

RULES & REGULATIONS



CHARLOTTECONVENTIONCTR.COM

CHARLOTTE, NORTH CAROLINA



WELCOME

We are pleased that you chose the Charlotte Convention Center for your event. Our staff is committed to providing you with the highest quality service and will do everything within its power to make your event successful.

In creating a partnership for the success of your event, we offer comprehensive event planning information designed to minimize the complexity of hosting your event and to maximize its success and the well being of your staff, exhibitors and service contractor.

If you have any questions or concerns, we encourage you to discuss them with your Event Manager or the Director of Convention Services.

1.1

CHARLOTTE CONVENTION CENTER

The Charlotte Convention Center features state-of-the-art design and engineering with multi-purpose accommodations for regional, national and international conventions, tradeshows and other special events.

Located in Center City Charlotte, the Convention Center is only a 15-minute drive from Charlotte/Douglas International Airport and is easily accessible by the John Belk Freeway, 1-277 loop, 1-85,1-77,1-40,1-26, and 1-485.

1.2

MISSION STATEMENT AND BOOKING PRIORITIES

The Convention Center's primary objective is to promote and facilitate events and activities, which generate the highest economic benefit to the City of Charlotte and surrounding region. The Convention Center's secondary objective is to provide services and space to local activities, which promote business within the Charlotte community.

First scheduling priority is given to regional, national and international conventions, tradeshows, corporate meetings and similar activities that are not normally open to the general public.

Second scheduling priority is given to smaller conventions, tradeshows and corporate meetings. Large consumer or public exhibitions are also given second priority.

Third scheduling priority is given to smaller consumer or public exhibitions, local corporate meetings, special events, banquets and other activities, which primarily draw from or appeal to the general public and/or local attendees.

Scheduling for second priority events is generally made not more than 18 to 24 months in advance and is subject to change to accommodate first priority events unless a Rental Agreement has already been executed by the Convention Center's management.

Third priority events will not normally be scheduled more than 6 to 8 months in advance.

The Charlotte Convention Center is managed and operated by the Charlotte Regional Visitors Authority (CRVA). The CRVA reserves the right at its sole discretion to book any group or event in the Charlotte Convention Center.

The Charlotte Convention Center has become one of a growing number of large convention facilities across the United States and the first in North Carolina to "go green". Our initiatives include, but are not limited to, a substantial recycling program of glass, aluminum, plastic, paper, and cardboard; we use environmentally-friendly cleaning products, and exercise energy-saving initiatives throughout our facility through efficient management of the heat and air system and the use of environmentally-friendly office equipment.

Our exclusive in-house food and beverage department uses biodegradable plastic products when possible; limits the number of distributors used to purchase goods (bundling) to limit carbon emissions; purchases locally grown products when possible. Excess food product is donated to local food banks.

A list of all the Center's current green initiatives will be provided, at your request.

- Total Building Area: 900,000 sq. ft.
- Exhibit Space: 280,000 sq. ft. of contiguous space, divisible into four halls.
- Meeting Rooms: Over 50,000 sq. ft. of flexible meeting space conveniently located on one level.
- 20 covered loading docks (Minimum of one load leveler per hall).
- Freight Doors: 2, in Halls A and C, accessible from the loading docks.
- Large Freight Door: 1 (26'W x 29'H), in Hall B (Some restrictions on use apply to this door).
- Four individual show offices - one in each hall.
- Business Center with fax, photo copying and office supplies available.
- Gift Shop
- Starbucks®
- Six VIP suites overlooking exhibit halls, complete with wet bar and private restrooms.
- Convention Center Ballroom: 35,000 sq. ft. ballroom may be divided into three separate rooms (Seats 3,500 theatre-style, 1,800 banquet-style and 1,748 classroom-style).
- Convention Center Ballroom Pre-Function Area: 15,000 sq. ft. for receptions and other activities taking place in conjunction with ballroom functions.
- Convention Center Ballroom Terrace: 17,800 sq. ft. accommodates 1,100 people and allows for a unique outdoor event.
- Crown Ballroom: 40,000 sq. ft. ballroom with built in 30' x 60' x 32" stage. Seats 4,200 theatre-style, 2,400 banquet-style and 2,400 classroom-style.
- Crown Ballroom Pre-function Area: 11,600 sq. ft. entrance lobby for activities taking place in conjunction with ballroom functions.
- Delish Food Court: Seats 200 people offering food-court style dining.
- Permanent concession stands in each exhibit hall with a variety of mobile food solutions are available throughout the Convention Center.

