

Venue Policy & Exhibitor Guidelines

Management

General Manager: Matt Blasy

Director of Event Services & Business Development: Darryl Meadows

Senior Event Operations Manager: Jake Jensen

Director of Finance: Lisa Manda

Director of Marketing: Liz McCampbell

Director of Facilities: Ken Bridgeman

Director of Food & Beverage: Louis Aurelio

Human Resources Manager: Martha Perales

Regulations of Building Use

Users may not use the premises or permit any part of the American Bank Center to be used for any purposes other than the event described in the License Agreement.

They shall not permit its use:

- a. For lodging;
- b. In conflict with any law, ordinance, rule or regulation of any governmental authorities;
- c. In any manner which would violate the provisions or insurance coverage on or related to the American Bank Center, or increase the rate of such insurance;
- d. In any manner which would constitute waste or nuisance, or
- e. In any manner which cause or threatens to cause alteration or injury to the American Bank Center;
- f. In any manner that would disturb or obstruct other occupants, including use of pre-function space, high noise levels, obstructions of signage, or any action that in any way violates the quiet enjoyment of any part of the facility for any occupant. Management reserves the right to adjust any sound levels that carry beyond the immediate area of the event.

Advertising/Promotions for an Event

The American Bank Center shall approve all advertising, in writing, before it is distributed. Advertising should clearly state admission charges. If requested by SMG, the American Bank Center logo should be included in all promotional materials. For the logo or photos of the American Bank Center, please contact the Marketing & Media Relations Manager with the Marketing Department: 361-826-4760 or visit www.americanbankcenter.com/logos.

All promotional events during an event - including fashion shows, product demonstrations, and lectures are subject to approval by the American Bank Center. Please inform your Event Coordinator of any events, raffles, auctions, or drawings that will be happening during your show.

Alcohol- (see Beverage Service)

Automobiles

Vehicles that are brought into the American Bank Center for shows or show displays must be pre-approved by the American Bank Center, and all requirements made under that agreement must be followed. In some cases, vehicles will not be allowed in the building, and there are restricted areas into which vehicles cannot be brought. Vehicles may be required to have carpet squares or plywood under the wheels and plastic under the entire length of the vehicle. When required, these items must be provided by the client. Keys for entry and to start the vehicles, as well as any deactivation codes for security devices, must be left with the American Bank Center security department. Vehicle gas must remain closed/locked and cannot be removed while in the building. The vehicles electrical systems must be disconnected by removing at least one battery cable from each set of batteries. At no time during a show may vehicles be moved. For Insurance guidelines, please see: **Insurance**.

Balloons, Confetti, etc. (see- Decorations)

Beverage Service

SAVOR... Corpus Christi, the in-house catering service for American Bank Center, offers a complete selection of beverages to compliment a wide variety of functions. Please note that the State Laws regulate alcoholic beverages and services. **SAVOR... Corpus Christi** is responsible for the administration of these regulations. **Alcoholic beverages may not be brought onto the premises from outside sources, under any circumstance (i.e. vendor sampling, raffling, auction, party favors, gifts, etc.).** We reserve the right to refuse alcohol service to intoxicated or underage persons. Alcoholic beverages may not be removed from the premises. *User or Licensee shall report any Breach of Peace directly to the American Bank Center Food & Beverage Director and/or American Bank Center's Event Coordinator of the event before exiting the venue after the event.*

Damages

Any damage to any Center property or equipment is to be reported immediately to the American Bank Center's Security Department located on the Exhibition Level. If the facility is not returned in same condition as received, the Center will clean and make necessary repairs and include the estimated cost for such cleaning in the User's settlement. All damage, except for normal facility wear and tear, is the responsibility of the User. You are encouraged to schedule a mutually convenient "walk through" appointment to verify the condition of the Facility prior to your event with your Event Coordinator. A final walk-through will take place at the completion of the event, and a damage evaluation report will be completed.

User shall not cause or permit any nails, staples, hooks, tacks, screws or the like to be driven into any part of the Premises. User shall not erect any decorations or adhesives, including tape that would deface the walls, ceilings, floors, facilities, and equipment contained in the premises.

The walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted by User or have permanent covering applied. Materials may be attached to the Premises by means of cords, ropes, or ribbons or in any other manner which will not mar, deface, or damage the premises or its furnishings and fixtures, provided prior written consent of Licensor for such method of attachment is obtained. Service contractors may not use tape to mark the carpeted areas of the building.

