



# Event Planning Guide

22 East 5th Street  
Dayton, OH 45402  
(937) 535.5300

[www.daytonconventioncenter.com](http://www.daytonconventioncenter.com)

*Effective January 2022*

## Introduction

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**Kelli Donahoe, CMP**  
**General Manager**



Welcome to the Dayton Convention Center, an ASM Global managed facility. With safety, quality, and service as our guiding principles, our team and partners are ready to serve you and your guests amazing experiences.

During the planning of your event, our experienced management team will work alongside you every step of the way. Our goal is to ensure plans are in place for a safe event, serving the highest quality culinary options, and delivering the diamond standard of customer service.

Our event planning guide is the start of your planning journey and provides resources to assist you and your team to understand our building operational policies and procedures. Allow our expert staff to answer any questions you may have during any step of your event planning process.

We look forward to serving you.

Sincerely,

Kelli Donahoe, CMP  
General Manager  
Dayton Convention Center

## Facility Overview

The Dayton Convention Center is located in the central business district of downtown Dayton. Just minutes from the Dayton International Airport and the I-70/I-75 interchange. We offer 150,000 square feet of meeting space over three levels with an open floor plan and atrium that allows attendees to navigate the facility with comfort and ease. Our central location is within a days drive to over 60% of the US population.

<b>ADDRESS</b>	22 East Fifth Street, Dayton, OH 45402
<b>WEBSITE</b>	<a href="http://daytonconventioncenter.com">daytonconventioncenter.com</a>
<b>TIMEZONE</b>	Eastern Standard Time
<b>AIRPORT</b>	Dayton International Airport (DAY), located 12.2 miles (15-20 minutes) from DCC
<b>LOCATION</b>	Downtown Dayton, steps from the Miami River and Oregon District dining and shops
<b>OWNER</b>	<a href="#">Montgomery County Convention Facilities Authority</a>
<b>MANAGEMENT</b>	<a href="#">ASM Global</a>
<b>SIZE</b>	150,000 sq. ft.
<b>FEATURES</b>	<ul style="list-style-type: none"><li>• 68,000 sq. ft. of column free Exhibit Hall, VIP Lounge that overlooks the entire space</li><li>• Full-service Theater that seats up to 672 guests, includes a raised orchestra pit that can accommodate an additional seats</li><li>• 3 Ballrooms totaling over 20,000 sq. ft.</li><li>• 22 Meeting Rooms</li></ul>
<b>NEARBY HOTELS</b>	Hotel Ardent (0..4 miles) AC Hotel Dayton (0.6 miles) Fairfield Inn & Suites by Marriott Dayton (0.6 miles) The University of Dayton Marriot Hotel (1.7 miles) Dayton Courtyard by Marriott (2 miles) Holiday Inn Express & Suites Dayton Southwest (2.5 miles) Drury Inn & Suites (6 miles) Homewood Suites by Hilton Dayton South (10 miles) Courtyard Dayton South/Mall (10.4 miles)

# DCC Departments

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## **Event Services**

Each contracted event is assigned an Event Manager, who will work with your team as they prepare to host an event at our facility. Your Event Manager is crucial to the success of your event and will be your primary information resource. They are here to answer any questions, convey important information to the appropriate departments and partners, and ensure all events go smoothly from start to finish.

Once your team has established event/show specifications, your show managers or meeting planners are required to deliver full specifications to your assigned Event Manager, including preferred floor plans, meeting room requests and overall show program information. Refer to the Event Checklist for important dates and deadlines, but note that these may vary from event to event. Your Use License Agreement will contain the terms specific to your event or show.

Prior to your event start date, the Event Manager will host a pre-convention meeting (upon request) with your team to review top-line program information or any last-minute changes. The pre-con meeting is your opportunity to meet the other key players and departments that will support your successful event onsite. Please contact your Event Manager to arrange.

## **Sales**

DCC Sales Managers are the first point of contact in the booking process. Event proposals are to be submitted to our sales team, outlining requested events dates and space requirements. Our sales team will promptly respond with availability and rates. Once the DCC is selected as your preferred venue, a Use License Agreement (contract) will be issued confirming the event booking and the terms of the agreement.

Prior to the event, the Sales Manager will meet with the Event Manager and team assigned to the event. During this meeting, the Sales Manager will review full program needs to ensure a seamless transition from sales to event service.

Our team is always available to host site visits to help determine the best meeting specifications for you and the venue. Your Event Manager will ensure that your proposed event program transitions from concept to reality, as smoothly as possible.

## **Operations**

Our Operations Department is responsible for housekeeping/cleaning, room setups, and necessary security. The team moves the meeting room air walls into specified places and arranges changeover requirements. Some services may involve a labor charge, so please ask your Event Manager about changeover fees. All areas should be left in the same condition as when you took possession. At the conclusion of each day, Operations will refresh public areas and meeting rooms. Please inform your Event Manager about special cleaning schedules or restricted housekeeping areas.