(NOTE: Indicated capacities are reduced by staging, head table, A/V requirements, etc.)

3

SERVICE/FACILITIES

3.1

BASE LICENSE FEE INCLUDES:

1. Registration space and event/show offices at location(s) designated by the CRVA.
2. House lighting, ventilation, heat or air conditioning, as appropriate during your event (exclusive of move-in/move-out dates; a fee is charged for air and/or heat for move-in/move-out dates).
3. Janitorial service in aisles, open spaces and rest rooms during your event and one thorough cleaning of same areas once daily during non-show hours.
4. One paging microphone in licensed Exhibit Hall.
5. One microphone per meeting room and patch fees if you contract with the Convention Center's preferred A/V contractor.
6. All electrical for A/V if you contract with Convention Center's preferred A/V contractor.
7. Two 20-amp electrical circuits.
8. Equipment such as tables and chairs for the initial setup of meeting room space on the meeting room level within the limits of the Convention Center's inventory. (If meeting room space is to be used).
9. Head table skirting.
10. Water service at head tables.
11. Sufficient stage risers within the Convention Center's discretion for a small head table setup.
12. One (1) 40-cubic yard trash haul per hall event.
13. A maximum of six (6) tables (clothed and skirted) to be used for registration.

3.2

BASE LICENSE FEE DOES NOT INCLUDE:

1. Event staffing services
2. Drayage and placement of display equipment

3. Decoration and related services
4. Labor charges for carpenters, electricians, etc.
5. Storage of any exhibit and/or event-related materials
6. Special lighting
7. Electrical power in excess of the minimum provided
8. Water supply
9. Compressed air
10. Communication services, such as telephone, fax or data transmission
11. Event staff, such as stage hands, ticket sellers and takers, ushers and doormen, equipment operators and other event personnel needed to stage your event
12. Fire Marshal - If the local Fire Marshal determines that a member of the Fire Marshal's staff must be present at your event, in accordance with the North Carolina State Fire Code, then you shall reimburse the Convention Center at settlement after your event, the cost of such Fire Marshal staff members at the applicable rate.
13. Water service in excess of head table service (Additional water service available at applicable rates)
14. Cleaning of your carpet and the placement and emptying of trash cans in exhibit booths
15. Trash removal in excess of one (1) 40-cubic yard container per hall event. (Additional trash service is available at applicable rates)
16. Any significant (as determined by the CRVA) meeting room changeovers requested
17. Display tables and equipment used in exhibit booths
18. Audio-Visual patch fees, unless you contract with
the Convention Center's preferred A/V contractor

The CRVA shall be the exclusive provider of the following services within the Charlotte Convention Center:

- Food and Beverage
- Telecommunications/Data Service
(Communications to include voice, data, internet and intranet services and Wi-Fi zone instant internet available)
- Event Staffing
(Door guards, badge checkers, security guards)
- Business Service Center
- Utility services
(Including electric, water and compressed air)
- First Aid
- Ticket Takers and Ticket/Program Sellers
- Rigging Services

Re-sale of these goods and services is strictly prohibited.

Rates for exclusive services are available upon request.

5

CONCESSIONS/CATERING

5.1

EXCLUSIVE SERVICES

1. The Convention Center's in-house catering department shall be the exclusive provider of food and beverage service in the Convention Center and shall retain all revenues derived therefrom.
2. Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise), food and non-event-related souvenirs, programs and novelties.

5.2

CATERING/DINING SERVICES

As part of our commitment to your event and its success, we are pleased to offer to you our full-service, in-house catering department.

All catered functions require a 50% deposit based on the estimated number attending. This deposit is required at the time of booking or 30 days prior, whichever is greater. The remaining balance is due with your final guarantee (three (3) to five (5) business days prior to your first food function date).

