



IRVING CONVENTION CENTER
AT LAS COLINAS

Irving Convention Center at Las Colinas Event Planning Guide

Policies, rental rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide produced prior to February 2014. This Event Planning Guide and its contents are incorporated by direct reference in your License Agreement. Circumstances and operations not covered in these rules and regulations will be subject to interpretations, stipulations, and decisions deemed necessary and appropriate by the Irving Convention Center's general manager.



Welcome to the Irving Convention Center at Las Colinas – the newest premier convention, meeting and trade show venue in the U.S.

We take pride in the appearance and efficient operation of our facility. We have created this event planning guide to help you produce your most successful event ever. All the questions and answers you may have concerning your event and this facility should be addressed in the following pages.

The Irving Convention Center is a state-of-the-art facility owned by the City of Irving and operated by SMG. Based in Philadelphia, SMG is the world's largest private management company for public assembly facilities in the world. Working hand-in-hand with our partners at the Irving Convention and Visitors Bureau, our 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 levels of service and personal attention. The resources of our event services department will be available to you throughout your event planning and implementation. Furthermore, our commitment to service will be extended to your exhibitors and attendees, and reflected in the success of your event.

Our experienced event staff will lend additional information and guidance throughout the planning stages of the event. We encourage you to communicate with your event manager frequently. Keeping the doors of communication open will help ensure the success of your event.

We are very pleased that you have selected the Irving Convention Center to host your event, and we look forward to serving you each step along the way to its success.

Sincerely,

A handwritten signature in black ink that reads 'Tom Meehan'. The signature is written in a cursive, flowing style.

Tom Meehan
General Manager

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INTRODUCTION

The 275,000-square-foot Irving Convention Center at Las Colinas features a 50,000-square-foot, column-free exhibition hall, a 20,000-square-foot, column-free ballroom and 20,000 square feet of breakout space in 20 meeting rooms. The facility's highly flexible, stacked design allows it to host several different types of events and meetings concurrently, and the building's unique architecture, vertical design and interior finish create a new niche in the marketplace.

Located on a 40-acre tract in the Las Colinas Urban Center in Irving, Texas, the convention center is the first phase of a mixed-use entertainment district that is planned to include a privately developed convention center hotel, a 6,000-person capacity performance venue, restaurants and retail.

Home to thousands of corporations and the global headquarters of five Fortune 500 companies, Irving understands high-level business meetings and events, and the customer service needs that accompany these. More than 75 hotels, including the state's only five-diamond resort, are literally within 10 minutes of the convention center. In fact, 18 hotel properties are within a two-mile radius of the center. With Dallas/Fort Worth International Airport just a few miles west and Love Field just a few miles east, access to the Irving Convention Center is quick, efficient and easy.

The Convention Center is operated by SMG, the world's largest private management company for public assembly facilities. SMG's commitment to service for our clients is paramount. We have assembled a first-class service staff that will work with you from the first stages of your event planning to the final evaluation of your event. Our goal is not only to provide you with the most superior service available, but also to ensure that your organization will come back to the Irving Convention Center at Las Colinas. We want to make the Irving Convention Center your group's business address.

FREQUENTLY ASKED QUESTIONS

1.) **What is the role of the event manager who will be assigned to me?**

At the Irving Convention Center at Las Colinas, we value your business and are partners in the success of your event. Once you sign your license agreement, an event manager will be assigned to you and will contact you before your event, be with you for your entire event, and follow up with you upon the conclusion of your event. The primary responsibility of your event manager is to gather and communicate your event information to our various in-house departments, to make sure your event is in compliance with the rules & regulations of the Center, and to ensure your event runs smoothly. The role of your event manager is an extension of your team and the primary source of venue information.

2.) **What additional costs can I expect to incur other than rent?**

Your event manager will provide you with an itemized event estimate based on your event's specific needs. Based on the requirements of your event, some of the following charges may apply: electrical, audio-visual, catering, decorator labor, inventory rental, cleaning services, and security.

3.) **What is included in a meeting room rental?**

A classroom setup, theatre setup, banquet setup (rounds of 10), U-Shape, Hollow Square, or Conference setup, or any combination of these. 1-8'x30" table, 1-6'x8' riser, 1-8x30 head table dressed, and power from the wall. Additional amenities such as head table water, pads, and pens are not included in the one-time set. To make arrangements for these, please contact your event manager.

4.) **Can I ship product/materials to the Center?**

The Center does not accept advance materials or freight. Due to limited space, all freight and packages must be shipped to your service contractor and delivered to the Center during the designated move-in period. In cases where service contractors are not contracted (e.g., small events held in meeting rooms), arrangements may be made with your event manager for a nominal fee.

5.) **Is the Irving Convention Center at Las Colinas a union facility?**

No. Texas is a right-to-work state.

6.) **Who is the food & beverage provider at the Center?**

Savor...by SMG is the exclusive food and beverage provider at the Center.

7.) Who is the audio-visual provider at the Center?

Freeman is our in-house preferred audio visual company. Freeman is our exclusive contractor for AV labor. For further information, contact the director of sales at 972-401-7739.

8.) Who handles security at the Center?

The Center's public safety department maintains 24-hour coverage of perimeter areas, internal corridors and the life safety alarm system. Based upon the needs and nature of your event, show security may be needed. The cost of event security is the responsibility of the licensee. Please contact your event manager for more information and/or for a detailed show security plan and proposal.

9.) Is there onsite parking available at the Center?

Yes, the Center has a covered garage with parking available for 750 cars. If additional parking for your event is needed, contact your event manager to discuss options, as we have a surface lot and relationships with several large, nearby parking garages. Standard parking rates in our covered garage is \$5 per car per entry, but may vary by show.

10.) Who handles electrical, plumbing, telecommunications and Internet services in the Center?

The Center's client utilities department handles the above requests. For further information regarding these services, contact 972-401-7775. Limited power is available in all meeting rooms through the convenience outlets and is included in the rental of the space. Additional power may be placed in meeting rooms for an additional fee.

11.) Can you create meeting room diagrams for me to view?

Absolutely. We utilize Meetings Matrix to create our certified meeting room diagrams and your event manager will be more than happy to create a diagram to show you the layout of your room.

12.) Is Irving directly accessible by airplane or by train?

Flights are available to DFW International Airport, the heart of which is approximately ten miles from the Convention Center (Irving is adjacent to DFW International Airport), or Dallas Love Field, also approximately ten miles from the Convention Center. The Dallas Area Rapid Transit (DART) light rail station connects near the center. (The DART line to Las Colinas will open in mid-2012.)



CONTACT INFORMATION

MAILING ADDRESS

Irving Convention Center

500 W. Las Colinas Blvd

Irving, TX 75039

Main Line: 972-252-7476

Fax Line: 972-401-7729

www.irvingconventioncenter.com

STAFF CONTACTS

At the Irving Convention Center at Las Colinas, each person on our staff is here to make sure you have a successful event. Below is a list of staff departments who are at your service.

General Manager	Tom Meehan
Director of Sales & Marketing	Cheryl Calhoun
Director of Events	Jeremy Pierce
Director of Food & Beverage	Kevin Smith
Director of Operations	Mark Arancibia
Director of Finance	Laurie Dailey
Building Security	Corey Goode
Audio Visual & Business Center	Joseph Hernandez

LOCATION/DIRECTIONS/TRANSPORTATION

For valet, passenger drop-off, bus loading/unloading or to access the parking garage, please follow the directions below.

FROM NORTH DALLAS

- Take I-635 West and merge onto to I-35 South on the left.
- Traveling south on I-35, veer right onto Loop 12 South.
- From Loop 12, exit Hwy. 114/John Carpenter Freeway and turn right.
- Exit O'Connor Boulevard. Turn right.
- Proceed to Las Colinas Blvd. and turn left.
- The Convention Center will be on your left.

FROM D/FW AIRPORT

- Exit the airport using the north exit.
- Follow signs that will put you on 114 East and take the O'Connor exit.
- Turn left on O'Connor and then turn left on Las Colinas Blvd.
- The Convention Center will be on your left.

FROM LOVE FIELD AIRPORT

- Exit Love Field Airport and turn right onto Mockingbird Lane.
- Pass under Harry Hines Blvd and I35 and turn right onto HWY 183 West
- Proceed and merge onto HWY 114 West
- Exit O'Connor Boulevard. Turn right.
- Proceed to Las Colinas Blvd. and turn left. The Convention Center will be on your left.

FROM DOWNTOWN DALLAS

- Take I-35 North (Stemmons Freeway) to the 183/114 exit (left exit).
- Proceed westbound and stay in the right lane.
- You will veer west on 114/John Carpenter Freeway.
- Remain on 114 West and exit O'Connor Rd.
- Turn right on O'Connor, and then turn left on Las Colinas Blvd.
- The Convention Center will be on your left.

FROM ARLINGTON

- Travel North on 360, exit Airport Freeway/Hwy. 183, and turn right.
- Traveling East on 183, exit O'Connor and turn left.
- Traveling North on O'Connor, turn left on Las Colinas Blvd.
- The Convention Center will be on your left.



MILEAGE FROM:

GRAPEVINE, TEXAS:	15 minutes / 10.61 miles
DALLAS, TEXAS:	18 minutes / 12.07 miles
ARLINGTON, TEXAS:	29 minutes / 19.33 miles
PLANO, TEXAS:	32 minutes / 23.55 miles
DENTON, TEXAS:	41 minutes / 31.11 miles
FORT WORTH, TEXAS:	53 minutes / 40 miles
SHREVEPORT, LA:	3 hours 16 minutes / 200.5 miles
OKLAHOMA CITY, OK:	3 hours 23 minutes / 205.5 miles
AUSTIN, TEXAS:	3 hours 27 minutes / 206 miles
HOUSTON, TEXAS:	4 hours 23 minutes / 266 miles
SAN ANTONIO, TEXAS:	4 hours 44 minutes / 285 miles

MILEAGE FROM AIRPORTS

DFW International Airport is approximately 10 miles west of the Convention Center.
Dallas Love Field is approx 9 miles east of the Convention Center.

TRANSPORTATION OPTIONS FROM DFW INTERNATIONAL AIRPORT

The Rental Car Center is located at 2424 E. 38th St, DFW Airport, TX, near the south entrance of the Airport and is served by 10 companies.

