

We at the Ocean Shores Convention Center are committed to making your event a success.

The policies, rules and regulations that follow are subject to change, so please consult your Facility Manager for the most up-to-date information.

The latest version of this document can be found at: [oceanshoresconventioncenter.com](http://oceanshoresconventioncenter.com)

Please note: References to Show Management throughout this booklet may also be defined as the licensee or licensee's designee.

We highly recommend a site visit no more than four weeks prior to your event.

### **AFFIXING OF GRAPHIC & DECORATIVE MATERIALS**

Graphic wall, door and window clings are allowed with prior approval by the Facility Manager. All locations must be approved and plotted on a diagram prior to installation.

For carpet cling requests, please contact your Facility Manager. Only certain materials are approved for usage.

Nothing may be taped, nailed, stapled, tacked or affixed to ceilings, walls, painted surfaces, or fire sprinklers. It is the responsibility of Show Management to inform your vendors, exhibitors, speakers and staff of the policy. Check with your Facility Manager for further information on appropriate displaying methods. Damages resulting from the improper use of these materials will be charged directly to Show Management.

### **AIR CONDITIONING & HEATING**

Air conditioning and/or heating are provided during published event hours. Requests for air conditioning and/or heating during non-event periods will be charged at the prevailing rate.

### **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Convention Center is ADA compliant.

Accessible Parking: Designated parking is available for those with Disabled Person Parking Permits along the front/south of the Convention Center.

### **ANIMALS**

With the exception of guide, signal or service animals, animals are not allowed in the facility without prior written approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring the use of animals. If allowed, Show Management is ultimately responsible for the liability and sanitary needs associated with the animals.

### **BALLOONS**

#### **Helium Balloons**

Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Facility Manager, helium balloons may be used when they are permanently affixed to authorized displays. If

helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged to Show Management at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the Convention Center.

### **Mylar Balloons**

Mylar balloons are prohibited.

### **CARPETS, WALL COVERINGS & EXHIBIT DISPLAYS**

#### **Carpets & Wall Coverings**

Show Management is responsible for all damage during an event. Show Management will be responsible for cleaning costs associated with the removal of stains. If carpet/wall coverings cannot be sufficiently cleaned or if the damage is severe (cuts, rips or tears), Show Management will be responsible for the replacement cost of the carpet or wall covering.

### **CATERING**

The City reserves all catering rights for any food and beverage service for events licensed hereunder. If catering services are desired Licensee shall advise the Manager in advance and further information will be supplied.

Licensee acknowledges at the time of signing this Agreement, it has had an opportunity to review catering services to be provided, and agrees to make all necessary arrangements at Licensee's sole expense, with the City's licensed caterer.

### **CONCESSION RIGHTS**

All concessions rights are reserved by the City and concessionaires shall have the privilege of canvassing, selling, and delivering programs, wares, novelties, and other merchandise during the events scheduled unless otherwise authorized by the Director. At no time is the sale of food or beverage allowed on City Premises, unless by City's exclusive agent.

### **COPYRIGHTS & PROPRIETARY MATERIAL**

ASCAP, BMI, dramatist fees, copyright license fees, patent fees or any other fee or royalty attached to copyrighted or proprietary material are Show Management's responsibility. Please ensure that the appropriate reporting and payment of fees cover all presentations associated with an event. The Corporation is not responsible for any violation for infringement rights of any owner or presented material.

### **DANGEROUS WEAPONS**

A dangerous weapon is any object or device designed or intended to be used to inflict serious injury upon persons or property. The possession of a dangerous weapon is prohibited in the Convention Center. All concealed weapons are strictly prohibited in the Convention Center. Dangerous weapons include, but are not limited to: firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc. Guests found in possession of the

above mentioned items will be asked to remove the item from the Convention Center or dispose of it. Guests who refuse to comply will be removed from the building and may be subject to arrest.

Knives or any other articles that have a blade or is sharply pointed must be displayed in a manner to limit access to and provide a safe environment for adults and children. If a question or dispute arises as to the level of protection provided by the vendor is considered adequate, the facility manager will make the final decision as to whether or not the vendor will be permitted to continue vending operation.

### **ELECTRICAL SERVICES**

The Convention Center requires that all electrical work inside or attached to disconnect switches, panels, motor control centers, panel boards and other electrical equipment controlled by the Convention Center, be performed by Convention Center electrical staff or approved utility services contractors only. The OSCC provides no event electrical service. Contact your Facility Manager for a list of approved contractors. Please contact your electrical service contractor regarding the provision of and fees associated with 24-hour electrical service for event exhibit/trade show areas.