In an effort to support our green initiatives by conserving resources and reducing waste, we will set rooms and prepare meals only for the actual number guaranteed. During banquet functions, water will only be preset at your request.

The Charlotte Convention Center has exclusive food and beverage rights. Any outside vendors or special giveaways must be approved by the catering department.

5.3

ALCOHOLIC BEVERAGES

The sale and service of all alcohol in the Charlotte Convention Center is regulated by the Alcohol Beverage Commission of North Carolina. It is our responsibility to administer and abide by the following rules:

- All alcoholic beverages must be dispensed by Charlotte Convention Center employees.
- All attending guests must be able to produce valid picture identification upon request in accordance with North Carolina ABC Laws.
- Convention Center staff reserves the right to refuse service to any patrons for any reason.
- No beer, wine or alcohol may be brought into the Charlotte Convention Center by any person or outside service.
- The Charlotte Convention Center may require a uniformed security guard at all functions where alcohol is being served.

6.1

MOVE IN

1. You shall be allowed access to the Convention Center for move-in/setup and move-out/tear-down of your event on the date(s) and time(s) set forth as the License Period indicates.
2. At the conclusion of move-in/setup, all equipment, crates, etc., used during move-in/setup must be removed from the Convention Center property.

6.2

MOVE OUT

1. Equipment, crates, etc., needed for move-out/tear-down may be returned to the Convention Center at the conclusion of your event.
2. The move-out/tear-down of event-related materials prior to the established date(s) and time(s) must be approved by the show manager.
3. You are responsible for the removal of all event-related materials such as pallets, crates, dunnage, lifts, propane tanks, etc.
4. Any cost incurred by the Convention Center for the removal of the above items will be charged to you at applicable rates.

6.3

GENERAL

1. All house lights are to be controlled by Convention Center personnel.
2. No pyrotechnics shall be used unless a proper permit is obtained from the Charlotte Fire Department, and the operator has a permit from the state of North Carolina.
3. No decorative or other materials shall be attached to any part of the Convention Center without prior approval by building management.
4. Doors will be opened at the time set by you subject to the CRVA's right to open the doors earlier if, in the sole discretion of the CRVA, the doors need to be opened earlier because of safety reasons.
5. Due to building structure specifications, high-impact dancing, high-impact aerobics or similar activities are prohibited on the ballroom and meeting room levels of the Convention Center.

7.1

AMERICANS WITH DISABILITIES ACT

1. The Charlotte Regional Visitors Authority is a public entity subject to Title 11 of the Americans with Disabilities Act (ADA). The Convention Center is accessible to disabled patrons as required by the ADA and applicable regulations.
2. You are responsible for making your exhibits, displays, meetings, etc., accessible to qualified individuals with a disability attending your event with respect to setup, location of exhibits on the exhibit floor, paths of travel and other aspects of your event within your or one of your exhibitors' control.
3. You will not be required to make any structural or permanent changes to the Convention Center. However, you will be responsible for providing temporary auxiliary aids and services to qualified individuals with a disability attending your event. "Qualified individuals with a disability" and "Auxiliary aids and services" shall have the meanings set forth in the ADA and applicable regulations.
4. You must include a notice in your event advertising and/or publicity releases stating that disabled patrons should notify you and the Convention Center at least one week prior to your event that a reasonable accommodation might be needed.
5. The CRVA will use its best efforts to assist you in identifying local providers of temporary auxiliary aids and services, although you will remain ultimately responsible for identifying and contracting with such providers.

6. If you fail to arrange for a reasonably requested temporary auxiliary aid or service, the CRVA shall have the right, but not the obligation, to provide or arrange for such temporary auxiliary aid or service and you must reimburse the CRVA the cost of providing or arranging for such temporary auxiliary aid or service as determined by the CRVA.
7. You must allow access to the area(s) licensed if needed to reasonably accommodate disabled patrons at your event.
8. You will also indemnify and hold harmless the CRVA and the City of Charlotte, their agents, employees, servants and officials from any and all claims, losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from your failure, or the failure of one of your exhibitors, to comply with the ADA or applicable regulations.