## **Finance**

The DCC Finance Department will be your point of contact for all billing needs. We have set up an online payment system for ease of payment for all of our clients and exhibitors. We accept all major credit cards, cashier's checks, personal checks, and cash. Please note, we do not accept cash at our point of sale locations.

## **Exhibitor Services**

All exhibitor services are managed by the assigned Event Manager. Your EM will assist exhibitors with comprehensive information on all of the services offered by the DCC and is the primary contact for all DCC exclusive services for exhibitors. The following services are exclusively provided by the Center for your benefit and include: catering/concessions, electric, gas, internet, rigging, and loading dock security.

## **Food & Beverage - Celebrate Dayton**

Celebrate Dayton, our in-house exclusive Food & Beverage provider, is all about celebrating the history, the culture, and the innovative future of the Gem City. Celebrate Dayton's trained management and staff will deliver a diamond level service experience to every client. For each event, your menu will be specifically crafted, focusing on sustainable and local ingredients that celebrate the Gem City.

## **Audio/Visual - Mills James Productions**

Mills James is the preferred audiovisual production services provider and exclusive provider of rigging services at the Dayton Convention Center. For more than 37 years, the firm has focused on elevating experiences through a unique combination of live and virtual event production, video and broadcast production, and scenic design services. For more information and pricing, please contact:

Joe Wynn, Sales Manager

**Mills James**

937-535-5316 - [jwynn@mjp.com](mailto:jwynn@mjp.com)



# Event Planning

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## Contracted Security Providers

The Lessee is responsible for hiring an event security service to secure any Exhibit Halls or meeting spaces in-use. A contracted security provider must be approved by DCC Management or enter into an agreement with the DCC to operate security within the facility. Contact your Event Manager for a preferred provider list.

## Event Planning Checklist

Below is a checklist of important dates and deadlines for your upcoming event. We realize that some events are booked and occur within a shorter time frame. We will adapt this timeline to best fit your group's needs, refer to your Use License Agreement for your agreed upon due dates. Additional rates and/or late fees may be applied for late submittal of required event/show information to Event Manager.

### 12 Months Prior:

	Facility contract issued
	Sign & return contract with initial deposit
	Event Manager assigned
	Complete Event Questionnaire and return to Event Manager
	Provide copy of previous year's meeting information to your Event Manager
	Review <i>Event Planning Guide</i>
	Submit three (3) copies of your preliminary floorplans to your Event Manager for Fire Marshal approval (include registration, lobby usage, exhibits, general session, etc.) <b><i>*Do not start selling any exhibit space until your plans have been approved</i></b>
	Provide event information and link to your event's website to be posted on the DCC website

### 6 Months Prior:

	Submit copies of your floorplans to your Event Manager for Fire Marshal approval, if not already completed <b><i>*Do not start selling any exhibit space until your plans have been approved</i></b>
	Set up site/planning visit with your Event Manager if needed
	Provide your Event Manager with vendor information to include: General Service Contractor/Decorator, Audio/Visual and/or Production company, Destination Management and/or Transportation company
	Submit event staffing requirements to your Event Manager (Public Safety Event Staff, Special Duty Police, EMT/First Aid)
	Send your Event Manager an Exhibitor Kit and Exhibitor List (if applicable)
	Discuss expected catering needs with your Event Manager, obtain catering menus if not previously received

## Event Planning Checklist (continued)

### 3 Months Prior:

	Submit updated floorplans to your Event Manager for Fire Marshal approval, if needed
	Facility utility requests are due (electric, telephone, rigging, internet, water, gas), updated Exhibitor Kit is also due
	Provide Event Manager with signage and location plan, easel request
	Finalize outside service contractor arrangements and movement: Ground/Shipping Handler Transportation/Shuttles Decorator/ Drayage Audio/Visual Public Safety Event Staff DPD (event and traffic)/DFD (EMT) First Aid

### 60 Days Prior:

	Provide your Event Manager with a Schedule of Events Overview including meeting room requirements (any onsite changes to room sets may incur an additional labor charge)
	Submit final copy of your floorplans to your Event Manager
	Food and beverage menus selections are due to your Event Manager, include expected counts and timing of F&B on the Schedule of Events
	Final rental payment is due (or as per your contract dates)
	Exhibitor List is due to your Event Manager

### 30 Days Prior:

	Submit the following to your Event Manager:
	Final service contractor arrangements, if necessary
	Final move-in, show and move-out schedules, detailed show flow/agenda including confirmed show/event timing and meeting room schedule
	Final event/show/meeting room/theater/production specifications and floorplans
	Confirmation of audio/visual requirements
	Final contracted security plan and contacts
	Final food and beverage selections, if not previously provided or any additional F&B requests
	Updated Exhibitor List is due to your Event Manager
	Liability Insurance Certificate due

### 10 Days Prior:

	Submit any digital signage content/graphics to Event Manager for approval
	Updated Exhibitor List due to your Event Manager (should be final list)
	Notify Event Manager of any additional requests or changes (additional labor charges may apply)

### 5 Days Prior:

	Receipt of all show orders, including rigging and event Utilities are to be submitted to your Event Manager prior to 5 days before show (if received within 5 days of your show start, onsite rates will apply)
	Final food and beverage guarantees are due. If final counts are not submitted, expected counts on the signed BEOs will be used.