No trucks, carts, or other devices to move equipment or freight will be allowed on the meeting room or ballroom carpet without the use of plywood, masonite, or Visquieene. Freight access to the meeting rooms is through the freight elevator **ONLY**. Motorized vehicles, forklifts, and gas or electric carts may not be operated in lobbies, concourses, or any carpeted area of the Center. Heat tape and double-face tape may **NOT** be used on carpeted floors. Additionally, floor coverings over permanent carpet must be approved in advance.

User agrees not to exceed the published load limits of any floor and ceiling tracks.

Decorations / Restrictions

Helium filled balloons adds a festive atmosphere to exhibits; however, when released they are difficult and costly to retrieve and may require use of lifts. The User will be charged for the cost incurred to remove the released balloons at the end of the contract term.

The use of candy, confetti, glitter, sand, simulated snow types of material, and like items are not permitted in the American Bank Center without special permission from the Event Coordinator and the User will incur additional charges for the clean up of these materials. Adhesive-backed decals may not be given away or utilized without the express permission of the American Bank Center. Any costs incurred by the American Bank Center for the removal of these items will be charged to the User in the final settlement.

Deliveries/Freight Handling

The American Bank Center does **NOT** accept any deliveries prior to the commencement of the contract term. Exhibitor shipments and any shipments to be handled by the decorator should be shipped to their attention with the show name and booth number clearly written on the label. Shipments for meetings and other events without a decorator should be clearly labeled to the User show manager, with the show name and location in the building for which the shipment is assigned. You are required to notify your American Bank Center Event Coordinator of any delivery or pick-ups you are expecting. Deliveries need to go to the Security Desk, if they are not being handled at the loading dock. The mailing address for our facilities:

Your Event/Contact Name
Location in building (example: Banquet Hall A)
American Bank Center
1901 N. Shoreline Blvd.
Corpus Christi, TX 78403

All deliveries will arrive on the loading dock and must be arranged through your Event Coordinator. Any deliveries that arrive before the contract date or without information regarding their show will be refused. The shipper will be responsible for all associated costs. There may be a fee for items delivered to meeting rooms.

Elevators/Escalators and Freight Handling

Under no circumstances are the passenger elevators or escalators in the Public areas of the building to be used for the transportation of exhibitor materials, freight, boxes or other large items. All freight should be brought in through the loading dock and/or freight elevators.

Entertainment and Speakers

The American Bank Center shall have the right to approve all entertainers and acts to appear at the Event; no substitutions may be made without prior consent of the Center. No person or persons not a part of the arranged program will be permitted to address an audience in the Center unless prior approval is obtained from the American Bank Center. The Center reserves the right to set sound levels, and location of entertainment in contracted space.

Exhibits

- **Cleaning**
The American Bank Center does not provide Exhibit Booth cleaning services. The Lessee must make arrangements with a general services contractor (decorator) for this service. The Center will maintain the areas around the booths, and public spaces.
- **Floor Plans (see floor Plans)**
- **Furnishings**
The American Bank Center does not provide equipment or furnishings for exhibitors' booth and/or displays. The lessee must make arrangements with the decorator for these items. Please see: **Damages**, for additional information.

Facilities Fees

A facility fee may be applied to **all** public shows with ticket sales. Lessee will be notified prior to contracting space at the American Bank Center.

Food & Beverage Samples (see Food Service)

Food Service

SAVOR... Corpus Christi is the in-house caterer for the Convention Center & Selena Auditorium, and is the exclusive Caterer for the Arena at the American Bank Center. They offer special event consulting, decorating and custom catering for all types of events. **Please note that no food or beverages of any kind may be brought into the facility by the lessee, any of the lessee's**

guests, sponsors or the invitees, with out prior approval in writing by Center management. Alcoholic beverages may not be brought onto the premises from outside sources, under any circumstance (i.e. vendor sampling, raffling, auction, party favors, gifts, etc.).

In the case of exhibitors, an exhibitor may distribute without charge a sample portion no greater than 2 oz. of food or beverage, or they may distribute merchandise manufactured and distributed in the normal course of the exhibitor's business. The exhibitor may also sell food items intended for consumption off the premises. If an exhibitor is giving away or selling a product over 2 oz., then a \$275 catering buyout must be paid to **SAVOR... Corpus Christi**, per vendor, per show. If this information is not relayed to the exhibitor the buyout fees will be charged to the lessee.

