The Baltimore Convention Center

EVENT OPERATIONS

&

EVENT PLANNING GUIDE

BALTIMORE CONVENTION CENTER

Welcome to the Baltimore Convention Center!

Since opening our doors in 1979, it has been our mission to provide our clients with superior service and an experience that encourages a return to the City of Baltimore and to our venue—whether for future events or in a personal capacity.

At the heart of our mission, the BCC is committed to fostering an inclusive and welcoming environment for all. Regardless of how one may identify, we strive to empower, support, and engage—because everyone matters. This spirit of inclusivity is integral to how we operate and to the experience we aim to create for you and your guests.

To assist with your event planning, we've created this Event Operations and Planning Guide. Inside, you will find information on our facility policies, safety regulations, and industry best practices to help ensure a seamless event experience. Our goal is to support you, your contractors, and your attendees in having a successful and memorable experience both in our BCC and in the City of Baltimore.

We encourage you to review this guide and reach out to your Sales Manager or Convention Services Manager for any questions or clarifications you may need.

We look forward to hosting your event and hope you enjoy all that Baltimore has to offer.

Sincerely,

Mac Campbell

Executive Director

Information in this document is subject to change without notice.

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EVENT OPERATIONS GUIDE

I. BALTIMORE CONVENTION CENTER PARTNERS

A. Food & Beverage Services – Levy

Levy is the exclusive food and beverage provider for the Baltimore Convention Center. Both the BCC and Levy have committed significant resources to provide the most comprehensive offering of quality food and beverage services of any facility in the country. The catering sales manager will work closely with you to accommodate individual and specific requirements for your catering services and concession needs. Floral centerpieces, specialty linens, and themed décor can be arranged through your Levy sales manager for your event.

RETAIL
The catering sales managers assigned to your event will discuss options for permanent and portable concession areas based on the needs of your event. Levy reserves the right to open concessions at their discretion throughout the BCC and within licensed premises. Retail outlets cannot be blocked or moved.

SAMPLING
Any trade show exhibitor who wishes to provide sample food or beverages that they normally produce in the ordinary course of their business is required to notify Levy, in writing, as to the nature of the proposed product sample. Items dispensed are limited to products manufactured, processed, or distributed by that exhibiting firm, must be directly related to the purpose of the show, and are dispensed in the contracted areas only. Please refer to the section on Cooking in Exhibits on page 13 for more information.

COAT AND LUGGAGE CHECK
Levy is the exclusive provider of coat and luggage check services. This can be arranged through your Levy sales manager for your event.

LEFTOVER FOOD
Health laws prevent Levy from allowing guests to remove food that is not pre-packaged from the premises. At the conclusion of an event, any surplus food will be donated where viable to our local Maryland Food Bank or other similar organizations. In instances where the food is not recoverable, it is converted through our composting program.

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B. Utilities – Edlen Electrical Exhibition Services

Edlen Electrical Exhibition Services provides exclusive electrical, plumbing, and compressed air services at the Baltimore Convention Center as the exclusive in-house utility contractor.

Edlen agrees to supply, at no additional charge, the following arrangements during the Licensee contracted period of utilization:

- Four complimentary 20-amp power outlets, inclusive of labor and material for registration area.
- Power in the meeting rooms on the 300 Level & 400 Level is complimentary up to 1,500 Watts provided the service does not exceed capacity and there are no additional power requirements.
- Complimentary power, materials, and labor for Licensee's show office, (1) booth for show management in the exhibit hall, and any entrance units.

Level 100 (Exhibit Hall):

- Power in 120/208 volts or 277/480 volts up to 400 amps per drop
- Compressed air at 100 pounds of pressure
  - Exhibitors must provide their own adapters and regulators
- Water and Drainage
  - Exhibitors must provide their own adapters and regulators

Level 200-300 (Meeting Space):

- Power in 120/208 volts up to 400 amps per drop
- Phase configuration is limited compared to Level 100. Higher amperages are available but must be run from distribution panels to the exhibits on all levels of the facility.

Level 400 (Ballroom):

- Power in 120/208 volts or 277/480 volts up to 400 amps per drop

All electrical equipment must be approved by Underwriters Laboratories (UL) and must comply with federal, state, and local codes. Extension cords must be a minimum of 14 gauge, two-wire, and grounded. Two-wire extension cords are prohibited. All non-current carrying metal parts of fixed equipment, which are able to be energized, shall be grounded.

Edlen is required to refuse connections where the wiring or equipment is not in accordance with electrical codes and therefore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred.

Utility panels and mechanical equipment rooms must not be blocked under any circumstance. Additionally, any damages resulting from improper installation or defective equipment not approved or installed by an authorized Edlen Electrical Exhibition Services employee will be charged directly to the user.

For service and order inquiries please contact: baemployeelist@edlen.com

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C. Telecommunications – Hospitality Network

Hospitality Network (HN) is the exclusive provider of telecommunications and connectivity solutions at the Baltimore Convention Center. HN specializes in delivering reliable, high-performance managed Wi-Fi, robust bandwidth capabilities, and other cutting-edge solutions. With expertise in supporting large venues, we ensure every event at BCC is backed by industry-leading connectivity infrastructure. For more information about our services, visit Cox Convention Portal.

For service and order inquiries please contact:

Davis Amedu, General Manager at (443) 680-1793 or via email davis.amedu@cox.com

D. Business Center – CharmCity PASS

CharmCityPASS is your gateway to simplified, efficient, and reliable shipping and packaging services at the Baltimore Convention Center. Designed with convenience and charm in mind, CharmCityPASS streamlines your shipping experience, offering competitive handling fees and seamless integration. Whether you're sending a package or printing documents, our business center connects you to smarter, faster solutions that save time and keep things moving smoothly.

Experience the perfect blend of modern efficiency and Baltimore charm with CharmCityPASS at our 300-Level Pratt St. Lobby location. For more details and pricing click here.

Contact CharmCity PASS at (410) 396-7498 or via email Charmcitypass@baltimorecity.gov

E. Audiovisual – Projection

Projection is the exclusive rigging services and built-in audio system provider for the Baltimore Convention Center. As the exclusive rigging services provider, all overhead motors that attach to the facility structure must be rented from and provided by Projection. Please find our current Rigging Event Rates & Regulations Guide here.

Projection, the preferred full-service audio-visual partner, offers audiovisual and related services delivering innovative solutions to constantly raise the bar in technology for meetings, presentations, and conventions. There are many efficiencies and conveniences that come with using Projection over another audiovisual company including, but not limited to, use of the house sound system and control of the BCC's assisted listening devices.

