



## EXHIBITOR RULES & REGULATIONS



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

## 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.

**ADDRESS** 22 East Fifth Street, Dayton, OH 45402

**WEBSITE** [daytonconventioncenter.com](http://daytonconventioncenter.com)

**TIMEZONE** Eastern Standard Time

**AIRPORT** Dayton International Airport (DAY),  
located 12.2 miles (15-20 minutes) from DCC

**LOCATION** Downtown Dayton, steps from the Miami River and  
Oregon District dining and shops

**OWNER** [Montgomery County Convention Facilities Authority](#)

**MANAGEMENT** [ASM Global](#)

**SIZE** 150,000 sq. ft.

**FEATURES**

- 68,000 sq. ft. of column free Exhibit Hall, VIP Lounge that overlooks the entire space
- Full-service Theater that seats up to 672 guests, includes a raised orchestra pit that can accommodate an additional seats
- 3 Ballrooms totaling over 20,000 sq. ft.
- 22 Meeting Rooms

**NEARBY HOTELS**

- Radisson (connected via enclosed skyway)
- 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)

*This is not intended to be a complete list since every event is unique, any specific questions should be directed to your Event Services Manager.*

## **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.

## **Booth Guide**

### Exhibit Areas:

- Open emergency exits. Booths and/or equipment are not permitted to block exits
- There must be a 10' clearance around all emergency exits
- No less than 10' aisles
- Crate storage is limited. Crates are not permitted in exhibit halls or stored in service corridors on upper levels. Contact your Event Services Manager to confirm onsite storage options prior to move-in

### Exhibit Structures:

Covered exhibits and multi-level exhibits with less than 300 sq. ft.

- Must be made of non-combustible materials. Certificate of treated materials must be presented upon request
- Must install a smoke detector with audible alarm on the interior of the structure
- Firewatch or extinguishing system not required
- A minimum of one stairwell is required for multi-level exhibits
- Stairwell must allow for proper egress

Covered exhibits and multi-level exhibits with more than 300 sq. ft.

- Materials and décor must be made of non-combustible materials. Certificate of treated materials must be presented upon request
- Scaled plan must be submitted and approved by the DCC. Plan to include registered architect or engineers' signature or stamp, show name and dates, directional information and exhibit height
- If covered areas exceed 1,000 sq. ft., a clear fire break of no less than 10' must be provided on all 4 sides of each 1,000 sq. ft.
- Must install a smoke detector with audible alarm on the interior of the structure
- Firewatch or extinguishing system is **required**

Upper deck of multi-level booths with more than 300 sq. ft.

- Must be made of non-combustible materials. Certificate of treated materials must be presented upon request
- Upper level cannot be covered
- Post maximum occupancy of 2nd level at base of structure
- Limited to a max of 1,000 sq. ft. on upper deck to include a fire break of no less than 10' on all 4 sides of area
- Must install a smoke detector with audible alarm on the interior of the structure, regardless of square footage
- Must provide a portable dry chemical fire extinguisher for every 300 sq. ft. of exhibit space. Extinguishers must be mounted in a visible location, near exit doors and be accessible at all times
- A minimum of 2 stairwells is required for multi-level exhibits, stairwell must allow for proper egress
- Fire watch may also be required at prevailing rate

#### Combustible/Flammable Materials:

The DCC will need to provide special permission for any of the following: 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 fire and life safety. The DCC does not permit pyrotechnics and open flames.

Please consult your Event Services Manager if any of these materials apply to you. Approval is not guaranteed.

Occupancy: All booths must be staffed and open for business during established show hours. Booths cannot be dismantled prior to slow close.

#### **Clean Floor Policy**

Empty cartons and cases must be removed from booths; items cannot be stored behind drapes or in booths.

#### **Crowd Managers/Security**

Where events involve gathering of more than 1,000 people, trained crowd managers shall be provided. Crowd managers/event security will be arranged by your Event Services contact and the DCC will provide event security through their preferred partner. Prevailing rates will apply.

## **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 vapors
- Fuel tanks shall not be more than a quarter full or contain more than 5 gallons of fuel
- At least one battery cable shall be removed from the battery used to start the vehicle's engine. The disconnected cable must be taped
- One set of keys for each vehicle must be given to the DCC Operations Team or kept securely in the show office by Show Management
- Vehicles cannot be fueled or defueled inside the building

## **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:

- Catering/Food & Beverage
- Electric
- Gas
- 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 request your orders by submitting the appropriate forms directly 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 may 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. These can be found on the Exhibitor Services page of the website.

## **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 orders.

## **Fire & Safety**

The DCC enforces the following key items, however the Dayton Fire Marshal shall have final authority.