### **Exhibit Floor**

The Convention Center delivers a "broom clean" floor. Show Management is expected to deliver it back in the same condition. There will be an additional charge assessed for cleaning tape residue on the floor and for bulk trash removal at the conclusion of your event. Please see your Facility Manager for more details.

### **FIRE MARSHAL & SPECIAL EVENT PERMITS**

Special event permits are required for exhibits, tents, lasers, open flame, pyrotechnics or special requests. For the permit application process and general information, please contact the city directly:

City of Ocean Shores  
PO Box 1447  
Ocean Shores WA 98569  
Phone: 360-289-3099  
Email: cbegley@osgov.com

### **Pyrotechnics, Lasers & Hazing**

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by your Facility Manager and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. Standby fire personnel may be required. Licensee will be charged by the Convention Center for the cost of standby personnel.

### **FIRST AID**

It is Show Management's responsibility to make arrangements for first aid services for events at the Convention Center. However, should event demographics or numbers demonstrate the need for such coverage, the Convention Center reserves the right to require Show Management to engage first aid services for an event. You may contact your Facility Manager for a list of providers.

## **FREIGHT DELIVERIES & MATERIALS SHIPPING**

The Convention Center does accept delivery of show materials or freight. Freight or shipping carriers must deliver freight to the attention of Show Management's official service contractor or Show Management during licensee's contracted days.

## **GAS CYLINDERS**

All gas cylinders must be securely fastened to a carriage or to a fixed location at all times, and may be subject to Fire Marshal review.

## **LICENSE AGREEMENT**

The OSCC's License Agreement is the governing document for an event.

## **LIQUOR AGREEMENT**

The City reserves exclusive rights to all liquor and beverage service through the City's licensed caterer for events licensed hereunder. The caterer is required to have liquor liability insurance naming the City as an additional insured. Licensee agrees that the City will provide liquor service during the rental period. If liquor service is desired Licensee shall advise the Manager in advance and further information will be supplied.

Licensee acknowledges at the time of signing this agreement that it has had an opportunity to review catering services to be provided and agrees to make all necessary arrangement, at Licensee's sole expense and liability with the City's licensed caterer.

Licensee agrees to abide by all Washington State Liquor Cannabis Board rules and regulations.

## **LOST, LEFT BEHIND OR ABANDONED ARTICLES**

A lost and found location may be operated at Show Management's discretion.

Every effort shall be made by our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Please note that because OSCC does not store show materials, unclaimed items may be disposed of at the conclusion of the move out.

## **MEETING ROOMS**

### **Lighting**

Lighting presets and changes should be discussed with your Facility Manager.

### **Occupancy**

Maximum occupancies are assigned for each of the meeting rooms by fire code. Please adhere to set limits.

### **Set Up**

To the extent of our inventory, a one-time set up within each of your licensed meeting rooms is provided. This includes a riser, head table, lectern, tables, chairs and one easel in the room. Changes to

the one-time set up and additional room sets or changeovers will be charged to Show Management accordingly.

### **MOTORIZED CARTS**

ADA needs will be accommodated. For safety reasons, motorized carts, including Segways, are not allowed in any public areas including the lobby. Wheel coverings are required on the tires when traveling in carpeted areas. To reduce the risk of accidents, please exercise due caution when operating motorized carts in approved areas. Hoverboards are not permitted.

### **OPERABLE WALLS**

The Convention Center has operable walls in meeting rooms, ballrooms and exhibit halls. The walls separate leased spaces into a desired configuration. Once the walls are set per Show Management's specifications, a charge will be incurred for any additional wall movement. Please allow sufficient time to meet your needs.

### **PERMITTING**

If any portion of the event includes any area on City property outside of the Convention Center building or parking lot a "Special Events Permit" must be obtained (osmc 5.24).

### **PARKING**

#### **Public**

On-site parking is provided for free.

Overnight RV parking is permitted by registered event vendors only; and only during the event rental period. The intent of the over-night RV parking is for the purpose of vendor product/security protection and therefore the RV must be parked adjacent to the rented vendor booth. This applies to outdoor vendors and their RV as an accompaniment.

The event tenant determines the availability of RV parking space and advises the vendor that no hook ups to City services are permitted. A parking permit placard must be obtained from the Convention Center authority and visibly displayed in a window of the RV. The parking placard does not allow for the RV to camp on any other City property or street. The RV must be self-contained and as described and licensed by the Department of Motor Vehicles.