Advantage:	800-777-5500
Avis:	972-574-4130 or 800-331-1212
Alamo:	800-327-9633
Budget:	800-527-0700
Dollar:	866-434-2226
Enterprise:	972-586-1100 - <i>Enterprise also has an onsite office at the Irving Convention Center</i>
E-Z Rent-A-Car:	972-574-3360
Hertz:	972-453-4759 or 800-654-3131
National:	972-615-5400 or 800-227-3876
Thrifty:	972-456-5980

CABS AND TAXIS INFO:

Taxi service is available on the upper level of Terminals A, B, C & E, and on the lower level of Terminal D.

TRANSPORTATION FROM DALLAS-LOVE FIELD AIRPORT

If you need additional assistance, please contact the Department of Aviation's Transportation Coordinator at (214) 670-6148.

Rental Cars

The following companies offer rental car services at Dallas Love Field:

Hertz:	800-654-3131
Avis:	800-331-1212
Budget:	800-527-0700
Dollar:	800-800-3665
Enterprise:	866-502-1260 - <i>Enterprise also has an onsite office at the Irving Convention Center</i>
National:	800-227-7368
Alamo:	800-462-5266
Thrifty:	800-847-4389
ACE:	214-352-4555

Airport Shuttle Services

The following Shuttle services are provided at Dallas Love Field:

City Shuttle	(214) 760-1998
Super Shuttle	(800) 258-3826
Yellow Checker Shuttle	(972) 222-2000
ACE	(214) 352-4555

Taxi Cab Service

Taxi Cab service is provided on the upper level across the street from the baggage claim wing of the main terminal building.

PUBLIC TRANSPORTATION INFORMATION:

Dallas Area Rapid Transit (DART) and Fort Worth's The T offer rail service to DFW Airport from Dallas and Fort Worth via the Trinity Railway Express (TRE). Scheduled rail service is provided Monday thru Saturday. For more information, call 214-979-1111 or visit www.trinityrailwayexpress.org or www.dart.org.



GENERAL INFORMATION

SALES DEPARTMENT

Your initial contact with the Center should be directed to our Sales & Services Department. A representative will review your proposed event requirements, including projected dates, space needs and rate structures. Potential date and space availability in the booking schedule will be discussed as appropriate.

Following the designation of available space, the representative may enter a space reservation for your event. All space reservations are designated on either a tentative, first option, second option or confirmed basis. An event will be regarded as confirmed following the execution of a lease agreement and payment of deposit. The parameters for issuing and executing lease agreements are dependent upon the type of event being considered.

When requesting dates at the ICC, all date and space holds will be valid for up to 14 days after receipt of confirmation. Dates will be released without notice if the event is not confirmed via Use License Agreement/Contract and corresponding deposit.

Where applicable, potential licensees may request dates from the Irving Convention and Visitors Bureau or the Center. Potential licensees may be requested to submit a facility use and/or a credit application prior to reserving dates.

We encourage you to contact the Sales Department with any questions regarding current booking policies.

EVENT MANAGEMENT

Following the execution of the license agreement for your event, the center will assign an event manager to work with you on event planning and implementation. The event manager will contact you as soon as assigned and will remain your primary Convention Center liaison through the conclusion of your event.

The major function of the event manager is to gather all event information and disseminate the information to the different departments of the ICC. These departments include Engineering, Security, Housekeeping, Set-Up, Food and Beverage, and, if applicable, Audio-Visual, EMT and Telecommunications/Internet.

It is important to remember that the Irving Convention Center is a multi-purpose facility. The facility may have simultaneous events in the building. The event manager will rely upon the information given by you to coordinate public areas for multiple events. By receiving this information in advance, the event manager will ensure the smooth operation of your event. Please communicate regularly with your event manager during the planning process to ensure the successful production of your event.

A separate banquet event order and deposit will apply for all food function events. You will be introduced to a catering sales manager early in the event planning process to ensure that you benefit from their inventory of products, services, and expertise.

Should your event needs require additional services, such as hotel accommodations, local dignitaries or vendor referrals for activities outside the convention center, your event manager will connect you directly with the staff at the Irving Convention and Visitors Bureau to assist.

CATERING DEPARTMENT

Where applicable, following the designation of available dates and space, a Catering Sales Manager will contact you to offer options for your event and will prepare a menu quote for your approval. All food and beverage and event services must be paid in full one week before an event.

EVENT PLANNING CHECKLIST

Please use this checklist to help with the planning, coordination and implementation of your upcoming event.

12-18 MONTHS PRIOR

- License Agreement is issued by your Sales Representative
- Schedule a site visit with your Sales Representative to review and finalize required space
- Sign and return License Agreement with the initial deposit by Due Date
- An Event Manager is assigned to your event
- Advise Event Manager of designated General Service Contractor
- Provide your Event Manager with a working copy of your floor plans for review by fire marshal

6-10 MONTHS PRIOR

- Begin to coordinate audio visual, Internet and telecom needs
- Obtain menus and begin to coordinate F&B needs
- Review first draft of floor plan with Event Manager for any changes
- Obtain the Center's service order forms for exhibitor kits
- Schedule a site tour with Event Manager
- Contact state, county or city entities regarding required permits and licenses

2 MONTHS PRIOR

- Send revised copies of floor plans to the Center
- Provide Event Manager with the first draft of event specifications and program agenda
- Begin to coordinate food & beverage requirements
- Order MVP insurance (if not self-providing general liability insurance)

1 MONTH PRIOR

- General liability insurance is due
- Rental fee paid in full
- Order electrical requirements for show office and registration
- Order Internet & telecommunication needs
- Final event specifications and program agenda due
- Final/approved version of floor plans due
- Exhibitors list due
- Obtain estimate of expenses from Event Manager
- Schedule final planning meeting at the ICC
- F&B contract, initial guarantees and deposit due

2-3 WEEKS PRIOR

- Finalize audio visual, Internet and telecom needs
- Sign & return estimate of event expenses to Event Manager
- Provide Event Manager the event staffing scheduling
- Confirm catering guarantees with Catering Manager – final guarantees due 3 business days prior to event

ON-SITE

- Conduct pre- & post-event inspection of Authorized Areas
- Hold pre-con or production meetings with key vendors and suppliers
- Hold daily coordination meetings with Event Manager to address program updates

REQUIREMENTS for CERTIFICATE of INSURANCE

1. Originals only – NO photocopies.
2. Name of insured on certificate must be identical to the name on the License Agreement.
3. Certificate Holder must read:
SMG - Irving Convention Center
500 W. Las Colinas Blvd.
Irving, TX 75039
4. **Description of Operations on the certificate must disclose:**
Additional Insured Includes: SMG, Irving Convention Center, Irving Convention and Visitors Bureau, City of Irving, Their Officers, Agents and Employees, Event Name, Dates (move-in, show and move-out)
4. Cancellation – must be for thirty (30) days
Contractor shall furnish insurance against any and all loss or claims arising out of the operations or its agents, employees, sub-contractors or invitees for the protection of SMG, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in Texas and holding a rating of A or better in the current *Best's Manuals*.
 - A. Comprehensive General Liability
\$1,000,000.00 Bodily Injury and Property Damage per occurrence. Coverage shall include:
Premises and Operations, Contractual, Personal Injury, Independent Contractors and broad form property damage, including completed operations.
 - B. Automobile Liability

Bodily Injury	Property Damage
\$500,000 Per Person	\$250,000 Per Accident
	\$1,000,000 Combined Single Limit
 - C. Employers' Liability
\$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Aggregate
 - D. Worker's Compensation
Texas Statutory Limits



MASTER VENUE PROGRAM: INSURANCE

The Irving Convention Center at Las Colinas can assist our Show Managers and Event Planners with obtaining the required liability insurance through a program called MVP (Master Venue Program). This is for those shows or special events that are not able to meet our required coverage. For additional details and pricing, please contact your Event Manager.



IRVING CONVENTION CENTER
AT LAS COLINAS

FACILITY OPERATIONS GUIDELINES

AIR-CONDITIONING

Air-conditioning will be provided as follows: in exhibit halls beginning one hour prior to show and continuing until one hour after the show closes; meeting rooms used for “event program” beginning one hour before meetings and continuing until one hour after close of meetings; show offices as needed; and attendee registration area during the show hours. The air-conditioning in the exhibit halls will not be turned on during move in and move out (non-show) days. If interested in air-conditioning for non-show days, the prices to do so are:

- Exhibit Hall A or B \$1,200.00 per day per hall
- Both Exhibit Halls (A & B) \$2,000.00 per day

* Air-conditioning is not available when the loading dock doors are open.

* Air-conditioning is included in the rent during the show hours

AIRWALLS

The moveable air walls/partition walls in the meeting rooms and ballroom are to be installed and removed by Convention Center personnel only. An additional set-up charge will apply if they need to be moved on the same day of the event, unless otherwise addressed through the use license agreement.

ANIMALS

It is prohibited to have live animals in the Center without proper written permission. Contact the Event Manager for rules and regulations. In accordance with the ADA, guide/service animals may accompany a disabled or physically challenged person in the Center. The paperwork needed, if approved, is: copies of vaccination certificate, health certificate, municipal license/certificate and a licensed trainer (needs to be present during show). All animals should leave the facility in the same way they arrived. No slaughter of any kind of animals is permitted at the facility.

AUDIO-VISUAL

The facility’s preferred in-house audio-visual provider offers a full range of audio-visual services, including multi-media projection, lighting equipment, sound reinforcement, video production, cameras and more. Outside suppliers are permitted to operate in the ICC with prior notification; however, use of the meeting room house sound system is the exclusive right of the ICC through the house A/V contractor. If your event selects another provider but utilizes the house sound system, patch fees and labor costs for an audio technician will be applied at the prevailing rate. Please contact your Event Manager for details.

Outside suppliers will be required to comply with all contractor requirements. Please contact your Event Manager should you elect to contract the services of an outside supplier. Note: House paging is available exclusively through ICC Security.

BALLOONS

Helium-filled balloons are **not** allowed in any part of the ICC either for decoration, display, give away or for sale. You are responsible for informing exhibitors/contractors of this policy. For decoration purposes, AIRFILLED balloons may be used. The ICC reserves the right to remove any HELIUM-FILLED balloons at your expense. Any balloon that has to be taken down from the ceiling is \$50 each. The cost for any adhesive backed decal left behind will vary depending on the situation.

BOOKING POLICY

The full booking policy is included under “booking policy” in this guide.

BROADCASTING/VIDEO/PHOTOGRAPHY PERMITS

There is a minimum commercial/broadcasting permit fee of \$1,000 and a minimum \$250 fee for photography. A one-time use of the facility for bridal portraits for weddings under contract at the Irving Convention Center is complimentary. Contact your event manager for details and the full permit/fee policy.