For service and order inquiries please contact: bccadmin@projection.com

F. Theatrical Lighting & Rigging – International Alliance of Theatrical Stage Employees (I.A.T.S.E.), Local 19

The BCC has a labor agreement with the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators (I.A.T.S.E.), Local 19 Union. Licensee is responsible for hiring and informing exhibitors that they must also hire I.A.T.S.E. Local 19 for the following services including, but is not limited to the unloading of, Move-in, Install, Move-out and loading of the following:

- Theatrical Properties – rigging, lighting, truss, motors, webcasting.
- Flywork – scenery hung off a pipe, fly in and out
- Floor Work – towers, trusses, tree lights, video/LED wall
- Unloading and Reloading of Trucks
- Exhibit Work – any booth construction that requires the above

Projection works in partnership with IATSE Local 19, who provides all rigging and lighting labor for the Baltimore Convention Center. Projection is the exclusive rigging services provider for the BCC. As the exclusive rigging provider for the BCC, Projection is the exclusive provider of all motors and responsible for the rigging of said motors that attach to the facility structure.

The BCC does not require the use of certified riggers for the on-ground transport or assembly of equipment associated with rigging installations, such as truss, ground lifts, audiovisual equipment, or drape/props/scenic. Please refer to the "Hang Points & Rigging" section of this Event Operations Guide for more information.

All labor requests are due 30 days prior to the start of work required for your event. If there are any questions regarding whether your event requires the use of stagehand employees who are affiliated with IATSE, please consult your Convention Services Manager who will coordinate a meeting and/or conference call with the I.A.T.S.E. Local 19 Union Chief Shop Steward to discuss your needs. Please refer to the Rigging Event Rates & Regulations Guide found here for proposal requests, pricing and information. A Good Faith Estimate, based on the manpower needed to safely perform assigned tasks, will be presented to you for signature. The Good Faith Estimate is an estimate only and you will be responsible to pay for actual hours worked and associated charges. You are required to sign and send the Good Faith Estimate to your Convention Services Manager, the I.A.T.S.E. Local 19 Union Chief Shop Steward, and Projection. Work cannot start until the signed Good Faith Estimate is received with payment.

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II. SERVICES AND REQUIREMENTS

A. Hang Points & Rigging

Hang Points

- Exhibit Halls A, B, C, and D and the Ballrooms feature strategically located tracks in the ceiling which allow suspension of truss or graphics such as banners, placards, and directional signage. The track area has the capacity to support various loads from the ceiling structure.
    - Halls A-D can support up to 500 lb. per point, unless spanner truss is installed.

- Exhibit Halls E, F, G, and Swing are equipped with hanging points at 10'x15' centers and can handle vertically hung loads only.
    - Halls E-G can support up to 1,000 lb. per point.

- There must be at least 18 inches of space between any truss or graphic and the Baltimore Convention Center structure (i.e. ceiling, sprinkler, etc.).

Rigging

- Projection is the exclusive rigging services provider and preferred, full-service audio-visual partner for the Baltimore Convention Center. As the exclusive rigging provider for the BCC, Projection is the exclusive provider of all motors and responsible for the rigging of said motors that attach to the facility structure.

- The Baltimore Convention Center does not require the use of certified riggers for the on-ground transport or assembly of equipment associated with rigging installations, such as truss, ground lifts, A/V equipment, or drape / props / scenic.

- Projection works in partnership with IATSE Local 19, who provides all rigging and lighting labor for the BCC.

- Please refer to the Rigging Event Rates & Regulations Guide for proposal requests, pricing and information.
- Rigging may only be attached to the facility structure, leaving the BCC's mechanical systems untouched. This includes, but is not limited to, ducts, electrical conduit or raceways, plumbing, acoustic baffles, and sprinkler pipes.

- All hanging of banners, clings, and other decorative signs must be approved at least three weeks prior to installation in addition to a detailed sign placement plan which lists the location, quantity, and dimensions.

- Theatrical lighting and rigging must be arranged through I.A.T.S.E. Local 19 Union and works in partnership with Projection (see page 6 of Operations Guide).

Information in this document is subject to change without notice.

B. Cleaning and Room Refreshes

The contracted space as listed in the License Agreement will be clean and ready for use on the first day of move-in and is expected to be returned in the same state of cleanliness at the end of Licensee's contracted time.

1. Exhibit Halls ONLY:

   - During installation, event days and move-out of event, Licensee is responsible for removing any and all debris from the premises including, but not limited to, tape, crates, boxes, wrappings, and pallets.

   - During the exhibition period, the BCC will clean trash from non-carpeted aisles. The General Services Contractor is responsible for all carpeted areas in the exhibit hall (The BCC staff is not allowed in or behind booths or registration counters).

2. All Contracted Areas:

   - To support sustainability and the Baltimore community, the BCC maintains a Pack In/Pack Out Policy. Licensees are responsible for removing and/or disposing of all materials and debris – including tape, crates, boxes, wrappings, and pallets – throughout move-in, event days, and move-out. Trash generated during move-in/move-out must be handled by the Licensee or Decorator. The following items cannot be discarded on-site and must be packed out: cut carpet, styrofoam, and foam-core signage.

   - If the event (including move-in and move-out) produces amounts of debris or tape residue requiring special housekeeping services, Licensee will be charged accordingly for labor and equipment.

   - The BCC will clean and supply the restrooms in addition to providing trash removal services in the corridors, public spaces, and areas used for meetings throughout the day. Room refreshes will be arranged with your Convention Services Manager.

   - Items left behind cannot be removed by any employee of the BCC or Licensee's contractor without proper authorization. If an item is sold onsite, a receipt will be required to prove ownership.

C. Outside Event Security

Outside Security Companies and any subcontractors providing security services at the Baltimore Convention Center must be approved. The BCC reserves the right to revoke the approval of any security company or personnel for violations, resulting in the placement of required security services at the Licensees expense.

Security Plan Submittal:

- Please refer to the Security Company Approval Form for the minimum training and licensing requirements, codes of conduct, and staffing requirements.
- The Security Plan must be submitted at least 30 days prior to event start date.
  - This should include all post positions and reporting times, a diagram of post

positions overlayed on the BCC floor plans, and pictures of credentials to be utilized for the event.

- The final Security Plan must be approved by the BCC's Director of Public Safety.

Security Company Staffing Minimum Quantities:

- For the first seven (7) Security Officers assigned, one (1) Security Supervisor and one (1) rover is required. The supervisor must not be a rover. A rover can be included in the seven (7) officers if the rover is not assigned a permanent post.
- For each additional seven (7) Security Officers, or portion thereof, an additional Security Supervisor and rover shall be assigned.
- For events that require more than fourteen Security Officers (14), and two (2) Security Supervisors assigned, a Security Manager shall be assigned.

Exhibit Hall Requirements:

- All events using the Exhibit Halls are required to have event security for the duration of the event during operational hours (at least 2 officers per Hall).
- Events with exhibits are required to provide 24-hour event security once property items are brought into the BCC (at least 2 officers per Hall). The size and scope of the event will determine any adjustments to these minimums.

D. Event Medical Service Coverage

The BCC requires all athletic and sporting events to hire an emergency medical service technician to remain on the premises during all event hours. Scheduling emergency medical staff during other types of events is encouraged despite the size or nature of the event. The BCC's Public Safety officers monitor all calls from the facility's landlines and are automatically notified when one is used to dial 9-1-1 in order to assume their duties as First Responders.