## **Exclusive Services**

These are the exclusive services at our facility provided by the DCC and its service contractors for which you are not permitted to bring in any outside contractor:

- Food & Beverage
- Electric
- Internet
- Rigging
- Loading Dock Security

Your Event Manager will coordinate the set up and billing for these exclusive services. If your event requires any of these services, please submit your order to your Event Manager. Utility orders should be submitted no later than 5 days prior to your event start. If submitted within 5 days of your event, onsite rates will apply.

## **Exhibitor Kit**

The Lessee's General Service Contractor is required to distribute all DCC provided services and onsite service partner order forms as part of the event's print or digital exhibitor kit. No rate or service forms may be altered in any way. The Lessee is required to provide a web link or an electronic or printed copy of the exhibitor kit to DCC Event Manager, six (6) months prior to your event. Updated exhibitor kit due three (3) months prior to event.

Exhibitor kit must contain the following:

- Date and times (approved prior to printing and mailing to Exhibitors)
- Completed DCC service forms for required utilities

Please visit: [daytonconventioncenter.com](http://daytonconventioncenter.com) to download exhibitor services and utility forms.



## Exhibitor List

The Lessee must provide a complete and updated exhibitor list to the DCC Event Manager, when possible, at least 15 days prior to the event date.

The exhibitor list should include the following:

- Company Name
- Booth Number
- Booth Dimensions
- Contact Information

The DCC will use this list to assist exhibitors with placing their DCC service orders.

## Finance

At the conclusion of your event, you will receive a bill from our Finance Department with a link for payment. Final bills will reflect any outstanding payments and additional charges that have been ordered for your event. Some charges are subject to pre-payment, refer to your Use License Agreement, Exhibit B for payment schedule. All final payments are due Net 30 days from final invoice.



# Floor Plans & Specifications



## FLOOR PLANS

### Floor 1



### Floor 2



### Floor 3



[illegible]

## Floor Plans & Specifications

A detailed, to-scale floorplan for exhibits, general session, registration, pre-function space and all other meeting spaces, must be submitted to Event Manager prior to the event for approval. DCC's preference is to receive a digital copy of the floorplans. The DCC Events Team will supply complimentary room diagrams for all general sessions and meeting rooms.

Three (3) sets of preliminary plans must be submitted before you start to assign or sell exhibit space. The DCC will submit these plans to the City of Dayton Fire Marshal for approval. The Lessee must remit fees for approval of plans. Please consult with your Event Manager for guidance.

Exhibit plans may be submitted separately from general session, registration and pre-function plans. If the Lessee's General Service Contractor is unable to provide scaled plans, they are available upon request through DCC Event Management.

Service Contractor/Decorator must submit, for approval by DCC Management, all exhibit floorplans prior to the Lessee selling exhibit space. Any/all revisions must also be submitted for DCC and Fire Marshal approval.

All floorplan layouts must identify the following:

- Event name, date of event and location at facility
- Floorplans drawn to scale
- Booth sizes (all booths must be double draped for electric and dimensions needed for equipment)
- Utility grid on plan and aligned with exhibits
- Aisle dimensions and wall dimensions needed
- All "Entrances" and "Exits" clearly marked (signs must be placed on drape)
- Stage sizes
- Lounges
- Storage areas
- Equipment sizes (i.e. mats)

**NOTE:** All emergency exits and DCC concession areas must remain clear of any obstructions within 15 feet of first row of booths. DCC reserves the right to disapprove booth sales in these areas.

## **Food & Beverage**

Together your Event Manager and the in-house Catering department will assist you in planning and executing all your food and beverage details.

The following details are required to create your food and beverage program:

- Menu Selections
- Coffee, Water, and Refreshment Services
- Concessions
- Booth Catering

[Click here](#) to view current DCC menus.

Insurance liability does not permit us to allow any food or beverage to be removed from the facilities. All food must be consumed on the facility premises.

Outside food or beverage of any kind is **not** permitted to be brought into the facility for consumption or sale purposes. Any exhibitors with food and beverage items must obtain prior written approval from the DCC General Manager. Fees may be associated.

## **Internet**

Our exclusive provider of internet service is Harborlink Network, Ltd. They can provide different levels of internet connectivity and also internet equipment rental to you and your exhibitors. Once your internet needs have been determined, please provide them to your event manager to make final arrangements.

