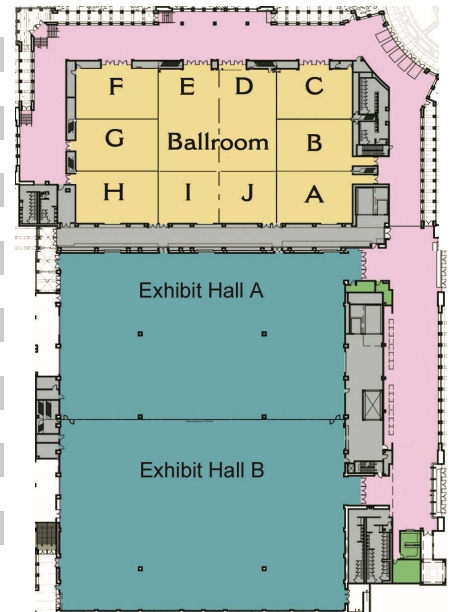


Exhibit Hall

SPACE	DIMENSIONS	CEILING HEIGHT	SQUARE FEET	THEATER	CLASSROOM	BANQUET	BOOTHS (8' x 10')	BOOTHS (10' x 10')
Hall A	207' x 121'	25'	25,307	2,500	1,420	1,580	144	124
Hall B	207' x 137'	25'	28,191	2,800	1,560	1,760	174	142*
Halls Combined	207' x 258'	25'	53,498'	5,300	2,980	3,340	334	282*

Capacity above reflects the maximum amount of seating allowed with a standing lectern in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity.

*Hall B can hold an additional 13 8' x 10' booths for a total of 155 booths when used alone or 295 booths when combined with A.

Appendix A

City of Pasadena Fire Department Fire Prevention Bureau



FIRE DEPARTMENT

All items referenced below shall be strictly complied with. Failure to comply may result in the permit being revoked and/or a citation being issued.

General

- In order to maintain the safety of the public, the Fire Chief or designee may require the event agent or owner to employ one or more Fire Safety Officers assigned by the Fire Department. The cost of such Fire Safety Officers shall be in addition to the permit fee.
- An approved and signed copy of the event plot plans shall be kept on site and be made available upon request.
- The occupant load of any area of the event shall not exceed the number permitted under the provisions of the prevailing code for the area involved. If, during an inspection conducted by an authorized representative of the Pasadena Fire Department, an over crowded condition is found to exist, the Fire Department representative may cause the performance, presentation, event and/or entertainment to be stopped until such condition is corrected.
- The show manager shall assume the responsibility for the removal of rubbish and debris from the event area, and shall advise all exhibitors that booths, stands, food services and related areas shall be cleaned of combustible rubbish and debris on a daily basis or more often if appropriate to maintain life and fire safety.
- All motorized vehicles and gas powered equipment for display shall have the batteries disconnected, fuel supplies limited to $\frac{1}{4}$ of the tank capacity or less, and be furnished with a locking gas cap or have the caps sealed with tape. (For expanded guidelines, please see *Motor Vehicle Display Guidelines* information sheet.
- Automatic fire sprinkler piping shall not be used for the hanging of any objects, materials or decorations.
- Any electrical appliances, cords, etc. must be UL approved and bear the approval label and may not be altered in any way. Any gas appliances must be AGA approved, appropriately labeled and may not be altered in any way.
- All demonstrations using heat-producing appliances require a permit and shall be conducted on flameproof material. Demonstrations or exhibits done on the front table of a display booth shall be protected with a minimum 18-inch high, $\frac{1}{4}$ inch thick, clear plastic shield across the front of the table and down both sides of the demonstration area.
- When more than 200 loose chairs are used, the chairs shall be fastened together in groups of at least three chairs and not more than seven.
- The Fire Chief, or designee, is authorized to halt the operation of heating equipment if such use is determined to constitute a hazardous condition.

Tents and Canopies

- For permits to erect tents or canopies. Please call the Permit Center at (626) 744-6646.
- All canopies or tents shall be constructed of flame retardant material in accordance with C.A.C. Title 19. Appropriate documentation is required. A copy of the California State Fire Marshal flameproof certificate must be available to the Pasadena Fire Department Fire Inspector when requested. If this certification is not available, the tents or canopies in question shall be removed immediately.
- Smoking shall not be permitted in tents or canopies.
- For expanded guidelines, please see *Tents, Canopies, and Membrane Structure Guidelines* information sheet.