BUSINESS CENTER

The onsite business center is located on the meeting room level of the Center. The hours of operation are based on event needs, but regular business hours are Monday through Friday, 8:00 am – 5:00 pm. Extended hours can be arranged. Services and products include printing, Internet, equipment rental, secretarial service, copying, fax transmission and receipt, small package shipping, office products, and other services. For more information, visit our website at www.irvingconventioncenter.com.

BUSINESS/HEALTH PERMITS/TAXES

It is the Licensee’s responsibility to procure all necessary permits. The Center will assist in providing Center-related information necessary for submission, but the Center will not secure such permits on behalf of licensee.

BUILDING SECURITY

Please see “Security” for more information.

CATERING

See "Food and Beverage." All Food and Beverage at the ICC must be provided by the ICC Food and Beverage provider, Savor...by SMG.

CLEANING

The convention center staff takes great pride in the care of the facility. Every aspect of the facility is painstakingly maintained to provide you with a clean, attractive environment to host your event and to welcome your members, exhibitors, registrants, patrons and guests.

The Convention Center operations staff will maintain all public common areas (e.g., lobbies, hallways, restrooms, concessions and meeting rooms) at no additional charge, except when said areas are utilized as exhibition space. The ICC operates with a standard "clean hall to clean hall" policy; therefore, loading docks, exhibition floor (including aisles and trash receptacles), offices and registration area cleaning are responsibility of show management.

The ICC will monitor and refresh meeting rooms according to the event schedule. If a situation arises that requires the immediate attention of our Housekeeping Department, please contact your Event Manager. Personnel will be dispatched immediately, or as necessary.

The use of glitter, confetti, decals, rice, bird seed, rose petals, tape or helium balloons are **not permitted** in the ICC. Any costs incurred by the ICC for the removal of these items will be charged to the Licensee in the final settlement. Any balloon that has to be taken down from the ceiling is \$10 each. The cost for any adhesive backed decal left behind will vary depending on the situation.

The use of public restrooms as dressing rooms for events and pageants will require an additional service fee.

As required in the ICC Use License Agreement, it is the Licensee's responsibility to return the facility in the same condition as it was received. A representative from the ICC Operations staff will review the condition of the facility with you and/or your general service contractor in advance of move-in and after move-out.

If the facility is not returned in the same condition as received, the ICC will make necessary repairs and include the estimated cost for such repairs in the Licensee's final settlement.

Dumpster pulls are charged to Show Management at a rate of \$550.00 for the first 35 cu. yd. compactor pulled and \$400.00 for each additional pull. Additional open-top containers can be rented. Please see the Special Services Rate Sheet in this document for costs.

All outside cleaning contractors will be required to comply with all Sub-Contractors Building Manual Requirements. Please let your Event Manager know if you will be using an outside cleaning contractor.



Cleaning Labor (ICC in-house) is \$18.00 per hour with 4-hour minimum. Additional charges will apply for supervisors. Please contact your Event Manager for a proposal specific to your event.

COAT CHECK

A personalized coat check service is available through the ICC and provides your attendees with a convenient service at a very nominal charge. Please contact your Event Manager for details.

COMMUNITY RESOURCES

Dallas-Fort Worth International Airport:	972-973-8888
Dallas Love Field Airport:	214-670-6073
Irving Convention & Visitors Bureau:	972-252-7476

CONTRACTORS

EXCLUSIVE CONTRACTORS:

There are exclusive agreements related to your use of the ICC:

- All Food and Beverage at the ICC must be provided by the ICC Food and Beverage provider, Savor...by SMG.
- All telephone and fax lines, as well as all Internet connectivity outside the Business Center must be provided exclusively by the ICC's in-house vendor.
- Self-parking is \$5.00 with no in-and-out privileges. If interested in paying for guest parking, the total can be included in the terms of your use license agreement. Please talk to your Event Manager for any special requests. Parking management is provided exclusively by the ICC's in-house vendor.
- Valet parking services are provided through the preferred provider of the ICC.
- Ballroom and Exhibit Hall rigging is exclusively provided by the ICC.

CONTRACTORS' REQUIREMENTS

All contractors wishing to provide service to events at the Irving Convention Center are subject to approval by the Center prior to commencing work onsite. This applies to all contractors supplying any and all show services, such as audio-visual, electrical, cleaning and security.

The Licensee is required to notify the Event Manager of the contractors selected in advance of the event for the purpose of initiating and securing the appropriate agreements. In order to qualify, a firm must submit the following:

1. A written request on company letterhead for consideration as an approved contractor. This letter should also contain:
 - a. Address of firm
 - b. General office, emergency, and phone numbers
 - c. Names and titles of principals
 - d. Individual responsible for coordinating firm's convention center operations

2. The following are required to work on property at the ICC:
 - a. A copy of appropriate operating licenses for the state, county, and city when applicable.
 - b. A copy of current Certificate of Insurance confirming firm's liability and workman's comp coverage, applicable to convention center activities.

3. Additional submittals should include:
 - a. Name of client currently staging an event at the Convention Center
 - b. Other appropriate letters of reference from comparable exposition facilities/exposition managers
 - c. Copy of sample employee identification credentials
 - d. Pictures of standard issue uniforms and variations
 - e. Summary equipment inventory

Your Event Manager will notify you of the approval or disapproval. Contractors without approval will not be allowed to work on property.

Prior to all events at the facility, all contractors will submit a shift schedule to the Event Manager at the Convention Center. A briefing will then be scheduled by phone or in person to confirm specific drop-off or parking areas, entrance locations, and credential or security requirements for each event.

CRATE STORAGE

Crates, cardboard boxes, hazardous materials, waste products, gases and other packaging and holding materials are prohibited from being stored or staged within the facility or on the loading docks. They may be kept in trailers with closed, unlocked doors, or in available dock bays. Limited storage of required show management and event contractor equipment may be permitted within the facility, if the area is identified on the floor plan, has adequate fire suppression systems and has been approved by Facility Management and the Fire Marshal.

Air wall pockets, facility storerooms, hallways, emergency exits, concession stands and meeting rooms are not available for storage at any time. All emergency exits must be completely free from storage and debris. Storage of equipment within the facility is limited to the following items:

- Decorator equipment and ladders
- Electrical and decorator boxes
- Accessible storage (any flammable materials should be limited to what could be normally used in one show day)

DAMAGES

Prior to the first move-in day, the Operations Department will schedule a facility inspection to verify the condition of the Center. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event. 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 and the Center will make all repairs.

The ICC is not responsible for any equipment or materials stored at the facility.

When using permanently carpeted areas as exhibit space, the service contractor is required to lay plastic or plywood over the permanent carpet before bringing freight-handling equipment into the area. No forklifts or other mechanical materials-handling equipment are allowed on carpeted areas. Any damages will be charged to the Licensee.

ELECTRIC AND UTILITIES

The main exhibit hall provides electrical services in floor ports. 200-amp and 400-amp show power is also available in select locations on the wall and ceiling. Water service is conveniently available through access points located in the exhibit hall. Electrical service is available upon request in all meeting rooms and ballrooms. Utilization of permanent wall or column electrical outlets within public space, foyers and meeting rooms, requires prior written approval by Center Management. An estimate can be provided based on client electrical needs.

To the extent possible, all lines should be in the rear of the booth line. Ramping is permitted with Fire Marshal approval. All fixtures and fittings must be UL (Underwriters Laboratories) approved.

ICC charges for electrical connections (amperage) in the exhibit halls, meeting rooms, and ballroom, which are included in the final settlement. The Event Manager will prepare an estimate during the show with the total. Please see prices in the Rate Sheet located at the end of the document.

EMERGENCY PHONE NUMBERS

- Emergency Services : 911
- Fire Department: (972) 721-2308: Non-emergency
- Police Department: (972) 273-1010: Non-emergency

EMERGENCY MEDICAL SERVICES

Based upon event type, a mandatory Emergency Medical Technician (EMT) may be required during move in, show hours and move out to administer emergency first aid treatment.

- Exhibits, Sporting Events, Tradeshows, Expos, etc. are required to have Emergency Medical Services. An EMT may be required during move-in and move-out.

NOTE: If the ambulance has to leave the building to take a patient from your event to the hospital, we will automatically bring in an EMT for the time being, and it will be charged directly in the client's final settlement. The current hourly rate is listed in the Special Services Rate Sheet. Please contact your Event Manager to request EMT for your event.

EQUIPMENT INVENTORY AND RENTAL

The prevailing rates for rental equipment are available on a separate rate schedule. All Center equipment will be set up and operated by authorized Center personnel. If event requirements exceed the permanent inventory, the ICC will obtain additional equipment as required at the prevailing market rate, and include those costs to the Licensee's Estimate of Expenses.

EVENT SERVICES ESTIMATE

Please contact your Event Manager for any additional event services needs. Additional services, or expenses, shall be outlined by your Event Manager once final event requirements are provided. An Event Estimate of Expenses will be prepared and will indicate the services desired, the price, and the authorization of the Licensee or designated representative. Payment for the estimate of event expenses will be due thirty (30) days prior to the first day of your event; if not, they will be included in the Licensee final settlement. Please contact your Event Manager or visit www.irvingconventioncenter.com for the current Equipment & Labor Rate Sheet to assist with budgeting potential expenses.

EVENT STAFF

Staffing levels will be set at the discretion of Center Management as deemed appropriate after carefully considering the nature and character of the event. All contracted staffing levels must be submitted to your Event Manager for approval at least 21 days prior to the first day of move-in.

If provided through the Center, Event Staff Services will be provided under the following guidelines:

1. A four (4) hour minimum per person per day.
2. Mandatory positions, including gates to the loading dock, the loading docks and the service road, require coverage during event move-in and move-out hours. Additional coverage may be required based upon the needs of the event.

EXHIBIT HALL

The ICC exhibit hall floor is a solid concrete floor with a weight bearing capacity of 350 lbs per square ft.

There are a total of eight covered loading docks at the center, which provide direct drive-in access and are adjacent to the facility's service elevators. The exhibit hall has two access doors from the loading docks. Two dock levelers are available at the facility.

The flexible exhibit hall can be utilized as a general session, plenary session for large groups, athletic events, concerts, tradeshow, expos, and more. Exhibit halls can be set up in theater, elevated theater with the use of our bleachers, classroom, banquet, or a combination of these sets. All equipment charges apply in the Hall when it is utilized as a meeting function area. Please discuss with your Event Manager the arrangement you require and review the rental rates in the Event Guide for budget and planning purposes. Please discuss all large general session or plenary session sets with your Event Manager well in advance to ensure appropriate inventory of equipment for your event.

