



CONVENTION MEETING & TRADE SHOWS

501 SOUTH COLLEGE STREET CHARLOTTE, NORTH CAROLINA 28202 SALES 704-339-6061 FAX 704-339-6051

RULES & REGULATIONS HANDBOOK

A complete rules and regulations handbook provides additional and important information for events held at the Charlotte Convention Center. The rules and regulations handbook is an extension of the license agreement and will be provided with the contract.

MEETING ROOMS

Room assignments would be adjusted to flow once you began work with your convention services manager. Rooms will be set on a one-time basis during the term of the license and within the limits of the Convention Centers inventory. This includes tables, chairs, table cloths and riser for staging. A pitcher of water is provided on the speakers head table, additional water stations can be contracted through catering. Any additional room changes or equipment needs would incur additional costs at the prevailing rate. We do not charge for room turns that accommodate food and beverage events.

SPECIAL NOTES

- Meeting Rooms used as exhibition areas will be charged at the daily rate.

LIABILITY INSURANCE

The Convention Center's policy requires that you provide a certificate of liability insurance coverage in the amount of \$1,000,000 (*bodily injury and property damage combined*).

EVENT REQUIREMENTS AND STAFFING

The Convention Center will provide and the licensee will be charged for all event-related staffing. The Convention Center maintains general security for building perimeter areas and periodic internal patrols. There is no charge for this service.

All event requirements must be coordinated with and approved by Convention Center management at least 30 days prior to the beginning of the term of the license agreement.

First Aid coverage will be required for all exhibit hall events and all other events exceeding 2,000 people. Coverage shall be provided during event hours and paid for by user at applicable rate.

FOOD SERVICE

Food and beverage services are available through the Convention Center's exclusive food service department. Food and beverage services may not be brought into the Convention Center without express permission in writing from the food service department prior to the event.

The Charlotte Convention Center holds and maintains a full-service liquor license and abides by all rules and regulations set forth by the North Carolina Alcoholic Beverage Control Commission. Alcoholic beverages brought in from outside of the Convention Center are prohibited.

TELEPHONE/INTERNET/DATA SERVICE

Complete telephone internet and data service is available exclusively through the Convention Center. A full line of features is available on the exhibit hall floor, in meeting rooms, registration areas and numerous other locations in the Convention Center. Equipment and service rates will be furnished upon request. 704-339-6700

AUDIO-VISUAL EQUIPMENT RENTAL & SERVICES

Audio visual equipment rental and services are available through the Convention Center's preferred in-house audio visual production contractor. Technical experts offer reliable and creative solutions with outstanding customer service and the best technology available. For information on services and pricing call 704.339.6180.

PARKING

Parking is available at prevailing rates in parking lots and towers surrounding the Charlotte Convention Center.

ADDITIONAL SECURITY FOR LOADING DOCKS & ENTRANCES

Security Personnel will be provided exclusively by the Convention Center. Licensee will be charged at the prevailing rate.

EXHIBIT ELECTRICAL AND UTILITY SERVICES

The Charlotte Convention Center serves as its own exclusive electrical and utility services contractor. Electrical and utility rates will be furnished upon request.

FREIGHT OR SHIPMENT OF MATERIALS

- The Charlotte Convention Center will not accept freight shipments.
- Any freight or deliveries arriving at the Convention Center prior to the rental agreement of move-in/set-up date(s) will not be accepted and will be returned to shipper.
- All materials sent to the Convention Center during contracted date(s) must be clearly marked to indicate intended receiver and name of event.

DECORATIONS AND SIGNS

- The location and method of installation of decor must be approved by Convention Center management.
- Helium balloons and adhesive-backed decals are prohibited.
- All decorations and props must be removed from the facility at the conclusion of the event. Items not removed by the licensee will be discarded.

All items in this schedule are subject to change without notice. Services and facilities provided in rental.