No food or beverage items may be brought into any exhibit space in the American Bank Center- without prior approval. Any questions pertaining to these issues should be directed to the Center Management, or the **SAVOR... Corpus Christi** representative.

Floor plans

A minimum of five (5) copies of accurately scaled floor plans of the event should be submitted to your Event Coordinator for submission to the Fire Department 30 days prior to the event load-in. Once Fire Department approves the floor plans, Event Coordinator should receive the approved final plans 14 days prior to the event load-in. Plans should include the size and location of all aisles, service aisles, utility floor ports, fire extinguishers and hoses, exits, entrance units, exhibits, general service, contractor's booths, food stands or bars, registration areas, information tables, and other displays. The User is required to construct, operate, and maintain the event according to the approved plans. Any changes required by the building must be made and resubmitted to the American Bank Center prior to move-in.

Public aisles must be a minimum of 9' wide. Service aisles (double-back drape) must be adjacent to any booth receiving any utility, must be placed so that a utility box is inside of the aisle, and must be marked by double-back drape. No exhibitor materials can be stored in this aisle way. Any booth needing a utility that is not adjacent to a service aisle will incur additional charges to the User.

Lobbies, entrances, concourses, pre-function areas, patios, and the food service facilities are considered public areas and not under User control. All activities using public areas, such as registration, special exhibits or displays, etc must be noted on the floor plan to be approved by the American Bank Center and the Fire Marshal. Temporary advertising and banner hanging is prohibited in the public/common areas and pre-function spaces without prior written approval of the American Bank Center.

Please note that clear access must be maintained to all restaurants, cafeterias, lounges, permanent food service facilities, restrooms, telephones,

Gratuities

It is against the American Bank Center policy for an employee to accept gratuities or gifts from User or exhibitor. Violation of this policy will subject the recipient to termination of employment.

Hazardous Chemicals/Waste

Storage of hazardous waste or materials is prohibited at the American Bank Center. For exhibits that generate a hazardous waste, material data requirements must be met as well as providing written instruction on disposal methods, and regulations of use. Any chemical brought into the facility must be accompanied by Safety Data Sheets (SDS).

Incidents

User or Licensee shall be responsible for obtaining and filling out an American Bank Center Incident Report (found at the front security desk or with an event manager) if any incidents happen onsite at the venue before, during or after the event. Incidents include (but not limited to) any injuries due to slips, falls, burns, cuts or lacerations.

Insurance

Insurance is to be provided to American Bank Center, SMG, and The City of Corpus Christi by Lessee, for contracted spaces/events, per Center contract agreement dates. Please contact the Sales Coordinator, 361-826-4102, for the venue's requirements.

Media

The media are welcome to events in the American Bank Convention Center, and will be directed to Show Management upon arrival. No media vehicles may be parked on American Bank Center property without prior consent of the American Bank Center. Under no circumstances should any vehicle, media or otherwise, be parked in the taxi stand area in the front of the building or on the sidewalk. Any vehicle parked in such a manner will be subject to towing.

Currently all media personnel should check in at Security Desk upon arrival.

Noise Levels

The American Bank Center reserves the right to require any group whose noise levels disturb another group within the building to reduce their sound to a reasonable level that does not disturb any other group. If you feel that your event will have high noise levels at any time (including bands, loud music for dancing, shouting, singing, or other noise), please arrange with your Sales Manager and Event Coordinator to ensure that no other group will be in the vicinity of your event. The American Bank Center is not responsible for any losses or damages associated with sound level requirements.

Novelties

The sell of novelty and sundries by any lessee, their attendees or vendors must meet The American Bank Center policy and commission guidelines, and be authorized in advance. SMG shall retain a certain percentage of all hard and soft goods, novelty items, and any other merchandise sold within the facility in the duration of the event. Percentages to be agreed upon with the Licensee. Please contact your Event Coordinator for information and authorization 361-826-4700. Any video footage should be approved in writing by the Marketing & Media Relations Manager, 361-826-4760, prior to the event. SMG shall retain all television, film, radio and/or recording rights to any Events that take place in or at the Facility. Licensee may purchase such rights from SMG for a broadcast fee.