FIRE DEPARTMENT APPROVALS

According to the Irving Fire Department Rules & Regulations, floor plans must be approved by the Fire Marshal. It is required to submit floor plans for Fire Marshal's approval for tradeshow, expos, and special events (for example: graduations, fashion shows, and others) and events with an attendance of 800 people or more when set up in classroom or theatre-style. In addition to International Fire Code requirements, the City of Irving may also require additional elements, including the strict limitation of temporary canopies or tents with exhibits. Please discuss the use of these elements with your Event Manager.

FIRE PROTECTION SYSTEM

The ICC is fully protected by an automatic fire sprinkler system. In addition, fire extinguishers are located throughout the facility. Exit doors, exit lights, fire alarm sending stations, fire hose cabinets, fire extinguishers and strobe lights are prohibited from being concealed, obstructed, or tampered with at any time. Any authorized use of temporary canopies or tents with exhibits will require a fire extinguisher to be located within each.

FLOOR LOAD CAPACITIES

Contact your Event Coordinator/Manager for more information.

FLOOR PLAN APPROVAL

Also see the “General Rules and Regulations” section of this guide for fire code regulations.

The Center’s exhibit and registration floor plan approval process incorporates policies mandated by the local authorities and must be approved by the Center and those designated local authorities. The Event Manager can provide guidelines for floor plan layout. A copy of the proposed floor plan, drawn to scale, needs to be submitted to the Event Manager. Copies of the proposed floor plan will be submitted for approval. Non-approved floor plans will be returned to the Licensee with explanations. Licensee must resubmit a revised copy of the floor plan for final approval.

Note: All NFPA Life Safety Code guidelines are observed by the Center, as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the local authority will be considered final.

FOOD AND BEVERAGE SERVICE

Also see the “General Rules and Regulations” section of this guide for food and beverage regulations.

All Food and Beverage at the ICC must be provided by Savor...Las Colinas, a Division of SMG. The Food and Beverage Department is prepared to offer the finest quality products and service for all functions, from coffee breaks to exquisite gala banquets. Catering menus are available from the Food and Beverage Department. Concession operations are available to provide retail sale food and beverage service for events. Permanent stands and portable theme carts will enhance any event’s program by featuring a variety of specialty food and beverage items. Special menus are available to Show Management and exhibitors that will provide in-booth food service.

Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies and are related to the purpose of the show. Sampling of products must be approved by SAVOR...Las Colinas. Upon approval, samples must be limited to the following: food items are limited to bite size portions of 2x2 inches or 2-ounce portions; non-alcoholic beverages are limited to a maximum of 4-ounce sample size.

Alcoholic Beverage Sampling:

- Alcoholic beverages cannot be sold by exhibiting companies at any time.
- Alcohol can be served as early as 10am only in conjunction with food service. Otherwise, alcohol cannot be served before noon.
- All alcohol must be served in disposable cups; no cans or bottles allowed.
- Distribution of alcoholic products must be monitored and overseen by a TABC attendant /bartender from SAVOR...Las Colinas.

Alcoholic Sample sizes include:

- Beer: 4oz
- Wine/wine coolers/spirit coolers: 2oz
- Liquor/liqueurs: 0.5oz



The Center offers optional water service in meeting rooms and ballrooms at \$25 per 50 guests. This includes chilled water served in water dispensers with biodegradable cups. Please contact your catering sales manager for purified, infused and bottled options. Speaker water may be provided at no charge; please contact your catering or event services representative for more information.

FOYER

Booths in any foyer must be approved by the facility based on building availability and usage. Usage will include charges such as equipment rental, Fire Marshal's inspection, electricity, cleaning and other services. Consult your Sales contact or Event Manager for more details.

FREIGHT: DELIVERIES

All freight must be shipped to your service contractor/decorator who will deliver it to the ICC during the designated move-in period. Any freight scheduled for delivery to the ICC during move-in periods must be to the attention of the service contractor/decorator. The ICC will not accept freight deliveries on behalf of Licensee, service contractors, decorators, exhibitors, etc. The ICC will not accept C.O.D. shipments under any circumstances nor will it accept responsibility for the costs associated with freight delivery/pick-up. The ICC will not be liable for the security of freight left in the facility following the conclusion of your move-out date(s), nor can we assume responsibility for the shipping of such freight. Freight left in the Center will be disposed of at the Licensee's expense. Events that do not have a service contractor/decorator can make arrangements for shipping materials through the event manager. There will be a cost associated with this service. Contact your Event Manager for more details.

All loading and unloading of exhibits must be through designated loading docks and freight doors. The main lobby glass entrance doors are not available for this purpose. The only exception will be for hand-carried materials, when necessary, and with the prior approval of the ICC.

Freight cannot be transported on passenger elevators or escalators. Escalators and passenger elevators are for use by the general public and may not be blocked. Freight elevators are conveniently located for such use.

FREIGHT: HAND-CARRIED

Move-in or move-out through the facility lobbies is strictly limited to hand-carried items. Dollies, flatbeds, pallet jacks, or anything mechanical is prohibited unless entered through the loading dock and taken to its destination via the back of the house. Passenger elevators and escalators are designed for passenger use only and are not intended to carry freight.

GENERAL CONTRACTORS

See "Contractors."

GRATUITIES

Thank you for your thoughtfulness - however, it is against ICC policy for any employee to personally accept gratuities or gifts of significant value from a Licensee. We would, however, always welcome a letter from the event organizer or a response to our post-event survey.

HAZARDOUS WASTE MATERIALS DISPOSAL

Chemicals, solvents and/or solutions considered hazardous are not allowed to be disposed of through the sewer lines or drains of the Irving Convention Center.

Any materials that are brought into the facility must be accompanied by applicable Material Safety Data Sheets (MSDS). Some neutralizers may be available to render harmless chemicals being used. If you are not sure of the product being utilized, please check with the manufacturer.

All items must be handled and disposed of in accordance with the latest Environmental Protection Agency regulations at the time of your event. Transportation, storage, security, disposal and MSDS documentation is the sole responsibility of the material owner. Please check with your Event Manager prior to the tradeshow to make the necessary disposal arrangements for any hazardous waste materials.

HOURS OF OPERATION

The standard hours of operation for the administrative staff are Monday through Friday from 8:30 a.m. to 5:00 p.m. Our standard operating hours for client-leased spaces are 7:00 a.m. to 11:59 p.m. daily.

For any special requests, please discuss with your Event Manager.

INFORMATION DESK

The Center provides information for restaurants, shopping areas, entertainment and attractions within the Dallas-Fort Worth area. The information desk is within the Administrative Offices. Additionally, during times of high facility usage, an information desk is staffed in the main lobby.

INSURANCE

All Licensees are required to provide a Certificate of Insurance. Specific insurance requirements are referenced in the Use License Agreement. Original certificate(s) must be furnished to the Center two weeks prior to the first move-in day of the event. When an event is booked within two weeks or less than the date of the first move-in day, and the client does not have an active policy on record with the ICC, SMG will automatically supply, at the client's expense, the appropriate insurance policy. No client is allowed to move-in without an approved (by Finance Department or General Manager) insurance policy.

The event's promoter must present an insurance policy for the event happening at the Irving Convention Center that should include a minimum of one million dollars (\$1 million) for Commercial/General Liability, Auto Liability, Worker's Comp and Employer's Liability. Cancellation must be for thirty (30) days.

A sample copy of an acceptable insurance certificate is located in the Certificate of Insurance Information section in this Event Planning Guide. It is very important that the wording of the Description of Operations includes all the additional insured mentioned, event name and date. The certificate holder must be identical as shown in our documentation.

INTERNET

Internet is an exclusive service provided by the ICC's in-house provider. Rates and related details can be provided by your Event Manager.

KEYS – ROOM SECURITY

Request for keys should be made through the Event Manager, and all keys must be returned on the last day of the event. In compliance with NFPA Life Safety Code, doors cannot be blocked, chained, or altered in any way. The Center reserves the right at all times to access any area if necessary. For information, please refer to the services pricing sheet within this document.

LIGHTING

EXHIBIT HALLS

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

MEETING ROOMS

Meeting rooms are equipped with fluorescent and dimmable incandescent lighting. Panels in each meeting room allow lighting to be adjusted to suit various functions. Room lighting will be programmed according to the event schedule provided to the Event Manager.

LOADING DOCK

There are a total of eight covered loading docks at the Center. To maintain safe and efficient operations, the Center will retain complete control over all loading docks. Licensee is responsible for all associated labor and space costs. The Center does have a marshalling yard on its premises. Two dock levelers are available at the facility.

Licensees will be required to supply a detailed agenda covering all move-in and move-out activities, including anticipated freight deliveries, general service contractor materials and exhibitor access times. The Center may mandate changes in said agenda to maintain the smooth operation of your event and any other events operating concurrently in the facility.

Please note that there are no loading docks associated with the meeting rooms or ballroom. If you are having an event in these areas, and will need an area to load/unload, please discuss with your Event Coordinator/Manager.

LOST AND FOUND

All lost and found articles are logged and placed in our Security Office. We attempt to identify the owner and return all articles. To inquire about lost items, please contact your Event Manager.

METAL DETECTORS

The use of metal detectors is an exclusive service from the ICC; these are available for rent upon request. Please see the equipment pricing sheet within this document for additional details.

PARKING

The Center has approximately 750 garage parking spaces. Parking is generally on a first-come, first-served basis. Parking rates for self-parking is a flat fee of \$ 5.00 with no in and out privileges, and is subject to change. Overnight parking is not allowed without prior written authorization. Please contact the Event Manager to request valet parking or service parking passes. Any request must be in writing from the Licensee. Additional charges may apply. Supplemental parking is available if needed. Contact your Event Manager if this option is needed.

POLICE

Any arrangements for armed security needs are to be arranged and approved through the ICC Safety Manager. Only persons approved by the ICC Safety Manager are allowed to work in the Center as armed security.

PLUMBING

Hook-ups for compressed air, water, and drainage for exhibit booths are available in the exhibit halls through the ICC Operations Department. Please let your event manager know in advance if these services will be required.

PORTABLE CONCESSION STANDS

Some stations have permanent locations in public areas of the facility; others are flexible. Contact your Event Manager for more details on locations.

PRESS/MEDIA

Your Event Manager should be notified whenever you expect members of the media to attend your event, and of any special needs required to accommodate them.

PUBLIC AREAS

Lobbies, concourses and food facilities are considered public areas and not under Licensee's control. All activities using public areas, such as registration, special exhibits or displays, temporary advertising, etc., must be noted on the floor plan in advance to be approved by the ICC and the Fire Marshal. Please note that clear access must be maintained for concurrent events, as well as to lounges, permanent food service facilities, restrooms, telephones, elevators for disability access, and all exit or entrance doors.