## **Move-In/Move-Out**

All setup and tear down must occur during the contracted dates and times. If you require additional set up or tear down time, contact your Sales Manager to arrange an amendment to your Use License Agreement.

All materials from your event must not arrive prior to your event and cannot remain after your contract ends. The Center does not provide any storage or security for your materials.

## **Parking**

Parking is available in the Oregon District Garage, 116 E 5th Street, which is one block East of the Dayton Convention Center on Fifth Street (at Jefferson Street). The Oregon District Garage offers a covered skywalk on Level 1 of the garage that will bring you to the 3rd floor at the Dayton Convention Center. The garage has a total of 1,416 parking spots.

[View Directions](#)

### **Clearance:**

Trucks, Vans, Campers, SUVs: 6'6"

### **Daily Rates:**

\$6.00 maximum

\$2.00 per hour or part hour

\$1.00 after 6pm daily

### **Do not use the Oregon District Garage if your vehicle is:**

- A larger SUV with a wheelbase greater than 120 inches
- A pickup truck with a wheelbase greater than 120 inches (extended, super cab & 4 door trucks)
- A full size van of any type
- A vehicle with a clearance of 6'6" or higher
- Any other type of vehicle with a wheelbase longer than 120 inches

### **Pay Stations:**

Attendees will pay at one of the convenient Pay Stations located on Level 1 of the Oregon District Garage (where the skywalk is located). Once you have paid at one of the pay stations you will receive a validated ticket for use at the exit. You will then have 20 minutes to exit the garage. Upon arriving at the exit, simply scan the validated parking ticket and the gate will raise.

**Please note:** There are no cashiers stationed at the exits. Credit cards are the only form of payment accepted at the exits. To use cash, you must use one of the Pay Stations located on Level 1 of the parking garage.



### **Parking Safety Tips:**

- **LOCK ALL WINDOWS AND DOORS.** Make sure all the windows and doors are locked when you are away from the vehicle, even for only a short period of time.
- **PROTECT YOUR VALUABLES.** Do not leave your property (including iPods, GPS's, electronics or purses) in plain view inside your vehicle, even when it is locked. Take your valuables with you or secure them in the glove compartment, center console or in the trunk.
- **DO NOT** leave firearms, identification, important papers and credit cards in your vehicle.
- **BE ON THE LOOKOUT** for anyone who is acting suspiciously or looks out of place (i.e. looking in windows or checking parked vehicles). Make a note of the person's appearance, clothing description, and direction of travel. Call the police immediately at (937) 333-COPS (2677). You can also report any crime or suspicious activities anonymously.

### **Alternative Parking & Transportation Options:**

#### **Reibold Garage** (Half Block Northwest of Dayton Convention Center)

131 S. Main St. (Entrance on W. Fifth Street)

Capacity: 833

Details: \$1 First half hour; \$7 Daily max; \$50 Monthly

Payment Options: Cash, Credit or Debit Card

#### **Downtown Dayton Parking Map**

See map for surface lot and metered parking options throughout downtown.

#### **The Flyer - Greater Dayton RTA**

See map for bus route and stops. Buses are free to ride and run every 10 minutes.

#### **The Link Bikeshare**

[Click here](#) for more information.

#### **Rigging**

Theatrical rigging and banner hanging carry significant liabilities for the responsible party and it is our goal to eliminate any potential problems or hazards before they occur. Any display of banners, decorations or theatrical equipment that hangs from the ceiling must be approved and hung by DCC personnel or our exclusive rigging vendor, Mills James.

## **Exhibitor Utility Orders**

Should you need to order utilities, Audio/Visual or internet services, you will need complete the appropriate order form(s) for your request and submit them to you Event Manager.

- There are specific DCC forms for ordering electric, air, water services, etc. Please ensure that a DCC order form or link to the electronic form is included in each exhibitor kit.

NOTE: electrical connections ordered onsite will not be hooked up until exhibitor and/or representative makes a payment to the DCC. Invoices with convenient payment links can be provided.

- Wireless, high-speed internet services provided by HarborLink Network, Ltd. are provided on a complimentary basis in our lobby and pre-function areas. For upgraded services, please submit the Internet order form/request to you Event Manager.

- When completing the form, please remember the following:

- Fill out the form as completely as possible. If you have questions or have any special requests, please contact your Event Manager before you place your order.

- All order forms should be returned directly to your Event Manager.

- Invoices for utilities services and internet will be issued by the DCC Accounting Department and are payable via a credit card link. If you do not receive a payment link within 2 weeks of submitting your utility order, please contact your Event Manager.

- The DCC will also accept payment by check. Make checks payable to: Dayton Convention Center. All payments should be in US Funds.