Parking

The parking in and around the American Bank Center complex is a combination of 16 city-owned, SMG managed lots, along with several other privately owned and operated lots. The privately owned lots may have higher rates for parking. Also included within the district are 250 free curbside parking spaces. Parking spaces are offered at a discounted rate for convention groups on the first day of the event only. Guests will have in & out access with the hang tag that will be given by the parking attendant at time of purchase. There are 1,519 City owned, SMG managed parking spaces. There are 700 privately owned and managed parking spaces. Paid parking and prepaid parking is available at venue's prevailing rates.

Maps of the parking areas are on-line at <http://www.americanbankcenter.com/services/parking/>. Groups with buses should notify you Event Coordinator seven (7) working days before an event, for loading and unloading authorization. Valet parking for events is allowed, however User must coordinate with the Event Coordinator a minimum of 10 days before an event to arrange for adequate spaces. No spaces will be guaranteed without prior approval from Center management.

Policies & Procedures

Policies & guidelines are subject to change. Please contact your Sales Account Executive with any questions or for confirmation of information, before signing any agreement

Registration Space (See: Use of Space)

Rental Fees

A Rental fee and Liability Insurance is required for all spaces contracted in the Center facilities. A deposit will be required with signed contract. No exceptions unless approved by the General Manager.

Samples (see- Food Service)

Security

The American Bank Center strives to insure all customers and patrons have a safe and secure experience at all of the facilities. American Bank Center has minimum requirements and will dictate security staffing levels based on the type of function, and where it is being held. The National Security Threat Level will be considered as well. Please contact your Event Coordinator for Security guidelines for each event contracted with The Center.

All youth events (Birthday Parties, Quinceañera, Sweet Sixteen) where alcohol is being served are required to have two off duty officers at the event. This cost is assessed to the client in the event's Use License Agreement under Exhibit B. All school dances are required to provide two officers per one hundred students attending. If the school is not able to provide officers, this cost is assessed to the school in the event's Use License Agreement under Exhibit B.

Signage

Signage may be hung in the rented area with prior approval of the American Bank Center. No signage can be hung that blocks emergency signs/exits or building signage. Small directional signage can be placed on easels in the common areas; however, no promotional materials may be hung without the prior approval in writing, and they can in no way infringe on any other group in the building. Temporary advertising/signage may be displayed at the Facility only in the event that (i) such competitive temporary signage is in connection with a local, regional or national touring event booked at the Facility, which event is sponsored by such a competitor of Advertiser or (ii) a tenant at the Facility controls the advertising inventory to which such advertising/signage relates (or a team performing at the Facility for a special event is required to display such competitive temporary signage at the Facility pursuant to a pre-existing contractual obligations).

Lessee is responsible for providing, at their cost, any additional signage for directional purposes, over and above the permanent signage placed throughout the Center. No signage may be hung or placed on the exterior of the building or on the sidewalk without the prior, written consent of the Licensor.

Smoking

The American Bank Center is a non-smoking facility. Smoking is not allowed in the building at any time, including move-in and move-out times. User will be responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside the building.

Solicitations

No solicitations or collections in the Center, whether for charity or otherwise, shall be made, attempted, or allowed without the prior, written consent of the Center.

Sponsorship/Advertising Opportunities

If you are interested in sponsorship or advertising opportunities at The American Bank Center, please contact our Director of Marketing at (361) 826-4754.

Ticketing

American Bank Center is an exclusive provider of TicketMaster services. Please contact our Box Office Manager at 361-826-4744 for information on services provided through TicketMaster and The American Bank Center based on your event's purposes.

Use of Space

Use of space outside of the rooms directly named within the contract is limited to the area immediately outside the space and may be used for registration purposes only. Use of this space may not in any way disturb or obstruct other occupants in the facility. If you have any questions about space availability or use, please contact your Event Coordinator.

Users may not occupy their space anytime before or after the time listed on the contract without written permission from the Venue. This includes time for set-up, audio-visual set-up and break-down, decorator move-in and out, or storage of materials. Please ensure that your space is contracted to allow you and your service contractors sufficient move-in time and are out by the end of the contracted periods. Any hours in excess of this agreement are subject to additional charges.

Visit us at: www.americanbankcenter.com for more information

Exhibitor Guidelines

General Information

Smoking is strictly prohibited at all times in the American Bank Center.

Exhibitors are to have all proper licenses and permits required by the State of Texas and the City of Corpus Christi.