Motorized vehicles, forklifts, or gas or electric carts may not be operated in lobbies, concourses or any carpeted area of the ICC. Heat tape and double face tape may not be used on carpeted floors or stained concrete surfaces. Additionally, installations of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance.

REQUEST FOR MEETING SPACE

A hold is valid for up to thirty (30) days after receipt of confirmation. Dates will be released without notice if the event is not confirmed via a signed use license agreement/contract and deposit.

RIGGING

Rigging at the ICC must be approved in advance by Center Management and must comply with industry standards. All rigging to ICC structures must be done by the Center's exclusive contractor, who has jurisdiction and exclusivity over all rigging in the facility.

ROOM SET-UPS

Suggested capacities for meeting facilities are provided in this document. The chart reflects the maximum amount of seating allowed. Capacities will vary with additional staging, food service tables, dance floors, or audio-visual requirements. Contact the Event Manager to confirm room capacities prior to preparing room specifications.

Meeting Rooms

Basic Setup Includes: Classroom setup, theatre setup, banquet setup (rounds of 10), UShape, Hollow Square, or Conference Setup or any combination of these. 1-8'x30" table, 1-6'x8' riser, 1-8x30 head table dressed, and power from the wall.

Additional Charges: Any other equipment beyond what is stated above. This includes any additional electrical that is not on the wall; there will be additional charges for additional electrical needs.

Changeovers: Changeovers are charged as half the rack room rental. Daily rental includes one basic setup per paid rental day. When use of the meeting space has been negotiated in the License Agreement as complimentary, there is one setup for the entire run of the event. Linens will be provided for banquet tables if there is catering service contracted.

Junior Ballroom

Basic Setup Includes: Classroom setup, theatre setup, banquet setup (rounds of 10), UShape, Hollow Square, or Conference Setup or any combination of these. 1-8'x30" table, 2-6'x8' risers, 1-8x30 dressed head table, and power from the wall.

Additional Charges: Any other equipment beyond what is stated above. This includes any additional electrical that is not on the wall; there will be additional charges for additional electrical needs.

Changeovers: Changeovers are charged as half the rack room rental. Daily rental includes one basic setup per paid rental day. When use of the meeting space has been negotiated in the License Agreement as complimentary, there is one setup for the entire run of the event. Linens will be provided for banquet tables if there is catering service contracted.

Grand Ballroom

Basic Setup Includes: Classroom setup, theatre setup, banquet setup (rounds of 10), UShape, Hollow Square, or Conference Setup or any combination of these. 1-8'x30" table, 4-6'x8' risers, 1-8x30 dressed head table, and power from the wall.

Additional Charges: Any other equipment beyond what is stated above. This includes any additional electrical that is not on the wall; there will be additional charges for additional electrical needs.

Changeovers: Changeovers are charged as half the rack room rental. Daily rental includes one basic setup per paid rental day. When use of the meeting space has been negotiated in the License Agreement as complimentary, there is one setup for the entire run of the event. Linens will be provided for banquet tables if there is catering service contracted.

Exhibit Hall(s)

All equipment is an additional charge, plus bulk trash removal, except for food and beverage seating for meals or concessions.

SALES TAX

Sales tax in Irving is currently 8.25% (April 2011). Service charges are taxable at 8.25%.

SECURITY

Also see the "General Rules and Regulations" section of this guide for security guidelines

The Center maintains in-house security for the premises only. The Center security staff maintains 24-hour security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Building security staff will also secure exterior and interior access doors, as well as monitor internal traffic flow.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Security Office immediately. Following notification of any incidents, building security staff will initiate appropriate reports and investigations.

Additional security may be required depending on the event and attendance. Event security can be arranged through the ICC.

SHUTTLE DROP-OFF/PICK-UP

The primary drop-off/pick-up location for shuttle buses, taxis and special needs patrons is located directly outside the Center's main lobby.

SIGNAGE AND DECORATIONS

Signs, decorations and related materials may not be taped, tacked, stapled, or nailed to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signage or banners may not be blocked in any manner. Temporary signs may not be attached to permanent Center signage. Handmade signs are not allowed under any circumstance. Standing banners are accepted and recommended.

Hanging banners are allowed in the Center, although there are restrictions as to what, where, when and how the banners may be hung. Center staff will be required to hang banners for a fee. **NO EXTERIOR BANNERS ARE PERMITTED.** City Ordinance restricts any signage to be hung outside of the Center. Consult the Event Manager with details of every banner to be hung.

Adhesive-backed decals and stickers may not be distributed in the Center. Any costs incurred by the Center for the removal of these items will be charged to Licensee. The use of helium balloons is prohibited in the Center. Costs associated with violation of this policy are the responsibility of the Licensee.

SMOKING POLICY

The Irving Convention Center has three designated smoking locations. Please contact Event Manager for more information.

- 1st Floor Outside – 20 feet from entrance doors
- 2nd Floor Outside of Café – 20 feet from entrance doors
- 3rd Floor Mezzanine – 20 feet from entrance doors

SPECIAL NEEDS FACILITIES

In accordance with ADA, the Center provides ramps access, restroom facilities, and Braille elevator buttons, phone and fire alarms for the hearing-impaired, patrons with disabilities and wheelchairs.

Also, wheelchairs are available for rent through the information desk or your Event Manager.

SPONSORS

The ICC may have permanent sponsor signage inside the exhibit halls and other areas. For more information, please contact your Event Manager.

SUSTAINABILITY

The Irving Convention Center places a great deal of attention on maintaining a clean environment and promoting green practices. The City of Irving (building owner), Irving Convention and Visitors Bureau, and SMG (building operator) recognize the importance of their roles in protecting the environment. The ICC has been registered for LEED certification by the U.S. Green Building Council.

The Green Program Committee, a cross-section of ICVB and ICC employees, is committed to discover and implement new methods to achieve sustainability and environmental responsibility. Under their leadership, the ICC has begun to implement an extensive recycling program, energy and water conservation and several other green initiatives for the benefits of the employees, clients, visitors, suppliers and nearby community. This is the beginning of a healthier and more livable future.

SUBCONTRACTORS

All subcontractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure a safe workplace. All subcontractor employees must use the designated employee entrances/exits and must have proper identification badges for access to authorized areas. Proper documentation for Security must be provided to make sure they are certified. Contact your Event Manager for details.

TAPE

The Center requires the use of Shurtape PC-628 GAFFERS tape, or approved equal. Licensee and service contractors are responsible for the removal of all tape and residue marks. The use of high residue tape is prohibited. Tape or residue left on any surface will be removed by the Center and the cost for the removal will be billed to Licensee. Note: Every cable must be taped down for the security of our guests. Under no circumstance can tape be applied to the 1st Floor Prefunction inside floor.

TAXI OR SHUTTLE

- Yellow Check Cab/Shuttle (972) 222-2000
- Supper Shuttle (800) 258-3826

TELECOMMUNICATIONS/INTERNET

The ICC has an exclusive telecommunications provider, including services for all remote, high-speed Internet. All meeting rooms and ballrooms are equipped with Ethernet connection and capabilities. Telephones are installed and billed per order specifications. A Service Order Form can be found at the end of this Event Planning Guide.

TRAFFIC CONTROL

Traffic control for all areas within the Convention Center District will be provided by the City of Irving Police Department in cooperation with the Irving Convention Center Security. Please discuss any concerns for your particular event with your Event Manager. The Center reserves the right to require minimum levels of traffic control staffing at Licensee's expense.

UTILITIES

See "Air Conditioning," "Lighting," and "Plumbing" sections.

VALET SERVICE

Valet parking service may be arranged upon request, through the facility's preferred provider. Please contact your Event Manager.



IRVING CONVENTION CENTER
AT LAS COLINAS

FACILITY RULES AND REGULATIONS

GENERAL RULES AND REGULATIONS

1. The location of entrance units, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by the Center.
3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move-in and move-out.
5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement. The repair for any damage to elevators or escalators as a result of freight movement will be charged to licensee.
6. Use of glitter, confetti, rice, bird seed, and rose petals are not permitted in the Center. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
7. Candles are permitted only if they are covered or in a vase with water.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by the Center.
9. The sale or distribution of novelty merchandise is prohibited without prior written approval of the ICC. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Center.
10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
11. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
12. Animals and pets are not permitted in the Center, except in conjunction with an approved exhibit, display, show, etc. In accordance with the ADA, service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals. For approved events and activities, paperwork needed includes copies of vaccination certificate, health certificate, and municipal license/certificate.

13. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Center Management. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
14. No soliciting is permitted in the Center or on Center premises.
15. Any, and all, conditions or activities the Center deems unsafe will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
16. The Center provides, on an exclusive in-house basis, telecommunications and catering services. No outside food may be brought in during show hours or when concessions are available for purchase.
17. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
18. Events involving alcohol may be subject to additional security fees. Distribution and the selling of alcoholic products must be done exclusively by a TABC-certified bartender/attendant from Savor...by SMG. SMG practices responsible alcohol service and therefore reserves the right to refuse alcohol service to anyone, including the right to terminate the service of alcoholic beverages of your event if deemed necessary by SMG.
19. Adhesive-backed decals and stickers may not be distributed in the Center. Costs associated with the clean-up and related materials are the Licensee's responsibility.
20. Helium balloons are not permitted in the Center. Costs associated with the clean-up and related materials are the Licensee's responsibility.
21. Any equipment with a ceiling needs a smoke detector and fire extinguisher.
22. Vehicles approved to be inside the building as exhibition must have no more than ¼ in the gas tank. Once the vehicle is established, the battery needs to be disconnected and a pumper must be placed under the car due to possible leakages. A vehicle key must be provided to ICC security staff. Insurance may be requested. Contact your Event Manager for details.
23. Licensee will be responsible for costs associated with the removal of furniture or other items.
24. The ICC is not responsible for any equipment or materials stored at the facility.

GENERAL FIRE CODE REGULATIONS

The Center mandates a strict adherence to the NFPA Safety Code. The decision of the Fire Marshal is final.

1. Licensees, show management, exhibitors and all other parties comply with all Federal, Municipal, and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents/explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Center may request in writing: specifications, descriptions, etc. of any, and all, equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
5. A fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

1. Detailed floor plans are required for exhibit and registration areas, and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas.
2. Prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit two (2) copies of proposed floor plan, drawn to scale, to Center for review and approval from Security.
3. Any necessary changes in proposed floor plan will be forwarded to Licensee by Center, and Licensee must submit revised floor plan.
4. The proposed floor plan submitted for approval must include the following:
 - a. Show title, contracted dates, draftsman's company name and address, service contractor name and address.
 - b. Booth configurations drawn to scale, including base dimensions, heights and locations.
 - c. Aisle locations and dimensions. Aisles must be a minimum of 9 feet wide.