- Pre-order rates apply to orders received at least 5 business days prior to event. Onsite rates apply if received within 5 business days of event.

## **Venue Shield**

DCC, an ASM Global managed facility, adheres to “VenueShield” an advanced environmental hygiene and operational protocol. All protocols are aligned with public health authorities, medical and industry experts. VenueShield reduces physical touch points, increases venue sanitation and cleanliness, and provides health monitoring guidelines and services. To learn more about the program and guidelines, [click here](#).

# Rules & Policies

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## Animal Policy

Animals are not permitted on DCC premises, except in conjunction with an approved exhibit, or in accordance with Americans with Disabilities Act (ADA) as a service animal trained to do work or perform tasks for the benefit of an individual with a disability.

Animals that are approved to be on the premises must meet the following guidelines:

- Animal(s) must be confined within a pen or on a leash at all times.
- Animal(s) must be under constant control at all times.
- The owner or handler will be fully responsible for their animal(s) at all times.

The DCC Event Manager must be notified in advance of any planned animal exhibit and/or any intended general public interaction with live animal displays and approved by the DCC General Manager.

## Balloon Policy

Helium balloons are permitted with prior approval, provided:

- They are not displayed in lobby areas (except as entryway arches)
- They are securely anchored
- They are removed at the completion of the event
- Air tanks are properly secured while in use inside the facility

Mylar balloons are strictly prohibited. Please note, a balloon retrieval fee may apply for any loose balloons.

## Banner Opportunities

The hanging of banners from the railways must be approved by the DCC General Manager. For specific banner dimensions and locations, please work directly with your assigned Event Manager. Please consult your Event Manager during the planning process to coordinate the intended use of banner signage.

## Carpeted Meeting Rooms

If carpeted meeting rooms are used for exhibits and/or meetings, the following will apply:

- Vehicles in these rooms will require DCC General Manager approval
- All carpeted areas must be covered with Visqueen (plastic) in its entirety when moving in vehicles for display or other items/equipment that may cause damage to the carpet
- Forklifts are not permitted
- All crates must be unpacked before being brought into the rooms or transported via hand carts
- Should carpeted areas require cleaning and/or repair due to damage or improper care will be subject to a cleaning and/or additional fee(s) and charged to the Lessee

## **Code of Conduct and Safety**

In order to provide a safe and secure environment for all our guests, the following code of conduction must be followed on DCC property. Violators will be asked to leave the building and charges may be filed for prosecution. The following are prohibited on DCC property:

- Visiting without wearing a shirt and shoes
- Standing, walking, or sitting in any way that causes an inconvenience to other guests
- Disorderly or disruptive conduct, including the use of obscene or insulting language or gestures, running, yelling, fighting, throwing objects, vandalizing, theft, littering, the loud playing of music, inciting or instigating physical or verbal confrontations
- Use or display of slogans or communications of any kind which contain obscenities, racial, sexual, ethnic, fighting words or religious slurs
- Possession or consumption of alcoholic beverages outside of authorized areas, or the use of illegal substances
- Loitering
- Unauthorized distribution of literature, offering items for sale, soliciting guests, conducting surveys, videotaping or photography
- Any act which could result in physical harm to people or property
- Any act prohibited by Federal, State or Local laws
- Smoking, including the use of vapor/electronic cigarettes (Pursuant to Ohio Revised Code 3794)
- Weapons or any other self defense mechanisms (i.e. tasers, pepper spray), including certified concealed carry
- Pressurized gas cylinders unless they comply with the Ohio Revised Fire Code or are 1lb or less.

## **Discrimination**

A Lessee conducting an event open to the public shall not discriminate against any person because of sex, race, color, religion, ancestry, national origin, or disability. The Lessee shall not directly or indirectly display, circulate, publicize, or mail any advertisement, notice, or communication which states or implies that any facility or service shall be refused or restricted due to discrimination.

## **Display Vehicles**

Any vehicles on display shall comply with the following:

- All fuel tank openings shall be locked and sealed in a manner to prevent the escape of vapors.
- Fuel tanks shall not be more than one quarter full or contain more than 5 gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- 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.
- Vehicles cannot be fueled or defueled inside the building.

## **Elevators/Escalators**

The elevators and escalators in our facility are controlled and monitored by building personnel. We maintain the right to restrict access to these areas at any time. Passenger elevators cannot be blocked at any time. All equipment, freight, and deliveries must be transported on service elevator. Please observe the posted load capacities.