7.2

MEETING ROOM SPACE

1. Final space requirements must be submitted at least six (6) months prior to the first day of the License Period. If the CRVA continues to hold space for you six months or less prior to such date, and you do not use or need such space, then you will be charged regular meeting room rates for such unused space.
2. The CRVA shall assign all meeting rooms. If you require additional meeting room setup, or if you change the initial setup, you must pay an additional meeting room setup charge as determined by the CRVA.
3. If you use meeting room space as exhibition space, you will be charged for such space at the prevailing rate for exhibition space.

7.3

SUBLET/EXHIBITORS

1. You may not sublicense the Convention Center or areas licensed other than to your exhibitors and then only in your designated exhibit space.
2. If you sublicense space to exhibitors, you must submit, to the CRVA's Convention Services Department, a copy of your proposed exhibitor's contract prior to your printing and distributing such contract. You and all your exhibitors must abide by all reasonable rules, regulations, guidelines and/or policies issued by the Convention Center.

7.4

ANIMALS OR PETS

1. Except for Seeing Eye Dogs (or other similar animals used for assistance by the disabled), and except for animals used as part of an CRVA-approved exhibit or activity, no animals or pets are permitted in the Convention Center.
2. Approved animals in the Convention Center must be on a leash, within a pen or under similar control. You assume full responsibility for any approved animal in the Convention Center and you will indemnify and hold harmless the CRVA and the City of Charlotte, their agents, employees, servants and officials from any and all claims, losses, damages or expenses, including reasonable attorneys' fees, arising out of or resulting from an approved animal.

7.5

AUDIO/VISUAL

The Convention Center provides a preferred in-house audio/visual contractor for your audio/visual equipment and operator needs. Audio/visual equipment rates are available upon request.

7.6

FLOOR/CARPET PROTECTION

In carpeted areas where exhibit booths will be displayed, Customer must provide floor covering to be approved in advance by Convention Center management.

Permanent facility carpet and floors must also be protected from damage caused by crates, dollies, hand trucks, equipment, etc., during your event, including move-in and move-out.

7.7

TAPE/ADHESIVE-BACKED MATERIAL

1. Tape and adhesive-backed materials are not allowed on the Convention Center's carpeted surfaces.
2. Use of tape on any wall surface, glass or equipment is prohibited.
3. You and your service contractor(s) are responsible for the removal of all tape and tape residue from any surface area at the Center, including but not limited to the exhibit hall floor, wall surfaces, glass and service equipment of the Convention Center. If you fail to remove tape and tape residue, you shall reimburse the CRVA for costs incurred to remove such tape or residue.

7.8

COPYRIGHT FEES

Any and all ASCAP, BMI or other copyright fees applicable to your event are your full responsibility and you must pay such fees in a timely manner.

7.8

EMPTY CRATE STORAGE

Limited empty crate storage will be provided and confined to those areas authorized by building management. No empty crate storage will be allowed in any area(s) of exhibition halls, meeting room(s), concourse area(s), carpeted areas, etc.

7.9

EQUIPMENT RENTAL

1. Rental equipment and rates are available upon request.
2. All Convention Center equipment will be operated and set up by authorized Convention Center personnel.
3. Tables, chairs, risers, etc., in excess of the license agreement will be made available at applicable rates.
4. A fee will be assessed for any room or area changeover after initial room or area setup, unless the changeover is for a catered function.

7.10

ESCALATORS AND ELEVATORS

1. All equipment shall be transported utilizing the freight elevators only.
2. No equipment may be transported on escalators. This includes easels, chairs, tables, wheelchairs, baby carriages and other similar devices.
3. Under no circumstances are public passenger elevators to be used for transporting equipment or exhibit materials that are not able to be carried by hand.

4. Freight Elevator No. 1, which is accessible at Brevard Street and with direct access to the ballroom terrace and ballroom, will require a freight elevator operator during all times of use. An operator will be provided for you at the applicable rate.
5. Equipment transported by freight elevators must not exceed the total weight capacity of such freight elevator.