- d. Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - e. All exits and primary entrances.
 - f. All permanent and temporary concession and novelty stands.
 - g. All fire safety devices including extinguisher and alarm stations.
 - h. Dimensions of all service desks including space allocations for service desks operated by the Center.
 - i. Dimensions of service contractor storage areas or “bone yards.”
 - j. Distinction between pipe and drape and hard wall.
5. A copy of the final approved floor plan is to be displayed in the Service Contractors service area office.
 6. Any decisions of the Fire Marshal are final, and require a minimum of ten business days’ notice for review.

FLAME TEST

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame-resistant and are subject to inspection and flame testing by the Fire Marshall. Materials that cannot be treated for flame retardancy shall not be used.
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, helium tanks, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
4. 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.
5. Oil cloth, tar paper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the national Electrical Code and be UL approved.

LAYOUT AND EXHIBITS SET-UP

1. Aisle dimensions/locations are subject to Fire Marshal approval, and require a minimum of ten business days' notice for review.
2. No exhibit booth, registration table or related material may be placed within 20 feet of main entrance and back/loading dock exits.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures.
4. Exhibit service desks cannot be located in lobbies or pre-function areas.
5. Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all Center services (i.e., restrooms, concession stands, utility rooms, etc.)
7. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center management.
8. 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.
9. The use of canopies or tents with exhibits is strictly limited. Please discuss the potential use and location of these on your site plan with your Event Manager.

OPEN FLAME DEVICES

1. Cooking and/or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking/warming device and public.
2. Individual cooking/warming devices shall not exceed 288" surface area.
3. A minimum of two (2) feet shall be kept between cooking devices.
4. The surface which holds the cooking device shall be of non-combustible material.
5. Combustible materials shall be kept two (2) feet away from cooking device.

6. An extinguisher and lid, or an approved automatic extinguishing system, shall be required of any booth utilizing cooking or warming devices.

SECURITY

1. The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public areas, traffic flow in such areas, and the Center's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
2. Licensee is responsible for event staff labor charges in all areas specifically licensed to Licensee exhibit halls, meeting rooms, public areas utilized by the Licensee including lobbies, loading docks, service roads, etc.
3. The Center may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e., docks, service roads, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
4. Any changing or removal of door locks must be approved in writing by the Center and work performed by Center personnel. Licensee will be responsible for related charges.
5. No doors may be chained or otherwise locked without the written approval of the Center. No doors can be chain-locked when area is occupied.
6. All proposed event staff arrangements are subject to Center approval and must be submitted to the Center at least twenty-one (21) days prior to the event.
7. All service contractors and other event-related labor must enter/exit the Center via the designated employee entrance and are to be properly identified.
8. Center's security reserves final rights to admit access of any event personnel to any Center space.
9. Licensee and/or sub-contracted security company is responsible for overseeing any equipment, materials, etc. during move-in, event, and move-out hours (including overnight). This includes all meeting rooms, ballroom exhibit halls, public and pre-function (foyer) areas as well.

STORAGE

1. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.

2. 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.
3. Exit signage, fire extinguisher, fire alarms, and related firefighting equipment may not be hidden, obstructed or blocked.
4. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

VEHICLES

1. Vehicles approved to be inside the building as exhibition must have no more than ¼ in the gas tank. Once the vehicle is established, the battery needs to be disconnected and a pumper must be placed under the car due to possible leakages. A vehicle key must be provided to ICC security staff. Insurance may be requested. Contact your Event Manager for details.
2. At no time during show hours are vehicles to be moved.
3. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.

EXHIBIT HALL AND LOADING DOCK REGULATIONS

1. No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
2. "No parking" zones, tow away zones and other restricted areas will be strictly enforced. Vehicles will be towed at the owner's expense.
3. Move-in and move-out through the front of the Center is not allowed; it must be done through the loading dock. Move-in and move-out periods must be approved in writing by the Center.
4. Scheduling of dock must be approved by the Center.
5. Individuals exhibiting behavior indicative of intoxication or use of a mood-altering substance will be expelled from the Center premises, at the sole discretion of the Safety Manager.
6. Vehicles are to be operated in a safe and prudent manner. Any actions, including speeding, erratic driving, etc. deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
7. No refueling of vehicles is permitted within fifty (50) feet of the Center.

8. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash, etc.
9. No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
10. Dock utilization schedules must be submitted to the Center (changes may be required in the proposed schedules to allocate specific space to different events).
11. Freight deliveries to the Center must be shipped on designated move-in/out days and attention to service contractor. The Center will not accept freight deliveries without prior arrangement.
12. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out. Freight left in the Center will be disposed of at Licensee's expense.
13. Licensee is responsible for informing all parties of Center's freight policies.

FOOD AND BEVERAGE

1. All food, beverages and concessions are operated and controlled exclusively by the Center's catering department.
2. As per company policy, it is not permitted to take any food and beverage off property.
3. All food and beverage prices are subject to change without prior notification.
4. All catering services requested must be paid before the event date.
5. A 10% Late Charge Fee will be applied if guarantee increases during seventy-two (72) hours prior to the event.
6. A service fee of 22% and 8.25% sales tax will be added to any order. Service fees are taxable at 8.25%.
7. Final guarantees are due to your catering representative at least 3 business days prior to the event. After this time the guarantee cannot be reduced. We can increase quantities to the best of our ability up to the day of the event. Increasing within 3 business days may be subject to additional fees, as noted above.
8. Any and all exhibitors offering food or beverage sampling must have approval by SAVOR...Las Colinas. Upon approval, the exhibitor will then adhere to the following:
 - a. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies and are related to the purpose of the show.

- b. Sampling of products must be approved by SAVOR...Las Colinas. Upon approval, samples must be limited to the following: food items are limited to bite-size portions of 2x2 inches or 2-ounce portions; Non-alcoholic beverages are limited to a maximum of 4-ounce sample size.
- c. Alcoholic Beverage Sampling:
 - 1. Alcoholic beverages cannot be sold by exhibiting companies at any time.
 - 2. Alcohol can be served as early at 10am only in conjunction with food service. Otherwise, alcohol cannot be served before noon.
 - 3. All alcohol must be served in disposable cups; no cans or bottles allowed.
 - 4. Distribution of alcoholic products must be monitored and overseen by a TABC attendant or bartender from SAVOR...Las Colinas.
 - 5. Alcoholic Sample sizes include:

Beer:	4 oz
Wine/wine coolers/spirit coolers:	2 oz
Liquor/liqueurs:	0.5 oz
- d. Food and/or beverage items used as traffic promoters (i.e., popcorn, coffee, bar services, etc.) must be purchased from SAVOR...Las Colinas.
- e. Restrooms, concession stands, and/or facility kitchens may not be used as clean up areas.
- f. Space utilized for storage, preparation, etc. of product must be approved in writing by SAVOR...Las Colinas and may be subject to additional fees.
- g. Securing of all necessary licenses, permits, etc. is the responsibility of the Licensee/Exhibitor.
- h. Costs associated with the disposal of trash, waste, etc. from exhibitor sampling area are the responsibility of the Licensee and/or Exhibitor.
- i. Serving alcohol at booths must be done exclusively by a TABC-certified and SAVOR...Las Colinas attendant/bartender.
- j. Exhibitors are not allowed to sell any food and beverage products for consumption at any time during the event.
- k. Licensee is responsible for informing all parties of the Center's food and beverage policies.

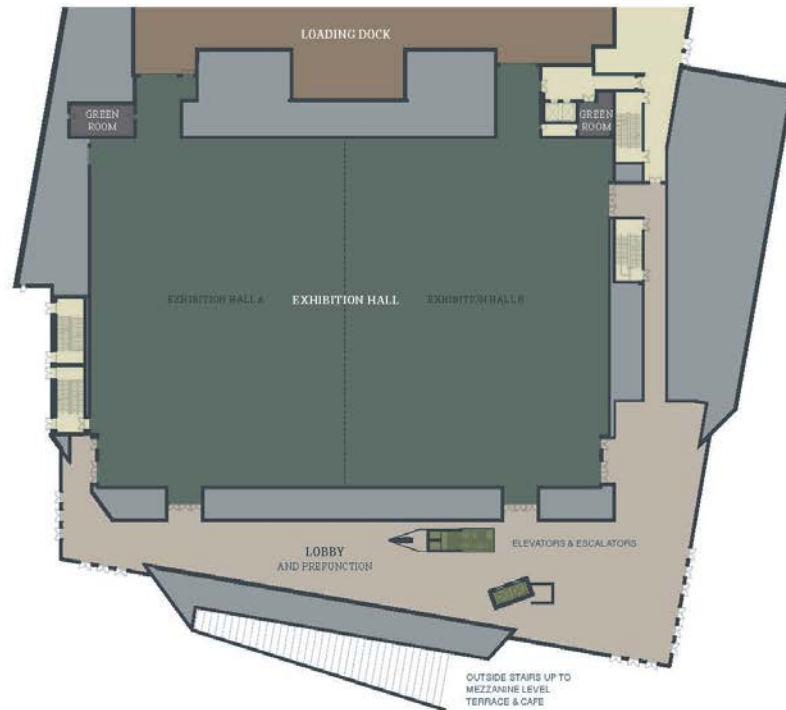
MISCELLANEOUS

Circumstances and operations not covered in these Rules and Regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by the Center. Confirmation of details and communication with the facility should be coordinated through the Event Manager.