The American Bank Center is the exclusive provider of electrical services and other utilities in the Center. We offer electrical power, water service, gas, drainage and compressed air in all our exhibit halls. Utility services (electricity, water, plumbing etc. etc.) are exclusively provided by the American Bank Center. Please use the form provided in your Exhibitor Service Kit or fill out the on-line form. All utility service requests must be received one (1) working day prior to Exhibitor move-in to avoid late fees.

Loading docks are for loading and unloading only. All vehicles left in loading areas will be towed away at the owner's expense. Loading in and loading out must be done through the designated loading docks assigned to show. Loading in and loading out through the Center lobbies is strictly limited to hand-carried items. Materials, which require the use two-wheeled (or more) apparatus must go through the designated loading dock area. Passenger elevators and escalators are designed for passenger use and not intended to carry the heavy weights. No vehicles will be allowed in dock areas, exhibit halls, etc without advance approval by the Center.

No parking, tow away zones and other restricted areas will be strictly enforced and vehicles will be towed at the owner's expense.

Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises.

Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Center are to be stopped at once. Failure to adhere to the Center's direction will be grounds for ejection from the premises and possibly suspension of work privileges in the Center.

No refueling of vehicles is permitted within fifty (50) feet of the Center.

At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash or unattended materials.

No glass containers are permitted on the exhibit floor, in meeting rooms or ballrooms without the prior written approval of the Center.

Providing mechanized equipment for off-loading and loading freight/exhibits, etc. is the responsibility of the Exhibitor and at the Show or Exhibitor's expense. Mechanized equipment that is the property of the American Bank Center will not be used by the User, their sub-contractors or anyone associated with the User's event for any purpose, unless permission has given, in writing, by the American Bank Center.

Painting of any kind within the American Bank Center is strictly prohibited. Exhibitors may not glue, tape, drill, tack, nail, or in any way affixed to any interior or exterior surface of the Center. Nothing may be attached to exhibit floor columns, even when they occur within your booth.

Glitter, sand, confetti and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the American Bank Center.

No collections or donations, whether for charity or otherwise, shall not be made, attempted or announced without prior written approval by the American Bank Center. Auctions, drawings and raffles must be approved by your Event Coordinator.

The exhibition hall air walls are covered with a delicate fabric. This fabric tears easily. Please contact show management for assistance.

All banners and signage must be hung by the show's General Service Contractors. Exhibitors may not hang banners or signage without approval from show management. The use, distribution and location of all signs, cards and posters are subject to Center's review and control. Handwritten signage not allowed.

The American Bank Center is not responsible for trash generated by the Exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor's use.

Please remember not to throw boxes or trash generated during show hours into the aisles. Aisle ways and exit ways must remain clear of any trash or debris and cannot be obstructed in any manner.

The American Bank Center cannot accept freight shipments or packages for exhibitors, show management, or its contractors more than 24 hours prior to show date load in. American Bank Center does not have a shipping and receiving department. Any materials sent to the Center more than 24 hours prior to User's occupying of leased space will not be accepted and will be returned to point of origin. The Center will not accept C.O.D. deliveries. 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 Exhibitor's expense. All exhibitor freight must be handled by the show decorator.

Shipping Address:
American Bank Center
Attn: (Event Name and Event Coordinator name)
1901 N Shoreline Blvd
Corpus Christi, TX 78401
Office 361-826-4700
Fax 361-826-4905

Helium-filled balloons are not allowed in the American Bank Center. Contact your Event Coordinator for further information concerning a possible waiver to this requirement. There is a \$250 fee for any balloons which escape the exhibitor's display.

The American Bank Center has a "no tipping" policy. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the Center.

American Bank Center is not responsible for Lost or Stolen Items. Exhibitors should not leave valuables or personal items (laptops, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day. During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.

No items may be thrown at any time from your booth(s). All booth displays and content must be in good taste and not present any safety or age appropriate concerns for the general public.

American Bank Center reserves the right to require any group whose noise levels disturb another group or the business of the Center to reduce their sound to a reasonable level that does not disturb any other group. Please discuss any concerns you have relating to your event with your event coordinator in advance.

American Bank Center does not have a business center on property. Currently there is wi-fi service available in most areas of the facility. Hard line internet connections may be purchased. See the order form in your Exhibitor Packet.

All live animals are prohibited, with the exception of guide and service animals. Exhibitors wishing to display live animals as an integral part of an exhibit must get prior approval from show management. Waiver of this prohibition is contingent on description and number of animals, handler/trainer supervision, required insurance certificates, etc. Any waste products must be picked up, cleaned up and disposed of properly.