Cooking Exhibit Information: A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. This agreement must be obtained from your Event Services Manager and reviewed and approved by the Dayton Fire Marshal's office. The use of cooking appliance must be disclosed on the Cooking/Open Flame Agreement. Contact your Event Services Manager for form and approval.

Facility Emergency Equipment:

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes
- All emergency exits, hallways and aisles leading from the DCC must be kept clear unobstructed
- Fire lanes must be maintained at all times on the loading dock

Fire Watch Personnel: A fire watch is ordered through the DCC Exhibitor Services. Where, in the opinion of the fire code official, it is essential for public safety in a trade show or exhibition, either because of the number of persons present or because of the nature of the performance, exhibition, display, or activity, the exhibitor may be required to provide one or more fire watch personnel. All requests should be submitted, no less than twenty-one (21) days before move-in begins.

Fire Watch is required:

- For all multi-level exhibits regardless of square footage and all covered exhibits exceeding 300 sq. ft.
- On all show days
- Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing based on 4 hour increments. Fire watch charged at prevailing rate.
- Minimum of 2 hours per fire watch required.

### Flame Resistance Information:

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant
- The use of Styrofoam products for set construction is not permitted
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction

### Gas Restrictions & Hazardous Materials:

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgement of the DCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings
- Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the DCC
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids cannot be stored (permanently or temporarily) in the DCC facility, or in its dock areas, during and event or its move-in and move-out
- If materials are questionable, contact the DCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the DCC for the removal of hazardous or potentially hazardous waste/materials left in, or about, the DCC will be assessed to the Exhibitor

### Open Flame, Pyrotechnics and Special Effects:

Open flame and flame effects are not permitted at the DCC facility unless, under special circumstances, a fire watch is secured at the prevailing rate.

### **Floor Marking**

Markings made by the exhibitor and/or your General Service Contractor/Decorator on concrete or carpet must be removed without damage before departing the facility. We highly recommend using non-residue marking tape. Any damaged tile, carpet and for removal of tape will be documented and cost billed.

## 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 DCC Exhibitor Services prior to the event for approval. DCC's preference is to receive a digital copy of the floorplans.

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



## **Food & Beverage**

Celebrate Dayton Hospitality, powered by SAVOR, is the exclusive food and beverage purveyor at the Dayton Convention Center. The distribution or sale of food and beverages on property from sources other than Celebrate Dayton is prohibited. All permitted food and beverage service must take place within the exhibitor's booth and must not be disruptive to the show/event. No food or beverages catered by Celebrate Dayton Hospitality can be moved and consumed off premises.

## **Labor**

Only qualified labor personnel are required to perform various services at the DCC. Exhibitors should not, under any circumstances, become involved in disputes regarding labor to be performed. Any such questions should be referred to the official services contractors and Show Management. Contact your Event Services Manager for prevailing labor rates.

## **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.

All loading dock space and timing must be pre-approved by your Event Services Manager. The Center does not provide dock plates, pallet jacks, carts and/or dollies for loading and unloading equipment. It is the responsibility of the General Service Contractor/Decorator to provide this equipment. If a show/event requires heavy move-in/move-out, special arrangements can be made for access to Center's restricted parking area. A service charge for such arrangements may be applied based in the duration of time and required space needed for move-in/move-out.

## **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.

### 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

Contact your Event Services Manager should you require alternative parking options near the Center.

## **Shipments**

Shipments will not be accepted prior to your contracted move-in date (advance shipments) unless pre-approval is received from your Event Manager. The DCC will not accept or store display materials or crates. All exhibitors must make their own arrangements with the General Service Contractor/Decorator for shipment, delivery, receipt and storage of such materials and crates.

### **Shipping Address**

The shipping address to the Dayton Convention Center is:

[Exhibiting Company Name and Booth #]

[Show Name]

Dayton Convention Center

22 East Fifth Street

Dayton, OH 45440

Attn: [Your Event Services Manager's Name]

## **Trash Removal**

It is the responsibility of the General Service Contractor/Decorator to remove all bulk items, crating material, wood, metal and plastic products from the walkways, spaces and the Center. If any such materials remain in the dock area after the completion of the show/event a charge will be assessed.

## **Utilities**

Should you need to order utilities, or other exclusive services at the DCC, you will need to complete and submit the appropriate form(s) to Exhibitor Services and make payment prior to the show/event.

Utility forms can be found on the General Ordering & Payment Information page.

If you have any questions or special requests, please contact your Event Services Manager before you place the order and submit payment. Equipment & Special Services Rates can be found on the Exhibitor Services page of the website.