7.11

EVENT PERSONNEL

1. All event personnel, such as show and service contractor staff, exhibitor-appointed contractors, temporary help, exhibitors and other workers affiliated with an event held within the Charlotte Convention Center, must enter and exit the Convention Center by way of the security entrance or by way of the event-designated "show entrance."
2. Deliveries of hand-carried items will also be made at the security entrance or the designated "show entrance."
3. All event personnel working in the Convention Center must display proper identifying credentials or badge.
4. Restricted areas of the Convention Center labeled "Authorized Personnel Only" are off limits to all persons except those authorized.
5. Show managers and service contractors are responsible for the conduct of their personnel and subcontractors, and for any damages caused by such personnel, while in the Convention Center. Loud or profane language and disorderly conduct are not permitted at any time. The use of alcoholic beverages and illegal drugs is strictly prohibited.

7.12

EVENT STAFFING

1. The CRVA shall be the exclusive provider of all event staffing personnel including door guards, badge checkers and security guards. Adequate staffing will be required to ensure public safety. Police officers, off-duty or otherwise, will be used as needed, and must be ordered through the Convention Center.
2. The CRVA will require minimum level of event staffing personnel to ensure the orderly coordination and execution of the event.

7.13

EXTERIOR DOORS

1. Under no circumstances may any exterior door(s) be propped open or altered in any way.
2. Doors located at freight entrances and exits should be covered with cloth, plywood or similar material in order to safeguard the panic hardware, locking devices and painted surfaces.

7.14

FIRST AID

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

7.15

FLOOR PLAN APPROVAL PROCESS/ TRADE SHOW EXHIBIT BOOTHS

1. Floor plans must be submitted to the Charlotte Convention Center's Director of Convention Services for review at least six (6) months prior to the show date.

2. All floor plans must clearly indicate a minimum of two (2) freight-free aisles per exhibit hall, one running North to South and one running East to West. Freight-free aisles in exhibit hall(s) must be designated with signage or tape placed by you and/or your service contractor.
3. Floor utility boxes are set on 30-foot centers. We strongly recommend that all floor plans be designed so that each booth has convenient access to these boxes.
4. Four (4) copies of floor plans are required and each shall not be smaller than 18" x 22" with a scale of one foot equals one thirty-second of an inch (1' = 1/32").
5. Floor plans must be accompanied by a check made out to the City of Charlotte at the prevailing rate for submittal to the Fire Department's Building Inspections Department along with two (2) copies of the floor plan for review.
6. Upon approval of the floor plan, a copy will be returned to you.
7. The final floor plan, if different from the approved plan, must be resubmitted for review, indicating the changes made, at least fourteen (14) working days before the scheduled move-in of the event. There will be no additional charge for changes made to original plans.
8. All floor plans must have the following information clearly indicated:
 - Name and date(s) of event
 - Name of area(s) to be used
 - Location of all exits
 - Aisle widths with number and dimensions of booths
 - Aisles to be carpeted
 - Location and dimensions of entrance headers or kiosk
 - Registration location and set-up

9. Guidelines for acceptable floor plans are as follows:
 - a. Aisles must be a minimum of ten (10) feet in width.
 - b. All fire hoses and extinguisher cabinets must be visible at all times.
 - c. All electrical panels on columns and floor utility boxes must be accessible at all times.
 - d. All permanent concession stand areas in the exhibit halls must have a minimum 30' x 25' clearance at all times.
 - e. All points of ingress and egress must have a minimum of twenty (20) feet clear space on all sides.
10. The CRVA will promptly review your proposed plan for general conformance to the License Agreement and Convention Center policies and procedures. You shall provide additional planning information the CRVA reasonably requests for its review of your plans.

The CRVA may require you to make changes in your proposed plans to attain the safe and orderly operation of the Convention Center, compliance with the License Agreement and Convention Center policies and procedures, and coordination of the use of common areas of the Convention Center by you and other users of the Convention Center.

You may not make material changes to your proposed plans submitted to the Convention Center without the CRVA's prior written consent. You shall conduct your event in the Convention Center in substantial compliance with the plans you submitted to the Charlotte Convention Center.