E. Heating, Ventilation, and Air Conditioning

The BCC will typically leave the air conditioning and heat off during move-in and move-out to save energy. If you would like A/C or heating to be turned on at this time, please contact your Convention Services Manager for rates.

F. Additional Fees

Additional fees may be applied for services requiring trash removal, labor, equipment, room changes, damages, fire watch and air conditioning and heat during move-in and move-out periods. Please review the Rate Sheet with your Convention Services Manager regarding fees that could be applied to your event. BCC employees are prohibited from accepting tips or gratuities.

G. Damages

BCC representatives, Licensee, and the designated General Service Contractor will inspect leased areas of the building prior to move-in and during move-out to determine existing conditions of the spaces. Any type of damage to the BCC must be reported immediately and will be charged to the Licensee accordingly.

III. DÉCOR

The BCC must approve decorations in advance in regard to methods, materials, and locations of special installations. Approval will be determined with respect to other events in the building, as well as the needs of the Licensee.

Any Baltimore Convention Center kiosk or display in public areas such as retail outlets, ship displays, and ATM machines may not be moved or blocked.

A. Balloons

1. Mylar balloons are prohibited in the BCC.

2. Helium-filled balloons must be fastened or installed appropriately. Licensee will be charged accordingly for the cost incurred to remove unfastened balloons from the ceiling and surrounding fixtures.

B. Candles

1. Open flames are prohibited. Votive candles or vessel candles, which fill up 50% or less of the candle vessel, will be allowed for banquets in a controlled and confined space.

C. Signage

1. All signs must be professionally produced.

2. Supply air vents must not be directly blocked by exhibits, banners/displays, step & repeat, or reg to ensure HVAC system efficiency, air flow, and air quality. Exhibits and signage must be at least 6-12 inches from vents. Your Convention Services Manager can provide a map outlining the locations of supply air vents when requested.

3. In support of the BCC's efforts to reduce landfill waste and engage all stakeholders in our sustainability initiatives, we suggest avoiding the use of Polystyrene Core (Foam-Core) signage in the building.
    - Due to our inability to dispose of polystyrene core signage we can no longer permit it to be left onsite.
    - We suggest that event organizers use polystyrene core signage that is reused by the organization annually but must take all of this type of signage with them at move-out.
    - Recommended signage materials and good practices:
        - Corrugated cardboard signage

- Coroplast signage
- Falcon board signage
- Reusable signage with non-specific dates and language

4. Banners, clings, and other decorative signs must be approved at least two weeks prior to installation in addition to a detailed sign placement plan which lists the location, quantity, and dimensions of all hanging decorations.

5. Signs, banners, clings, or similar materials may not be taped, nailed, stapled, or directly attached to ceilings, walls, windows, or other surfaces in any way without prior written approval.

6. The use of Velcro, stick-on decals, or similar items is strictly prohibited in the facility.

7. Any necessary cleaning or repair that is directly related to signs, banners, decals or materials provided by the Licensee will be assessed a clean-up and/or repair fee and will be charged accordingly on invoice.

D. Tape

1. The use of tape on any vertical surface, including but not limited to, painted walls and portable walls within the facility is strictly prohibited.

2. Only non-residue vinyl tape such as SHURTAPE 665 will be permitted for the carpets and floors. Please ask your Convention Services Manager for a list of suppliers.

E. Miscellaneous

1. Glitter and confetti are prohibited in the BCC.

2. Smoke of fog machines must be water-based and must also be pre-approved by the BCC.

3. Display or use of hay, straw, wood chips, bamboo, or lumber are permissible only if treated with a flame retardant and pre-approved by both the BCC and the Fire Department.

4. Welding or cutting will be permitted 25 feet from the building at the loading dock area only and will require a hot work permit and prior written approval.

5. Any type of controlled pyrotechnics or fireworks inside the building will require prior written approval from the BCC and will require hiring a licensed pyrotechnics contractor in addition to all relevant permits from the Baltimore City Fire Department. The BCC may also require that a Fire Watch be present at the expense of the Licensee.

IV. EXHIBITS

A. General Booth Information

1. Booths cannot block visibility or access to emergency exits.

2. Booths cannot interfere with access to any of the BCC's service areas, concession stands, or mechanical rooms.

3. Supply air vents must not be directly blocked by exhibits, banners/displays, step & repeat, or reg to ensure HVAC system efficiency, air flow, and air quality. Exhibits and signage must be at least 6-12 inches from vents. Your Convention Services Manager can provide a map outlining the locations of supply air vents when requested.

4. All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited. The Baltimore City Fire Department reserves the right to perform a flame test of exhibit materials at his or her discretion. Exhibitors are required to have a flame-retardant certificate available for review at all times.

5. Marking of booths or aisles is only permitted on the exhibit floor with chalk or non-residue leaving vinyl tape (i.e. SHURTAPE 665). Marking floors with shoe polish is prohibited.

B. Multi-Story and Enclosed Booths

1. A floor plan is required for each multi-story and enclosed exhibit a minimum of 90 days out from the first event day. The diagram must include load capabilities for the second level and must meet the following minimum life safety requirement:
    - No less than two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.

    - Final approval will be provided by the Baltimore City Fire Department.

2. A single exhibit or group of exhibits with ceilings that do not require sprinklers must be separated by a minimum of 10 feet where the aggregate ceiling exceeds 300 square feet.

3. Single level booths greater than 300 square feet and covered with a ceiling must be protected by a fire extinguishing system approved by the BCFD.

4. Each enclosed or covered area must display a charged and approved fire extinguisher in addition to being protected by an audible smoke detector. This includes storage closets built into the exhibit.

Information in this document is subject to change without notice.

C. Cooking in Exhibits

1. If cooking is required as a part of an exhibit, prior written approval must be obtained from both Levy and the Baltimore Convention Center.

2. The following information must be provided to both Levy and your Convention Services Manager at least 45 days prior to move-in:
   - A list of all exhibitors who plan to cook and distribute food at the event.
   - Final exhibit floor plan which indicates each exhibitor referenced above.
   - Manufacturer's specifications for all cooking equipment, including drawings or photographs of such equipment and a description of the proposed cooking method(s).

3. Cooking devices must be either electric or butane powered. They must also be approved and recognized by a testing laboratory (i.e. U.L., F.M.).
   - Frying equipment must be used with a grease shield.

4. The following safety requirements must be met:
   - Individual cooking or warming devices shall not exceed 288 square inches of surface area.
   - The surface holding the cooking or warming devices must be of non-combustible material.
   - Cooking or warming devices and heated products must be isolated from the public by either placing the device(s) a minimum of 4 feet away from the front of the booth, or by providing a Plexiglas shield between the devices and heated products.
   - At least 2 feet must be maintained between cooking devices within the same booth.
   - An approved fire extinguisher and metal lid for each device, or an approved automatic extinguishing system must be provided within each booth utilizing cooking or warming devices.
   - The use or storage of any flammable or combustible liquids, compressed gas cylinders, hazardous materials, or chemicals as fuel is strictly prohibited.

D. Animals in Exhibits

1. The BCC will allow animals that are licensed and up to date on vetting for exhibitions with written approval from the BCC.