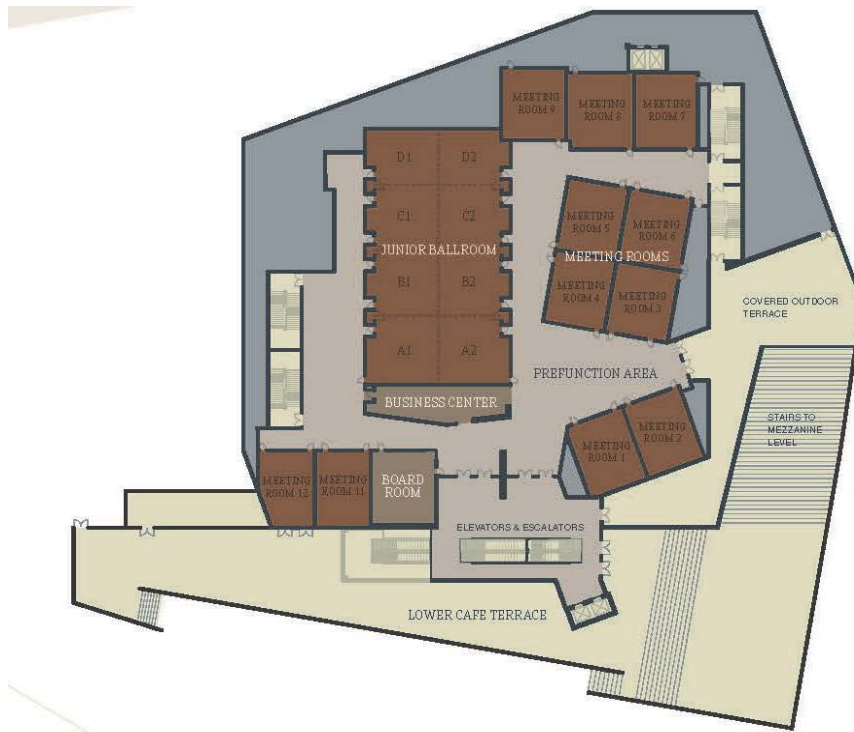
FACILITY SPECIFICATIONS

EXHIBIT HALL LEVEL



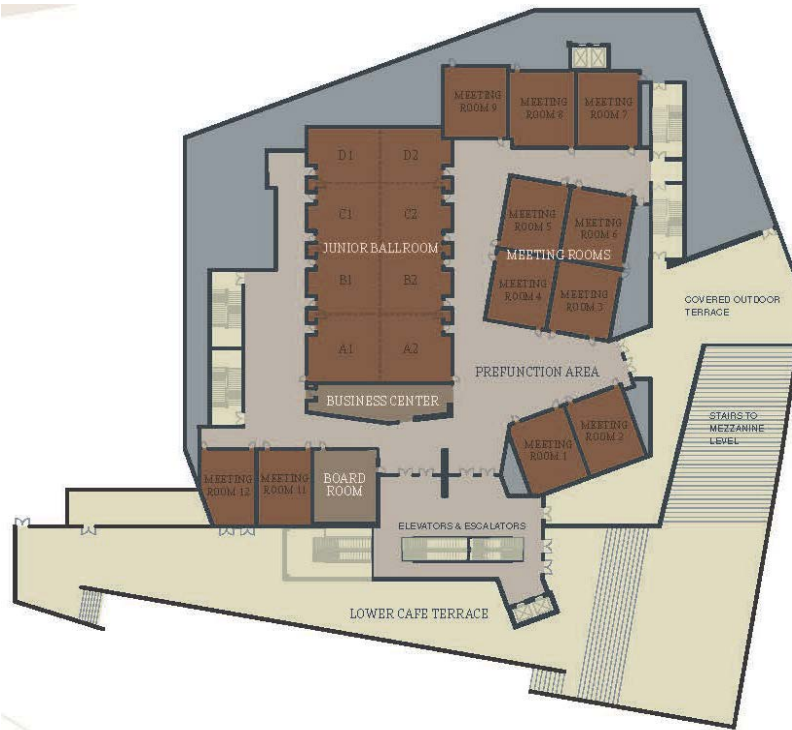
ROOM	SIZE		CAPACITY					
	L x W x H	SQ. FT.	BANQUET 72" ROUNDS	RECEPTION	THEATER	CLASSROOM	8' x 10' BOOTHS	10' x 10' BOOTHS
Exhibition Hall	184x264x35	48,576	3,000	4,860	4,500	2,508	288	218
Exhibition Hall A	184x132x35	24,288	1,180	2,420	2,184	1,260	154	109
Exhibition Hall B	184x132x35	24,288	1,180	2,420	2,184	1,260	155	109
Prefunction	-	18,862	-	1,880	-	-	12	12

MEETING ROOMS LEVEL



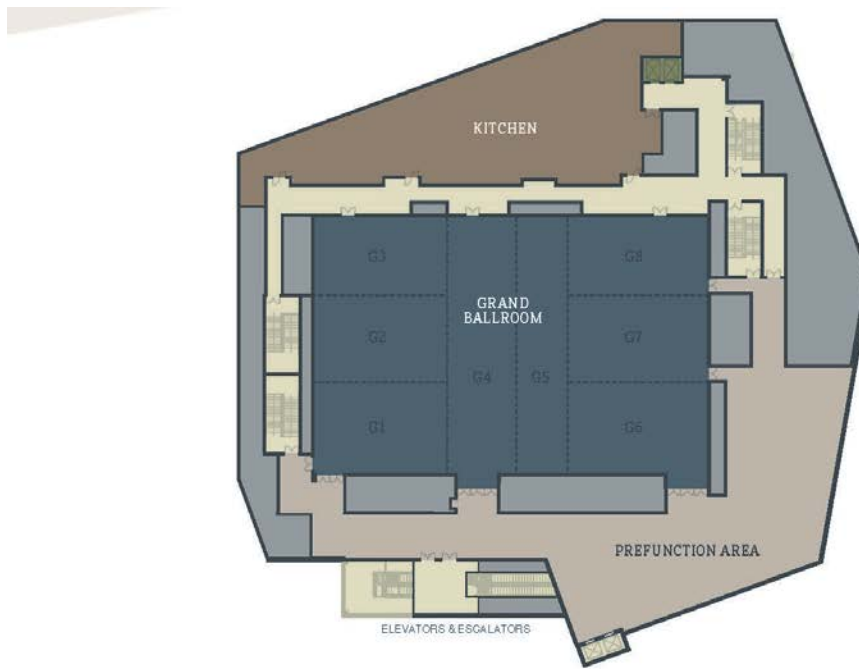
ROOM	SIZE		CAPACITY			
	L x W x H	SQ. FT.	BANQUET 72' ROUNDS	RECEPTION	THEATER	CLASSROOM
MEETING ROOMS						
Meeting Room 1	34x27x12	918	50	90	98	56
Meeting Room 2	34x27x12	918	50	90	98	60
Meeting Room 3	32x29x12	928	50	90	105	55
Meeting Room 4	27x27x12	729	40	75	88	47
Meeting Room 5	33x26x12	858	50	85	97	52
Meeting Room 6	33x29x12	957	50	95	105	55
Meeting Room 7	34x29x12	986	50	95	119	66
Meeting Room 8	32x28x12	896	50	90	105	62
Meeting Room 9	32x28x12	896	50	90	105	62
Meeting Room 11	35x25x12	875	50	85	91	54
Meeting Room 12	35x22x12	770	50	75	87	51
BOARD ROOM	31x28x12	868	-	-	-	-

MEETING ROOMS LEVEL JUNIOR BALLROOM CONFIGURATIONS



ROOM	SIZE		CAPACITY			
	L x W x H	SQ. FT.	BANQUET 72' ROUNDS	RECEPTION	THEATER	CLASSROOM
JUNIOR BALLROOM	120x57x12	6,840	470	680	702	396
Junior Ballroom A & B	62x57x12	3,534	230	350	376	186
Junior Ballroom C & D	57x57x12	3,249	200	325	338	162
Junior Ballroom A, B & C	92x57x12	5,244	370	525	588	318
Junior Ballroom B, C & D	87x57x12	4,959	360	500	520	270
Junior Ballroom A	57x33x12	1,881	140	180	200	102
Junior Ballroom B	57x30x12	1,710	90	170	166	90
Junior Ballroom C	57x30x12	1,710	90	170	166	90
Junior Ballroom D	57x27x12	1,539	80	150	156	81
Junior Ballroom A1	28x33x12	924	50	90	123	64
Junior Ballroom A2	28x33x12	924	50	90	123	64
Junior Ballroom B1	28x30x12	840	50	85	96	48
Junior Ballroom B2	28x30x12	840	50	85	96	48
Junior Ballroom C1	28x30x12	840	50	85	96	48
Junior Ballroom C2	28x30x12	840	50	85	96	48
Junior Ballroom D1	28x27x12	756	50	75	84	45
Junior Ballroom D2	28x27x12	756	50	75	84	45
Prefunction	-	10,976	-	1,100	-	-
Covered Terrace	-	5,383	120	540	-	-
Lower Cafe Terrace	-	18,862	446	1,900	-	-

BALLROOM LEVEL CONFIGURATIONS



ROOM	SIZE		CAPACITY					
	L x W x H	SQ. FT.	BANQUET 72" ROUNDS	RECEPTION	THEATER	CLASSROOM 18' TABLES	8' x 10' BOOTHS	10' x 10' BOOTHS
Grand Ballroom	112x172x24	19,264	1,260	2,000	1,936	1,070	108	86
Grand Ballroom G1-G5	112x113x24	12,762	800	1,265	1,440	831	-	-
Grand Ballroom G4-G8	112x117x24	17,094	910	1,310	1,550	840	-	-
Grand Ballroom G1-G4	112x86x24	9,957	620	965	1,040	570	-	-
Grand Ballroom G5-G8	112x86x24	9,429	620	965	1,040	570	-	-
Grand Ballroom G1-G3	112x55x24	6,111	380	615	702	378	-	-
Grand Ballroom G4*	112x31x24	3,846	-	-	-	-	-	-
Grand Ballroom G5*	-	2,805	-	-	-	-	-	-
Grand Ballroom G6-G8	112x58x24	6,624	400	650	728	372	-	-
Grand Ballroom G1	55x37x24	2,005	130	200	192	105	-	-
Grand Ballroom G2	55x38x24	2,093	130	210	192	126	-	-
Grand Ballroom G3	55x37x24	2,013	120	200	192	126	-	-
Grand Ballroom G1-G2	75x55x24	4,098	250	410	391	261	-	-
Grand Ballroom G2-G3	75x55x24	4,106	250	410	391	267	-	-
Grand Ballroom G6	58x37x24	2,250	130	215	216	123	-	-
Grand Ballroom G7	58x38x24	2,228	130	220	252	132	-	-
Grand Ballroom G8	58x37x24	2,148	130	215	228	129	-	-
Grand Ballroom G6-G7	75x58x24	4,478	280	435	487	282	-	-
Grand Ballroom G7-G8	75x58x24	4,374	280	435	492	282	-	-
Grand Ballroom Prefunction	-	10,526	300	1,180	-	-	25	20

*May be used for hospitality or back-of-house service only.