7.16

FREIGHT OR SHIPMENT OF MATERIALS

1. The Charlotte Convention Center will not accept your freight.
2. Arrangements are to be made with a service contractor or drayage company to handle freight requirements.
3. Any freight or deliveries arriving at the Convention Center prior to the license agreement move-in/setup date(s) will not be accepted unless approved in writing by the CRVA.
4. All materials, equipment or freight sent to the Convention Center during contracted move-in must be clearly marked to indicate intended receiver and name of event.
5. Registration materials, handout literature or event-related equipment, such as furniture rental, plants, special decorations, etc., should be directed to the attention of the show manager or official service contractor.
6. C.O.D. deliveries will not be accepted by the Convention Center.
7. All materials, equipment and/or freight are to be delivered and removed at the loading dock or event-related entrance.

7.17

GRATUITIES

The CRVA prohibits its employees from accepting gifts, gratuities or other favors from parties doing business with the Convention Center. Please assist us in these efforts by refraining from offering gratuities to Center staff and contractors.

7.18

HAZARDOUS MATERIALS AND WASTES

1. Before, during and after your event, you and your exhibitors must handle, transport, remove and dispose of all hazardous material (including hazardous waste, medical waste, hazardous substances, toxic substances and regulated substances) in a safe, proper and lawful manner.
2. You must notify the Director of Convention Services at least (90) days prior to the first day of the License Period that you, one of your exhibitors, or one of your service contractors intends to bring hazardous material in, on or about the Convention Center during the License Period. You must also provide to the Director of Convention Services a copy of the applicable Material Safety Data Sheet for such hazardous material. The Director may also require you to implement a plan for handling any releases or threats of release of such hazardous material in, on, under or about the Convention Center.
3. You shall indemnify and hold harmless the CRVA from any and all liability, damages, costs or expenses incurred by the CRVA, including reasonable attorneys' fees, court costs and other expenses such as consultant and laboratory fees and removal and disposal fees, arising out of or resulting from hazardous material brought into, on, under or about the Convention Center by you, one of your exhibitors, one of your service contractors or an employee, agent, successor or assign of one of the foregoing.

7.19

KEYS AND LOCK CHANGES

1. Any keys required by you or your service contractors will be subject to a key deposit. Request for keys or lock changes should be made through the Event Manager. All keys must be returned on the last day of the event.

2. All or part of the key deposit will be retained if keys are not returned.
3. Under no circumstances are keys to be duplicated.
4. A fee will be charged for un-returned keys, lock changes and interchangeable core locks.

7.20

MOTORIZED EQUIPMENT

1. All Convention Center equipment will be operated by authorized Convention Center personnel only.
2. You are required to ensure that all equipment operated in the Convention Center does not drip oil or any other staining solutions. Any vehicle that drips oil or staining solutions will be removed immediately from the Convention Center.
3. You will be charged for any and all costs incurred for cleaning or removing stains.
4. No one other than employees of the official service contractor(s) for your event are authorized to operate any motorized cart, lift equipment, etc., of such service contractor in the Convention Center.
5. Any person(s) operating motorized equipment must have a valid driver's license.
6. Under no circumstances are motorized vehicles (carts, lifts, scooters, Segways, etc.) to be operated on any carpeted areas in the Convention Center. ADA needs will be accommodated.
7. Service contractors are required to provide all equipment needed for the handling of freight.

7.21

OUTDOOR PLAZAS AND GARDEN TERRACE

All events or activities to be held in these areas of the Convention Center must be approved in writing by the Convention Center General Manager.

7.22

EVENT/AGENDA

1. You must submit a tentative event agenda at least six (6) months prior to the first License Date and include historical attendance figures for your event. A final event agenda must be submitted at least ninety (90) days prior to the first day of the License Period.
2. Event agendas should be sent to the attention of your assigned Event Manager or the Director of Convention Services.

7.23

PRE-EVENT AND POST-EVENT MEETING

A pre-event meeting is recommended to give you and your staff the opportunity to meet key personnel from the Convention Center who will be responsible for servicing your event. At the meeting, your event agenda will be reviewed for any last-minute details or changes that may have occurred.

The CRVA also recommends scheduling a post-event meeting at the close of your event to discuss the quality of service received by you and to define any problems that you may have experienced. The CRVA will also provide a Client Satisfaction Survey form for your comments and/or suggestions.