Food and Beverage

Water service for chafing dishes and pitchers may be obtained through restrooms or through a water source designated to the show by the Center. Concession and kitchen areas may not be used without the approval of the Center. Water service requiring a line connection must be ordered through the American Bank Center. Ice service is exclusively provided by the Center's in-house food services department. Please contact our Catering Department at 361-826-4705 or 361-826-4739 to set up this ice service in advance.

The trash generated by exhibitors and general housekeeping of the exhibit area is the responsibility of exhibitors and/or the show's general service contractor. The Center will designate an area where show trash can be properly disposed at. Disposal of food items in restrooms sink/toilets, concessions areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

Grease disposal can be arranged through our Catering Department at 361-826-4705 or 361-826-4739, and this service must be arranged in advance. Grease disposal in restrooms sinks/toilets, concession areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

SAVOR... Corpus Christi is the exclusive in-house caterer and food & beverage provider for the American Bank Center. No outside food and beverage can be brought in and consumed in the Center at

anytime without the written approval of the Center. Please contact **SAVOR... Corpus Christi**, 361-826-4705 or 361-826-4739 for any food and beverage need.

Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC extinguishers in the booth at all times. Exhibitors demonstrating or using any appliance producing grease laden vapors (deep fryers, frying pans etc. etc.) must have at least one Type K fire extinguisher. Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators. Use of cooking appliances requires prior approval of the American Bank Center. No overnight cooking is allowed. For further questions regarding cooking, please contact the Corpus Christi Fire Department – Fire Marshal's Office.

Portable cooking equipment not flue-connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol-burning and solid alcohol equipment. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of American Bank Center is necessary.

Sampling of food and beverage items is allowed contingent on the following conditions:

Sample items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm, and must be directly related to participation in the event.

Food item samples are limited to a maximum of 2 oz. "bite size" portions with no fees due to **SAVOR...** If exhibitors are giving away or selling a product over 2 oz., then a \$275 (or prevailing rate) catering buyout fee must be paid to **SAVOR...**, per vendor, per show. Exhibitors should contact **SAVOR...**, no later than 5 business days in advance of the show opening, at 361-826-4705 or 361-826-4739 to arrange payment.

Non-alcoholic beverages are limited to a maximum of 2 oz. serving size.

SAVOR... must be notified if products are to be sampled.

Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.

Securing of all necessary license, permits, etc. is the responsibility of User/exhibitor.

Costs associated with the disposal of trash, waste, etc., from exhibitor sampling area are the responsibility of User and/or exhibitor.

Any alcoholic beverages must be purchased and served by **SAVOR...**

Alcoholic beverages may not be consumed on premise by exhibitors or workers during load in, show hours or load out.

Donated food fees are made payable to **SAVOR...** and the donation must pre approved.

Show or exhibitor is responsible for acquiring food handler's permits/fines if samples being given.

Fire and Safety Regulations

Exhibit booths shall be constructed of noncombustible or limited combustible materials. Pipe and drape shall be fire retardant and shall not ignite and spread over the surface when exposed to open flame.

Vehicles may not be displayed without the prior written approval of show management. The gas cap must remain closed and/or be locked and may not be opened while inside the building; batteries must be disconnected. Vehicles may not be started, run or moved during event hours. The keys must be taken out of ignition and turned into Security office for storage during event hours.

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from show management. Access to the exhibit floor for tractor-trailer trucks, semi trucks, etc., must be arranged in advance through show management. The American Bank Center does NOT provide dollies, pallet jacks, ladders, labor etc., for exhibitors' use.

All fuel-powered motors to be run during show hours must have an exhaust system that will prevent any fumes from being emitted. Prior American Bank Center approval is required. A Fire Watch may be required.

No open flame lighting devices may be used in the American Bank Center without the advance written approval of the City of Corpus Christi Fire Marshal. Please contact our Catering Department, **SAVOR... Corpus Christi** at 361-826-4705 or 361-826-4739 to purchase pre-approved candles.

No oils, combustibles, or any liquids other than water may be poured in the American Bank Center drainage or sewer systems. No tools, machines, cookware, or other items may be emptied, washed, or rinsed in American Bank Center restrooms. Cookware, dishes, utensils, etc., may not be filled from American Bank Center restrooms or janitors' closets.