2. Animals approved to be on the premises must meet the following confinement guidelines:
   - Animal(s) is to be on a leash at all times, if not confined to a pen.
   - Animal(s) must be under constant control at all times.
   - Animal exhibits are not permitted on carpeted areas.
   - The owner or handler will be fully responsible for their animal(s) at all times.
   - The general service contractor will be responsible for providing (and disposing of) plastic sheeting and any other required floor covering for the animal exhibit.
   - The general service contractor and animal owner or handler will be jointly responsible for the removal of any and all waste from the animal exhibition

area.

E. Vehicles

1. For Move-in & Move-out

   - Only gas and electric motorized vehicles are allowed in the BCC. Propane is prohibited.
   - Gasoline and diesel fueled material handling equipment may not be stored overnight in exhibit halls.
   - Vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines.
   - All operating motor vehicles, including forklifts or any other material handling device must be attended by a trained and certified operator.
   - Only electrically operated forklifts with carpet protection are permitted in carpeted areas of the BCC. If any damages occur as a result of such operation, the BCC's Public Safety Department must be notified immediately.

2. For Display Purposes

   - Gasoline powered vehicles must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fueling or fuel removal within the BCC is prohibited.
   - Natural gas-powered vehicles must have the tank purged before entering the building.
   - Fuel tank caps must be locked or taped shut.
   - Battery cables must be disconnected, and the connecting leads wrapped with electrical tape.

3. For Demonstration Purposes

   - A mechanized or motorized part demonstration powered by either propellant or electrical system must have prior written approval from both the BCC and the BCFD.
   - A moving vehicle demonstration requires the submission of full written details of the proposed demonstration no less than 30 days prior to decorator move-in. After review by BCC management, the request will be forwarded to the BCFD for review and approval.

F. Drones, Remote Pilot Aircraft Systems (RPAS) and Unmanned Aerial Vehicles (UAVs)

Drones, RPAS, and UAVs can be approved on a case-by-case basis with advanced notice. All vehicles must abide by the Federal Aviation Administration (FAA) and Department of Homeland Security guidelines.

- Prior written approval from the BCC is required no later than (30) days prior to the first show day.
- Please ask your Convention Services Manager for a copy of our full policy which outlines our requirements for requesting approval and guidelines once approved.

Information in this document is subject to change without notice.

G. Crate Storage

The designated general service contractor is responsible for all event crate storage. Exhibitors and exhibitor-appointed contractors may arrange for storage with the designated general service contractor.

1. Boneyards - All crates, pallets, and wooden containers must be stored either offsite or inside trailers, which should remain in the assigned loading dock(s).

2. Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous waste, or medical waste without approved certified containers is prohibited. All approved materials and containers must remain outside in the loading dock area.

H. Freight & Shipment

1. The Baltimore Convention Center cannot accept, unload, or store any shipment of show freight, materials, or equipment unless arranged with the CharmCity PASS (Package and Shipping Services). To learn more about advance shipment arrangements with the Business Center, click here.

2. Advance shipments must be coordinated directly with CharmCity PASS where storage and handling fees apply. When shipping items during the Licensee's contracted date and times, please use the following label:

   SHIPMENT LABEL
   CharmCity PASS
   Event Name
   Attn: *Licensee / General Service Contractor Name*
   Contracted Space (example: Hall A)
   One West Pratt Street, Suite 200
   Baltimore, MD 21201

3. If items are shipped directly to the BCC for handling through a General Service Contractor, they must be available to accept the delivery to avoid being rerouted to CharmCity PASS. These deliveries can only be done through the loading dock area and must be during the Licensee's contracted date and times as listed in the License Agreement.

4. Drivers hauling freight that is directly shipped to the BCC will be required to report to the designated general service contractor at a pre-arranged truck marshaling facility.

5. The BCC reserves the right to limit the number of trucks loading or unloading in the exhibit hall(s) if the freight handling operation presents clear or apparent safety concerns (i.e. there are too many vehicles in the hall, resulting in an excess amount of vehicle exhaust).

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V. DOCUMENTS

A. Authorization of Signature

The Licensee can assign authorization to individuals within the organization to order services. Please complete and return the Authorization Form to your Convention Services Manager prior to your event.

B. Licenses

1. Sales Tax License
   Any event which sells a product or merchandise to the general public or large private groups will be responsible for collecting the 6% Maryland Retail Sales Tax. The Licensee is responsible for ensuring that this requirement is met by all applicable exhibitors. All inquiries should be directed to:

   Comptroller of the Treasury
   State of Maryland, Retail Sales Tax Division
   301 West Preston Street, Room 404
   Baltimore, Maryland 21201
   Phone: (410) 767-1540/1543

2. Trader's License
   Licensee or exhibitors who wish to sell items are required to have a Trader's License or Exhibitor's Affidavit prior to the event. The Licensee is responsible to contact the Comptroller's office regarding requirements in Maryland. All inquiries should be directed to:

   Comptroller of the Treasury
   Field Enforcement Division
   80 Calvert Street, Room 314
   Annapolis, Maryland 21404
   Phone: (410) 260-6240

C. Insurance Requirements

1. The Baltimore Convention Center requires each Licensee to provide proof of coverage in the amount of three million dollars ($3,000,000.00) of Commercial General Liability Insurance per occurrence for claims arising out of bodily injuries or death, and property damages include: Comprehensive Form, Premises/Operations, Broad Form Property Damage and Products/Completed Operations, at least 30 days prior to Event. With those policies with aggregate limits, a minimum limit of Three Million Dollars ($3,000,000.00) is required. Such insurance shall include contractual liability insurance. For policies with General Liability limits of less than One Million Dollars ($1,000,000.00), where the policy includes excess or umbrella coverage, the Three Million Dollar ($3,000,000.00) minimum can be reached if by adding the General Liability limit and the Excess/Umbrella coverage limits, the coverage limit reaches Three Million Dollars ($3,000,000.00) or more.
2. The term of such coverage shall coincide with the Period of Utilization section in the License Agreement (including move-in and move-out days) and must be

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provided to the BCC 45 days prior to the first day of move-in.

3. Insurance should include the following language in the description section:
   Event Name
   Event Dates (including move-in/out days)
   The Mayor, The City of Baltimore, The Baltimore Convention Center, its employees and agents are additional insured.

D. Floor Plan Approval

1. Event floor plans must be submitted to the BCC at least 90 days prior to the event move-in date and thirty days prior to publishing or distributing any material containing such information. Floor plans should be drawn to scale and should clearly label the following:
   - Name / Date of event
   - Name of area in use (e.g. Hall A)
   - Designated general service contractor
   - Date of initial drawing
   - Date and number of all revisions
   - Labeled location of all exits
   - All measurements
2. The Convention Services Manager will submit your floor plan(s) to the Baltimore City Fire Department and to the BCC's Public Safety Department for review and approval of aisles and exits. If the final floor plan is changed after receiving approval, the revised plan must be approved at least seven business days prior to the first day of move-in.
3. The BCC's Public Safety Department reserves the right to review and make edits to the floor plan onsite and close an event until necessary modifications are made to ensure that all BCFD regulations have been met.