### **PUBLIC SAFETY & EVENT SECURITY SERVICES**

#### **Facility Public Safety**

Convention Center Security Services that you request in our controlled areas are at additional cost to Show Management. OSCC reserves the right to eject disorderly persons or any person who is causing disruption to an event and/or the conduct of business.

Licensee agrees to employ at its' sole expense and liability, such minimum security, admission, and support personnel as deemed necessary by the Director to assure safety of the patrons and Premises. Licensee shall obtain the advance approval of the Director for the use of any additional paid or volunteer

staff. No such designation or approval of personnel by the Director shall relieve the Licensee of any obligation to liability.

Licensee acknowledges it has an opportunity to examine the qualification and services to be provided by designated security, admission, and personnel, accepts the same, and agrees to pay for said services promptly and in full.

## **SAFETY**

The Convention Center's goal is to provide a safe environment for you and everyone associated with your event. Please help us meet our goal by adhering to the basic safety related policies, which follow in this section:

- All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multiplug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.
  - Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking/warming devices and heated products need to be four feet away from the front of the display, or have a shield 18" high, 1/4" thick across the front and down the sides of the demonstration area. A 2A10BC fire extinguisher must be in the booth and readily available near the demonstration area.
  - The use of welding equipment, open flames, decorative candles or smoke emitting devices or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal.
  - All display materials must be flame retardant according to current fire codes. A fire-retardancy certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures or for multi-level exhibit booths, or if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.
  - Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.
  - The use of burning fluids, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline or anything else of like nature is prohibited in the facilities. If your event absolutely requires the use of hazardous materials, maximum limits and controls will be placed on use of such materials. Those maximum limits and controls include our reserved right to curtail the use of the materials. Fire Marshal approval is required.
  - In the event that an alarm goes off, please know that OSCC staff does not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. OSCC operates at a maximum safety level that

helps to ensure life safety. In case of an emergency following an alarm, staff will activate the Convention Center's public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.

- Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards.
- No spray painting, adhesives, cement and/or anchors are allowed on the premises. • No saw cutting is allowed inside the Convention Center.
- The Convention Center does not allow any hard construction type of activities to be executed on the exhibit floor or within the building, such as, but not limited to, material sawing, painting, welding, soldering, etc. without prior written approval.

### **SALES AND USE TAXES & LICENSES**

Please see your License Agreement.

### **SHIPPING**

Packages or equipment being shipped to the Ocean Shores Convention Center for an event must be clearly labeled with the event name and date. Delivery and/or return must be pre-arranged with the Ocean Shores Convention Center and will be accepted no earlier than one week prior to the event. The Ocean Shores Convention Center holds no liability for damages, security or delivery of supplies and/or materials.

### **SIGNAGE**

#### **Common Areas**

The desired use of any public, non-licensed area needs to be fully discussed with your Facility Manager to determine the feasibility of the proposed use.

Options for registration and other common area uses should be explored with your Facility Manager. Once space has been determined as appropriate and available, a floor plan outlining the proposed usage must be submitted.

### **SMOKING & VAPING**

The Convention Center is a non-smoking facility. By state law, and in the interest of public health, the OSCC has adopted a non-smoking policy. There are designated areas outside the building where smoking and vaping are permitted.

### **TICKETING SERVICES**

Ticketing sales should be arranged for directly by the licensee. You are welcome to use a vendor of your choice.

### **VEHICLES ON DISPLAY**

All vehicles must meet Fire Marshal approval for display and location. Vehicles on display must adhere to the following rules:

- No more than 1/4 tank of gas or five gallons, whichever is less
- A locking gas cap or tape over the gas cap
- Batteries shall be disconnected in an approved manner
- A drip pan under the vehicle's drive train (motor to differential)
- Vehicles shall not be moved during show hours
- Refueling is prohibited in the facility, on the docks and outside premises
- Floor plans must indicate where vehicles are to be located

### **WASTE DISPOSAL**

Show Management is obligated to pay the cost of all trash hauls. Show Management is responsible for proper and regulated disposal of any and all toxic, biohazard and e-waste goods, materials and substances, and must comply with all applicable laws. Please note that Washington has strict policies with regard to regulated waste disposal. If someone associated with your event ignores regulatory mandates, it becomes Show Management's responsibility. Please ask your Facility Manager for the names of local providers who handle toxic, bio-hazardous and/or e-waste substances and materials.

### **YOUR CONTRACTORS**

Show Management must provide a list of contractors that will be used during the event at least 30 days prior to the first move-in day. The list assists the OSCC with the pre-planning of services and security programs.