Aisles and Exit Access

- The minimum aisle width shall be 10 feet. The minimum cross aisle shall be 15 feet. All aisles shall be aligned as close as possible with the exits to insure the safe egress of the occupants in time of emergency.
- All cables and extension cords in or near exits shall be secured and ramped to prevent tripping.
- Interior and exterior stairways, hallways, corridors and bridges leading to a stairway shall not be used in a way that will obstruct their use as an exit.
- All exit signs shall be visible and posted.
- Exit way lighting shall be provided at all times, with a separate source of power available to operate automatically should the main source of power be interrupted.
- Tables and chairs shall not be permitted in the exit or exit access. All displays in the exit access shall be restricted to static displays or displays that tend not to create congestion.
- Displays shall be subject to the discretion of the Fire Marshal and require prior approval. Any item found obstructing the exit or exit access shall be removed.
- Booths, storage, signs, decorations and wares shall not conceal or block access to any common path of travel, exit or exit discharge. Access to any fire and life safety equipment such as hose cabinets, fire extinguishers and fire alarm pull stations shall be maintained. Any item found obstructing and/or concealing any aisle, exit pathway, door, hose cabinet, fire extinguishers, etc. shall be removed.

Booth Construction

- Any booth that is completely enclosed by any form of ceiling construction may require a smoke detector equipped with an audible alarm to be installed on the ceiling. In addition, a **2A:10BC** fire extinguisher is required in the interior portion of the booth.
- Approval of any booth that exceeds eight feet in height and incorporates a ceiling and/or a second story area requires a complete set of structural plans stamped and signed by a California State registered architect or structural engineer. These plans shall include a seismic analysis of the structure and its method of attachment to the floor. The second story of a two-story booth shall be provided with at least one stairway complying with the prevailing code requirements. An occupant load sign shall be posted.

Decorative Materials

- All decorative materials shall be inherently flame retardant or appropriately treated with a flame-retardant material in accordance with C.A.C. Title 19. Appropriate documentation will be required. A copy of the
- California State Fire Marshal flameproof certificate must be available to the Pasadena Fire Department Fire Inspector when requested. If this certification is not available, the material(s) in question shall be removed immediately.
- Combustible materials 3/8 inch in thickness or more, glass or asbestos cloth may be used without flame retardant treatment. Oilcloth, tarpaper and sisal papers are prohibited, as they cannot be made fire retardant.
- Non-foam and foam plastics shall be flame resistant.
- Wood materials less than 1/4 inch shall be flame resistant.
- Carpeting and similar material used as interior wall and/or ceiling covering shall have a Class 1 Flame Spread Rating. Any material having a brushed or napped finish (i.e., carpeting) shall have a flame spread rating of not more than 25.
- Combustible assemblies/structures with exposed edges that are not more than 1/4 inch in thickness and are used for folding doors, room dividers, decorative screens and similar applications which do not create concealed spaces, shall be flame resistant. Decorative materials not more than 1/4 inch in thickness that are used for folding doors room dividers, decorative screens and similar applications and are installed with all edges protected, shall not exceed ten percent of that of the floor area of the room in which the material is located.

Storage of Materials

- Sale items, handouts and display items shall be limited to reasonable quantities. Reserve supplies shall be maintained in closed containers and stored in a neat and compact manner. Storage of combustibles beneath tables shall be restricted to one day's supply. No storage of any kind is permitted behind curtains or walls of the booths or adjacent areas

Cooking Operations

- Operation of any heat producing cooking appliance such as stoves, barbecues, woks, hot plates, deep fryers require Fire Department approval.
- A **2A:10BC** rated fire extinguisher shall be provided for each kitchen area. If a deep fat fryer is used, a **Class K** fire extinguisher shall be provided.
- All kitchen or food preparation areas shall be shown on the plot plan.
- Concession stands utilized for cooking shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of rides or amusements.
- Cooking equipment shall not be located within 10 feet of a tent.
- The public shall not have access to the cooking areas.
- For expanded guidelines, please see *Special Event Temporary Outdoor Cooking Operation Guidelines* and/or *Open Burning and Grilling Guidelines* information sheet.

Dining Areas

- A detailed seating plan for all dining areas shall be submitted with the event plans. An accepted plan previously approved by the Fire Marshal may be submitted.
- These plans shall include area dimensions and shall indicate all aisles. Aisles serving tables or seating on one side shall be not less than 36 inches. Aisles serving both sides shall be not less than 42 inches in width.
- Additional fire extinguishers and exit signage may be required in the dining area.

