

Dayton Convention Center Event Planning Guide



The DCC Event Planning Guide is here to serve as your one-stop resource as you plan your next event. It is our priority to keep our guests safe while they are visiting the Dayton Convention Center. Our team members are here to assist you before, during, and after your event. We look forward to welcoming you to the DCC.

Facility Access

Service Contractor/Decorator will be allowed access to the facility in accordance with the contracted times listed on the lease agreement issued to the Lessee. (Additional time can be provided at an additional cost and subject to space availability.)

Facility Status

The Dayton Convention Center (DCC) will provide the leased exhibit and event space empty and in a clean condition.

1. It is the responsibility of the Service Contractor/Decorator to return the space as provided free of bulk waste, tape and tape residue. All tape used on the show floor must be approved by DCC Management. Approved tape can be purchased from the DCC at \$25.00 per roll. Failure to return the space as originally provided will result in a cleaning charge of \$55.00 per labor hour, with a minimum of \$500.00.
2. It is the responsibility of the Service Contractor/Decorator to remove all bulk items, crating material, and any wood or plastic products from the aisle ways. The DCC will remove empty boxes and paper products only. The DCC will sweep the aisles once before aisle carpet is installed. It is the responsibility of the Service Contractor/Decorator to vacuum and clean the carpeting installed in the exhibit halls. All booth trash removal and cleaning will be the responsibility of the Service Contractor/Decorator once the show is open.
3. Disposal of any items other than paper products in the compactor is prohibited. It is the responsibility of the Service Contractor/Decorator to remove all wooden, metal and plastic packing materials from the facility. No such material will be allowed to remain in the dock area after the completion of the show. A charge of \$1,000.00 per TON or less will be billed to the Service Contractor/Decorator.
4. Storage areas are limited to the leased space. No storage will be permitted in the rear service corridor, back parking lot or the dock area without prior approval.

Food and Beverage

The Dayton Convention Center reserves all rights for food & beverage sales.

- 1) No food or beverage is permitted to be brought into the facility for consumption purposes.
- 2) Exhibitors with food and beverage items must obtain prior written approval from the General Manager at the DCC. Please note, fees may be associated.
- 3) All licenses and permits are solely the responsibility of the exhibitor.

Safety

The following requirements are mandated for the safety of our guests.

- 1) No Smoking (including vapor – i.e. electronic cigarettes) of any form permitted anywhere inside the facility (Pursuant to Ohio Revised Code 3794).
- 2) No open flames are permitted inside the facility. All candlewicks must be below a glass enclosure.
- 3) No weapons or self defense mechanisms (i.e. tasers, pepper spray) are permitted inside the DCC, including certified concealed carry.
- 4) All draping and decorative materials must be flame proof. A certificate must be provided stating that the material is flame proof.
- 5) No pressurized gas cylinders are permitted unless they comply with the Ohio Revised Fire Code or are 1lb or less.
- 6) Helium tanks must be equipped with a safety base (no exceptions).
- 7) Vehicles on display shall comply with the following:
 - a. All fuel tank openings shall be locked and sealed in a manner to prevent the escape of vapors.
 - b. Fuel tanks shall not be more than one quarter full or contain more than 5 gallons of fuel, whichever is less.
 - c. At least one battery cable shall be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
 - d. One set of keys for each vehicle must be given to DCC security to be kept in the Security Office throughout the duration of the show.
 - e. Vehicles cannot be fueled or defueled inside the building.

Floor Layouts

Service Contractor/Decorator must submit for approval by DCC Management all floor layouts before issuance to Show Management for booth sales. Any/all revisions must also be submitted for approval.

- 1) Service Contractor/Decorator must submit for approval by DCC Management a final floor layout with a full exhibitor list 30 days in advance of the event.

- 2) All layouts must clearly identify the following:
 - a. Event name and date
 - b. Booth sizes (all booths must be double draped for electric and dimensions needed for equipment)
 - c. Lounges
 - d. Aisle dimensions and wall dimensions needed
 - e. Emergency Exits (Signs must be placed on drape)
 - f. Stage sizes
 - g. Storage areas, etc.
 - h. Equipment sizes (i.e. mats)

- 3) DCC permanent concession areas must remain clear of all obstructions within 15 feet of the first row of booths. DCC reserves the right to disapprove booth sales in these areas.

Exhibitor Kits

- 1) Service Contractor/Decorator must submit for approval by DCC Management a full Exhibitor Kit with dates and times before printing and mailing to Exhibitors.
- 2) Service Contractor/Decorator must include all of the DCC service forms in the above Exhibitor Kit. (Internet, A/V, Electric, Phone, Compressed Air & Water Service, Catering Booth Service)

Schedules

Service Contractor/Decorator must submit (2) two copies of their activity schedule for approval by DCC management to include:

- a. Arrival and departure times (in accordance with client contracted times as it appears on the DCC contract).
- b. Planned daily schedule of activity on the show floor (i.e. vacuuming, trash removal, etc.)
- c. Subcontracted labor (i.e. stagehands, temporary service, Audio Visual, florists, etc.).
- d. Advance equipment delivery schedule (i.e., trailers, forklifts etc.)
- e. DCC equipment are not available for rental and will only be provided for preferred vendors and contractors use.
- f. Staging requirements (i.e. vehicles, freight, deliveries, etc.) along with a listing of dates/times.

Lobbies

- 1) No display/booths or exhibits are permitted in these areas without prior written approval from DCC General Manager.
- 2) Existing DCC furniture, plants and other fixtures cannot be moved or removed, without prior written approval from DCC Division Manager. A \$500.00 penalty will be billed if violated.
- 3) Hanging of banners from the railways must be approved.
- 4) Only putty or painter's tape is allowed on walls and pillars inside the facility. Tape, pins, and other mounting material are restricted.

Carpeted Meeting Rooms

When used for exhibits, the following will apply:

- 1) All carpeted areas must be covered with visqueen in its entirety when moving in for vehicles display or items/equipment and etc. that may cause damage to the carpet.
- 2) No forklifts are permitted.
- 3) All crates must be unpacked before being brought into the rooms or transported via hand carts.
- 4) Vehicles are only permitted in these rooms with prior written approval from the DCC Division. The entire floor area must be covered with visqueen when positioning the vehicle.
- 5) Carpeted areas requiring cleaning due to damage or improper care will be may be subject to cleaning fee. Additional charges will be billed for all repairs at the prevailing rate.

Electrical Service

Electrical service orders will be handled directly through the DCC. Please ensure that a DCC order form is included in each exhibitor kit. Please note that electrical connections ordered on-site will not be hooked up until exhibitor and/or representative makes a payment in the Administrative Office on the 2nd floor.

Shipments to the Show

- 1) Please note that the DCC will not accept or store display materials or crates. Exhibitors shall make its own arrangements with the Decorator for shipment, delivery, receipt and storage of such materials and crates.
- 2) No advance shipments will be accepted by the DCC for tradeshow and public shows in the exhibit hall.

Parking

- 1) The gated area of the facility (Sixth Street) is restricted parking for DCC staff only. During show move-in/move-out, this area will be controlled by DCC Security.
- 2) For heavy show move-in/move-out, special advance arrangements can be made. However, there will be a service charge for such arrangements (based on the duration of time and required space).
- 3) Decorator vehicle parking must be authorized prior to move-in with the DCC Event Manager. (One personal vehicle only).
- 4) Dock space must be pre-approved by the DCC Event Manager.
- 5) Any vehicle, which does not have a DCC parking pass or prior parking approval, will be towed at the owner's expense.