## **Flammable Materials**

Permission is needed from the DCC for the following combustible/flammable materials: Propane, butane, natural gas, radioactive devices, blasting agents/explosives, cryogenic gases, portable heating equipment, hazers/fog machines, aerosol cans with flammable propellants, flammable liquid pressure vessels and open flame devices (welding, cutting/brazing equipment, ammunition) along with exhibits involving hazardous processing and materials that would increase risk to fire and life safety

## **Insurance, Liability and Damages**

A Certificate of Insurance (COI) is required 30 days before your contracted move-in date. The certificate must list ASM Global and the Montgomery County Convention Facilities Authority as additionally insured parties (ask your Event Manager for an example COI). If you do not provide event insurance two weeks prior to your event, General and Excess Liability coverage will be purchased through the DCC's insurance program and will be billed to you. Damages to our facility and/or equipment are to be reported immediately to DCC Management. You will be held financially responsible for any damages to our facility or equipment during your event.

## **No Smoking Policy**

Smoking of any form, including vapor/electronic cigarettes, is NOT permitted anywhere inside the facility (Pursuant to Ohio Revised Code 3794). Smoking is also strictly prohibited during any show move-in or move-out activity. The Lessee and their general service contractor shall enforce this policy and post appropriate signage.

Any smoking should take place outside at least 25 feet from building ventilation, doors, windows, workspaces or regulated materials.

## **Public Areas**

Please speak with your Event Manager before scheduling any activity in a public space such as the concourse. These areas are used by many of our clients simultaneously, therefore any event activity would need to be coordinated.

**Right to Inspect**

DCC management and security personnel have the reserved right to inspect any package, purse, box, bag, container, briefcase, luggage or cooler brought in or removed from DCC property.

**Right to Reassign**

ASM Global reserves the right to reassign or change any room designated in Exhibit A to similar space of size and scope.

**Shipments**

Shipments will not be accepted prior to your contracted move-in date (advance shipments). The DCC will not accept or store display materials or crates, unless approved by your Event Manager. Charges may apply.

All exhibitors must make their own arrangements with the General Service Contractor/Decorator for shipment, delivery, receipt and storage of such materials and crates. Your General Service Contractor/Decorator is responsible for delivering materials to the facility during the approved move-in period.

Any shipment scheduled for delivery to the facility during the move-in periods must be sent to the attention of the General Service Contractor/Decorator. DCC employees will not sign for, accept or store any packages or freight for any client.

The facility will not accept Cash On Delivery (COD) shipments under any circumstances, nor will we accept responsibility for costs associated with freight and shipment delivery/pick up.

**Tours**

Our staff may need to conduct tours of the facility during your contracted times and spaces and will make every effort not to interfere with your event. We will make every attempt to notify you should any tours be scheduled during your event.

**Unions**

We are a non-union/right-to-work building. You and your exhibitors can load, unload and assemble any equipment needed.



# Operations Guide & Procedures

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## **Air Conditioning/Heating**

Rental includes air conditioning or heating in the public concourses during move-in, show and move-out. Air conditioning or heating in exhibit halls is provided complimentary on leased show days for the following:

- Show hours for exhibits
- Session hours for general sessions
- Rehearsals
- Poster sessions
- In-hall registration

Meeting room air conditioning or heating is provided complimentary for rehearsals and session times only. Air conditioning or heating for all other activity on a leased move-in or move-out day shall be billed at the applicable rate. When registration is open in an exhibit hall and air conditioning or heating is requested on a leased move-in day, the applicable rate will also apply. Air conditioning and heating is provided complimentary on a leased move-in day in exhibit halls used as a general session for dress rehearsals only.

Open doors must be minimized at all times when air conditioning is on. Air conditioning or heating on leased move-in days (including in-hall registration) and move-out days will be charged at \$.0030 per gross square foot (gsf), per 24 hour period.

Cool down time, the time that it takes the DCC to lower the temperature in the exhibit hall and meeting rooms to the acceptable air-conditioned temperature, is not a client billable item. The goal of the DCC is to have the exhibit halls cooled to the appropriate temperature for the start time of the appropriate exhibit hall activity (show hours, rehearsals, general session and in-hall registration).

## **Carts and Dollies**

If you need carts or dollies, you or your decorator must provide them.

## **Decorations, Signs and Decals**

The DCC manages and controls the use of all non-leased space (i.e. public areas, lobbies, corridors, pre-function space, registration areas, sidewalks, glass areas, stairs, etc.) Use of non-leased space requires DCC General Manager approval. For all advertising/sponsorship opportunities in non-leased public space please check with your Event Manager for prior approval. The Lessee must submit plans requesting approval for use of non-leased space to their DCC Event Manager prior to the sale of any sponsorship, advertising and/or exhibit booths. Revenues generated from sponsorship sales in non-leased space may be subject to commission fee.

## **Decorations, Signs and Decals (continued)**

The use of existing DCC furniture, plants and other property fixtures requires DCC General Manager approval. If moved or removed without written approval, a \$500 penalty will be billed if violated.

The DCC's digital and static signage may not be covered or otherwise obstructed at any time. Decorations, signs, banners, etc., may not be taped, nailed, tacked, pinned, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns. Holes may not be drilled, cored or punched into any walls, floors or ceilings of the DCC. Only putty or painter's tape is allowed on walls and pillars inside the facility.