Liquids, Chemicals, Gases, etc.

- All compressed gas cylinders shall be staked or secured in such a fashion as to prevent knockdown and stored away from the public.
- The use and/or storage of liquefied petroleum gasses are to be identified on the plot plans.
- Flammable or combustible liquids shall not exceed the necessary amounts for maintenance purposes.
- Compressed flammable gasses are to be identified on the plot plans.
- Hazardous materials or chemicals shall require a permit. (Please contact 626.744.4668) and their locations are to be identified on the plot plans.

Miscellaneous

- Any changes, modifications and/or additions to the show plans shall be approved by the Fire Department, in compliance with the requirements as stated on the "Special Event Plan Submittal Requirements" form, prior to the opening of the show. The approved plans shall be readily accessible for the use of the Fire Department. All of the requirements referenced above shall be strictly complied with, unless there is specific written approval by the Fire Marshal.
- Please be advised that Fire Department personnel will be making periodic inspections prior to and during events. Should any flagrant violations of these requirements be observed, a citation will be issued.

Fire Department Permit Requirements

In compliance with the 2007 California Fire Code (CFC), a permit shall be obtained from the Pasadena Fire Department a minimum of five working days prior to the event for any of the following:

- A temporary place of public assembly
- Temporary membrane structures, tents and canopies.
- The use of candles, torches or other open flame devices such as gas fired heaters, grills or barbecues.
- Exhibits or Trade Shows
- The use of liquid or gas fueled vehicles for competition or display inside an assembly.
- Special Amusement Building
- Open burning such as a bonfire.
- Aerosol products in excess of 500 pounds.
- Explosives
- The use of fireworks or special effects. (Please contact 626.744.4668)
- The use and/or storage of liquefied petroleum gasses in any amount.
- Flammable or combustible liquids, in excess of five gallons inside and ten gallons outside of a structure.
- Compressed flammable gasses in any amount.
- Hazardous materials or chemicals shall require a permit. (Please contact 626.744.4668)
- Covered malls being used as a place of assembly, displaying a vehicle, and the use of open flame or the installation of temporary kiosks.
- Carnivals or fairs.
- Cutting or Welding
- For a comprehensive list and descriptions, please see the CFC 2007 – Appendix Chapter 1, Section 105.6

Additional Guideline Sheets

- For additional guidelines and information, please consult the following documents:
- Candle & Open Flame
- Tents, Canopies, and Membrane Structure
- Motor Vehicle Display
- Open Burning and Grilling
- Room Heaters and Heating Equipment
- Show and Exhibition Guidelines
- Special Event Temporary Outdoor Cooking Operations
- Tailgating

Thank you for taking the time to review these guidelines. Please keep in mind that these are only guidelines and individuals are responsible to check with the Fire Department to obtain all necessary permits and pay any fees. Applications for permits can be obtained from the Fire Prevention Bureau of the Pasadena Fire Department at the following address:

Pasadena Fire Department • Fire Prevention Bureau
199 S. Los Robles Ave, Suite 550 • Pasadena, CA 91101-2458
Phone (626) 744-4668 • Fax (626)585-9466



PASADENA
CENTER OPERATING COMPANY

Appendix B

CERTIFICATE OF INSURANCE REQUIREMENTS

Should you elect to provide your own Certificate of Insurance these requirements must be included on the Certificate.

Commercial General Liability, Occurrence Form with the following Limits of Liability:

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

The Certificate must also name **The Pasadena Center and the City of Pasadena, its Officers, Directors, and Employees as Additional Insured:**

Some companies issue an old Occurrence form which includes the following information:

Comprehensive General Liability form with a Board Form General Liability Endorsement with the following coverage's included:

**Products and Completed Operations Hazard
Contractual Insurance
Independent Contractors
Personal Injury Liability**

The Limit required is \$1,000,000 Per Occurrence and in the Aggregate.

Both Certificates must name **The Pasadena Center and the City of Pasadena, its Officers, Directors, and Employees as Additional Insured.**

Evidence of such coverage must be received by The Pasadena Center no later than thirty (30) days prior to your event. If specified coverage is not filed with the Center in the aforementioned time, Center will obtain coverage and charges will be borne by the Licensee.

Please be sure to provide information to your Insurance Company or Insurance Agent.



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