E. Event Personnel Identification

The BCC requires Licensee, staff, service providers, and attendees to be easily identifiable while working and attending events within the building and may restrict access to anyone that does not comply.

1. The Exhibition Services & Contractors Association (ESCA) has developed a national Worker Identification System (WIS) badge program that allows entry into participating facilities, which have been registered with the WIS program. All Licensee event personnel is expected to be badged accordingly. Please contact your Convention Services Manager for more information.
2. A complete staff list for each labor call is required to be pre-submitted to your Convention Services Manager.

VI. SAFETY AND SECURITY REGULATIONS

A. Baltimore City Fire Department (BCFD) Regulations

The following BCFD regulations are strictly enforced. Please read and comply with the following regulations:

1. All meeting rooms, ballrooms, and exhibit halls have a maximum occupancy that may not be exceeded. The BCC reserves the right to deny further entry into rooms, if necessary. For information on maximum occupancies per room, please check with your CSM.

2. All tripping hazards must be eliminated.

3. Exit signs must be visible from any location in the room despite any decorations, furnishing, or equipment. If event-related material obstructs the visibility of an exit sign, a replacement, reflective sign, indicating the exit location is required to be installed.

4. All doors leading to required fire exits must be kept unlocked and visible at all times when the space is in use.

5. The BCC prohibits securing rooms by chain or deadbolt. If your event requires additional security measures, please contact your Convention Services Manager.

6. All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited.

7. No combustible materials, merchandise, or signs shall be attached to, hung or draped over side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.

8. Any type of controlled pyrotechnics or fireworks inside the building will require prior written approval and may require hiring a licensed pyrotechnics contractor in addition to obtaining and providing all relevant permits.

9. Welding or cutting for demonstration purposes will be permitted in the loading dock area only and requires a permit and prior written approval.

B. Entrances and Exits

There are six primary entrances into the BCC. The Licensee will be assigned public entrance lobbies for the event based on the space contracted. Public accessibility will be based on your specific daily requirements and overall event activity. Doors will be unlocked 30 minutes prior to the start of an event (including registration) and locked 30 minutes after the last event ends on premises.

1. During move-in and move-out, all event personnel, hired vendors, and exhibitors shall enter the facility using the Public Safety Office entrance on Charles Street.

2. A list of authorized personnel (show and General Service Contractor staff, exhibitor-appointed contractor staff, temporary help, exhibitors, and other workers affiliated with an event) entering prior to the event start time must be given to your Convention Services Manager in advance.

3. Everyone is subject to inspection of bags, packages and containers brought into or taken out of the BCC.

4. The BCC's Public Safety Department reserves the right to restrict access to anyone who does not comply with policies or who is not on the event roster(s) provided by the Licensee.

C. Emergency Preparedness

The BCC has an Emergency Preparedness Plan. We will share our plan with you and work with your emergency plan to assure communication is similar should an emergency occur while on site. Listed below are current features in place at the BCC:

1. Illuminated exit signs supported by an emergency power generator.

2. Flashing "strobe" lights providing visual warnings throughout the facility indicating a fire.

3. An "Automatic Voice Alarm" system designated to direct an emergency evacuation of the entire building in a swift, safe, and orderly fashion.

4. A communication system containing several integrated features that facilitate early detection of hazardous or emergency situations, as follows:
    - A multi-channel radio system, housed in the Public Safety Office.
    - Closed-circuit television cameras located throughout the facility.
    - Emergency telephones located in all elevators.
    - Smoke detectors and a sprinkler system cover all areas of the BCC.

5. Automated External Defibrillators (AEDs) are located throughout the building.

6. Emergency Evacuation Procedures are listed below for the BCC:

    a. Evacuation Without Alarm:
    A situation, such as a bomb threat, or Active Assailant may call for the building to be evacuated without the use of the alarm system. If this occurs, please follow the audible instruction announcements.

    b. Evacuation With Alarm:
    An evacuation may be authorized and initiated through the facility alarm system with both strobe lights and an audible announcement requesting to evacuate the facility. All guests and visiting staff must proceed to the nearest exit, towards designated Assembly Areas. Show Management must predetermine an Assembly Area for Show Staff, Event Security and

your Convention Services Manager to then await re-entry instructions.

c. Re-Entry:
Re-Entry into the Baltimore Convention Center is conducted in phases. Your Convention Services Manager will communicate each of the following phases for re-entry:
- Phase One: BCC Public Safety Officers, Event Security Company and Guest Services/Lobby Attendant Staff
- Phase Two: All BCC staff, Event Staff, BCC Partners, Vendor Partners and Exhibitors
- Phase Three: All attendees and visitors

- **Scooters, Segways and Skateboards**
The use of skateboards, in-line skates, roller skates, and hover boards are prohibited within the BCC. Seated scooters and other Segways with U.L. certification are permitted; however, the BCC may limit access based on high foot traffic within the building.

- **Hazardous Material**
Licensee is responsible for submitting written requests to bring any hazardous material or substances into the BCC. In addition, a Safety Data Sheet is required for each request.
    1. Special handling of hazardous materials is required for proper disposal and can be coordinated with your Convention Services Manager. Additional fees may apply.

- **Smoking Policy**
The Baltimore Convention Center complies with the City of Baltimore's health code by prohibiting smoking, vaping devices, and e-cigarettes within 50 feet of all entrances. In accordance with this code, there are no designated smoking areas inside the BCC.

    1. Employees / Contractors: There is a designated smoking area across from Dock11.
    2. Attendees / Exhibitors: Urns are strategically located outside of each main entrance for designated smoking areas.

- **Weapon Policy**
Personal or concealed weapons, or replicas of any kind (i.e. fake sword), are prohibited in the BCC.

Information in this document is subject to change without notice.

VII. ADA ACCESSIBILITY

A. The BCC complies with the Americans with Disabilities Act to provide the following accommodations:

- Sidewalk curb cuts into main lobby areas
- Thresholds at each entrance which are level with the floor
- Standard wheelchair accessible restrooms
- Exterior automatic sliding doors
- Emergency systems which provide both flashing strobes and voice alarms
- Meeting room signs equipped with Braille indicators
- Elevators equipped with Braille indicators, chimes, and raised letters
- Visual line indicators (flashers) and amplified handsets available through the BCC's Telecommunications Department
- Wheelchair lift which raises up to stage level

B. Assisted Listening Devices

The BCC has built-in infrared transmitters in rooms 314-350 which send signals that are patched into the house sound system directly to one of 20 battery powered receivers. This option is available to the Licensee and attendees, when using Projection, our preferred audio-visual company.

Transmitters are battery operated and last approximately 8 hours before needing to be recharged. Attendees must return the equipment at the close of each daily meeting.

Stand-alone units that are directly attached to a dedicated port on a mixer are also available. These units can work with independent sound systems. The listening devices must be supplied by an outside AV company if they are providing an external audio system.

Licensee will be charged accordingly for any missing or damaged devices.