IRVING CONVENTION CENTER
AT LAS COLINAS

EQUIPMENT & SERVICES RATES

SERVICE ORDER FORMS

EQUIPMENT - PRICING SHEET

EQUIPMENT	PRICE
CHAIRS	
Exhibit Hall Chairs	\$1.50 each/day
Padded Meeting Room Chair	\$1.50 each/day
Padded Ballroom Chair	\$1.50 each/day
Bleachers -4 sections, each section seats 270 ppl, 50w x 27D	\$450 a section
*For more details regarding bleachers, contact Event Manager	
MEETING ROOM RISERS	
6'x8' section 16" or 24" high carpet/hard deck	\$24.00/section/day
PERFORMANCE STAGING	
4'x8' section 36"-56" high (*Largest capacity 40x60)	\$36.00/section
Handicap Lift	NO CHARGE
TABLES & SKIRTING	
All tables have plastic laminate tops	
18"x6' (Classroom) - Bare	\$7.00/day
18"x6' (Classroom) – Dressed	\$11.00/day
18"x8' (Classroom) – Bare	\$7.00/day
18"x8' (Classroom) – Dressed	\$11.00/day
30"x6' – Bare	\$7.00/day
30"x6' – Dressed	\$11.00/day
30"x8' – Bare	\$6.00/day
30"x8' – Dressed	\$11.00/day
60" or 72" Round	\$7.00/day
Cocktail (36") or Highboy Tables (36") – Bare	\$7.00/day
Cocktail (36") or Highboy Tables (36") – Dressed	\$11.00/day
MISCELLANEOUS	
Flag with Pole	No Charge
Podium/Lectern (standing pedestal)	\$32.00/each/day
Podium (table top)	\$18.00/each/day
Tensa Barrier 10'	\$14.00/each/day
Coat Rack (70 hangers)	\$25.00/each/day
Box Office Rental	\$400.00/initial fee
Box Office Per-Day	\$50.00/per-day

EQUIPMENT	PRICE
Bike Barricade-8ft sections (each section)	\$17/day/each section
Dance Floor – 4'x4' sections	\$12.00/section
Pipe & Drape – 50' or less (Black)	\$18.00 p/linear feet
Pipe & Drape – 51' and above (Black)	\$9.00 p/linear feet

TERMS AND CONDITIONS:

1. Certain items on this list may be provided free of charge as part of the base rental.
2. Prices subject to change.
3. All equipment is to be set up by the Center's personnel, and remains the property of the Center.

SERVICES - PRICING SHEET

SERVICES	PRICE
HOUSEKEEPING & JANITORIAL SERVICES	
Labor (4 hour minimum)	\$18.00/hour
Compactor – first pull: 1 per Exhibit Hall and Ballroom (trade show)	\$550.00
Compactor – additional pulls	\$400.00 each
Balloon Removal	\$50.00 each balloon
EVENT & SECURITY SERVICES	
Security Officer Unarmed (4 hour minimum)	\$25.00/hour (Holiday pay is Time ½)
Emergency Medical Technician (8 hour minimum) – Exclusive 2 person minimum	\$48.00/ hour
Ambulance Service (4 hour minimum) – Exclusive	Call for quote
Hand Held Metal Detectors	\$75.00/day
Coat Check Attendant (4 hour minimum)	\$18.00/hour
Streets and Traffic Management - Exclusive	Arranged through IPD
Parking Management - Exclusive	Call for quote
Valet Parking Services – Exclusive	Call for quote
Armed/Uniformed Police – Exclusive	Arranged through IPD
Ticket Taker (4 hour minimum)	\$20.00 hour
Box Office Personnel (4 hour minimum)	\$25.00 hour
Radio Rental (4 radio minimum)	\$15.00/each/day
ENGINEERING SERVICES	
Air-Conditioning – Exhibit Hall A or B for move-in and move-out	\$1,200.00/day/hall
Air-Conditioning – Full Exhibit Hall (A & B)for move in and move out	\$2,000/day
Air-Conditioning – Meeting Rooms only for move-in and move-out	50% of room rental rate
Restore Locks	\$75.00 per door

UTILITIES - PRICING SHEET

UTILITIES	ADVANCE	ON SITE
ELECTRICAL		
120 volts/1 phase / 60Hz		
20 Amp Outlet	\$110.00	\$130.00
208-230 volts/3 phase/60Hz		
30 Amp Outlet	\$300.00	\$325.00
100 Amp Outlet	\$600.00	\$625.00
200 Amp Outlet Call for quote	\$1,200.00	\$1,400.00
400 Amp Outlet Call for quote	\$2,000.00	\$2,500.00
Licensed Electrician (4 hour minimum)	\$110.00/hour \$145.00/hour evening/weekends/holidays	
ELECTRICAL EQUIPMENT		
15' Extension Cord \$15.00	\$16.24	
25' Extension Cord	\$27.06	
50' Extension Cord	\$54.13	
Power Strip	\$16.24	
UTILITIES		
Portable Water Fill/Empty		
0-500 gallons	Up to \$175.00	
500+ gallons	Call for quote	
Compressed Air	Call for quote	

RIGGING EQUIPMENT GUIDELINES

The Convention Center is equipped with permanent rigging point systems that must be adhered to. As part of a comprehensive overhead safety and risk management program, the systems are annually load tested and inspected. The ICC is required to approve all rigging designs and provide or approve all rigging labor for events in the Ballroom and the Exhibit Halls. We look forward to providing you with outstanding service and equipment.

Pre-Show

- A “Schedule Rigging Services” form must be submitted, along with a scaled and specked rigging plot. If the form is received less than fourteen (14) days prior to load in, double time rates may be charged.
- Rigging plots must contain all flown equipment, in addition to a reflective ceiling plan with hang-points. Please use our CAD file as your design template.
- If a rigging plot is received by our offices which does not respect the Center’s rigging regulations, you may either redesign your event, or have our offices redesign your event at a cost of \$75.00 per hour.
- All drawings must be received via email in a PDF or CAD format. Hard copies will be accepted in a scale of no smaller than 1/8” – 1’.

Ballroom and Exhibit Hall Standards

- The Ballroom is equipped with permanent rigging points rated for 1200 lbs. per beam.
- No rigging is allowed from the air-wall tracks.
- All connections to the ceiling or supporting structure of the Convention Center must be made by the official rigging contractor.
- Flown equipment may only be moved by an approved rigger.
- Additional weight can’t be applied to flown equipment after approved riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.

Rigging Equipment Guidelines

- A scissor lift is required for all rigging calls at the Center. A lift will be provided with your rigging order in the Ballroom and Exhibit Hall just for rigging. All lifts used in the Exhibit Halls must be in good repair;

construction or outdoor lifts will not be allowed. Any damage to Convention Center surfaces due to lifts will be billed to appropriate parties.

- All equipment and materials flown must pass ANSI guidelines and be approved.
- A steel “safety” is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts, etc.) must be forged, unless approved by the official rigging contractor.

On-Site Practices

- The number of riggers required for your event will be determined by the official rigging contractor. There will be a minimum of one lead and one ground rigger.
- The official rigging contractor will make all connections to the ceiling. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective plan.
- The official rigging contractor will not “dead hang” items over 100 lbs or 10’ in length with a scissor lift. Chain hoists or crank towers must be used.

Banners and Signs

- All signs, banners, and decorations must be hung by the official rigging contractor in the Ballroom.
- Banners can be hung by show manager if less than 100 pounds.
- Banner placement inside of ballrooms and/or exhibit hall must be approved in advance through approved riggers.
- Banners or signs with weights over 20 lbs may require a chain motor and truss.

RIGGING RATES CHART

ITEM	BASE RATE
Rigging Point Charge (Over 100 lbs)	\$55.00 \$175 when steel, shackles, and burlap is provided by ICC.
Rigging Point Charge (Cable picks)	\$50.00 each
Banners (Includes set up and strike)	\$100.00 each
RIGGING LABOR RATES	BASE RATE
Lead Rigger	\$65.00 / hour
Ground Rigger	\$55.00 / hour
Over-Time Conditions	
Monday – Friday (8 am – 5 pm)	Straight Time
Monday – Friday (5 pm – 12 am)	Time and ½
Monday – Friday (Midnight – 8 am)	Double Time
Saturday (8am – 12 am)	Time and ½
Sunday (All Day)	Double Time
Holidays (All Day)	Double Time

*Holidays – New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day.

**All changes in labor calls must be called to the Lead Rigging Supervisor. On-site staff cannot change call time.

***All prices and rates are subject to change.

COMMITMENT TO THE ENVIRONMENT

The Irving Convention Center at Las Colinas has been registered for LEED Certification; LEED specialists are members of the architectural, construction and project management teams.

A Natural Metal Exterior

Wrapped in natural and untreated copper panels, the building's exterior will weather gracefully over time, aging to a beautiful green patina. In this natural state, no chemicals or paint will be needed to maintain it. Locally fabricated, the perforation pattern of the copper panels also provides a cushion of cooling air to reduce air conditioning demand.

Vertically Stacked Design

The vertically stacked design allows the building to shade itself and its outdoor patios, while utilizing a much smaller footprint of land than a traditional facility, creating efficiencies not only in land use, but in servicing events. That vertical massing also reduces heat gain inside the building, to further aid in climate and energy conservation. The building's vertical approach also makes it highly efficient for event attendees, allowing for seamless movement between events.

Minimized Water Use

Utilizing water from nearby Lake Carolyn, more than 90% of the building's water requirements will be met with water re-used for landscaping and other non-potable applications, including the building's cooling systems. The landscaping design includes drought-resistant native plants that require minimal watering. A dense canopy of trees on the plaza will offer a cooling shade, and minimal use of asphalt will allow for efficient rain runoff.

Wall Coverings

The wall coverings are made with recyclable Nylon, which aids in reducing mold and mildew on the wall and is created in a manufacturing facility rated ISO 14001, one of the highest ratings available in this environmental management system. The inks used are water soluble and contain no heavy metals such as chromium, cadmium, mercury or lead.

Resin-3-form/ Chroma Used to Construct Information Desks

The Information Desks in the main lobby and the business center are constructed with Chroma, an innovative product platform utilizing a new coloring technology that allows the resin panels to be resurfaced and re-colored over and over again. This allows them to be used in multiple applications, extending their useful life and keeping



the material out of landfill, since the material is made from recycled water bottles. The renewable finish provides a surface that can be refinished to look like new as often as desired.

Elevator Flooring

The floor covering in the elevators are made from renewable raw materials and recycled content. They are LEED® compliant with EQ4.3 and contribute to MR4.0 and MR6.0 FloorScore™ certified.

Stained Concrete Floors in the Main Lobby

The stains used in the concrete flooring are made of treated chemicals and are water-based, VOC-free and environmentally safe. The exceptional durability of chemically hardened, polished concrete greatly reduces long term maintenance costs.