Any adhesive-backed (stick-on) decals or signage must be approved by the DCC Event Manager. All draping and decorative materials must be flame proof. A certificate must be provided stating that the material is flame proof.

DCC does not provide signage for your event. If you wish to display a sign and/or graphics within the DCC, please notify your Event Manager. The following are instances where custom show signage is not permitted:

- The covering of building directional signage is prohibited
- The covering of exit signs in meeting rooms or exhibit halls is prohibited
- The covering of fire strobes, fire hoses or fire extinguishers is prohibited
- The covering of exit stairwells and/or elevator access is prohibited
- Signage on ceilings, walls, doors, windows, painted surfaces or columns is prohibited (unless otherwise approved)
- Signage that is taped, nailed, tacked, pinned or stapled to the building is prohibited
- Holes may not be drilled, cored or punched into any surface of the DCC

Any costs incurred by the DCC for the removal and/or repair of the aforementioned items will be charged to Lessee.

## **Floor Marking**

Markings made by you and your decorator/general service contractor on concrete or carpet must be removed without damage before departing our facility. We highly recommend using non-residue marking tape.

Any damage of tile, carpet and from removal of tape will be documented and the cost billed to you.

## **Inventory**

The DCC has an extensive inventory of meeting room chairs, tables, risers and stages of various dimensions. If you have any special requests or plan to rent furniture from an outside vendor, contact your Event Manager to coordinate. [Click here](#) to view the DCC Equipment & Special Service Rates.

## **Loading Dock & Move-In**

All loading dock space and timing must be pre-approved by the DCC Event Manager. DCC does not provide dock plates or pallet jacks for loading and unloading equipment. It is the responsibility of the General Service Contractor/Production Company to provide this equipment.

The DCC has a gated parking area at the rear of the building (entrance near Main and 6th Street) that is restricted parking for DCC staff only. A security checkpoint is in place at the parking entrance for all vehicles/trucks entering and requesting dock access and is monitored by DCC Security. All move-in/out areas are controlled by DCC Security.

If a show requires heavy move-in/out, special advance arrangements can be made for access to this parking area. A Dock Marshal fee for such arrangements will be applied based on the duration of time and required space needed for move-in/out.

Any General Service Contractor/Decorator or Event Management vehicle parking in the Center's parking lot must be authorized by the DCC Event Manager prior to move-in. Any vehicle, which does not have a DCC parking pass or prior parking approval, will be towed at the owner's expense.

## **Overhead Doors & Sizes**

See Exhibitor Rules and Regulations

## **Return of Space/Move-Out**

All loading dock space and timing for move-out must be pre-approved by the DCC Event Manager. All move-in/move-out areas are controlled by DCC Security.

It is the responsibility of the Service Contractor/Decorator to return all space as provided, free of bulk waste, tape and tape residue. All tape used on the show floor must be approved by DCC Management.

Failure to return space as originally provided will result in a cleaning charge of \$55 per labor hour, with a minimum of \$500.

## **Room Adjustments**

The initial room set is complimentary for all meeting rooms (theater, classroom, conference, banquet or reception style) and exhibit halls (used for general session and/or banquet style), within the limits of DCC inventory, during the term of the use agreement.

Changes to the approved set five (5) days or less prior to the first move-in day will be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory, tables, such as tables, chairs, risers, performance staging and lecterns.

DCC equipment must be set up and operated by authorized DCC personnel. Labor charges for operators may be charged, in addition to the rental charge for equipment. Tables and chairs, when used for exhibits, will be charged at the prevailing rates. Equipment (chairs, tables, risers, performance staging) is provided within the limits of DCC's inventory. If inventory limits are exceeded, equipment rental and additional labor is the responsibility of the Lessee.

## **Storage**

Limited storage for crates, equipment and supplies are available within the DCC loading docks, during the term of a Lease. These areas are not available for storage before or after the term of the Use License Agreement. Stored items are not permitted in the rear service corridor, back parking lot or dock area without prior approval nor may they block, doorways, exits or fire equipment. If other storage arrangements are needed, these must be made with Lessee's General Service Contractor/Decorator. Contact your Event Manager to confirm onsite storage options prior to move-in and arrival at facility for event/show.

Any property not removed from the DCC and not claimed within forty-eight (48) hours following the term of the use agreement will be considered abandoned by Lessee, its contractors or exhibitors and thereby considered property of the DCC. The Lessee shall be responsible for any cost of disposing of the abandoned property.

## **Trash Removal**

It is the responsibility of the Service Contractor/Decorator to remove all bulk items, crating material, wood, metal and plastic products from the walkways, spaces and 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.

For exhibits, the DCC will sweep the aisles once before any aisle carpet is installed. It is the responsibility of the Service Contractor/Decorator to vacuum and clean any 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.