The American Bank Center wants to provide and maintain a venue which ensures the safety of all who enter our doors. In partnership with the City of Corpus Christi Fire Marshal's Office, the American Bank Center has adopted and will enforce applicable provisions of the Life Safety Code (LSC), the Uniform Fire Code (UFC) and the NFPA 101, Life Safety Code. The following incorporates this provision along with the Center's own rules and regulations.

Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide and cross aisles must a minimum of 9' wide.

No exhibit booth, registration table or related material may be placed within 10' of main entrance/exit.

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. Exit doors must be maintained in an operable condition.

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.

Clear access must be maintained to all exits and all Center services (i.e. restrooms, concession stands, utility rooms, etc.)

Compressed flammable gasses, flammable/combustible liquids and hazardous chemicals are prohibited. The Fire Marshal has the discretion to mandate on-site fire inspectors and/or emergency personnel in the name of public safety, and User is responsible for paying fees associated with this staffing directly to the City of Corpus Christi Fire Marshal's Office.

Do not exceed the capacity of the electrical connection ordered and provided. Only UL-approved, grounded extension cords may be used for electrical connections. These cords can be ordered through the Center.

The use of pyrotechnics or fireworks within the American Bank Center is strictly regulated by the City of Corpus Christi's Fire Marshal's Office and the Center's Rules & Regulations. These guidelines are designed to ensure the safety of all your staff, the American Bank Center staff, attendees and visitors, as well as protecting the structural integrity of the Center. The use of pyrotechnics or fireworks shall not be allowed in the Center without the expressed, written approval of the Fire Marshall. Please contact the City of Corpus Christi's Fire Marshal's Office for additional information and required permits.

Tents and canopies may require the written approval or permit, please contact the Fire Marshall for more information. Tents and canopies may not be secured with stakes in any area of the building including the Parking Lots and surrounding grounds. Tents may only be secured with weights or water barrels.

CORPUS CHRISTI FIRE MARSHAL'S OFFICE

Chief Randy Paige
Inspector Dwight Johnson
CCFD Management Aid – Vicki Donor
2406 Leopard
Corpus Christi, TX 78408
Phone: 361-826-3906
Email: RandyP@cctexas.com
Email: DwightJ@cctexas.com
Email: VickiD@cctexas.com

Exhibit Hall Security

The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, 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 User or exhibitors.

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.

Use of armed guards, or any other security equipment, is prohibited without the written consent of the Center.

Upon the expiration or sooner termination of the agreement hereof, Exhibitor shall immediately remove all goods, wares, merchandise, property and debris owned by Exhibitor or placed or permitted to be placed on or at the Facilities. Any such property not so removed shall be considered abandoned and, at Center's option, be removed and stored by American Bank Center at exhibitor's expense or disposed of in any manner the Center deems expedient. Exhibitor hereby waives all claims for damage resulting from such removal, storage and disposal of such property and indemnifies American Bank Center from any damages or costs including reasonable attorney's fees resulting from such storage and disposal.

Exhibitor may not use or transport any equipment, supplies furnishings or other property belonging to American Bank Center, or the City of Corpus Christi, without the Center's written permission.

Exhibitor agrees not to bring onto the premises any material, substance, equipment or object which is likely to endanger the life of, or to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon without the prior approval of the American Bank Center. The Center shall have the right to refuse any such material, substance, equipment or object to be brought onto the premises and the further right to require its immediate removal therefrom if found thereon.

American Bank Center does not have First Aid/Emergency Medical Services (EMT) on site. The Center does have 3 AED's on site. One at the Convention Center Security Desk, one at the Arena First Aid Office and one at the Security Command Office.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the American Bank Center Security Office immediately at 361-826-4108. Following notification of any incidents, event staff will initiate appropriate reports and investigations.

The American Bank Center is ADA compliant.

There are 2 freight elevators. Both access garage, 1st and 2nd floors. NE freight is 8'Hx8.5'Lx6.5'W. SW freight is 8'Hx11'Lx8'W.

Parking and Transportation



American Bank Center is on a public transportation route. Please visit www.ccrta.org for more information.

Exhibitor parking is traditionally in Lot 10. Daily parking is \$10 per parking spot or prevailing rate. There may be a multiple day pass available. If you are parking an oversized vehicle, trailer or RV please contact your event coordinator in advance.

Please address questions or comments concerning this Exhibitor’s Guide to:
 Darryl Meadows
 Director of Operations & Guest Services, Convention Center
DarrylM@cctexas.com
 361-826-4748