C. Service Animals

Service Animals that are individually trained to do work or perform tasks for people with disabilities will be permitted inside the BCC. Animals must be licensed and up to date on vetting and appropriate permits.

D. Sensory Inclusive™ Certified

The Baltimore Convention Center is Sensory Inclusive™ Certified through KultureCity, the nation's leading sensory accessibility and acceptance for those with invisible disabilities. Sensory Bags are available to be checked out at any BCC Lobby Attendant podium, or by contacting your Convention Services Manager.

EVENT PLANNING GUIDE

II. SALES AND SERVICES TEAM

A. Sales Manager

Your Sales Manager will work with you to determine what space best fits your needs and will help you to accomplish your event goals from the early booking phase through the contracting phase.

B. Contract Administrator

Your Contract Administrator will work closely with your Sales Manager during the contract phase and may contact you for additional information while creating your License Agreement and any amendments you would like to make. The Contract Administrator will send you your executed License Agreement.

C. Convention Services Manager (CSM)

Your Convention Services Manager will be your main point of contact once the License Agreement is executed. The CSM will work closely with you prior, during, and following your event. They are here to guide and provide you with helpful information, resources, and recommendations to ensure that your event is executed flawlessly. They will be the liaison between you and the BCC's in-house service providers.

III. SALES PROCESS

A. Event Inquiry

To help us determine the space requirements for your event, a booking form is required to be completed. The booking form includes the following information:

- Purpose or description of event
- Three date options
- Previous history of event, including locations and dates
- Contact information, including phone number and e-mail address

B. BCC Tours and Confirmation of Space

1. A tour of the building will be scheduled with your Sales Manager to assist in your planning process.
2. After confirming space with your Sales Manager, you will receive a License Agreement outlining space usage and facility and payment requirements.

Information in this document is subject to change without notice.

C. Space Rental: What is Included?

1. Move-in & Move-out Days
   - If move-in and move-out days have been contracted, the room(s) will be set as arranged with your Convention Services Manager. Move-In/Move-Out is defined as dates set for installation/dismantling of an exhibition, a meeting, or other event.
   - Designated show office with 100 Level, Exhibit Halls
   - Energy-efficient lighting

2. Event Days
   - Designated show office with 100 Level, Exhibit Halls
   - Full lighting and appropriate HVAC during event hours
   - Cleaning of the restrooms, show offices, and perimeter BCC trash receptacles during event hours
   - Event day hours are between 7:00am and 11:00pm. If the Event hours exceed 7:00am-11:00pm on any day within the Period of Utilization, additional fees may apply. Estimates will be provided based on submission of event schedule to Convention Services Manager.

D. Meeting Usage (excluding Exhibits/Vendor Areas): What is Included?

1. The BCC agrees to supply at no additional charge, subject to availability, the following arrangement of furnishings in each 100-level Exhibit Hall, 300-level Meeting Rooms, and 400-level Ballrooms being used for General Sessions or Meetings:
   - One complimentary set-up per room (theater, classroom, banquet, or conference).
   - Up to (4) pieces of staging, space and fire marshal approval permitting
   - Head Table
   - Podium
   - Full lighting and appropriate HVAC during event hours
   - Cleaning of the restrooms, show offices, and BCC trash receptacles during event hours
2. Additional items required will be charged at the prevailing rate. Any subsequent changes from the original set-up will be charged a changeover fee. Please review the BCC Rate Sheet found here with your Convention Services Manager regarding fees that could be applied to your event.
3. Detailed written list of requirements for all function space is due to your Convention Services Manager no later than 30 days prior to the contracted period of utilization.

E. Use of Public Spaces and Entrances

1. Public space and entrances can be utilized by any attendee entering the Baltimore Convention Center for an event.
2. The BCC will assign an entrance for your guests to utilize and advertise as the lobby to enter your space. Your assigned entrance will be based on your contracted space within the BCC.
3. The BCC will assign a registration area within the public lobby space for you to

utilize for guests to register.

4. Any other usage of Public Space, other than Registration, must be approved by the BCC. Meeting areas, exhibits, retail areas, poster sessions, or bookstores set in Public Spaces will be charged the net square footage fee. Please review the BCC Rate Sheet found here with your Convention Services Manager regarding fees that could be applied to your event.

IV. GENERAL PLANNING GUIDELINES

A. Seating Guidelines

1. General Guidelines for All Setups

    - Center aisles must be a minimum of 10 feet in 400 Level Ballrooms and 100 Level Exhibit Halls and 6 feet in 300 Level Meeting Rooms.
    - At least 10 feet of space must be between the event setup and the nearest concession stand or exit in 100 Level Exhibit Halls.
    - All doorways must be free from obstruction. A replacement reflective sign must be visibly hung in the place of any exit sign that would otherwise be visibly blocked.

2. Theater Style Guidelines

    - Theater seating is a seating arrangement where chairs are arranged in rows facing the head table, stage, or speaker. This type of seating can also be arranged in a Chevron style.
    - Fire code allows a maximum of 15 chairs across per row and up to 20 rows back before a cross aisle is required.
    - For Exhibit Halls and Ballrooms, the cross aisle must be a minimum of 10 feet.
    - For Meeting Rooms, the cross aisle must be a minimum of 6 feet.
    - All rows of chairs in a theater set must be "ganged" or locked together.

3. Classroom Style Guidelines

    - Classroom or schoolroom seating is a seating arrangement in which rows of tables with chairs face the front of the room and each person has a space for writing. This type of seating can also be arranged in a chevron style.
        - Tables utilized for this setting 6'x18" or 8'x18".

4. A six-foot table seats 2-3 people and an eight-foot table seats 3-4 people.

5. Banquet Style Guidelines

    - The BCC standard banquet style is a seating arrangement where oval tables with seating are set for catered functions or meetings.
    - BCC Banquet "round" tables are 60"x72" ovals seating up to 10 people each.

Information in this document is subject to change without notice.

The BCC has a limited number of 72" round tables. Please consult with your Convention Services Manager for setup requirements outside of The BCC standards.

- The standard is to set round tables 12 feet from table center to table center.
  - For large setups, 10-foot center and cross aisles are required.
  - Tables set for fewer than 10 people may incur additional charges for food and beverage functions. Please refer to your Levy Sales Manager for more information.

6. Conference, Hollow, or U-Shape Guidelines

- This style of seating is typically used to create a conference or boardroom environment where chairs are set around the perimeter of the tables.
  - Tables utilized for this setup are wider than our standard classroom tables. These are 6'x30" or 8'x30" and will be skirted in the place of modesty panels.

B. Lighting levels

Lighting can be arranged through your Convention Services Manager. Low-level lighting is allowed but the building's emergency lighting capabilities must be maintained at all times. At no time will the BCC lower its lighting levels to total darkness.

1. Exhibit Halls
   - Dimmable overhead lighting consisting of 120-Watt induction lamps is available in all of the Exhibit Halls. Quartz lighting, also dimmable, is available in Halls E, F, G, and Swing.

2. Meeting Rooms
   - Dimmable overhead lighting consists of fluorescent lamps augmented by 8.5 Watt LEDs.

3. Public spaces
   - Lighting in the Sharp Street, Charles Street, Otterbein, and Camden Lobbies, as well as in the corridor, consists of 100-Watt combination of LEDs and fluorescent.