7.24

RIGGING

All rigging within the Convention Center must be approved in advance by our in-house exclusive rigging provider.

Please submit a plan showing location, weight, and intent. Specific rigging information for exhibit halls and the ballroom is available upon request.

7.25

NO SMOKING POLICY

The Charlotte Convention Center is a smoke-free facility, this includes all loading docks, stairwells, and all back-of-house areas.

7.26

SPECIAL DECORATIONS AND SIGNS

1. The location and method of installation of any special decorations or signs must be approved by Convention Center management prior to installation.
2. All special decorations or signs left in the Convention Center at the conclusion of your event will be considered trash. All special decorations or signs that you want to save must be removed at the conclusion of your event.
3. Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the Convention Center. Any costs incurred by the CRVA because of the use or removal of these items will be charged to you.
4. All moveable walls in the Convention Center shall be installed and removed by Convention Center personnel.
5. Table Top Décor - All candles must be enclosed in glass or metal containers 3" above the flame.
6. Live Christmas trees are not permitted, unless they have a root ball at the base of the tree.
7. Banners or signage may not be attached to the exterior of the Convention Center. Banners may be displayed on the two banner towers at the College Street entrance to the Convention Center.
8. The Convention Center marquee shall be operated by Convention Center personnel. Management will determine the contents of the message to be displayed and the dates the message will appear. Management will have final approval of all marquee messages.

7.27

TICKETED EVENTS/CONSUMER PUBLIC EVENTS

The CRVA shall be the exclusive provider of ticket sellers and takers. Tickets may be sold through Ticketmaster or you may provide tickets printed by a bonded ticket printer. All tickets provided by you must include a certified manifest. A police officer must be present during all box office hours at your expense at the applicable rate.

7.28

USE OF LOADING DOCKS

Loading dock bays or areas will be allocated according to need. The Convention Center Event Manager assigned to your event will determine needed space.

7.29

VEHICLES IN THE EXHIBIT HALL

1. Vehicles are not permitted on the exhibit hall floor for loading/unloading without the prior authorization of Convention Center management.
2. All display equipment and freight will be loaded/unloaded at the loading dock area.
3. Vehicles, which are part of a display, will be allowed in the exhibit hall or ballroom area.
4. All vehicles remaining in the exhibit hall or ballroom area for display must conform to all fire rules and regulations.

7.30

DANGEROUS WEAPONS

A “dangerous weapon” is any object or device designed or intended to be used to inflict serious injury upon persons or property.

1. The possession of a dangerous weapon is prohibited in the Convention Center, except as provided below. Concealed weapons are strictly prohibited in the Convention Center.
2. If firearms are an integral part of an event, an exhibitor may display a firearm as part of its exhibit during an event subject to the following:
 - a. The exhibitor must comply with all federal, state, and local laws governing the possession and/or sale of firearms.
 - b. Firearms may not be loaded or fired in the Convention Center.
 - c. Firearms must be deactivated by removal of the firing pin, the bolt, or otherwise altered so that they are incapable of being fired (e.g., by a metal lock through the trigger mechanism, a plastic strap securing the trigger or hammer mechanism, a plastic strap securing the firearm’s “action” mechanism in an “open” state, or otherwise).

Exceptions may be granted, at the CRVA’s sole discretion, for particularly rare antique firearms displayed in a locked case or otherwise made inaccessible.

- d. Powder or primers are prohibited in the Convention Center. Sample live ammunition may be displayed in exhibits, which are kept separate from firearm exhibits or by exhibitors who do not also display firearms.

e. Firearms and ammunition will be inspected by an authorized safety inspector approved by the CRVA during event move-in and/or at such other times as determined by the CRVA. Violations of this policy will be reported to show management and the CRVA. All violations must be corrected before an exhibit will be allowed to open.

f. The sale of firearms and ammunition is prohibited in the Center, although exhibitors may take orders for future delivery subject to applicable law.

7.31

RESIDUAL MATTERS

All matters, rules, regulations or deviations therefrom, not expressly provided for herein, shall be decided upon by the General Manager.



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