# Public Safety & Fire Codes

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## **ADA Accessibility**

Contact your Event Manager to confirm ADA accessibility in public areas, meeting rooms and spaces at the Center.

## **Building Security**

The DCC aims to provide a safe and friendly environment for everyone. The DCC maintains on-property security overseeing all public areas, concourses, back-of-house areas, parking lots and related exterior grounds.

## **Firearms**

Pursuant to the Ohio Revised Code, no person, including anyone licensed to carry a concealed handgun, shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto our property, unless otherwise authorized by law.

## **Fire Emergencies**

The DCC is equipped with a fire-detection system monitored 24 hours a day, 365 days a year. In case of fire, the fire alarm evacuation system will sound and fire strobes and sirens will activate.

Should alarms be activated, please instruct your event attendees to calmly exit the facility by the nearest exit. Your Event Manager will notify you when it is safe for your attendees to re-enter the building. If an urgent evacuation becomes necessary, Security and Event Management will assist with the evacuation.

Obstructing or obscuring of any marked fire exit, hose/extinguisher cabinet or pull station is prohibited bylaw.

## **Hazardous Materials**

All hazardous materials must be registered with the DCC by submitting the OSHA Material Safety Data Sheet regarding your hazardous material to your Event Manager at least 60 days prior to your event.

Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents and biological contaminants, including blood, body fluids, organic matter, cadavers, used First Aid supplies, and sharps) are the responsibility of you, your exhibitors, and your attendees.

All hazardous items must be placed in clearly marked product-safe containers, safely stored and secured, and disposed of properly in accordance with local, state, and federal regulations. Items may not be left in our building for later retrieval, or disposed of in our building trash receptacles, floor pockets or sewage systems.

## **Hazardous Materials (continued)**

Any hazardous waste left in our facility will be disposed of immediately at your expense, including charges associated with identification, containment, transportation, disposal, and the potential closure of our convention facilities or waste disposal sites due to contamination.

## **Lost & Found**

All lost items can be turned into the Security or Event Management where the lost items are logged in and maintained for a period of 30 days. Items not claimed within the 30-day time period are customarily discarded or donated to charity.

You may set up your own Lost & Found location during the duration of your event. At the conclusion of your event, contact your Event Manager if you have any inquiries regarding lost and found items.

## **Medical Service Providers/Onsite Medics**

Contact your Event Manager for a preferred provider list.

## **OSHA Standards**

Lessee, vendors and contractors must comply with the most current edition of the Occupational Safety and Health Administration (OSHA) standards. OSHA standards can be accessed online at [www.osha.gov](http://www.osha.gov).

## **Unattended Property**

For the safety of our attendees, any unattended bag, purse, briefcase, cooler, box, etc. is subject to removal from DCC property, both inside and outside of the building, by our in-house security. Do not leave items of any value in an area that is unsecured or unattended at any time. The Center will not be responsible or liable for any items left inside or on the premises of the facility.

## **Weather-Related Emergencies**

During severe weather it may become necessary to relocate to safer areas of the building designed to withstand winds higher than normal, such as a tornado. If a tornado warning is issued for our area, Security and Event Management personnel will notify and direct your event attendees to safer areas of the facility.



# Ancillary Information

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## **Cleaning**

If you, your exhibitors, or your attendees use glitter, spray glitter, hairspray, or confetti as a decorative item, there will be a fee charged to clean the carpets, walls, building equipment, and escalators in which the material is found. The fee will be determined by the size and location of the material and is based on the labor it takes to return the space to the condition you received it.

## **Easels**

If easels are needed, you, your decorator, or your audio-visual company must provide them. If you do not have a decorator or audiovisual company, contact your Event Manager to order them for you at an additional charge.

## **Fire Marshal**

Some events require the prior approval and presence of a City of Dayton Fire Marshal for inspections. Please discuss your exhibit floor details with your Event Manager to determine if Fire Marshal approved is needed.

## **Gratuities & Gifts**

The DCC policy prohibits any DCC or ASM Global employee from accepting gifts, gratuities, or any other favors from anyone doing business with the DCC.

## **Police Officers (Special Duty)**

Certain larger events, whether public or private, may require the hiring of Dayton Police officers to assist with incident/emergency response, public safety-related screening, or traffic control outside the building and at our various parking areas. Your Event Manager will advise you if your event falls within these criteria and what additional charges you will incur.

## **Preferred Service Providers**

The DCC has determined preferred service providers for many of the services provided at the facility. All charges and fees are the service providers discretion and will not be further negotiated by the DCC. Contact your Event Manager for pricing details.

## **Tax Exempt**

If your group is tax exempt, the exemption certificate must be received prior to the move-in day for your event. If your exemption certificate is not received by the time your group takes possession of licensed space, the appropriate sales tax will apply.