C. Room Changeovers

1. A detailed written list of requirements for all function space is due to your Convention Services Manager no later than 30 days prior to the contracted period of utilization.
2. Changeovers for food and beverage functions will be offered complimentary.
3. Any room changeovers after the initial setup will incur a fee. Please refer to the BCC Rate Sheet found here for more information.

D. Staff and Attendee Parking

Licensee will be provided up to three complimentary parking passes in assigned loading docks. Licensee must provide contact information including driver's name and vehicle make at least seven days in advance.

A list of convenient parking locations, throughout the City, can be provided upon request.

E. Public Safety Office

The BCC has a public safety department which provides 24/7 coverage of the facility. The public safety office is located at the entrance of the loading dock area off of Charles Street.

1. Keys, Locks and Securing Event Space
   - Your Convention Services Manager processes all requests for building keys, lock changes for contracted meeting and show office rooms, and scheduled locking and unlocking of leased space.
   - Key requests must be received 72 hours or more in advance.
   - Complimentary Key Cards are available at a maximum of (3) Master Key Card and (3) Key Cards per Room. Each additional thereafter or lost keys are $25.00 each.
   - Complimentary Hard Keys are available at a maximum of (1) per Room. Each additional thereafter or lost keys are $150.00 each.
   - Licensee is responsible for returning all issued Keys. Lost keys are subject to the fees stated above.
   - The BCC respects customers' security and privacy and will therefore not open any space to which customers have received keys except when authorized or in the event of an emergency.
   - Your Convention Services Manager will coordinate daily servicing of the locked spaces with the Licensee.
   - Licensee must provide written authorization to issue keys to Levy staff for access to catered rooms when the Key Holder is not present.

2. Lost & Found
   - All lost and found articles are either turned into the BCC's Public Safety Office or to a designated area arranged with Licensee. Every effort is made to identify the owner and return all articles.
   - Lost and found articles whose ownership cannot be determined are recorded and stored at the BCC for a 30-day period. Articles left beyond 30 days will be disposed of as directed by BCC Management.

Information in this document is subject to change without notice.

V. BUILDING MEASUREMENTS

A. Ceiling Heights

Listed below are the ceiling heights for the various ceilings in the BCC. A minimum of 18″ between the ceiling and decorative structure is required.

LOBBIES	
Pratt Street Lobby	40′
Sharp Street Lobby	14′
Otterbein Lobby	16′
Charles Street Lobby	40′
Ballroom Foyer	13′
EXHIBIT HALLS	
Halls A-D	16.8′ – 30′
Hall E	11.0′ – 30'
Swing Hall	14.6′ – 30′
Hall F	29.0′ – 30′
Hall G	18.2′ – 30′
MEETING ROOMS	
304-306; 311-313	9′
301-303; 314-326; 333-336	12′
307-310; 347-350	14′
327-332; 337-346	16′
BALLROOM	
Ballrooms I-IV	28′

Information in this document is subject to change without notice.

B. Dock Measurements

The BCC has 23 available loading docks. Seven docks are equipped with dock levelers and nine docks have truck levelers.

Trucks, cars and equipment can be driven directly onto the exhibit floor. The dimensions of the doorways and loading docks are listed in the following chart and are divided by the "East Side Docks" and "West Side Docks."

Dock/Door/Ramp	Location	Size	Access To:
EAST SIDE DOCKS			
Doorway	Docks 1-9	8′ 10″ W X 9′ H	Halls A-D 300 Level
Roll-Up Door	Connects Charles Street to Hall A	22' 10" W X 14' H	Hall A-D
Roll-Up Door	Charles Lobby	18′ W X 12′ H	Hall A, Lobby
Portable Wall	Connects Hall B to East Dock Ramp	41′ W X 17′ H	Halls A-C
Roll-Up Door	Connects East Dock Ramp to Halls C-D	27' 10" W X 15' 5" H	Halls C-D
Roll-Up Door	Connects East Dock Ramp to Docks 1-9	15' 10" W X 14' 4" H	Halls A-D
East Dock Ramp	Between Halls B-C and Hall D	14' 11" W X 17' 1" H	Halls A-D
WEST SIDE DOCKS			
Doorway	Docks 11-13, 17-20, 22-28	12′11″ W X 15′ H	Halls E-G 300 Level 400 Level
Roll-Up Door	Connects Loading Dock to Hall E	16' 8" W X 13' 11″ H	Hall E
Roll-Up Door	Connects Loading Dock to Hall F	16' W X 14′ 3" H	Hall F
Roll-Up Door	Connects Loading Dock to Hall G	19′ 7″ W X 14' 1" H	Hall G
Roll-Up Door	Conway Tunnel	14′4″ W X 17″ H	Docks 1-28
Roll-Up Door	Lower Pratt Lobby	17′2″ W X 8′4″ H	Halls E-G
West Dock Ramp #1	Connects Dock to Hall E	18' 5" W X 15' 4″H	Hall E
West Dock Ramp #2	Connects Dock to Hall F	18' 10" W X 16′ H	Hall F
West Dock Ramp #3	Connects Dock to Hall G	22' 9″ W X 15' 4" H	Hall G
The following docks have interior levelers: 1, 3, 5, 7, 9 The following docks have exterior levelers: 13, 17, 19, 20, 24, 26, 28			

Information in this document is subject to change without notice.

C. Elevator Dimensions

There are several elevators in the BCC. The following dimensions can help you in determining marketing material for passenger elevators and freight needs for freight elevators.

Passenger Elevators are not to be used for transporting freight.

#	Location	Access To:	Type	Car Size	Door Opening	Capacity (lb.)
EAST SIDE						
1	Hall D East	100-300	Passenger	5′ L X 6.1′ W X 7′ H	3.5′ W X 7′ H	3,500
2	Charles Lobby East	100-300	Passenger	5′ L X 6.1′ W X 7.1′ H	3.5′ W X 7′ H	3,500
3	Back Hall East	100-300	Passenger	7.5′ L X 5.3′ W X 8′ H	3.9′ W X 8′ H	3,500
4	Back Hall East	100-300	Freight	13′ L X 9.5′ W X 7.5′ H	10′ W X 7.5′ H	8,000
WEST SIDE						
1	Pratt Lobby West	100-300	Passenger	4.2′ L X 6′ W X 7′ H	3.5′ W X 7′ H	2,500
2	Hall E West	100-400	Passenger	4.3′ L X 6′ W X 7′ H	3.5′ W X 7′ H	2,500
3	Hall F West	100-200	Passenger	4.2′ L X 7′ W X 7′ H	3.5′ W X 7′ H	2,500
4	Loading Dock West	100-400	Passenger	8.5′ L X 7′ W X 8′ H	4.1′ W X 8′ H	9,000
5	Loading Dock West	100-400	Freight	22.5′ L X 9.9′ W X 9.9′ H	9.9′ W X 9.9′ H	13,000
6	Loading Dock West	100-400	Passenger	8.5′ L X 7′ W X 8′ H	4.1′ W X 8′ H	9,000
7	Hall G West	100-300	Passenger	4.2′ L X 6′ W X 7′ H	3.5′ W X 7′ H	3,000
8	Pratt 300 West	300-400	Passenger	4′ L X 6′ W X 7′ H	3.5′ W X 7′ H	2,500

D. Floor Load Limits

Floor load limits must be followed and not increased beyond what is listed below:

1. Exhibit Hall: 350 lb. per square foot
2. Lobby Areas: 100 lb. per square foot
3. Levels 200, 300, 400: 100 lb. per square foot

Information in this document is subject to change without notice.

VI. SUSTAINABILITY

Environmental Policy

The Baltimore Convention Center is committed to building, implementing and expanding on an innovative environmental management system that sustains the needs of the BCC's daily operations, meets the standards of the City of Baltimore's sustainability efforts, and serves to educate and benefit our staff, industry partners, and clientele on the importance of the reduction of our carbon footprint. The cornerstones of our environmental policy are:

- Waste Reduction and Diversion
- Energy Conservation
- Water Quality and Consumption
- Air Quality
- Responsible Procurement Processes
- Continuing Education
- Community Involvement

Certifications

The Baltimore Convention Center holds level one certification of the APEX/ASTM Green Meetings for Venues Standard. The US Environmental Protection Agency and the Green Meeting Industry Council partnered with APEX and ASTM to develop a voluntary list of standards that when implemented help to create a more sustainable meeting. We were the first US destination on the east coast to achieve this certification.

The following is a summation of programs and procedures utilized by the BCC to reduce its environmental footprint by alleviating the types and amounts of waste that are typically produced by meetings and in turn disposed of in local landfills:

Diversion by Donation

The Diversion by Donation Program partners with community based not-for-profit groups to donate goods and food products that go unused by events that take place at the BCC. The BCC partners with several community organizations to ensure that tons of solid waste left over by exhibitors is diverted from area landfills each year. An informational Diversion by Donation Program flier to share with exhibitors may be found here.

With a goal to reduce culinary waste the BCC's catering partner works closely with the Maryland Food Bank to supply edible goods to Baltimore's food vulnerable populations.

Pallet Program

The pallet recycling program not only serves to reduce waste but has reduced waste removal costs by close to $20,000.

Cardboard Baling

The cardboard baler program is an important tool in waste reduction and diversion on average over 50 tons of cardboard waste is diverted with this program.

Information in this document is subject to change without notice.

Composting
Food scraps and other organic materials collected by the BCC are processed into a high-mineral-content fertilizer. This compost is then taken to a local composting facility and resold to a locally owned small business as a soil conditioner.

Water and Energy
The BCC partnered with Constellation Energy in 2012 on an energy savings program that included major upgrades to HVAC equipment, plumbing systems, and a total replacement of our lighting controls including the changeover of our entire exhibition all lighting from halogen to induction technology. These changes along with converting our sinks and toilets to low flow fixtures support an energy savings equivalent to planting 27,823 trees.

Environmental Design
The BCC uses lighting and motion sensors in all meeting rooms to reduce the use of artificial light. Our 27,000 sq. ft. Outdoor Terrace is planted with drought resistant native vegetation and houses a green roof canopy.

Administrative Practices
The BCC also uses single stream recycling in conjunction with other administrative procedures that serve to reduce waste in daily operation including the use of recyclable office supplies, recycled printing paper, eco-friendly and bio-degradable items in retail areas, and the use of farm-to-table practices whenever possible.

How You Can Help
Arrangements can be made with your Convention Services Manager for all the programs we have listed. We ask you to share our programs with your service contractors, staff, exhibitors and attendees prior to arriving on site, so they can assist us with our sustainability programs. Additional information can be supplied via website and social media prior and during your conference.

VII. RESOURCES

A. Planning Documents
B. Event Planning Checklist (may be found on page 33).

Information in this document is subject to change without notice.

Event Planning Checklist

Below are the BCC's General Guidelines and Due Dates for Event Planners. The dates may vary depending on the contract.

6-18 MONTHS	
☐	Review Contract and Welcome Email Letter with Convention Services Manager (CSM)
☐	Schedule Check-In Meeting(s) with CSM (Site Visit or Phone/Video Call)
3-6 MONTHS	
☐	Contact BCC Partners for Additional Services (if applicable):
	☐ Catering & Concessions - Levy (*exclusive*)
	☐ Audio Visual - Projection (*exclusive rigging motors provider*) (*Preferred in-house AV Provider*)
	☐ Electrical - Edlen Electrical (*exclusive*)
	☐ IT/Telecom - Cox Hospitality Network (*exclusive*)
	☐ Business Center - Charm City Pass
☐	Review IATSE Labor Requirements with CSM and AV Team (*exclusive for theatrical rigging and lighting needs*)
☐	Send Preliminary Floor Plans to CSM for review
☐	Send Exhibitor Kit (if applicable)
☐	Schedule a Pre-Planning Call with your CSM to review the BCC Event Checklist
60 Days Prior to the Event	
☐	Schedule Check-In Meeting with CSM and Service Partners (if applicable)
45 Days Prior to the Event	
☐	Complete and Submit BCC Event Information Checklist to CSM
☐	Preliminary Show Schedule/Agenda
☐	Preliminary Signage/Banner Plans (*and Sample Material if applicable*)
☐	Preliminary Catering & Concessions Specifications/Requirements
☐	Certificate of Insurance
☐	Tentative Dates for Pre & Post Event Space Walk-Through
☐	Tentative Pre-Con date & time
30 Days Prior to the Event	
☐	Preliminary Event Specifications (Setup Requirements, F&B, AV, Telecom/IT, & Electrical)
☐	Event Information Release Form (*if permission is granted*)
☐	Revised Floor Plans for Final Approval
☐	Catering Contract with 90% Deposit
☐	Security Contact Information and Final Security Deployment Plan
☐	Final I.A.T.S.E. Labor Requirements (*if applicable*)
☐	Review Preliminary Group Resume with CSM for Updates
21 Days Prior to the Event	
☐	Schedule Check-In Meeting with CSM and Service Partners (if applicable)
☐	Review Work Orders & Ancillary Charges Fees with CSM
14 Days Prior to the Event	
☐	100% of I.A.T.S.E. Bill Due (*if applicable*)
☐	Send Final Event Details to CSM
	☐ Decorator Production Schedule
	☐ Audio Visual Production Schedule
	☐ Final Group Resume Updates
	☐ Final Work Order Updates
	☐ F&B Schedule
	☐ Exhibitor List
	☐ Staff/Volunteer List
	☐ VIP List
3-7 Days Prior to the Event	
☐	Schedule Final Check-In Meeting with CSM and Service Partners *(if applicable)*
☐	Remaining Balance for Catering *(if applicable)*
☐	Guaranteed Numbers for Catered Functions *(if applicable)*
Within 7-Days POST Event	
☐	Final attendance count to CSM
☐	Hotel Peak Room Night Usage (*if applicable*)